City Council Agenda

Monday, April 7, 2025
6:00 PM
City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

6:00 p.m.	**1.**	**Roll Call** Voting and Seating Order: Groff, Bauer, Strahan, Schroeder, and Roe
6:01 p.m.	**2.**	**Pledge of Allegiance**
6:02 p.m.	**3.**	**Approve Agenda**
6:03 p.m.	**4.**	**Public Comment**
6:08 p.m.	**5.**	**Recognitions and Donations**
6:13 p.m.	**6.**	**Items Removed from Consent Agenda**
	7.	**Business Items**
6:15 p.m.		a. Consider a request to perform an abatement for unresolved violations of City Code at 786 Sandhurst Drive
6:25 p.m.		b. Discuss Falcon Heights Public Parking Fees During the Minnesota State Fair and Impact to Roseville
6:45 p.m.		c. Consider adopting a revised Capital Investment Policy
	8.	**Council Direction on Councilmember Initiated Agenda Items**
6:55 p.m.	**9.**	**Approval of City Council Minutes**
		a. Approve Minutes from March 17, 2025 City Council Meeting
		b. Approve Minutes from March 24, 2025 City Council Meeting
7:00 p.m.	**10.**	**Approve Consent Agenda**
		a. Approval of Payments
		b. Approve 1 Temporary Gambling Permit
		c. Approve General Purchases Exceeding $10,000 or Sale of Surplus Items
		d. Approve Joint Powers Agreement with Ramsey County Sheriff Emergency Response Teams
		e. Approval of a Professional Services Agreement with The Axtell Group to Provide Police Accreditation Manager Services
		f. Adopt Resolution Prohibiting Parking on Fairview Avenue from County Road C to Twin Lakes Parkway
		g. Approve the renewal of a Short-Term Rental License for 419 Judith Avenue W
		h. Approve Amendment to Agreement for Financial Personnel Services with Metro-INET
		i. Accept and approve the final spending plan of the American Rescue Plan Act (ARPA) federal dollars
7:05 p.m.	**11.**	**Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

a. Future Agenda Review

12. Adjourn to Closed Session

7:15 p.m. a. City Manager Performance Review

13. Reconvene Open Session

8:15 p.m. **14. Adjourn**

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 7.a.

Department Approval

Janice Gundlach

City Manager Approval

Patrick Trudgeon

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 786 Sandhurst Drive

Background

The subject property is an occupied, single family home. Current violations related to the abatement request include:

- Inoperable vehicle (407.02.G, 407.04.D)
- Vehicle without current registration (407.02.G, 407.04.D)

This property has been notified of City Code violations on 07/24/24, 08/07/24, 08/14/24, 11/21/24, 12/12/24 and 03/24/25 (Attachment 4). In addition, the property owner was sent two administrative citations related to the noted violations (Attachment 4). Site visits and inspections were conducted prior to each notice being mailed or delivered (Attachment 2). Staff received communication (Attachment 4) from the property owner stating that he understood the violations and had plans for the correction, but to-date compliance has not been observed. A final notice was posted on the property detailing the violations and notification of the Council hearing date of April 7, 2025 (Attachment 4).

As of the writing of this RCA, no progress related to any noted violation has been observed on this property. A status update will be provided during the hearing.

Policy Objectives

The abatement of public nuisances is necessary to protect the public's comfort, repose, health and safety.

Equity Impact Summary

Equity impacts related to this request have not been evaluated.

Budget Implications

The estimated costs of the proposed abatement include the following:

Removal of unlicensed, inoperable vehicle stored outdoors:	$0.00
Abatement fee per Council approved Fee Schedule:	$350.00
Total:	$ 350.00

Staff Recommendations

Staff recommends the Council direct Community Development staff to abate the above referenced public nuisance violations at 786 Sandhurst Drive.

Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violations at 786 Sandhurst Drive, by notifying a towing company to remove the unlicensed and/or inoperable vehicle from the property.

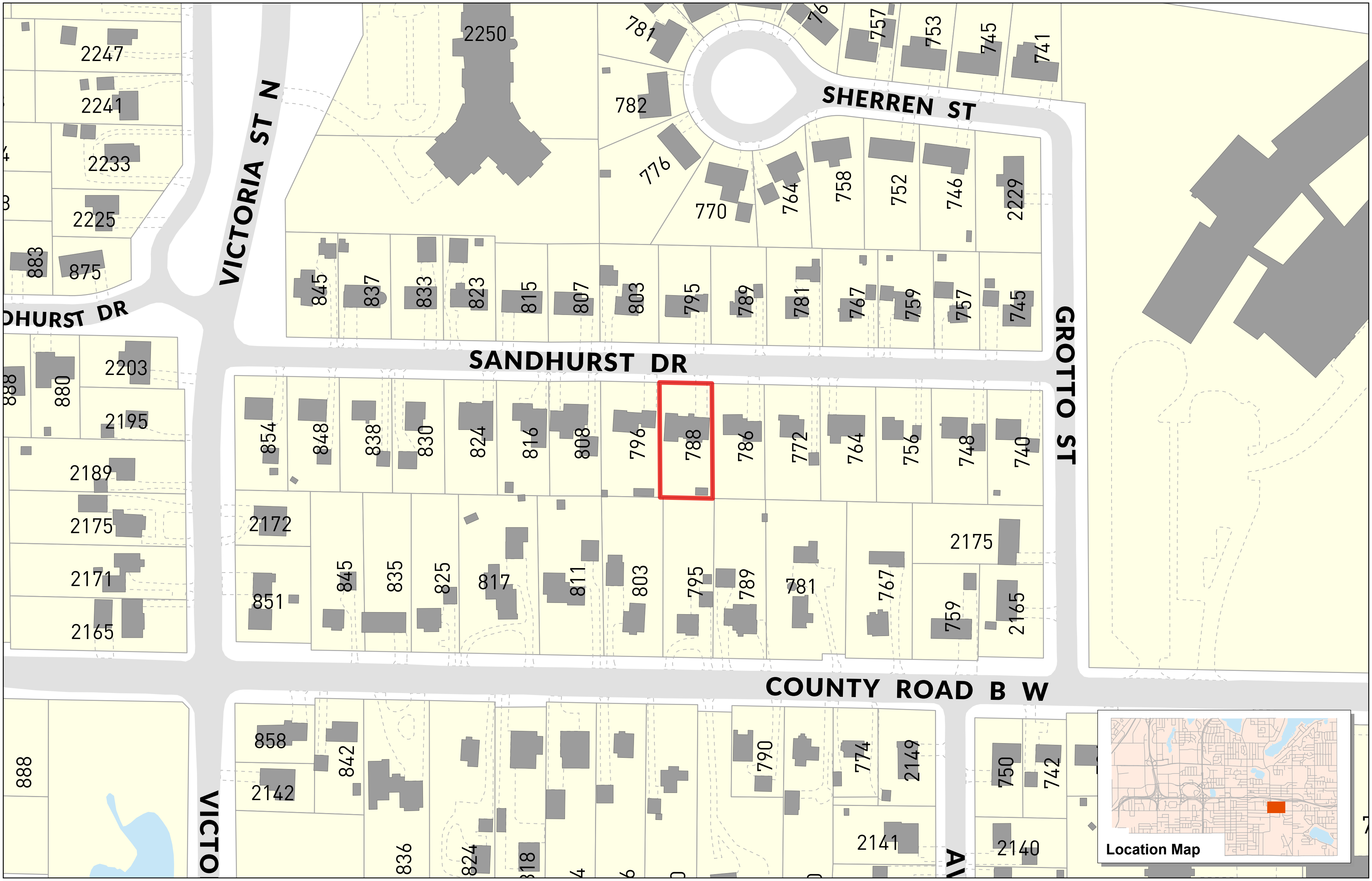
If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff will recover costs as specified in Section 407.08.B.

Prepared by: Dave Englund, Building Official

Attachments:
1. Map
2. Timeline
3. Applicable City Code Sections
4. Correspondence & Photos

786 Sandhurst Dr

Attachment 1



Prepared by:
Community Development Department
Printed: April 2, 2025

Site Location

Data Sources
* Ramsey County GIS Base Map (3/4/2025)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

0 100 200 Feet

N

786 Sandhurst Dr.

ATTACHMENT 2

July 24, 2024

- Staff received a concern related to unlicensed inoperable vehicles
- Staff verified violation and placed door hanger at property.

August 5, 2024

- Allviolations remain
- Letter sent to property on 8/7/24

August 12, 2024

- One vehicle displaying current registration, one remains in violation
- Letter sent to property on 8/14/24
- Property owner contacted staff by email on August 26,24

November 25, 2024

- Site visit, made contact with resident, she stated she wasn't sure of plan to bring vehicle into compliance.
- Letter sent to property on 12/12/24

January 27, 2025

- One vehicle remains in violation, admin citations issued.
- Letter sent January 29, 2025
- Property owner sent communication to staff via email 2/7/2025

March 24, 2025

- One vehicle remains in violation.
- Property posted for Council hearing.

April 7, 2025

- Hearing before Roseville City Council

ATTACHMENT 3

CITED CITY CODE SECTIONS

407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:

G. Parking and Storage: The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:

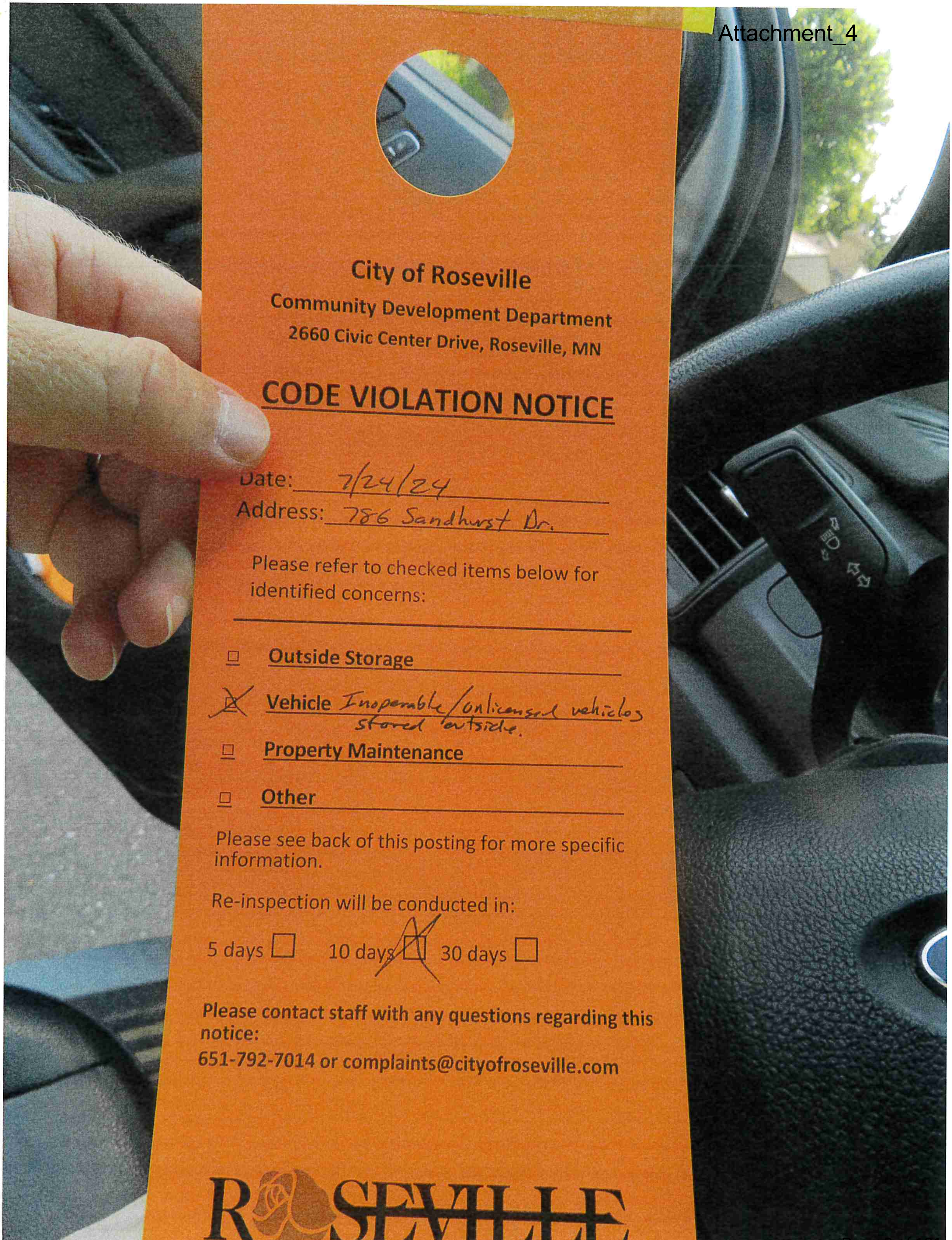
2. Storage on Property: No person may place, store or allow the placement or storage of the following, in the front yard or unscreened street facing side yard of a corner lot of any residential zoned area:

c. Vehicles of any type in inoperable condition

407.04: VEHICLES CONSTITUTING A PUBLIC NUISANCE:

A. Abandoned, Junk, Unauthorized and Inoperable Vehicles Create Hazard: Abandoned, junk, unauthorized and inoperable vehicles are declared to be a public nuisance creating hazard to the health and safety of the public because they invite plundering, create fire hazards, attract vermin, and present physical dangers to the safety and well-being of children and other citizens. The accumulation and outside storage of such vehicles is in the nature of rubbish, litter and unsightly debris and is a blight on the landscape and a detriment to the environment. It shall be unlawful for a person to pile, store or keep wrecked, junked, inoperable, unauthorized or abandoned vehicles on private or public property.

D. Vehicles Without Current Registration: Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the State of Minnesota, shall be deemed to be junked, inoperable, unauthorized or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper State agency.



City of Roseville
Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICE

Date: 7/24/24
Address: 786 Sandhurst Dr.

Please refer to checked items below for identified concerns:

- ☐ **Outside Storage**
- ☒ **Vehicle** Inoperable/unlicensed vehicles stored outside.
- ☐ **Property Maintenance**
- ☐ **Other**

Please see back of this posting for more specific information.

Re-inspection will be conducted in:

5 days ☐ 10 days ☒ 30 days ☐

Please contact staff with any questions regarding this notice:
651-792-7014 or complaints@cityofroseville.com

ROSEVILLE

August 7, 2024 **Case #ENF24-243**

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner,

The City previously notified you via door hanger that your property at 786 Sandhurst Dr (Roseville) was in violation of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in the driveway.

These are violations of Roseville's City Code, specifically:

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
  c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
  a. Vehicles shall be on an improved surface as defined in this Code.
  b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I,** Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C,** Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

Please make the following corrections by within **5 days** from the date of this notice and keep continuously maintained in compliance thereafter:

- Ensure all vehicles stored outside are operable and display current licensure, move unlicensed and / or inoperable vehicles to storage inside of a structure, or remove inoperable and unlicensed vehicles from property.
- Move misc. material and equipment to storage inside of a structure or remove materials from property.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City will move forward with further action and this matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to issue an Administrative Citation and / or perform a City abatement and contract with private companies to have all violations corrected. **This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay.** If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

This public hearing will be scheduled at future City Council meeting. You will be notified of the date. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7083.

Sincerely,
Chris Bolstad
Code Compliance Coordinator
Chris.bolstad@cityofroseville.com 651-792-7083

August 14, 2024

Case #ENF24-243

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner,

The City previously notified you via door hanger that your property at 786 Sandhurst Dr (Roseville) was in violation of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in the driveway.

These are violations of Roseville's City Code, specifically:

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
  - c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
  - a. Vehicles shall be on an improved surface as defined in this Code.
  - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I,** Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C,** Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

Please make the following corrections by within **5 days** from the date of this notice and keep continuously maintained in compliance thereafter:

- Ensure all vehicles stored outside are operable and display current licensure, move unlicensed and / or inoperable vehicles to storage inside of a structure, or remove inoperable and unlicensed vehicles from property.
- Move misc. material and equipment to storage inside of a structure or remove materials from property.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City will move forward with further action and this matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to issue an Administrative Citation and / or perform a City abatement and contract with private companies to have all violations corrected. **This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay.** If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

This public hearing will be scheduled at future City Council meeting. You will be notified of the date. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7083.

Sincerely,
Chris Bolstad
Code Compliance Coordinator
Chris.bolstad@cityofroseville.com 651-792-7083

November 21, 2024

Case #ENF24-243

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner,

The City previously notified you via door hanger that your property at 786 Sandhurst Dr (Roseville) was in violation of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in the driveway.

These are violations of Roseville's City Code, specifically:

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
  c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
  a. Vehicles shall be on an improved surface as defined in this Code.
  b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I,** Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C,** Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

Please make the following corrections by within **5 days** from the date of this notice and keep continuously maintained in compliance thereafter:

- Ensure all vehicles stored outside are operable and display current licensure, move unlicensed and / or inoperable vehicles to storage inside of a structure, or remove inoperable and unlicensed vehicles from property.
- Move misc. material and equipment to storage inside of a structure or remove materials from property.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City will move forward with further action and this matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to issue an Administrative Citation and / or perform a City abatement and contract with private companies to have all violations corrected. **This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay.** If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

This public hearing will be scheduled at future City Council meeting. You will be notified of the date. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7083.

Sincerely,
Chris Bolstad
Code Compliance Coordinator
Chris.bolstad@cityofroseville.com 651-792-7083

PRELIMINARY COUNCIL NOTICE

December 12, 2024

Case #ENF24-243

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner,

The City previously notified you via door hanger and numerous letters that your property at 786 Sandhurst Dr (Roseville) was in violation of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in the driveway.

These are violations of Roseville's City Code, specifically:

- **407.02 G(2),** Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
  - c. Vehicles of any type in inoperable condition
- **407.02 G(4),** Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
  - a. Vehicles shall be on an improved surface as defined in this Code.
  - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I,** Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C,** Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

Please make the following corrections by within **5 days** from the date of this notice and keep continuously maintained in compliance thereafter:

- Ensure all vehicles stored outside are operable and display current licensure, move unlicensed and / or inoperable vehicles to storage inside of a structure, or remove inoperable and unlicensed vehicles from property.
- Move misc. material and equipment to storage inside of a structure or remove materials from property.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City will move forward with further action and this matter will be discussed at a **January 2025** public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to issue an Administrative Citation and / or perform a City abatement and contract with private companies to have all violations corrected. **This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay.** If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

This public hearing will be scheduled at future City Council meeting. You will be notified of the date. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7083.

Sincerely,
Chris Bolstad
Code Compliance Coordinator
Chris.bolstad@cityofroseville.com 651-792-7083

January 29, 2025

Case #'s ENF24-243, ENF25-024

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner,

Enclosed you will find two Administrative Citations. One for a vehicle violation and one for a trash container placement violation (see referenced ordinances on back of this page). If you provide the City with a tangible plan in writing and deliver it to me via mail or e-mail **within 10 days** of the date of this letter to bring the property into compliance it may be possible to withdraw the enclosed Administrative Citations.

The City's objective is to increase the enjoyment of neighborhoods and enhance property values through enforcement of City Codes. We hope that you will work with us to maintain a positive community environment.

If you have any questions regarding this matter, or if this time frame creates a hardship for you, please contact me at 651-792-7083 or via email at chris.bolstad@cityofroseville.com.

Sincerely,
Chris Bolstad
Code Compliance Coordinator
Chris.bolstad@cityofroseville.com 651-792-7083

- **407.02 G(2),** Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
  - c. Vehicles of any type in inoperable condition
- **407.02 G(4),** Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
  - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.04 D,** Vehicles Without Current Registration: Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the State of Minnesota, shall be deemed to be junked, inoperable, unauthorized or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper State agency.
- **402.13: PLACEMENT OF CONTAINERS**: A. Residential Dwellings: Garbage containers, and other refuse, yard waste, and special waste containers at residential dwellings shall be out of public view except on the day of pickup. Such solid waste containers may be placed at curbside for collection (unless walk-up arrangements have been made with the hauler) prior to 7:00A.M. At no time shall such solid waste containers remain on curbside for longer than 24 consecutive hours. Completely closed hauler provided containers may be stored behind the front line of the primary structure, but not in the street-facing side yard of a corner lot, and when so stored shall be considered out of public view.

ROSEVILLE

Community Development Department
2660 Civic Center Drive
Roseville, Minnesota 55113
(651) 792-7080

ADMINISTRATIVE CITATION

January 29, 2025

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Re: Case #: ENF24-243 & ENF25-024 (786 Sandhurst Dr., Roseville, MN 55113)

This is an Administrative Citation issued under City Code Section 102. On ***January 27, 2025*** the following violation(s) were continued to be observed at the above-referenced property address:

Violation	Code Section	Penalty
Unlicensed vehicle stored outside (ENF24-243)	407.02 G	$100.00
Trash Cans stored beyond front of house (ENF25-024)	907.03	$100.00

Payment: A payment must be submitted within seven (7) days of this notice date. A check payment may be delivered in person or mailed to the City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113. Payment may also be made over the phone or in person with a credit card by calling (651) 792-7080. Payment of the Administrative Citation acknowledges a violation of City Code. If the Administrative Citation is unpaid, all charges may be assessed against the property pursuant to City Code Section 102.01.C.8 and Minnesota Statute 429.101.

Notice Contestation and Hearing:
Any person contesting an administrative offense may, within seven (7) days of the time of issuance of the notice, request, in writing, a hearing. The Hearing Officer shall forthwith conduct an informal hearing to determine if a violation has occurred. The Hearing Officer shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the Hearing Officer, the violator shall pay the penalty imposed (*City Code Section 102.01.C.5*). The City Manager shall be the hearing officer (*City Code Section 102.01.C.6*).

Continued Compliance: The payment of the penalty does not release the property owner from the responsibility of maintaining the property in compliance with City Code. If the violation remains after ten (10) days of issuance of this citation (without notice contestation request), the City may move forward with abatement proceedings to correct the issue, which could result in additional amounts owed by the property owner.

David Englund, Building Official
City of Roseville
651-792-7087
David.englund@cityofroseville.com

OFFICE USE ONLY
Amount: ______________________
Date: ______________________
Delivery Method: ______________
Delivered By: ______________________

Community Development Department
2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-7014 ❖ fax 651-792-7070 ❖ www.cityofroseville.com

March 24, 2025

Case #: ENF24-243

Adam Brewer & Rebecca Brewer
786 Sandhurst Dr W
Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting and enhancing the character, stability, and appearance of the City's residential neighborhoods and commercial areas by maintaining the standards and enforcing the regulations established in Roseville City Code. The City has verified code violations at your property. The City of Roseville intends to hold a public hearing before City Council to discuss possible administrative citation or abatement for the violations identified below:

The combined ongoing violations include:

- Inoperable vehicles stored outside
- Unlicensed vehicles stored outside

These are violations of Roseville's City Code, specifically:

- 407.02 G and 407.04 D, which require that vehicles stored outside be in operable condition and display current registration / licensure.

<u>Corrective Measures:</u>

- Ensure all vehicles stored outside are in operable condition, move vehicles to storage inside of structure, or remove vehicles from property.
- Ensure all vehicles stored outside display current licensure / registration, move vehicles to storage inside of structure, or remove vehicles from property.

This matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected and/or issue an administrative citation. This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled, the case file closed the Administrative Citations may be rescinded.

This public hearing will be scheduled for an upcoming City Council meeting on **<u>April 7, 2025</u>**, for which you are being be notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,
Dave Englund, Codes Coordinator
651-792-7087
<u>david.englund@cityofroseville.com</u>

Outlook

Re: Case #ENF24-243

From A B [redacted]
Date Fri 2/7/2025 3:48 PM
To Chris Bolstad <Chris.Bolstad@cityofroseville.com>

You don't often get email fro[redacted]Learn why this is important

Caution: This email originated outside our organization; [redacted]

Chris,
Regarding ENF24-243 & ENF25-024 and a letter dated January 29, 2025:

ENF24-243
Vehicle will (batteries permitting) be gone thi[redacted]

ENF25-024
Bins will be removed from front of house. Likely just into the garage.

I cannot begin to explain how frustrating this is, or how inconvenient it has become. I regret moving to Roseville. Moreso, the small house and garage. I don't belong here and my wife and I have decided to make every effort to move away.

I would like to let you know that the timeline on the letters is bothersome. Only because it is dated several days before it is received and contains a deadline that is rather close. Not a huge deal, just one of things that doesn't help when a guy already feels behind the 8-ball.

If the truck isn't gone in a couple days, you'll have a check payment from me.

On Tue, Aug 27, 2024, 09:46 Chris Bolstad <Chris.Bolstad@cityofroseville.com> wrote:

> Adam –
>
> Thanks for your e-mail. This communication is very helpful. Looking to see if we can narrow down the timeline a little bit more than that. Does by the end of September sound reasonable to you?
>
> Thanks,

Chris Bolstad | Code Compliance Coordinator | City of Roseville

ROSEVILLE

2660 Civic Center Drive | Roseville, MN 55113

[redacted]

651-792-7083

Facebook | Twitter | YouTube

[redacted]

From: Adam Brewer[redacted]
Sent: Monday, August 26, 2024 1:29 PM
To: Chris Bolstad <chris.bolstad@cityofroseville.com>
Subject: Case #ENF24-243

You don't often get email from[redacted]. Learn why this is important

Caution: This email originated outside our organization; please use caution.

Good afternoon, Chris.

Regarding the letter dated August 14, 2024. It was not received until after the 5-day window (just an FYI).

The content of the letter is of greater significance and as you know there is an "Older SUV closer to garage" that remains a topic of concern. I thought it was registered, but I opened the letter from the state and found that they contested the paperwork on the grounds that it was more valuable than what I paid and I think they thought they were getting screwed out of taxes. Ha! you saw the picture... So there is a problem with the registration that will not get resolved in the timeline provided. Please advise.

Arrangements have been made for somebody to take the vehicle because I don't have the time to enjoy it. The vehicle does run and has not been used because I just don't enjoy driving it. My Home was constructed in 1950, the garages cannot contain the vehicle, it's just too darn big! Another reason why I will be getting rid of it before the snow flies. I do not have an exact timeline but will prioritize the removal of the vehicle this week and hope to provide you with a date in the next day or or two.

Please let me know your opinion on the nature of my proposed actions, if they are acceptable or unacceptable. I would appreciate it communicated in email. If you must send a letter, I understand that protocol prevails.

Best Regards,

Adam Brewer, Homeowner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REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 7.b.

Department Approval | City Manager Approval

Item Description: Discuss Falcon Heights Public Parking Fees During the Minnesota State Fair and Impact to Roseville

Background

Recently, the Falcon Heights City Council passed an ordinance for the establishment of parking zones using electronic payment systems (emeters). The ordinance allows the city to install temporary parking meters on one side of city streets during certain events, such as the State Fair. A quick summary from the City of Falcon Heights of the ordinance is included as Attachment 1.

Falcon Heights' new ordinance may have an impact on Roseville streets and residents during the State Fair depending on the locations where meters are actually installed. The current proposal is to implement the meter system in the Northome and Northeast neighborhoods (Attachment 2) of Falcon Heights. The Northeast neighborhood borders Roseville along Roselawn Avenue. It is located between Snelling Avenue and Hamline Avenue, and Larpenteur Avenue and Roselawn Avenue. Parking meters may be implemented in this area which is currently free parking. According to the summary, there are about 800 on-street spots available throughout the two proposed areas that would be affected.

The past users of these formerly free parking spaces may choose to park in Roseville and walk further to the State Fair or utilize the free Park & Rides within the city. If the Park & Rides see additional utilization, this may further affect parking in the neighborhoods. It is hard to determine overall impacts as parking demand varies based on weather conditions and other factors, including how far people are willing to walk. Currently, most Park & Rides have temporary parking restrictions in place on city streets 1/8 to 1/4 mile from the sites, based on past parking observations.

Due to the current proximity of the State Fair and the St. Rose of Lima Park & Ride location, many of the Roselawn neighborhoods along Roselawn already have temporary parking restriction in place. Most of the city streets in these areas have parking prohibited on one side of the roadway. Attachment 3 is the current State Fair parking restriction map. Staff does modify this annually, based on resident feedback and staff observations. Staff does have the ability to make changes during the State Fair if needed as well.

There are nine (9) approved Park & Ride locations in Roseville per the approved interim use resolution passed in 2022. It expires in September of 2026 so it is good for the next two State Fairs. It would need to be renewed after the 2026 State Fair to continue to use all the Park & Rides in the city. The St. Rose of Lima location is the closest to Falcon Heights. There are temporary parking restrictions on most of the streets near St. Rose of Lima due to the Park & Ride as well as the proximity to the fair. Some additional streets such as Draper Avenue could be posted, if needed.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

Equity Impact Summary

There should be no equity impacts associated with this discussion topic.

Budget Implications

There should be no budget implications at this time.

Staff Recommendations

Staff recommends the council have a discussion on the impacts of the new Falcon Heights ordinance and provide direction to staff if needed.

Requested Council Action

None.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:
1. Falcon Heights E-meter Summary
2. Falcon Heights Neighborhood Map
3. State Fair Parking Restrictions
4. Resolution – State Fair Park & Ride Interim Use

E-Meter FAQs (UPDATED 3/27/25)

What action did the City Council take at the March 26th City Council meeting?

- Following the public hearing, the City Council unanimously approved two motions at the March 26th City Council meeting:
    1. Approved Ordinance 25-01, which modifies Chapter 46 of City Code to include Sec 46-29 Establishment of Parking Zones using electronic payment systems (e-meters).
    2. Approved Resolution 25-25, which authorizes the City to negotiate with ParkMobile to serve as the vendor for e-meter parking.

Did resident testimony during the public hearing make any impact on the proposal?

- **Yes,** City Council Members commented during the discussion that resident concerns need to be further evaluated in the next steps, which will include:
    1. Amending the Administrative Manual Section on Parking (better known as the State Fair Guidelines—*no lawn parking/vendors allowed, no hydrant side parking, etc*.) to clarify:
        - How many resident passes each impacted household would be eligible for, and who would be eligible.
        - How passes will be distributed, and in what format they will be (i.e. e-passes, hang tags, or other).
        - Whether passes are tied to a license plate or are in another format.
    2. Adopting an annual resolution specifying where e-meter parking will be implemented, and during which times it is in effect.
    3. Amending the fee schedule to set the rate for visitor parking.
    4. Adjusting the annual budget to reflect the projected revenues and expenses for the program.

Did the City Council approve authorizing one pass per household?

- This has not been voted on yet. City Council will continue to review the testimony provided and work with the State Fair Task Force to consider modifications of the plan as originally presented.

When is the next discussion on e-meters?

- City Council will discuss the feedback from the public hearing as well as the next steps at their workshop meeting on Wednesday, April 2nd at 6:30 p.m. This will be a live-streamed meeting available here.

Why do we want fairgoers to pay for parking?

- "Free Parking" is not really 'free'.
- To help cover the increasing costs of hosting the Fair that are currently and historically not recognized by the governing body of the State Fair.
- Any *new* revenue will be used to benefit *all* Falcon Heights residents.

Does e-meter parking mean that we are not a welcoming city for visitors?

- We will continue to welcome fairgoers, and charging for parking should not change our *attitude* toward visitors.
- Parking Ambassadors will roam the affected areas and aid fairgoers while they navigate our neighborhoods.
- We hope to *improve* fairgoers' experience – more porta-potties, trash cans, and services!

What areas will have e-meter parking and why?

- This has not been voted on yet. The proposal includes the Northome and Northeast quadrants, exclusive of major streets.
    - On one side of the street, without fire hydrants, where State Fair parking is currently allowed.
- These large, contiguous areas are currently highly impacted by State Fair parking and have more than 800 parking places available.

What is the projected revenue?

- Conservative estimates are $100,000 to $200,000 net per State Fair.

How will fairgoers know they need to pay for parking?

- ParkMobile provides many temporary signs that will be installed throughout designated Parking Zone areas.
- We will communicate *extensively* through a variety of media.
- Parking Ambassadors can directly help via personal interaction with visitors.

Will we charge a daily rate? Hourly rate?

- The proposal is a daily rate that expires at 11:59 p.m. each day of the State Fair, which is easier to enforce, and fairgoers can enjoy their day at the fair without worrying that the e-meter has expired.

Could rates vary based on proximity to the fairgrounds? Or for residents?

- There are a lot of options via ParkMobile to set different rates. There could be a discounted rate for residents, but the overall goal is to generate a new revenue source for the city and improve parking rule compliance in our neighborhoods.

Will residents need to pay to park?

- The State Fair Task Force proposed that each household in affected areas may obtain one resident pass for one vehicle, good for 12 days from the fair. The Task Force and City Council will use input from residents to evaluate the number and format of passes provided.

How will the city know whether a person has paid?

- ParkMobile generates that data and makes it accessible to police and Parking Ambassadors.
- Cybersecurity and MN Data Practice protocols will be fully accounted for.

How will parking violations be handled?

- Law enforcement will ticket cars parked in violation of code or that have failed to pay. The current policy that parking fines double during the State Fair will continue.
- Vehicles that cause safety hazards will be ticketed and towed, in accordance with historical policy and practice.

How much will it cost our city to implement?
- There is a processing fee of about 20% for each transaction, and there is no capital expense. ParkMobile provides all the signage at no cost.
- All administrative and staffing costs will be covered by revenues. At this exploration stage, the numbers are being calculated along with the policy considerations and will be discussed with as much transparency as possible.

Why ParkMobile?
- We explored temporary parking meters, but this is a much easier option. Many people are familiar with using apps to pay for parking in city lots. Several cities across Minnesota work with ParkMobile, and there are 1.5 million Minnesota users. People who don't want to install an app can pay via the ParkMobile website, pay by text, or simply call ParkMobile.

Some of our streets are permit parking only during the fair. How will this be handled if we switch to paid parking?
- No proposed changes to State Fair Parking Permits issued in 2024.

Will streets continue to be parking on one side only during the fair?
- Yes, the e-meter parking zones would be where we currently allow parking during the fair. We need to ensure emergency vehicles can get through our neighborhoods.

Will the program be full-time, year-round?
- The proposal at this time is just for during the Minnesota State Fair, starting in 2025. In the future, it may be expanded to other major events that bring visitors to our streets, such as car shows.
- This is an event-specific proposal - NOT year-round.

Will e-meter signs be up all year long?
- No. Staff's plan is to install signs prior to the Minnesota State Fair and remove them following the 12 days each year. While this does create additional work for staff, we feel it is important not to confuse motorists and add additional signage in the neighborhoods when not in use.

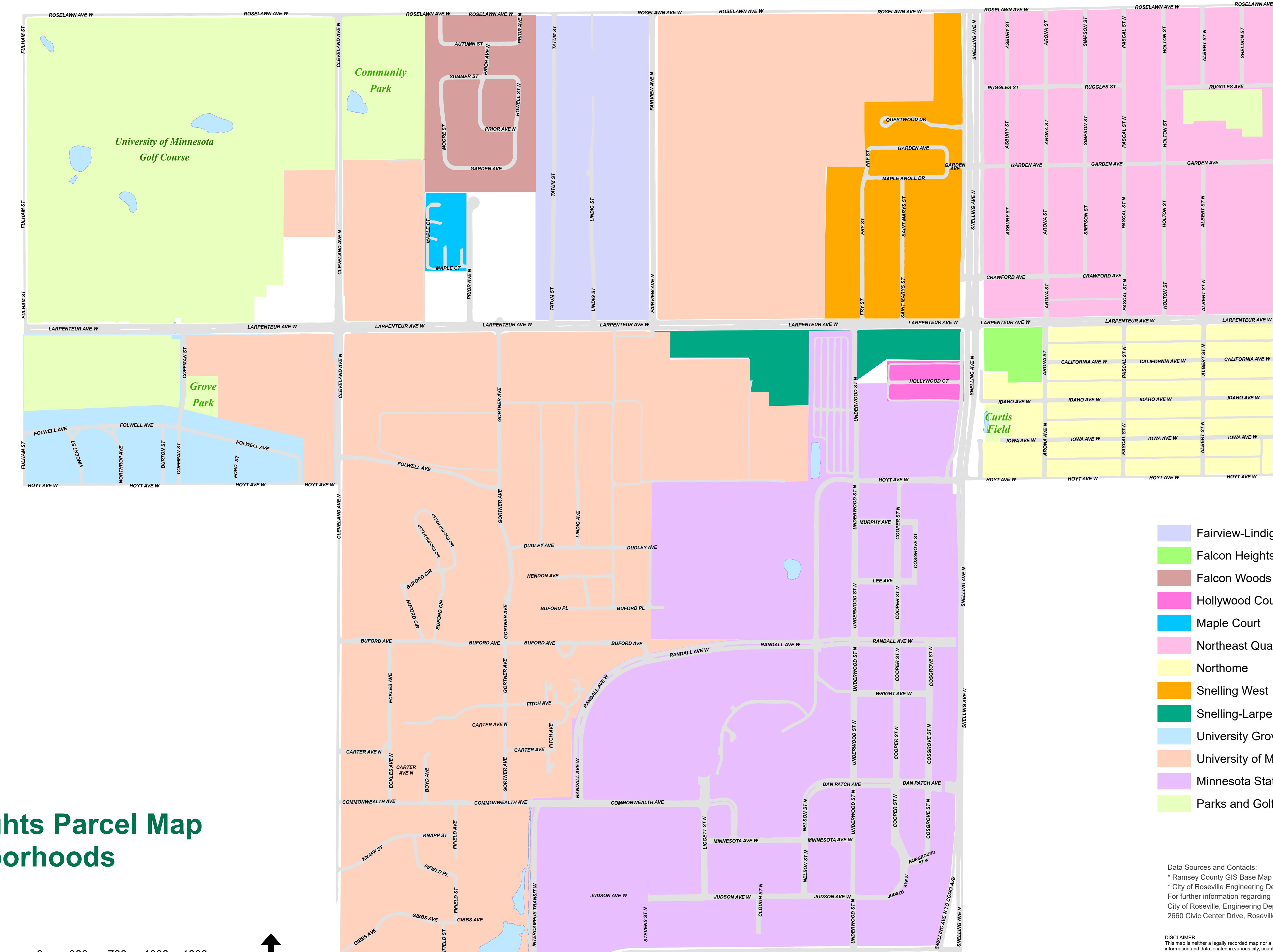
How will this impact neighboring cities?
- More people may look for free parking spots beyond Falcon Heights. Neighboring cities may choose to charge for street parking as well to cover their costs incurred due to the State Fair.

How will this impact business properties in our city that sell parking in their lots?
- We already compete with business properties that sell parking by providing free parking.

- The city collecting parking revenue will likely have no adverse impact on our business parking revenues.

Will people who have parked on our streets for years when attending the fair be angry? Take out that anger?

- We trust not. Paying for event parking in residential areas near large regional attractions is not unusual in communities throughout Minnesota and the nation.
- The city will conduct a communications campaign to get the word out and explain why Falcon Heights has chosen to charge for parking on our neighborhood streets. We realize that won't reach everyone. There will be a lot of signage. Paying for event parking isn't unusual.



Fairview-Lindig-Tatum
Falcon Heights Town Square
Falcon Woods
Hollywood Court
Maple Court
Northeast Quadrant
Northome
Snelling West
Snelling-Larpenteur Southwest
University Grove
University of Minnesota Property
Minnesota State Fair Property
Parks and Golf Courses

Falcon Heights Parcel Map with Neighborhoods

FALCON HEIGHTS
THE CITY THAT SOARS

City of Roseville Engineering Department

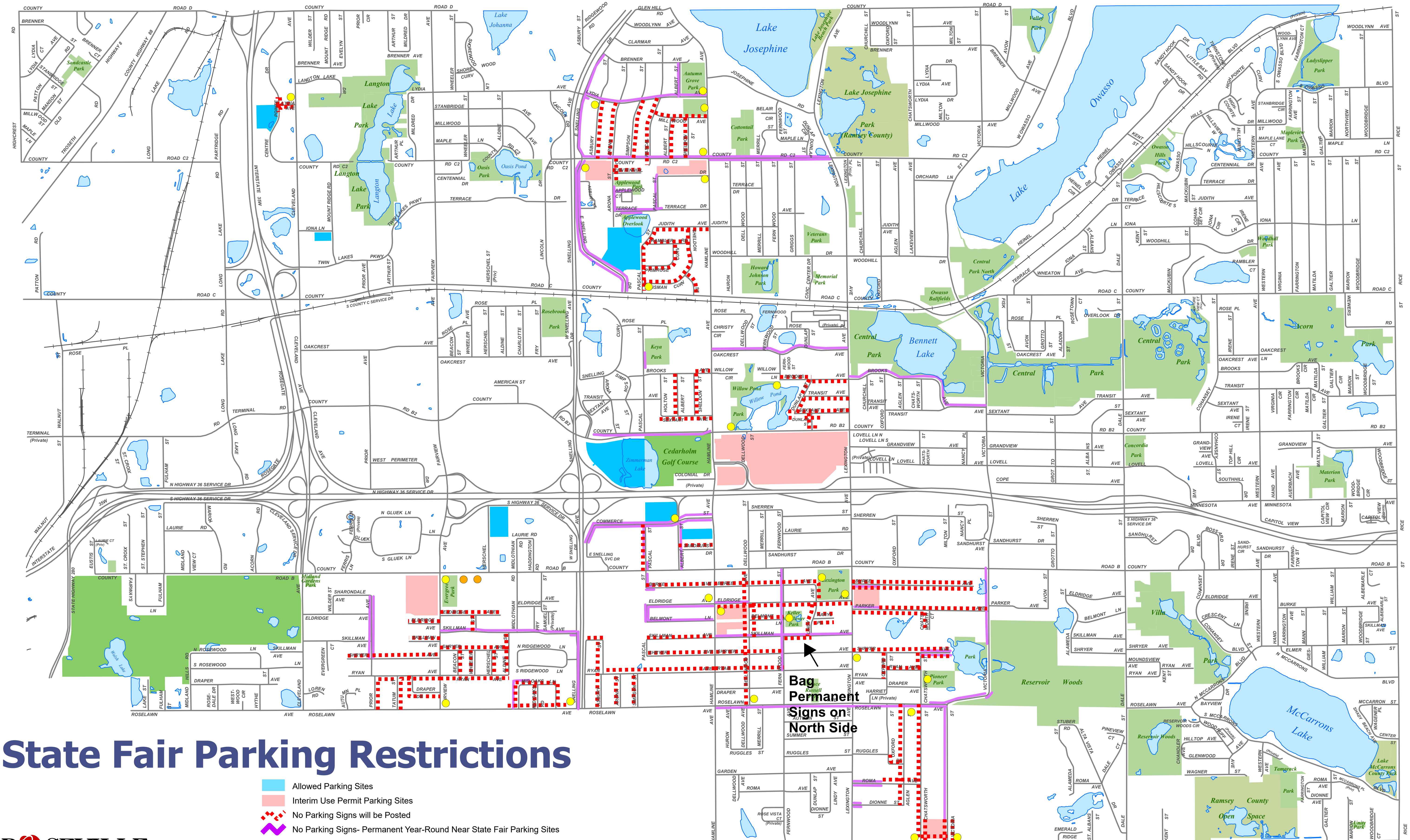
4/2/2025

0 300 700 1000 1000 Feet

Neighborhoods

N

Data Sources and Contacts:
* Ramsey County GIS Base Map (3/04/2025)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN



State Fair Parking Restrictions

- Allowed Parking Sites
- Interim Use Permit Parking Sites
- No Parking Signs will be Posted
- No Parking Signs- Permanent Year-Round Near State Fair Parking Sites
- Good Neighbor State Fair Signs
- No Parking State Fair Signs

NOTE: No Parking signs will be posted on the same side as mailboxes.
When mailboxes are on both sides, typically signs will be posted
on the north or west side of roadway.

ROSEVILLE

Prepared by: Engineering Department

9/5/2024

Data Sources

* Ramsey County GIS (7/2/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 700 1000 2000 3000 Feet

2025StateFairParking

N

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 28th day of February 2022 at 6:00 p.m.

The following Council Members were present: Willmus, Etten, Groff, Strahan, and Roe; and None were absent.

Council Member Willmus introduced the following resolution and moved its adoption:

RESOLUTION NO. 11887

A RESOLUTION APPROVING THE FIVE-YEAR RENEWAL OF NINE MINNESOTA STATE FAIR PARK-AND-RIDE LOTS AS AN INTERIM USE (PF21-019)

WHEREAS, the Minnesota State Fair has submitted an application on behalf of the property owners for renewal of the nine park-and-ride lots located at:

Calvary Baptist Church .... 2120 Lexington Avenue
Centennial United Methodist Church...... 1524 County Road C2
Church of Corpus Christi .... 2131 Fairview Avenue
Grace Church of Roseville .... 1310 County Road B2
New Life Presbyterian Church................ 965 Larpenteur Avenue
Roseville Area High School .... 1240 County Road B2
Roseville Covenant Church..................... 2865 Hamline Avenue
St. Christopher's Episcopal Church .... 2300 Hamline Avenue
St. Rose of Lima..................................... 2048 Hamline Avenue

WHEREAS, the Roseville Planning Commission held the duly noticed public hearing for this Interim Use renewal request on February 2, 2022, and unanimously voted to recommend its approval;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the five-year renewal of the nine Minnesota State Fair park-and-ride lots as an Interim Use, based on the public record and City Council deliberation, with the following conditions:

1. The hours of operation at each of the sites shall be limited from 7:00 a.m. to 12:30 am;
2. Each site shall have a minimum of one portable restroom that is cleaned on a regular basis (every four days, at a minimum);
3. Each site shall have trash containers appropriately placed throughout the site to encourage use, and each trash container shall be emptied daily;
4. Each site shall be monitored (walked by volunteer staff) hourly between the hours of 7:00 a.m. and 7:00 p.m., and every half hour between the hours of 7:00 p.m. and midnight;
5. Each site is allowed directional signage and a "lot full" sign not exceeding 28 inches by 36 inches, additional signage shall be placed on-site to direct users away from local residential streets, and all signage and other pertinent information shall be taken down daily;

6. Bus traffic and loading/unloading locations shall substantially adhere to the circulation route reviewed as part of the application and which is on file in the Community Development Department;
7. The City has the ability, should certain altercations, events, or issues arise, to discontinue the use of a lot if deemed necessary by the City Manager or their designee;
8. Community Development staff will administratively review park-and-ride locations, based on citizen complaints, to determine whether operational modifications are necessary and will work with site volunteers and Minnesota State Fair staff to resolve the issue;
9. Each site shall have a certificate of insurance with the Minnesota Risk Management Division for liability;
10. The Minnesota State Fair shall enter into a MOU with the Roseville Public Works Department for an annual payment to cover the Department's posting and maintenance of temporary no parking areas. Such MOU between both parties shall be in place and executed prior to the beginning of the 2022 Minnesota State Fair and should be reviewed annually to determine whether the annual fee should be adjusted to reflect changing costs and to determine what should be done with unexpended funds;
11. The State Fair shall enter into a MOU with the Roseville Police Department for the annual 12-day services of an off-duty officer. Such MOU between both parties shall be in place and executed prior to the beginning of the 2022 Minnesota State Fair and should be reviewed annually to determine whether the annual fee should be adjusted to reflect changing costs and to determine what should be done with unexpended funds. This contract shall not affect any other agreements the State Fair has with the Roseville Police Department relative to the State Fair.
12. The INTERIM USE approval shall expire at the end of September 2026.

The motion for the adoption of the foregoing resolution was duly seconded by Member Etten, and upon a vote being taken thereon, the following voted in favor thereof: Willmus, Etten, Groff, Strahan, and Mayor Roe.

and the following voted against the same: None.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 28th day of February 2022, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28th day of February, 2022

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 7.c.

Department Approval

Michelle Pietrick

City Manager Approval

Item Description: Consider adopting a revised Capital Investment Policy

Background

The City's Capital Investment Policy was last reviewed and updated in 2022. Best practices state that financial policies should be periodically reviewed and updated. At the March 4, 2025, meeting, members of the Finance Commission reviewed and approved a revised Capital Investment Policy.

The updates that staff are recommending can be found in the definition section of the policy and are as follows:

- The capital asset unit value was increased to $25,000 and an aggregate amount of over $100,000, with an individual item value of $5,000, was added.
- Asset Life now includes the useful life by asset type.

The increase in value is consistent with other cities' policies. Adding the aggregate amount is being done as a result of new interpretations of the accounting standard that addresses capital assets. Example: new chairs purchased with an individual value of $250 each, but the aggregate amount comes to $50,000. From a practical standpoint, it does not make sense to depreciate the chairs and there is no intent to replace them as a group in the future. Replacements would be done on an individual-as-needed basis and would be part of operating costs.

The Council is asked to adopt the revised Capital Investment Policy by resolution. The resolution and policy is included with the new language highlighted (*Attachment 1)*.

Policy Objectives

The City's financial policies are consistent with governmental finance best practices as well as previously-adopted Council actions.

Equity Impact Summary

While the policy revision is technical, an equitably applied Capital Investment Policy helps ensure infrastructure and equipment are replaced fairly across the community. Future use of the policy will align with the values and goals of the strategic plan and will consider and address disparities in access, condition, and service levels across all neighborhoods.

Budget Implications
Not applicable.

Staff Recommendations
Staff recommends the Council adopt the revised capital investment policy as submitted.

Requested Council Action
Motion to approve the attached resolution adopting the revised capital investment policy.

Prepared by: Michelle Pietrick, Finance Director

Attachments: 1. Capital Investment Policy and Resolution

Attachment A

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of April 2025 at 6:00 p.m.

The following members were present:
and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION AMENDING THE CAPITAL INVESTMENT POLICY FOR THE CITY OF ROSEVILLE

WHEREAS, the City Council of the City of Roseville, Minnesota desires to establish budget and financial policies that provide for the sustainability of City programs, services and infrastructure; and

WHEREAS, the City Council of the City of Roseville, Minnesota desires to maintain the City's strong financial condition; and

WHEREAS, the City Council of the City of Roseville, Minnesota desires to provide appropriate fiscal and budgeting controls.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the Capital Investment Policy included in Appendix A be adopted and remain in effect until such time that a subsequent policy action is taken.

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of April 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of April 2025.

____

Patrick Trudgeon
City Manager

Seal

Capital Investment Policy

The purpose of the City's Capital Investment Policy is to ensure future capital improvements and replacements are made when needed in a manner which is both fiscally and operationally prudent. The Policy also outlines the general process for considering higher-cost capital asset additions or replacement of existing assets that feature substantial changes from their original size, functionality, or purpose.

The goal of this policy is to provide a stable funding mechanism for the City's infrastructure by setting aside specific resources on a periodic basis. This will ease the burden on present and future taxpayers, without significant fluctuations in annual property tax levies.

It is not the intent of the Capital Improvement Plan to fund major new facilities, which have not had the original funding established either through tax increment, general taxes, bonding or other such sources. The replacement funds and corresponding fund interest earnings are expected to be only for replacement purposes.

Scope

All City departments are included in this Policy

Policy

- The city will develop a 20-year Plan for capital investments and update it at least every 2 years.

- All capital investments shall be made in accordance with an adopted Capital Improvement Plan or in conjunction with a strategic or other long-term planning process.

- The city will coordinate development of the capital improvement budget with development of the operating budget. Future operational costs associated with new capital improvements will be projected and included in operating budget forecasts.

- The city will provide ongoing preventative maintenance and upkeep on all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The city should periodically review and follow industry-recommended replacement schedules for all City capital assets.

- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The city will determine the least costly financing and acquisition method for all new projects.

- For future development or redevelopment proposals that require public infrastructure and/or public financing assistance and/or City support services, a fiscal analysis shall be prepared identifying the project sources and uses. The analysis should also demonstrate the costs and benefits of the project. The cost of this analysis shall be borne by the developer.

- The City will establish departmental Vehicle and Equipment Replacement Funds. The city will appropriate monies to them annually to provide for timely replacement of vehicles and equipment.

The amount will be maintained at an amount equal to the proportion of useful life expired multiplied by estimated replacement cost.

- The City will establish a Building Capital Fund and will appropriate funds to it annually to provide for timely preservation of all buildings supported by general governmental funding. Only preservation which meets the capitalization threshold shall be paid for out of this fund. Preservation includes major items such as roof repair and HVAC replacement.

- The City shall establish a Street Infrastructure Replacement Fund to provide for the general replacement of streets and related infrastructure throughout the community. The annual MSA capital allocation will be included as a part of the source of funds for computing the adequacy of this fund. This fund will maintain five to ten years of construction projects in reserves as identified in the City's approved Capital Improvement Plan.

- The City shall establish a Park Capital Fund to provide for the general replacement of parks and related infrastructure throughout the community. The funding should equal the proportion of useful life expired multiplied by estimated replacement cost for all park system assets.

- Within each enterprise fund, the City shall establish a funding mechanism to provide for the general replacement of related infrastructure throughout the community. The funding should equal the proportion of useful life expired multiplied by estimated replacement cost for all enterprise fund system assets.

- The Finance Commission will annually review and report to the City Council their recommendations and analysis of planned capital investments and related reserve balances. The purpose of such analysis will be to gauge the health and sustainability of City reserves related to capital investments for the short (1-3 year), medium (4-9 years), and long term (10+ years). It will also take into account related borrowing and repayment costs.

- Capital Replacements should be considered using the following priority guidelines (in order):

    1) Projects necessary for the public's health and safety, or to meet legal mandates.
    2) Projects that responsibly preserve or replace existing assets to either extend remaining service life or to create efficiency.
    3) Projects that expand existing assets or services in order to benefit the Public Good.
    4) Projects that purchase new assets or services in order to benefit the Public Good.

- Higher-cost capital asset additions or replacement of existing assets that feature substantial changes from their original size, functionality, or purpose should be considered as separate Council actions with detailed fiscal analysis.

Definitions

Capital assets – Assets with a per unit value of $25,000 or more and a useful life of two or more years. Assets in the aggregate over $100,000 will be recognized as a capital asset even if the per unit value is under $25,000 but must be more than $5,000 each.

Capital Improvement Plan – A comprehensive 20-year outlook itemizing all capital assets and their replacement funding requirements. The plan will take into account useful asset lives and salvage values.

Replacement Cost– In today's dollars, the cost to replace the asset. If it is expected the retired asset will have a salvage value, the estimated salvage value should be deducted from the expected replacement cost.

Asset Life – The number of years which the asset is in use, also known as the useful life of a capital asset. The following chart shows the useful life by asset type:

Assets	Years
Buildings	40
Building Improvements	25
Furniture and Equipment	5
Light Vehicles	5
Heavy Vehicles	10
Fire Trucks	20
Streets and public infrastructure	50
Utility distribution systems	80

Bonding – The amount of debt incurred to obtain capital assets.

Capital Asset Maintenance – Expenditures which protect the City's investment in capital assets and provide for ongoing upkeep.

Equipment – A tangible capital asset which does not qualify as a vehicle, building, street, or park asset. Examples are mowers, tools, etc.

MSA Capital Allocation – Municipal State Aid is money the city receives from the State to help pay for maintenance of MSA-designated streets. MSA streets are collector or arterial streets that interconnect to other cities or major thoroughfares.

Enterprise Fund – A separate accounting and financial reporting mechanism for municipal services which are primarily fee supported. Examples are Water, Sewer, and Golf Course.

General Governmental Fund – A separate accounting and financial reporting mechanism for spending in which a property tax is generally levied. Examples are police, fire, streets, parks and recreation.

Enterprise Fund System Asset – Assets which support enterprise services such as water, sewer, and golf course.

Park System Asset – All assets within city parks excluding buildings. Examples would be trails, equipment, and courts.

Implementation

The City shall use replacement funds to assist in the replacement of equipment, vehicles, and capital building maintenance. New equipment or buildings are to be funded from new dollars, unless they are designated to replace currently owned assets. Funds may be used up to the amount of the replacement funds set aside for that particular asset. Any additional funding shall be from new sources.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.a.

Department Approval | City Manager Approval

Michelle Pietrick

Item Description: Approval of Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	$341,911.57
112235 – 112347	$361,886.40
Total	$703,797.97

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

Staff Recommendations
Staff recommends approval of all payment of claims.

Requested Council Action
Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,997.00	3680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,404.47	3680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3680
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	350.00	3680
			Total Department 00-00 GENERAL	10,268.47	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	SUBURBAN RATE AUTHORITY	1ST HALF SUBURBAN RATE AUTHORITY ASSE	1,992.00	112291
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	CC MINUTES	238.51	3728
			Total Department 01-00 CITY COUNCIL	2,230.51	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Metro-INET	MAR IT SERVICES	78,179.00	3732
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU MARCH	78.93	112319
100-02-00-441100	Tuition Reimbursement	Jeffrey Lopez	TUITION REIMBURSEMENT	1,500.00	3729
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	690.00	3733
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	810.00	3733
100-02-00-448000	Miscellaneous	Heritage Embroidery & Desi	ENGAGEMENT GEAR	1,900.00	112276
100-02-00-448054	Volunteer Recognition	Heritage Embroidery & Desi	VOLUNTEER RECOGNITION & GEAR	906.00	112276
			Total Department 02-00 ADMINISTRATION	84,063.93	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	FEB 2025 SERVICE CHARGE	776.39	112255
100-04-00-430000	Professional Services	TimeSaver Off Site Secreta	FC MINUTES	172.00	3728
100-04-00-430000	Professional Services	VIA Actuarial Solutions	ACTUARIAL SERVICES RENDERED THROUGH F	2,300.00	112328
			Total Department 04-00 FINANCE	3,248.39	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	MONTHLY PROSECUTION SERVICES	15,106.00	3716
			Total Department 06-00 LEGAL DEPARTMENT	15,106.00	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Interstate All Battery Cen	PD BATTERIES	595.65	112296
100-10-00-422000	Clothing	Aspen Mills Inc.	ARMOR AIRIUS LVL II VEST OLSON	1,863.06	112286
100-10-00-422000	Clothing	Emblem Enterprises, Inc	K9 PATCHES FOR UNIF	508.75	112293
100-10-00-422000	Clothing	Galls, LLC	VEST NAME TAGS - FIGUEIREDO	50.14	3693
100-10-00-422000	Clothing	Galls, LLC	VEST ID TAGS - FIGUEIREDO	50.14	3693
100-10-00-422000	Clothing	Galls, LLC	OFFICER BADGES (2) ACCT#1002151511	378.79	3721
100-10-00-422000	Clothing	Galls, LLC	RAINCOAT NEW HIRE KROSNOWSKI	127.59	3721
100-10-00-422000	Clothing	Galls, LLC	VEST ID TAGS WALKER	33.90	3721
100-10-00-422000	Clothing	Galls, LLC	ZIPPER REPAIR - DAMAGED DURING USE OF	40.00	3721
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX MALE 3A - CRAIG	1,848.00	3720
100-10-00-422000	Clothing	STREICHER'S	BELT LOOP VERRILL	22.00	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF NOLL	2,608.69	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF WIETHORN	87.94	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE BOOTS VERRILL	249.00	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF NOLL	28.98	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF HAKEEM	165.99	3720
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF HAKEEM	2,140.75	3720
100-10-00-424000	Operating Supplies	Advanced Graphix, Inc.	AUTHORIZED PERSONNEL DECALS	45.00	3727
100-10-00-424000	Operating Supplies	Tio's Food and Beverage	COMMUNITY SURVEY MEETING CATERING	630.58	112327
100-10-00-424000	Operating Supplies	Tio's Food and Beverage	COMMUNITY SURVEY MEETING CATERING	278.10	112327

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-424000-PD0002	Operating Supplies	HARBOR AT TWIN LAKES	RENT APPLICATION FEE CLIENT 24500950	70.00	112337
100-10-00-424000-PD0002	Operating Supplies	HARBOR AT TWIN LAKES	RENT ASSISTANCE CLIENT 24500950 HOMEL	300.00	112338
100-10-00-424000-PD0002	Operating Supplies	MN Dept of Health	BIRTH CERTIFICATE FOR CLIENT 22035070	26.00	112299
100-10-00-430000	Professional Services	AXTELL GROUP LLC	EVAL OF POLICE RESOURCES AND OPER EF	26,633.00	112334
100-10-00-430000	Professional Services	ELECTRO WATCHMAN	DOOR LOCKING ISSUES - SUBSTATION	615.00	3702
100-10-00-430000	Professional Services	Language Line Services	INTERPRETATION SERVICES FEB	2,288.18	112298
100-10-00-430000	Professional Services	Lynn Lembcke Consulting	BODY WORN CAMERA AUDIT	2,250.00	112320
100-10-00-430000	Professional Services	Martin McAllister, Inc.	PUBLIC SAFETY ASSESSMENT NOLL	650.00	112292
100-10-00-430000	Professional Services	Minnesota Occupational Hea	HIRING PRE-PLACEMENT EXAMS BELL AND N	842.00	112312
100-10-00-430000	Professional Services	Sonya Eastham	2024 OFFICER WELLNESS CHECK-IN (1)	150.00	112315
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	RPD REQUESTED VEHICLE TOW WATER MAIN	75.00	112288
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	EQUIPMENT TRANSPORT ATM INVESTIGATION	150.00	112288
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES FEB	5,196.17	112302
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH FEB	34,581.67	112302
100-10-00-431000	Telephone	Verizon	MONTHLY DATA FEB	1,080.27	112318
100-10-00-431000	Telephone	Verizon	MONTHLY CELL SERVICE MAR 2025	4,381.61	112317
100-10-00-431000	Telephone	Verizon	MONTHLY CELL SERVICE - OUTSTANDING AP	4,381.61	112316
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	REPAIR OF LIGHT BAR ON SQUAD 2400	132.25	3678
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	SWAP POWER SUPPLY UNIT#2100	115.00	3703
100-10-00-439000	CONTRACT MAINTENANCE	All Traffic Solutions, Inc	ANNUAL SOFTWARE FEES	1,500.00	3730
100-10-00-439000	CONTRACT MAINTENANCE	Ancom Technical Center	RADIO REPAIRS	98.57	3719
100-10-00-439000	CONTRACT MAINTENANCE	COVERTTRACK GROUP, INC.	TRACKING SERVICE RENEWAL	2,100.00	112308
100-10-00-439000	CONTRACT MAINTENANCE	LexisNexis Claims Solution	DORS ONLINE REPORTING ANNUAL FEE	8,772.31	112309
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FIELD OPS FOR PHONE (CAD)	10.00	112302
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FEB	514.80	112302
100-10-00-440000	Conferences	MINNESOTA LAW ENFORCEMENT	MN LEAP ANNUAL CONF - VON FANGE	219.00	112336
100-10-00-441000	Training	FBI-LEEDA	SUPERVISOR LEADERSHIP INSTITUTE MARTI	795.00	112332
100-10-00-441000	Training	JP Nixon Consulting	WARRANTS & AFFIDAVIT TRAINING TANIS	180.00	112323
100-10-00-441000	Training	JP Nixon Consulting	PROACTIVE AND UNDERCOVER INVESTIGATIO	510.00	112323
100-10-00-441100	Tuition Reimbursement	Jeffrey Lopez	TUITION REIMBURSEMENT MS CRIM JUST (J	411.00	3729
100-10-00-443600	Software Operating Charges	Metro-INET	REMOTE DESKTOP - DUXBURY	150.00	3732
100-10-00-443600	Software Operating Charges	Metro-INET	EMAIL SUPPORT MALCOLM	226.00	3732
100-10-00-443600	Software Operating Charges	Metro-INET	EMAIL SUPPORT CRAIG	226.00	3732
			Total Department 10-00 POLICE DEPARTMENT	111,383.49	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-421000	Motor Fuel	ASCENTEK, INC	DEF	215.32	112265
100-13-00-423000	Vehicle Supplies & Mainten	McKesson Medical-Surgical	BANADGES AND IV KITS	270.35	112243
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	JAN - FEB CAR WASHES	136.50	112271
100-13-00-439000	CONTRACT MAINTENANCE	All State Communications,	MONITORING	420.00	112259
100-13-00-439000	CONTRACT MAINTENANCE	Lexipol, LLC	ANNUAL CONTRACT	8,644.82	112266
100-13-00-439000	CONTRACT MAINTENANCE	MNSPECT, LLC	ROUGH IN	247.20	112273
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	FEB	305.76	112254
100-13-00-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR ANNUAL MAINTENANCE	950.00	112256
100-13-00-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	BRONZE - OIL & GREASE ONLY, FIRE DEPT	1,800.00	112304
			Total Department 13-00 FIRE DEPARTMENT	12,989.95	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-424000	Operating Supplies	Greenhaven Printing	BUSINESS CARDS	49.45	3722
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	43.28	3685
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	4,306.99	3708
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	112311

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-442000	Memberships & Subscription	Capital City Firefighter's	2025 MEMBERSHIP	50.00	112262
			Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION	4,836.43	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	78.14	3710
			Total Department 13-18 EMERGENCY SERVICES	78.14	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	98.90	3722
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	3682
100-20-20-430000	Professional Services	E. G. RUD & SONS, INC.	WAGNER/WESTERN PATH	928.50	112245
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	1,034.87	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	126.50	3699
100-20-21-424000	Operating Supplies	Certified Laboratories, In	EAR PLUGS, SAFETY GLASSES, SAN WIPES,	550.68	3718
100-20-21-424000	Operating Supplies	Certified Laboratories, In	FREE AEROSAL LUBE AND LEMON DROP SCEN	482.95	3692
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10MB FLAT DATA PLAN US WITH NAF	736.00	3696
			Total Department 20-21 STREET DEPARTMENT	1,896.13	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,560.63	3709
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	15,532.54	3713
100-20-22-439000	CONTRACT MAINTENANCE	Killmer Electric Co., Inc.	REPLACE DALE ST TUNNEL AND PATH LIGHT	6,220.00	112289
			Total Department 20-22 STREET LIGHTING	24,313.17	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112253
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112301
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	OIL FILTERS	164.22	112310
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BASIC HALOGEN BOX HEADLIGHT	17.34	3704
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE	119.92	3677
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE AND HOSE ENDS	99.36	3701
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	GLOVES	154.02	112287
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	PLOW BOLTS	70.72	112287
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	PANEL-CLOS	85.36	112322
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	PANEL-CLOS	21.34	112322
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	EAGLE ENFORCER TIRES	584.00	112303
100-20-30-423000	Vehicle Supplies & Mainten	Winter Equipment, Inc.	PLOWGAURD CURBCAST	1,173.90	112242
100-20-30-423000	Vehicle Supplies & Mainten	Ziegler Inc	FRONT GLASS ON MINI EXCAVATOR	366.28	3684
100-20-30-437000	Contract Maint. - Vehicles	Goodyear Tire & Rubber Com	INSTALLED 2 COUNTERACT BALANCE BEADS	57.60	112306
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SQUAD CAR REPAIRS	2,492.72	112322
100-20-30-437000	Contract Maint. - Vehicles	SAFELITE FULFILLMENT LLC	GLASS INSTALLATION	200.00	112275
100-20-30-439000	CONTRACT MAINTENANCE	Zahl Petroleum Maintenance	FUEL PUMP REPAIRS	10,509.22	112237
			Total Department 20-30 VEHICLE MAINTENANCE	16,206.28	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE LABOR 1/27-2/23	2,200.00	3695
100-23-00-430000	Professional Services	Zayo Group LLC	CITY FIBER SERVICES	4,358.16	112258
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	6,641.88	3690
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	112311
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	6,929.59	3690
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	112311
100-23-00-439001	CONTRACT MAINTENANCE - CIT	API Garage Door	SERGEANT BAY SALLEY PORT DOOR #3	5,000.00	112326

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-439001	CONTRACT MAINTENANCE - CIT	GILBERT MECHANICAL CONTRAC	PERFORMED ANNUAL FIRE SPRINKLER SYSTE	540.00	112249
100-23-00-439001	CONTRACT MAINTENANCE - CIT	MIDWEST BLINDS	PROJ: ROSEVILLE POLICE INVESTIGATION	4,825.94	112335
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Mn Dept of Labor & Industr	121847 BOILER ROSEVILLE FIRE STATION	55.00	112247
100-23-00-439001	CONTRACT MAINTENANCE - CIT	TK Elevator Corp.	ELEVATOR ANNUAL MAINTENANCE	1,900.00	112256
100-23-00-439003	Contract Maint.- City Gara	API Garage Door	3/20/25: DOOR 8 WILL NOT CLOSE PW GAR	200.00	112326
100-23-00-439003	Contract Maint.- City Gara	GILBERT MECHANICAL CONTRAC	PERFORMED ANNUAL FIRE SPRINKLER SYSTE	390.00	112249
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	PERFORM WINTER MAINTENANCE	1,432.10	3724
			Total Department 23-00 BUILDING MAINTENANCE	36,213.78	
			Total Fund 100 General Fund	323,869.54	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	MIKE MEZZENGA, MEZCO, INC.	ESCROW REFUND - EC23-005	8,000.00	112339
			Total Department 00-00 GENERAL	8,000.00	
			Total Fund 103 Contracted Engineering Svcs	8,000.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,632.55	112285
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	NEWSLETTER PRINTING FOR MARCH/APRIL	7,070.30	112313
			Total Department 09-00 COMMUNICATIONS	11,702.85	
			Total Fund 110 Telecommunications	11,702.85	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-430000	Professional Services	BMI, Inc.	MUSIC SUBSCRIPTION	940.91	112297
200-40-40-430000	Professional Services	SESAC	MUSIC LICENSE	1,217.00	112331
200-40-40-431000	Telephone	T Mobile	CELL PHONE JAN/FEB 25	510.25	112263
200-40-40-431000	Telephone	T Mobile	CELL PHONE JAN/FEB 25	1,869.99	112263
200-40-40-448000	Miscellaneous	Roselawn Cemetery	RES WOODS LEASE	1.00	112240
			Total Department 40-40 RECREATION ADMINISTRATION	4,539.15	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	JANUARY 28 SMART DRIVER INVOICE	245.00	112330
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	REVSPORTS - FEBRUARY VOLLEYBALL	1,688.40	112261
200-40-41-430000-PR0265	Professional Services	Jessica Lee	WINTER 2025 MUSIC & ME	1,968.30	112257
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	2,746.08	3687
			Total Department 40-41 RECREATION FEE PROGRAMS	6,647.78	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-438000	Rental	On Site Companies-OSSTC	MONTHLY INVOICE	814.00	112236
			Total Department 40-42 RECREATION NON FEE PROGRAMS	814.00	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	1,093.52	3691
			Total Department 40-50 NATURE CENTER	1,093.52	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Becker Arena Products, Inc	LARGE RINK ERASER	278.88	3700
200-40-53-424000	Operating Supplies	Black Stone Sports	SKATE SHARPENEING	953.78	112269
200-40-53-424000	Operating Supplies	R & R Specialties of Wisco	SPREADER FOR ZAM	69.08	3717
200-40-53-424000	Operating Supplies	Twin Cities Flag Source, I	FLAGS FOR OVAL	546.62	112305

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	45,148.70	3715
200-40-53-439000	CONTRACT MAINTENANCE	GILBERT MECHANICAL CONTRAC	SPRINKLER SYSTEM	410.00	112249
200-40-53-439000	CONTRACT MAINTENANCE	INTERNATIONAL CHEMTEX CORP	CONTROLLER MOUNT PANEL	5,751.03	112235
200-40-53-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR ANNUAL MAINTENANCE	950.00	112256
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	ROOF TOP UNIT	4,915.00	112321
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	COMPRESSOR TRIP	796.00	112321
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	KING VALVE STEM	853.75	112321
			Total Department 40-53 SKATING CENTER	60,672.84	
			Total Fund 200 Recreation Fund	73,767.29	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112253
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	84.00	3699
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	330.00	3699
204-40-43-431000	Telephone	T Mobile	CELL PHONE JAN/FEB 25	442.24	112263
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	3,919.27	3714
			Total Department 40-43 RECREATION MAINTENANCE	4,778.31	
			Total Fund 204 PARK MAINTENANCE	4,778.31	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	Ovation Homes LLC	CONSTRUCTION DEPOSIT REFUND 253 MCCAR	1,000.00	112270
260-00-00-230000	Deposits	TERRA CONSTRUCTION	REFUND CONSTRUCTION DEPOSIT 803 LARPE	5,000.00	112277
			Total Department 00-00 GENERAL	6,000.00	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	49.44	3722
260-56-57-430000	Professional Services	St. Paul Pioneer Press	ADVERTISING	31.35	112239
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	PC MINUTES	253.00	3728
			Total Department 56-57 PLANNING DEPARTMENT	333.79	
			Total Fund 260 Community Development	6,333.79	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-431000	Telephone	CenturyLink	SERVICE 3/10/25 - 4/9/25, ACCT 333531	53.73	112241
265-05-00-431000	Telephone	CenturyLink	TELEPHONE	122.32	112290
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	1,109.90	3689
			Total Department 05-00 DEPUTY REGISTER	1,285.95	
			Total Fund 265 License Center	1,285.95	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Whitewater Chrysler Dodge	2025 JEEP GRAND CHEROKEE LAREDO	43,560.00	112325
400-10-00-453000	Other Improvements	Axon Enterprise, Inc.	X26P TASERS (3)	3,684.75	112260
400-10-00-453000	Other Improvements	Galls, LLC	TACTICAL PANTS SWAT JORGENSEN	62.36	3721
400-10-00-453000	Other Improvements	Interstate All Battery Cen	FIREARMS PARTS (BATTERIES)	1,206.40	112296
400-10-00-453000	Other Improvements	Interstate All Battery Cen	FIREARMS PARTS (BATTERIES)	202.50	112296
			Total Department 10-00 POLICE DEPARTMENT	48,716.01	
			Total Fund 400 Equipment Revolving	48,716.01	

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 401 Fire Equipment					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-451002	SCBA Equipment	MacQueen Equipment	SCBA COMPRESSOR	39,493.66	3681
401-13-13-451002	SCBA Equipment	MacQueen Equipment	SCBA CYLINDERS	13,124.50	3681
401-13-13-452004	Fire Department Vehicles	Muska Electric Co	RIVIAN CHARGER	38,875.00	3705
401-13-13-452004	Fire Department Vehicles	Muska Electric Co	RIVIAN CHARGER	7,955.00	3705
		Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION		99,448.16	
		Total Fund 401 Fire Equipment		99,448.16	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	6,448.45	112264
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	112268
		Total Department 08-00 CENTRAL SERVICES		6,780.45	
		Total Fund 409 CENTRAL SERVICES FUND		6,780.45	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	MIDWEST FENCE & MANUFACTUR	MCCARRONS WALL FENCE	5,157.00	112246
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		5,157.00	
		Total Fund 417 STREETSCAPE		5,157.00	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ADAM GERTZ	UB refund for account: 022523-000	39.59	112346
600-00-00-202000	Accounts Payable	CHERI HAND	UB refund for account: 006048-000	1.54	112281
600-00-00-202000	Accounts Payable	CHICAGO SEAHORSE LLC	UB refund for account: 026562-000	11.25	112278
600-00-00-202000	Accounts Payable	COLLEEN KAUFMANN	UB refund for account: 000703-000	1.14	112341
600-00-00-202000	Accounts Payable	D RUZICKA	UB refund for account: 003669-000	1.43	112283
600-00-00-202000	Accounts Payable	EDWARD TRIBBLE	UB refund for account: 007446-000	121.34	112282
600-00-00-202000	Accounts Payable	GARY STEINMAN	UB refund for account: 003001-000	9.54	112343
600-00-00-202000	Accounts Payable	JANET M BOTNEN	UB refund for account: 007700-000	8.57	112340
600-00-00-202000	Accounts Payable	JOHN C SCHOONOVER	UB refund for account: 008000-000	5.82	112284
600-00-00-202000	Accounts Payable	JOHN PINTER	UB refund for account: 003335-000	11.83	112344
600-00-00-202000	Accounts Payable	MARK ADAMS	UB refund for account: 008955-000	6.12	112280
600-00-00-202000	Accounts Payable	OVATION HOMES LLC	UB refund for account: 025650-000	24.97	112347
600-00-00-202000	Accounts Payable	RAINER ROCHELEAU	UB refund for account: 002917-000	8.66	112342
600-00-00-202000	Accounts Payable	ROBERT MILLER	UB refund for account: 009594-000	6.70	112345
		Total Department 00-00 GENERAL		258.50	
Department: 50-00 SANITARY SEWER					
600-50-00-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	34.00	3699
600-50-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	77.85	3679
600-50-00-430000	Professional Services	Hydro Klean	TELEVISING	3,711.59	3726
600-50-00-430000	Professional Services	InfoSend, Inc.	JAN 2025 BILLING	339.12	3731
600-50-00-431100	Postage	InfoSend, Inc.	JAN 2025 BILLING	290.87	3731
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	940.88	3686
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3698
600-50-00-438000	Rental	Railroad Management Co. II	8" SANITARY SEWER PIPELINE CROSSING 4	417.05	112251
600-50-00-439000	CONTRACT MAINTENANCE	Erickson Electric Company,	FERNWOOD LIFT STATION GENERATOR	310.80	112267
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	3,340.70	112248
		Total Department 50-00 SANITARY SEWER		11,235.95	

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
			Total Fund 600 Sanitary Sewer	11,494.45	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ADAM GERTZ	UB refund for account: 022523-000	33.45	112346
610-00-00-202000	Accounts Payable	CHERI HAND	UB refund for account: 006048-000	0.87	112281
610-00-00-202000	Accounts Payable	CHICAGO SEAHORSE LLC	UB refund for account: 026562-000	12.06	112278
610-00-00-202000	Accounts Payable	COLLEEN KAUFMANN	UB refund for account: 000703-000	0.64	112341
610-00-00-202000	Accounts Payable	D RUZICKA	UB refund for account: 003669-000	2.15	112283
610-00-00-202000	Accounts Payable	EDWARD TRIBBLE	UB refund for account: 007446-000	119.47	112282
610-00-00-202000	Accounts Payable	GARY STEINMAN	UB refund for account: 003001-000	9.01	112343
610-00-00-202000	Accounts Payable	JANET M BOTNEN	UB refund for account: 007700-000	7.18	112340
610-00-00-202000	Accounts Payable	JOHN C SCHOONOVER	UB refund for account: 008000-000	5.68	112284
610-00-00-202000	Accounts Payable	JOHN PINTER	UB refund for account: 003335-000	20.16	112344
610-00-00-202000	Accounts Payable	MARK ADAMS	UB refund for account: 008955-000	5.65	112280
610-00-00-202000	Accounts Payable	MATTHEW METCALF	UB refund for account: 025864-000	97.81	112279
610-00-00-202000	Accounts Payable	OVATION HOMES LLC	UB refund for account: 025650-000	24.99	112347
610-00-00-202000	Accounts Payable	RAINER ROCHELEAU	UB refund for account: 002917-000	6.35	112342
610-00-00-202000	Accounts Payable	ROBERT MILLER	UB refund for account: 009594-000	10.02	112345
			Total Department 00-00 GENERAL	355.49	
Department: 51-00 WATER FUND					
610-51-00-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	34.00	3699
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	CLASS 5	617.11	112324
610-51-00-424000	Operating Supplies	Safe-Fast, Inc.	BARRIER TAPE - 3"X1000' - "CAUTION	14.60	112329
610-51-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	77.85	3679
610-51-00-430000	Professional Services	InfoSend, Inc.	JAN 2025 BILLING	339.13	3731
610-51-00-430000	Professional Services	Twin City Water Clinic, In	FEBRUARY DISTRIBUTION REPORT	680.00	112238
610-51-00-430000	Professional Services	Water Conservation Service	WATER LEAK LOCATE	1,737.00	112252
610-51-00-431100	Postage	InfoSend, Inc.	JAN 2025 BILLING	290.86	3731
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	5,288.09	3688
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3698
610-51-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	706 SHRYER AVE W, PREVENTION RODENTS	139.00	3694
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	176.20	112300
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER ETHERNET	561.65	112244
			Total Department 51-00 WATER FUND	11,728.58	
			Total Fund 610 Water Fund	12,084.07	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(94.16)	3707
			Total Department 00-00 GENERAL	(94.16)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-424000	Operating Supplies	Fikes, Inc.	CLEANING SUPPLIES	397.49	3725
620-52-51-424000	Operating Supplies	Uline	CEDARHOLM SUPPLIES	473.45	3723
620-52-51-425000	Merchandise for Sale	Great Lakes Coca Cola Dist	BEVERAGES FOR RESALE	725.10	112333
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	WINE FOR RESALE	303.06	112272
620-52-51-425000	Merchandise for Sale	Taho Sportswear, Inc.	SHIRTS FOR SALE	373.25	3683
620-52-51-431000	Telephone	T Mobile	CELL PHONE JAN/FEB 25	68.05	112263
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,463.75	3707
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	CARBON DIOXIDE REFILL	131.45	112274
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	C02 CONTRACT MAINTENANCE	51.00	112274
620-52-51-439000	CONTRACT MAINTENANCE	Coffee Mill, Inc.	COFFEE FILTER REPLACEMENT	198.00	112250

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	CONTRACTED RESTROOM CLEANING	167.03	3725
620-52-51-439000	CONTRACT MAINTENANCE	Zerorez-Minneapolis	CARPET CLEANING AT CEDARHOLM	664.83	112314
			Total Department 52-51 CEDARHOLM GOLF COURSE	5,016.46	
			Total Fund 620 Golf Course	4,922.30	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ADAM GERTZ	UB refund for account: 022523-000	18.62	112346
640-00-00-202000	Accounts Payable	CHERI HAND	UB refund for account: 006048-000	0.48	112281
640-00-00-202000	Accounts Payable	CHICAGO SEAHORSE LLC	UB refund for account: 026562-000	6.71	112278
640-00-00-202000	Accounts Payable	COLLEEN KAUFMANN	UB refund for account: 000703-000	0.64	112341
640-00-00-202000	Accounts Payable	EDWARD TRIBBLE	UB refund for account: 007446-000	66.52	112282
640-00-00-202000	Accounts Payable	GARY STEINMAN	UB refund for account: 003001-000	5.02	112343
640-00-00-202000	Accounts Payable	JANET M BOTNEN	UB refund for account: 007700-000	3.99	112340
640-00-00-202000	Accounts Payable	JOHN C SCHOONOVER	UB refund for account: 008000-000	3.16	112284
640-00-00-202000	Accounts Payable	MARK ADAMS	UB refund for account: 008955-000	3.15	112280
640-00-00-202000	Accounts Payable	OVATION HOMES LLC	UB refund for account: 025650-000	13.91	112347
640-00-00-202000	Accounts Payable	RAINER ROCHELEAU	UB refund for account: 002917-000	3.54	112342
			Total Department 00-00 GENERAL	125.74	
Department: 54-00 STORM WATER					
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	UNIFORM CLOTHING	126.50	3699
640-54-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	77.85	3679
640-54-00-430000	Professional Services	InfoSend, Inc.	JAN 2025 BILLING	339.13	3731
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES PWET	293.50	3697
640-54-00-431100	Postage	InfoSend, Inc.	JAN 2025 BILLING	290.86	3731
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	263.30	3711
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	21.25	3712
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3698
640-54-00-438000	Rental	Railroad Management Co. II	6" WATER PIPELINE CROSSING LICENSE FE	417.05	112251
640-54-00-439000	CONTRACT MAINTENANCE	Ramsey County	1/3 SHARE - LARPENTEUR LIFT STATION O	2,913.29	112254
			Total Department 54-00 STORM WATER	6,515.82	
			Total Fund 640 Storm Drainage	6,641.56	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ADAM GERTZ	UB refund for account: 022523-000	10.62	112346
650-00-00-202000	Accounts Payable	CHERI HAND	UB refund for account: 006048-000	0.27	112281
650-00-00-202000	Accounts Payable	CHICAGO SEAHORSE LLC	UB refund for account: 026562-000	3.83	112278
650-00-00-202000	Accounts Payable	COLLEEN KAUFMANN	UB refund for account: 000703-000	0.35	112341
650-00-00-202000	Accounts Payable	EDWARD TRIBBLE	UB refund for account: 007446-000	37.88	112282
650-00-00-202000	Accounts Payable	GARY STEINMAN	UB refund for account: 003001-000	2.86	112343
650-00-00-202000	Accounts Payable	JANET M BOTNEN	UB refund for account: 007700-000	2.27	112340
650-00-00-202000	Accounts Payable	JOHN C SCHOONOVER	UB refund for account: 008000-000	1.80	112284
650-00-00-202000	Accounts Payable	MARK ADAMS	UB refund for account: 008955-000	1.79	112280
650-00-00-202000	Accounts Payable	RAINER ROCHELEAU	UB refund for account: 002917-000	2.02	112342
			Total Department 00-00 GENERAL	63.69	
			Total Fund 650 ENVIRONMENTAL	63.69	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-435000	Insurance	WCRA	PY2025 - INSTALLMENT 2 PREMIUM	5,376.76	3706
			Total Department 60-00 WORKERS COMPENSATION	5,376.76	
			Total Fund 700 Workers Compensation	5,376.76	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430050	Sewer Department Claims	LEAGUE OF MN CITIES INS TR	CLAIM # 412398 - RIECK	4,479.79	112295
710-61-00-435000	Insurance	LEAGUE OF MN CITIES INS TR	Property/Casualty Coverage Premium, A	68,224.00	112294
			Total Department 61-00 RISK MANAGEMENT	72,703.79	
			Total Fund 710 Risk Management	72,703.79	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES EDA	172.00	3697
725-57-00-448000	Miscellaneous	MN Chamber of Commerce	MEMBERSHIP FEE	500.00	112307
			Total Department 57-00 EDA - GENERAL	672.00	
			Total Fund 725 EDA Operating Fund	672.00	

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number

--- TOTALS BY GL DISTRIBUTION ---

100-00-00-211100	ICMA Def Comp	9,918.47
100-00-00-211101	Mission SQ Roth	350.00
100-01-00-430000	Professional Services	2,230.51
100-02-00-430000	Professional Services	78,257.93
100-02-00-441100	Tuition Reimbursement	3,000.00
100-02-00-448000	Miscellaneous	1,900.00
100-02-00-448054	Volunteer Recognition	906.00
100-04-00-430000	Professional Services	3,248.39
100-06-00-430000	Professional Services	15,106.00
100-10-00-420000	Office Supplies	595.65
100-10-00-422000	Clothing	10,203.72
100-10-00-424000	Operating Supplies	953.68
100-10-00-424000-PD0002	Operating Supplies	396.00
100-10-00-430000	Professional Services	33,653.18
100-10-00-430001	Dispatching Services	39,777.84
100-10-00-431000	Telephone	9,843.49
100-10-00-437000	Contract Maint. - Vehicles	247.25
100-10-00-439000	CONTRACT MAINTENANCE	12,995.68
100-10-00-440000	Conferences	219.00
100-10-00-441000	Training	1,485.00
100-10-00-441100	Tuition Reimbursement	411.00
100-10-00-443600	Software Operating Charges	602.00
100-13-00-421000	Motor Fuel	215.32
100-13-00-423000	Vehicle Supplies & Maintenance	270.35
100-13-00-437000	Contract Maint. - Vehicles	136.50
100-13-00-439000	CONTRACT MAINTENANCE	12,367.78
100-13-13-424000	Operating Supplies	49.45
100-13-13-436000	Utilities	4,350.27
100-13-13-436000-FD2660	Utilities	386.71
100-13-13-442000	Memberships & Subscriptions	50.00
100-13-18-436000	Utilities	78.14
100-20-20-420000	Office Supplies	106.37
100-20-20-430000	Professional Services	928.50
100-20-21-422000	Clothing	126.50
100-20-21-424000	Operating Supplies	1,769.63
100-20-22-436000	Utilities	18,093.17
100-20-22-439000	CONTRACT MAINTENANCE	6,220.00
100-20-30-422000	Clothing	90.28
100-20-30-423000	Vehicle Supplies & Maintenance	2,856.46
100-20-30-437000	Contract Maint. - Vehicles	2,750.32
100-20-30-439000	CONTRACT MAINTENANCE	10,509.22
100-23-00-430000	Professional Services	6,558.16
100-23-00-436001	Utilities-City Hall	6,641.88
100-23-00-436001-PW2660	Utilities-City Hall	386.71
100-23-00-436003	Utilities-City Garage	6,929.59
100-23-00-436003-PW2660	Utilities-City Garage	1,354.40
100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	12,320.94
100-23-00-439003	Contract Maint.- City Garage	590.00
100-23-00-439010	Contract Manit. - HVAC	1,432.10
103-00-00-230000	Deposits	8,000.00
110-09-00-431100	Postage	4,632.55
110-09-00-434000	Printing	7,070.30

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-40-430000	Professional Services	2,157.91	
		200-40-40-431000	Telephone	2,380.24	
		200-40-40-448000	Miscellaneous	1.00	
		200-40-41-430000-PR0210	Professional Services	245.00	
		200-40-41-430000-PR0234	Professional Services	1,688.40	
		200-40-41-430000-PR0265	Professional Services	1,968.30	
		200-40-41-436000-PR0253	Utilities	2,746.08	
		200-40-42-438000	Rental	814.00	
		200-40-50-436000-PR0119	Utilities	1,093.52	
		200-40-53-424000	Operating Supplies	1,848.36	
		200-40-53-436000	Utilities	45,148.70	
		200-40-53-439000	CONTRACT MAINTENANCE	13,675.78	
		204-40-43-422000	Clothing	416.80	
		204-40-43-431000	Telephone	442.24	
		204-40-43-436000	Utilities	3,919.27	
		260-00-00-230000	Deposits	6,000.00	
		260-56-57-420000	Office Supplies	49.44	
		260-56-57-430000	Professional Services	284.35	
		265-05-00-431000	Telephone	176.05	
		265-05-00-436000	Utilities	1,109.90	
		400-10-00-452000	Vehicles / Equipment	43,560.00	
		400-10-00-453000	Other Improvements	5,156.01	
		401-13-13-451002	SCBA Equipment	52,618.16	
		401-13-13-452004	Fire Department Vehicles	46,830.00	
		409-08-00-438100	Rental-Copier Machines	6,448.45	
		409-08-00-438101	Postage Meter	332.00	
		417-20-20-439000	CONTRACT MAINTENANCE	5,157.00	
		600-00-00-202000	Accounts Payable	258.50	
		600-50-00-422000	Clothing	34.00	
		600-50-00-430000	Professional Services	4,128.56	
		600-50-00-431100	Postage	290.87	
		600-50-00-436000	Utilities	940.88	
		600-50-00-438000	Rental	2,190.14	
		600-50-00-439000	CONTRACT MAINTENANCE	310.80	
		600-50-00-453000-PW2302	Other Improvements	3,340.70	
		610-00-00-202000	Accounts Payable	355.49	
		610-51-00-422000	Clothing	34.00	
		610-51-00-424000	Operating Supplies	631.71	
		610-51-00-430000	Professional Services	2,833.98	
		610-51-00-431100	Postage	290.86	
		610-51-00-436000	Utilities	5,288.09	
		610-51-00-438000	Rental	1,773.09	
		610-51-00-439000	CONTRACT MAINTENANCE	315.20	
		610-51-00-443600	Software Operating Charges	561.65	
		620-00-00-209001	Use Tax Payable	(94.16)	
		620-52-51-424000	Operating Supplies	870.94	
		620-52-51-425000	Merchandise for Sale	1,401.41	
		620-52-51-431000	Telephone	68.05	
		620-52-51-436000	Utilities	1,463.75	
		620-52-51-439000	CONTRACT MAINTENANCE	1,212.31	
		640-00-00-202000	Accounts Payable	125.74	
		640-54-00-422000	Clothing	126.50	
		640-54-00-430000	Professional Services	710.48	
		640-54-00-431100	Postage	290.86	

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		640-54-00-436000	Utilities	284.55	
		640-54-00-438000	Rental	2,190.14	
		640-54-00-439000	CONTRACT MAINTENANCE	2,913.29	
		650-00-00-202000	Accounts Payable	63.69	
		700-60-00-435000	Insurance	5,376.76	
		710-61-00-430050	Sewer Department Claims	4,479.79	
		710-61-00-435000	Insurance	68,224.00	
		725-57-00-430000	Professional Services	172.00	
		725-57-00-448000	Miscellaneous	500.00	
--- TOTALS BY FUND ---					
		100	General Fund	323,869.54	
		103	Contracted Engineering Svcs	8,000.00	
		110	Telecommunications	11,702.85	
		200	Recreation Fund	73,767.29	
		204	PARK MAINTENANCE	4,778.31	
		260	Community Development	6,333.79	
		265	License Center	1,285.95	
		400	Equipment Revolving	48,716.01	
		401	Fire Equipment	99,448.16	
		409	CENTRAL SERVICES FUND	6,780.45	
		417	STREETSCAPE	5,157.00	
		600	Sanitary Sewer	11,494.45	
		610	Water Fund	12,084.07	
		620	Golf Course	4,922.30	
		640	Storm Drainage	6,641.56	
		650	ENVIRONMENTAL	63.69	
		700	Workers Compensation	5,376.76	
		710	Risk Management	72,703.79	
		725	EDA Operating Fund	672.00	
		Total For All Funds:		703,797.97	

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.b.

Department Approval | City Manager Approval

Item Description: Approve 1 Temporary Gambling Permit

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Temporary Gambling Permit
Rosetown American Legion Auxiliary 542
700 W. County Road C
Roseville, MN 55113

Rosetown American Legion is a Veteran's non-profit organization holding a raffle at their establishment at 700 W. County Road C, Roseville, on July 4th and September 21st, 2025.

Policy Objectives

Required by City Code

Equity Impact Summary

NA

Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Temporary Gambling Permit for Rosetown American Legion Auxiliary 542.

Prepared by: Allie Sertich

Attachments: 1. Rosetown American Legion Temp Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Rosetown American Legion Auxiliary 542

Previous Gambling Permit Number: X-94955-24-009

Minnesota Tax ID Number, if any: 416054769

Federal Employer ID Number (FEIN), if any: ______

Mailing Address: 700 W. County Road C

City: Roseville State: MN Zip: 55113 County: Ramsey

Name of Chief Executive Officer (CEO): Mari Irmiter

CEO Daytime Phone: 651-470-0818 CEO Email: hairycallmary@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): gwenholets@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☑ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Rosetown American Legion Post 542

Physical Address (do not use P.O. box): 700 W. County Road C

Check one:

☑ City: Roseville Zip: 55113 County: Ramsey

☐ Township: ______ Zip: ______ County: ______

Date(s) of activity (for raffles, indicate the date of the drawing): 07/04/2025 & 09/21/2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [ ] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- [ ] The application is denied.

Print City Name: ______________________

Signature of City Personnel: ______________________

Title: ______________________ Date: ____________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- [ ] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- [ ] The application is denied.

Print County Name: ______________________

Signature of County Personnel: ______________________

Title: ______________________ Date: ____________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________________ Date: ____________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Mari Irmiter Date: 03/25/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Mari Irmiter

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.c.

Department Approval

Michelle Pietrick

City Manager Approval

[illegible]

Item Description: Approve General Purchases Exceeding $10,000 or Sale of Surplus Items

Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of $10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that, unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment 2*.

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports broader goals of reducing racial economic disparities as well as Roseville's aspiration to be a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

Staff Recommendations

Staff recommends the City Council approve the submitted purchases or contracts for service and, where applicable, authorize the sale/trade-in of surplus items.

Requested Council Action

Motion to approve the submitted purchases or contracts for services and, where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments:
1. Over $10,000 Items for Purchase or Sale_Trade-in
2. CIP Project_Initiative Summary

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Fire Department	Image Trend Inc.	Emergency Management Software	(a)	$ 138,000	$ 31,751	2025 Budget
Street Light Maintenance	Xcel Energy	Street Light Installation and Replacement	(b)	$ 57,500	$ 57,500	2025 CIP
Street Light Operations			(c)	$ 205,000	$ 21,106	2025 Budget

Key

(a) This is an annual emergency management software agreement that is used in fire departments to improve emergency response and to help streamline operations. This has been budgeted as part of the Fire Departments' 2025 Operating Budget.

(b) & (c) Staff have coordinated with Xcel Energy to install 22 new street lights that are necessary to meet the requirements of the City's Street Light Policy, which mandates lighting at intersections, cul-de-sacs, severe curves, and marked pedestrian crosswalks to improve visibility and safety. This would also replace aging street light systems along Arthur Street and Centre Pointe Drive as they have reached the end of their life cycle and contracts for these systems with Xcel have expired, which requires replacement of the systems to maintain consistent and reliable street lighting. Funding for this project would be split between the street light capital improvement budget and the street light operating budget.

2025 Capital Improvement Plan
Project/Initiative Summary

Department/Division: **Street Lighting**
Project/Initiative Title: Aurthur Street System (227448)
Total Estimated Cost: $10,000
Funding Source: Street Lighting Equipment Fund *(property tax)*
Annual Operating Budget Impact: $0

Project/Initiative Description:
Replace existing Aurther Street lighting system. The original system was installed in 1996 and was leased from Xcel Energy. In 2021, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:
Arthur Street

Department/Division: **Street Lighting**
Project/Initiative Title: County Road C & Arthur System (227448)
Total Estimated Cost: $2,500
Funding Source: Street Lighting Equipment Fund *(property tax)*
Annual Operating Budget Impact: $0

Project/Initiative Description:
Replace existing Aurther Street lighting system. The original system was installed in 1999 and was leased from Xcel Energy. In 2024, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:
County Road C & Arthur Street

Department/Division:	**Street Lighting**
Project/Initiative Title:	Centerpointe Area System (184393)
Total Estimated Cost:	$45,000
Funding Source:	Street Lighting Equipment Fund *(property tax)*
Annual Operating Budget Impact:	$0

Project/Initiative Description:
Replace existing Centerpointe Area street lighting system. The original system was installed in 1999 and was leased from Xcel Energy. In 2024, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:
Centerpointe Area

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.d.

Department Approval	City Manager Approval

Item Description: Approve Joint Powers Agreement with Ramsey County Sheriff Emergency Response Teams

Background

The Roseville Police Department (RPD) is seeking council approval of a Joint Powers Agreement (JPA) with the Ramsey County Sheriff's Office for continued participation in the Ramsey County Sheriff Emergency Response Teams (RC-SERT). RPD has been an integral part of RC-SERT since 2018. For the two decades prior to this, Roseville was a founding member of East Metro Special Weapon and Tactics Team, alongside several other agencies; however, due to increasing training mandates and associated costs, the team was consolidated into RC-SERT in 2018.

The RC-SERT is a collaborative partnership consisting of officers from multiple agencies, including Maplewood, White Bear Lake, St. Anthony, Moundsview, New Brighton, North Saint Paul, Oakdale, University of Minnesota, Metropolitan Council, and the Ramsey County Sheriff's Office. The specialized units within RC-SERT include crisis negotiator, mobile response, and special weapons and tactics teams. These teams coordinate responses to critical incidents, public order events, hostage situations, high-risk apprehensions, domestic violence calls, special events, natural disasters, and other emergencies. These partnerships ensure a cohesive and well-trained response to major incidents that would otherwise exceed the capabilities of individual police departments.

Specialized response units are essential to public safety. However, aside from larger metropolitan cities, the costs, training mandates, and necessary resources make it impractical for most police departments to maintain their own specialized teams. RC-SERT allows RPD to call upon highly trained personnel when significant events occur, ensuring that Roseville remains prepared for emergencies requiring specialized skills and equipment. Continued participation in this joint effort enhances operational efficiency, fosters inter-agency collaboration, and ultimately improves public safety for Roseville and the surrounding communities.

The agreement has been reviewed and approved by the City Attorney.

Policy Objectives

One of Roseville's Community Aspirations is to be a community where all people feel safe and secure. When Roseville is faced with a major or critical incident, it is essential that we can deploy the appropriate resources to help safely resolve situations. Participation in RC-SERT aligns with Roseville's commitment to ensuring public safety through regional collaboration. The Joint Powers Agreement is consistent with best practices in law enforcement, leveraging inter-agency cooperation to maximize resources, efficiency, and effectiveness. By engaging in this partnership, RPD upholds its responsibility to provide timely and professional emergency response services while managing costs and meeting training requirements. The agreement is in accordance with state and local policies governing mutual aid and public safety partnerships.

Equity Impact Summary

The Joint Powers Agreement with RC-SERT ensures that the Roseville Community has access to highly trained emergency response teams. By leveraging regional resources, the agreement helps provide equitable public safety services. However, it is important to continually assess how specialized response teams engage with diverse communities, particularly historically marginalized groups, to ensure that responses are fair, unbiased, and culturally competent.

Budget Implications

Participation in the Joint Powers Agreement is a cost-effective approach that leverages shared resources across multiple jurisdictions. The financial commitment includes officer training, equipment contributions, and operational costs, all of which are significantly lower than the expense of maintaining a standalone response team.

Under the Joint Powers Agreement, each participating agency is assessed an annual fee to cover training and operational expenses. This fee is incorporated into Roseville's annual budget planning to ensure financial preparedness. In 2024, Roseville's annual contribution to RC-SERT was $14,000.

Staff Recommendations

Staff recommends approving the Joint Powers Agreement with Ramsey County Sheriffs Department for Emergency Response Teams.

Requested Council Action

Approve the Joint Powers Agreement with Ramsey County Sheriff's Department for Emergency Response Teams.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Emergency Response Teams JPA

RAMSEY COUNTY SHERIFF EMERGENCY RESPONSE TEAMS

AMENDED & RESTATED

JOINT POWERS AGREEMENT

ADOPTED July 12, 2016

AMENDED July 1, 2018

AMENDED January 2025

The parties to this Amended and Restated Agreement are the City of Maplewood, the City of White Bear Lake, the City of Mounds View, the City of New Brighton, the City of North Saint Paul, the City of Roseville, the City of Saint Anthony, the University of Minnesota, the Metropolitan Council, the City of Oakdale, and the County of Ramsey (collectively, "Parties"). The Parties are all units of government responsible for critical incident response in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the Parties by Minn. Stat. § 471.59. This Agreement shall become effective only upon the approval and execution hereof by duly authorized officials or governing bodies of all of the Parties.

NOW, THEREFORE, the undersigned Parties, in the joint and mutual exercise of their powers, agree as follows:

1. Purpose.

1.1 Purpose. The purpose of this Amended and Restated Joint Powers Agreement ("Agreement") is to amend and restate in its entirety the Joint Powers Agreement first entered into in 2016 that formally created and established the Ramsey County Sheriff's Special Weapons and Tactics Team ("SWAT" or "Team") as an organization to coordinate efforts to develop and provide joint responses to critical incidents or high risk entries where there is a risk of criminal violence, occurring within and outside of the Parties' jurisdictions.

1.2 Agreement. This Amended and Restated Joint Powers Agreement ("Agreement") will incorporate the Ramsey County Sheriff's Office Crisis Negotiator Team ("CNT"), the Ramsey County Sheriff's Office Mobile Response Team ("MRT") and the Ramsey County Sheriff's Special Weapons and Tactics Team ("SWAT")(each a "Team"). Collectively, all Ramsey County Sheriff's Office teams ("SWAT," "CNT," and "MRT") will be known as the Ramsey County Sheriff Emergency Response Teams ("RC-SERT"), which serve to coordinate law enforcement efforts through the joint exercise of police powers to provide joint responses to critical incidents, crisis negotiations, public order events, hostage, high-risk warrant service and apprehension, active shooters, domestic violence, special events, natural disasters and other incidents occurring within and outside of the Parties' jurisdictions.

1.3 Intent. It is the intent of the parties that the Ramsey County RC-SERT does not constitute a separate joint powers entity under Minnesota law.

2. Budget and Finance

2.1 Budget. The Ramsey County Sheriff's Office ("RCSO") shall provide a budget for basic operations of the RC-SERT. The RCSO shall provide budgeting and accounting services as necessary or convenient for the RC-SERT. Such services shall include but not be limited to management of funds, payment for contracted services, other financial obligations set forth in this Agreement, and relevant bookkeeping and record keeping.

2.2 Fee. The Parties acknowledge and agree that beginning with the 2025 fiscal year, RCSO will assess each Party an annual fee (Fee) to cover training and other operational expenses related to the RC-SERT. RCSO will establish the Fee and notify each Party of the fee by May 1 of the preceding year. If a Party fails to pay the Fee by December 31 of the applicable fiscal year, the provisions of Section 7.1 shall apply.

2.3 Uniforms and Equipment. The Parties will provide identified uniforms and equipment for their respective Team members. Parties may lend or provide additional equipment to RC-SERT, as they are able.

2.4 Funding. RCSO on behalf of RC-SERT may apply for and/or accept gifts, grants or loans of money or other property (excluding real property) or assistance from the United States government, the State of Minnesota, any political subdivision of the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use, and dispose of such money or other property and assistance in accordance with the terms of the gift, grant, or loan relating thereto.

2.5 Seizure. The RC-SERT does not have the authority to seize property for purposes of Minn. Stat. §§ 609.531-.5318.

2.6 Forfeiture. All property and cash monies obtained through forfeiture that are derived from RC-SERT operations shall remain the property of the law enforcement agency of record wherein the operation occurred.

2.7 Authority. RCSO shall hold all funds acquired pursuant to this Agreement for the benefit of all Parties. RCSO is authorized to enter into contracts and agreements, acquire property, and take other actions as necessary to fulfill the purposes of this Agreement. Such actions shall be undertaken in accordance with the terms of this Agreement and applicable laws. RCSO shall act as financial steward and all actions shall be taken in good faith and within the scope of authority granted under this Agreement.

3. Team Leaders

3.1 Commanders. The Ramsey County Sheriff shall appoint Team Commanders from the RCSO to lead each Team of the RC-SERT.

3.2 Executive Officer. The Team Commanders shall appoint an Executive Officer.

3.3 Leader. The Team Commanders shall appoint Peace Officer Standards and Training licensed ("POST-licensed") peace officers to serve as RC-SERT Team Leaders. Appointment as a Team Leader pursuant to this Agreement shall not obligate any Party to pay to its employees so appointed supervisory or other premium pay except as provided by the collective bargaining agreement between the Party and its employees.

3.4 Leader Employment. Team Leaders assigned to the RC-SERT at all times will remain employees of the Team Leaders' own jurisdictions and will not be employees of the RCSO or the RC-SERT.

3.5 Liaison. Team Leaders shall be the liaison between the Team members and the Team Commander when an RC-SERT Team has been deployed pursuant to this Agreement. Team Leaders may fill the role of Team Commander when asked to do so by the Team Commander or higher-ranking member of RCSO.

4. Team Members

4.1 Law Enforcement. The Chief Law Enforcement Officer ("CLEO") of each Party approves POST-licensed peace officers from their law enforcement agency, along with non-POST licensed applicants who meet the minimal qualifications, as set by the Team Commander, to test for each RC-SERT Team. The testing process is to select the best peace officers for the position regardless of members' own jurisdictions or agency. An agency participating may not have a peace officer on an individual Team as a result of the competitive process. Appointment as a Team Member pursuant to this Agreement shall not obligate any Party to pay its employees so appointed any premium pay except as provided by the collective bargaining agreement between the Party and its employees.

4.2 Medical. The Fire Chief of a Party may approve properly vetted Emergency Medical Technicians or Paramedics (collectively referred to as Medics) who meet the minimal qualifications, as set by the Team Commander, to test to be a Medic Team Member for an RC-SERT Team. Proper vetting for these positions will include, at a minimum, criminal background checks conducted by RCSO. The testing process is to select the best Medics for the positions regardless of members' own jurisdictions or agency. An agency participating may not have a Medic on an individual Team as a result of the competitive process. Appointment of a Medic as a Team Member pursuant to this Agreement shall not obligate any party to pay its employees so appointed any premium pay except as provided by the collective bargaining agreement between the Party and its employees.

4.3 Member Employment. Team Members assigned to any RC-SERT Team will at all times remain employees of the Members' own jurisdictions or agency.

4.4 Removal. Team Members assigned to any RC-SERT Team may be removed from an RC-SERT Team by the Team Commander based on performance, safety, participation or RC-SERT Policy regardless of the members' own jurisdictions.

5. Operations

5.1 Training. The Team Commander shall be responsible for arranging training events for Team Leaders and Team Members, consistent with the National Tactical Officers Association (NTOA) standards and best practices. The Team Commander shall also be responsible for maintaining records of the training received by Team Leaders and Team Members as well as records of all other activities undertaken by the Team Commander, Executive Officer, Team Leaders, and Team Members pursuant to this Agreement.

5.2 Deployment

5.2.1 Definitions and Controlling Law. A Party to this Agreement may request assistance from RC-SERT. A Party requesting assistance is the "Requesting Party" or "Receiving Party." The Parties that compose RC-SERT are the "Responding Parties." Requests for assistance by Parties to this Agreement are governed by Minn. Stat. § 12.331, except as modified by this Agreement.

5.2.2 Requests for Assistance by Parties. Whenever a Party determines that conditions within its jurisdiction require specialized support in handling critical field operations, incidents, or events, the Party may request that the Ramsey County Sheriff or his or her designee deploy an RC-SERT Team to assist the Party. Upon a request for assistance, RC-SERT Teams may be dispatched to the Requesting Party's jurisdiction, in accordance with SWAT, CNT, or MRT policy. The Team Commander, Undersheriff, or Executive Officer shall notify the Chief Deputy of the RCSO of any request for assistance. No Party or individual member of RC-SERT shall incur any liability based upon a refusal to respond. In addition, once deployed, the Team Commander, Undersheriff, or Executive Officer may at any time and in his or her sole judgment, recall the Team. The decision to recall a Team deployed pursuant to this Agreement will not result in liability to any Party or to the Team Commander, Undersheriff, or Executive Officer who recalled the Team.

5.2.3 Direction and Control. Personnel and equipment provided pursuant to this Agreement shall remain the personnel and property of the Party providing the same. The Requesting Party will be in control of the scene. The Team will not engage in any controlled offensive action without the expressed authorization of the CLEO of the Requesting Party, or the CLEO's designee, or a district court-approved search warrant. Nothing in this provision shall limit the Team Commander's ability to establish Team Member protocol to take emergency action in response to immediate threats to officer or public safety in accordance with law.

5.2.4 Compensation. When the RC-SERT provides services to a Requesting Party, the Team Members of the RC-SERT shall be compensated by their respective employers just as if they were performing their duties within and for the jurisdiction of their employers. No charges will be levied by the RC-SERT or by the Parties for specialized response operations provided to a Requesting Party pursuant to this Agreement unless that assistance continues for a period exceeding twenty-four (24) continuous hours. If assistance provided pursuant to this Agreement is reimbursable by an outside source, any Party whose officers provided assistance for the RC-SERT may submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to the RC-SERT Team Commander. The RCSO shall submit the invoices to the reimbursing entity. The reimbursing entity shall reimburse RCSO for the actual cost, and RCSO shall forward the reimbursement to the Responding Party.

5.2.5 Workers' Compensation. Each Party to this Agreement shall be responsible for injuries to or death of its own employees in connection with services provided pursuant to this Agreement. Each Party shall maintain workers' compensation coverage or a program of self-insurance, covering its own personnel while they are providing assistance as a member of the RC-SERT. Each Party to this Agreement waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or agents.

5.2.6 Damage to Equipment. Each Party shall be responsible for damage to or of its own equipment occurring during deployment of the RC-SERT. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees or agents.

5.2.7 Liability

5.2.7.1 The intent of this section is to impose on each Requesting Party a limited duty to defend and indemnify Responding Parties for claims arising against the Responding Parties subject to the limits of liability under the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466). The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5.2.7.2 A Requesting Party shall defend, indemnify and hold harmless the Responding Parties, their employees, officers, and elected and appointed officials for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by a Requesting Party pursuant to this Agreement, subject to the limits of liability under Minnesota Statutes Chapter 466 and other applicable law, rule, and regulation, including common law.

5.2.7.3 For purposes of the Minnesota Municipal Tort Liability Act, the employees and officers of the Responding Parties are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party, but only for purposes of addressing liability under this Agreement. The employees of the Responding Parties shall not be considered employees of the Requesting Party for any other purpose.

5.2.7.4 Under no circumstances shall a party be required to pay on behalf of itself and other Parties any amounts in excess of the limits on liability established in Minn. Stat. Ch. 466 applicable to any one Party. Pursuant to Minn. Stat. § 471.59, subd. 1a, the limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party or Requesting Party. In addition to the foregoing, nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any Party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

5.2.7.5 Consistent with Minn. Stat. § 466.07, nothing herein shall be construed to require provision of defense or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

5.2.8 Aid to Non-Parties.

5.2.8.1 Definitions and Controlling Law. A political subdivision that is not a Party to this Agreement may request assistance from RC-SERT. A non-Party political subdivision that requests assistance is the “Requesting Political Subdivision” or “Receiving Political Subdivision” as that term is used in Minn. Stat. § 12.331. The Parties that compose RC-SERT are the “Sending Political Subdivision(s)” as that term is used in Minn. Stat. § 12.331. Requests for assistance by non-Party political subdivisions are governed by Minn. Stat. § 12.331.

5.2.8.2 Upon a request for assistance from a non-Party political subdivision, RC-SERT may be deployed to such Requesting Political Subdivision, provided that the Ramsey County Sheriff or his or her designee has consented to such deployment. No Party or individual member of RC-SERT shall incur any liability based upon a failure to provide assistance.

5.2.8.3 Upon deployment, the Requesting Political Subdivision will be in control of the scene. The Team will not engage in any controlled offensive action without the express authorization of the CLEO of the Requesting Political Subdivision, or the CLEO's designee, or a district court-approved search warrant. Nothing in this provision shall limit the Team Commander's ability to establish Team Member protocol to take emergency action in response to immediate threats to officer or public safety in accordance with law.

5.2.8.4 Liability and responsibility for use of personnel, equipment, and supplies, resulting from the provision of assistance to a Receiving Political Subdivision shall be allocated in the same manner as provided by Minnesota Statutes §12.331, subd. 2, i.e., any Party to this agreement assumes the same liability as a Sending Political Subdivision and the non-Party political subdivision assumes the same liability as a Receiving Political Subdivision.

6. Term.

6.1 Term. The term of this Agreement shall begin upon execution of this Agreement by all Parties. This Agreement shall continue in effect until terminated in accordance with its terms.

7. Withdrawal and Termination.

7.1 Withdrawal. Any Party may withdraw from this Agreement upon six (6) months' written notice to the other Parties or by the failure to pay the Fee described in Section 2. Withdrawal by any Party shall not terminate this Agreement with respect to any Parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any Party, its employees, officers, and elected and appointed officials prior to withdrawal. Such liability shall continue until discharged by law or agreement.

7.2 Termination. This Agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; (b) when a majority of the then existing Parties agree to terminate the Agreement upon a date certain; or (c) when the Ramsey County Sheriff, in his or her sole discretion, decides to terminate this Agreement.

7.3 Distribution of Assets. If this Agreement is terminated and not replaced with a new agreement providing for the continued operations of the RC-SERT, or if the RC-SERT is dissolved, all funding that is being held in trust by Ramsey County on behalf of the RC-SERT shall be distributed to the current Parties as permitted by law. Such distribution of RC-SERT funds shall be made in proportion to the total Fee paid to the RC-SERT by the Party in the year prior to termination.

7.4 Effect of Termination. Termination shall not discharge any liability incurred by any Party, its employees, officers, and elected and appointed officials during the term of this Agreement.

8. Miscellaneous.

8.1 Amendments. This Agreement may be amended only in writing and upon the consent of each Parties' governing bodies.

8.2 Counterparts. This Agreement may be executed in two or more copies, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be submitted to the Ramsey County Sheriff.

8.3 Additional Parties. Upon the consent and approval of the existing Parties to this Agreement and their governing bodies, any other municipality operating within the State of Minnesota may become a Party to this Agreement, upon approval of that municipality's governing body, adoption of a resolution by the municipality's governing body, execution of this Agreement, and submission of a copy of the signed Agreement with Ramsey County.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last date this Agreement is signed by the Parties as written below.

RAMSEY COUNTY

____

Rafael Ortega, Chair
Ramsey County Board of Commissioners

Date: __________________________________

____

Jason Yang, Interim Chief Clerk
Ramsey County Board of Commissioners

Date: __________________________________

Approval recommended:

____

Bob Fletcher, Ramsey County Sheriff

Approved as to form:

____

Marcelo Neblett, Assistant County Attorney

Designee for purposes of receipt of notice:

Phil Baebenroth, Undersheriff

425 Grove Street, Saint Paul, MN 55101

CITY OF MAPLEWOOD

____
Brian Bierdeman, Public Safety Director/Chief of Police

Date: ____________________________________

____
Marylee Abrams, Mayor

Date: ____________________________________

____
Mike Sable, City Manager

Date: ____________________________________

____
Andrea Sindt, City Clerk

Date: ____________________________________

Approved as to form:

____
Ronald H. Batty, City Attorney

Designee for purposes of receipt of notice:

Public Safety Director/Chief of Police

1830 County Road B, Maplewood, MN 55109

CITY OF NEW BRIGHTON

____

Anthony S. Paetznick, Director of Public Safety

Date: __________________________________

____

Devin Massopust, City Manager

Date: __________________________________

____

Kari Niedfeldt-Thomas, Mayor

Date: __________________________________

____

Terri Spangrud City Clerk

Date: __________________________________

Approved as to form:

____

Sarah J. Sonsalla, City Attorney

Designee for purposes of receipt of notice:

Anthony S. Paetznick, Director of Public Safety

785 Old Highway 8 NW, New Brighton, MN 55112

CITY OF NORTH ST. PAUL

____

Ray Rozales, Chief of Police

Date: ___________________________________

Approved as to form:

____

Jack Brookbank, City Attorney

____

John Monge, Mayor

Designee for purposes of receipt of notice:

Brian Frandle, City Manager

2400 Margaret Street, North St. Paul, MN 55109

CITY OF OAKDALE

____

Christina Volkers, City Administrator

Date: ____________________________________

____

Kevin Zabel, Mayor

Date: ____________________________________

Approved as to form:

____

Designee for purposes of receipt of notice:

Christina Volkers, City Administrator

Kevin Zabel, Mayor

1584 Hadley Avenue North, Oakdale, MN 55128

CITY OF MOUNDS VIEW

____
Ben Zender, Chief of Police

Date: ________________________________

____
Zach Lindstrom, Mayor

Date: ________________________________

____
Nyle Zikmund, City Administrator

Date: ________________________________

Approved as to form:

____
Scott J. Riggs, City Attorney

Designee for purposes of receipt of notice:

Ben Zender, Chief of Police

2401 Mounds View Blvd. Mounds View, MN 55112

CITY OF ST. ANTHONY

____
Jeff Spiess, Police Chief

Date: _________________________________

____
Wendy Webster, Mayor

Date: _________________________________

____
Charlie Yunker, City Manager

Date: _________________________________

Approved as to form:

____
Steven P. Carlson, City Attorney

Designee for purposes of receipt of notice:

Jeff Spiess, Police Chief

3301 Silver Lake Road NE, St. Anthony, MN 55418

UNIVERSITY OF MINNESOTA

____
Erik Swanson, Interim Chief

Date: ______________________________

Approved as to form:

____
Erik Swanson, Interim Chief

Designee for purposes of receipt of notice:

Randy Mahlen, Captain

505 Washington Ave SE, Minneapolis, MN 55455

CITY OF WHITE BEAR LAKE

____
Dale Hager, Chief of Police

Date: ________________________________

____
Dan Louismet, Mayor

Date: ________________________________

____
Caley Longendyke, City Clerk

Date: ________________________________

Approved as to form:

____
David Anderson, City Attorney

Designee for purposes of receipt of notice:

City Clerk
4701 Highway 61, White Bear Lake, MN 55110

CITY OF ROSEVILLE

____
Erika Scheider, Chief of Police

Date: ________________________________

____
Dan Roe, Mayor

Date: ________________________________

____
Patrick J. Trudgeon, City Manager

Date: ________________________________

Approved as to form:

____

Designee for purposes of receipt of notice:

METROPOLITAN COUNCIL

____
Joseph Dotseth, Chief of Police

Date: ____________________________________

____
Chair
Date: ____________________________________

____
Regional Administrator
Date: ____________________________________

Approved as to form:

____

Designee for purposes of receipt of notice:

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.e.

Department Approval | City Manager Approval

Item Description: Approval of a Professional Services Agreement with The Axtell Group to Provide Police Accreditation Manager Services

Background

The Roseville Police Department (RPD) requests City Council approval to enter into a Professional Services Agreement with The Axtell Group to provide services for a Police Accreditation Manager.

On October 21, 2024, the Roseville City Council approved RPD to accept grant funding from the U.S. Department of Justice (DOJ) to pursue accreditation. Through this grant, RPD was awarded $250,000 to fund a temporary Accreditation Manager position, as well as training, overtime, and supplies. At that time, the City Council approved the creation of a temporary, grant-funded Accreditation Manager position for a two-year period.

The Accreditation Manager will be responsible for overseeing and coordinating the accreditation process through the Minnesota Chiefs of Police Association (MCPA), serving as the primary liaison with MCPA, and ensuring RPD policies and procedures align with accreditation standards.

Since receiving the grant, RPD has determined that contracting with an external professional, rather than hiring a temporary city employee, is the most effective approach to funding and managing the accreditation process. After careful consideration, RPD identified The Axtell Group as the best fit for this role due to their extensive experience in law enforcement operations and their ongoing work with RPD on evaluating police resources and operational efficiency. Todd Axtell, co-founder, president, and CEO of The Axtell Group, has been leading RPD's resource and efficiency review. With more than three decades of public service in the St. Paul Police Department, including six years as Chief of Police, Mr. Axtell and his team have built a strong reputation for championing trust, transparency, community engagement, and accountability. Their expertise in conducting comprehensive evaluations of police policies and procedures makes them uniquely suited for this project.

Under the proposed Professional Services Agreement, The Axtell Group would assign Robert Thomasser as the Accreditation Manager for RPD. Mr. Thomasser brings extensive knowledge of RPD, having already conducted staff interviews, policy reviews, employee surveys, and community engagement efforts as part of the department's ongoing resource and operations evaluation. His deep understanding of RPD's operations will allow him to lead the accreditation process efficiently and effectively.

Mr. Thomasser is a highly respected figure in the law enforcement community, with a distinguished 32-year career, including serving as Assistant Chief of the St. Paul Police Department under two chiefs. A native of the area, he specializes in operational effectiveness, efficiency, policy development, and evolving strategies to address emerging trends, threats, and opportunities for improvement.

Additionally, Todd Axtell will contribute to the consulting work, particularly in areas related to community expectations and needs. As part of the current resource and allocation study, Mr. Axtell has facilitated several community listening sessions in Roseville, providing him with valuable insight into public concerns. This knowledge will help ensure that the accreditation process aligns RPD's policies and procedures with the expectations of the community.

While the Accreditation Manager will lead the accreditation process, Roseville Police staff will remain actively engaged and play a key role in its implementation. An RPD liaison will be designated to collaborate closely with the Accreditation Manager, ensuring that policies and procedures align with accreditation standards. Additionally, stakeholder and community input will be actively sought throughout the process. The grant also includes training and overtime funding, allowing staff at all levels and positions within the department to participate and provide input.

This agreement does not require a competitive bid process. Although a competitive bid process was considered, The Axtell Group's existing knowledge of RPD's operations made them the most suitable choice. Through their ongoing work with RPD, they have gathered substantial data, analyzed department operations, and developed a deep understanding of the agency. Engaging another firm would require significant time and resources to establish a similar foundation, delaying progress and increasing workload and costs.

Furthermore, while some national consulting groups specialize in accreditation assistance, accreditation is just being rolled out in Minnesota, and there are no vetted local firms with direct experience in this area. The Axtell Group's familiarity with policing in Minnesota and Ramsey County, their extensive work in the region, and their existing engagement with RPD make them the most qualified option to fulfill this role.

An amended budget proposal was submitted to the Department of Justice (DOJ) to reflect the transition from a temporary city employee to a contracted vendor. The DOJ reviewed and approved this amendment, specifically evaluating The Axtell Group's credentials and approving the attached agreement.

The Professional Services Agreement has been reviewed and approved by the City Attorney.

Policy Objectives

Accreditation aligns with the goals outlined in the City of Roseville's Strategic Racial Equity Plan and supports the city's broader community aspirations. The City of Roseville is committed to creating a welcoming and inclusive environment for all residents, promoting equitable service, and celebrating the diversity that strengthens our community. Seeking accreditation is a vital step in advancing these values. It provides a framework for ensuring that the Roseville Police Department (RPD) continues to operate with the highest standards of professionalism, transparency, and accountability.

By pursuing accreditation, RPD reinforces the city's dedication to excellence, integrity, and public service, while furthering efforts to build trust, legitimacy, and a safer, more equitable Roseville for all.

Equity Impact Summary

Through the accreditation process, the Roseville Police Department (RPD) reaffirms its commitment to upholding the rights and dignity of all residents. Building trust and legitimacy within marginalized communities is critical, and accreditation serves as a key tool in achieving this goal. By undertaking a comprehensive review of our policies and practices, RPD seeks to ensure that our operations are fair, equitable, and just for all community members.

Accreditation also promotes open dialogue, fostering deeper connections with those who have been disproportionately affected by discriminatory practices. The grant application has the strong backing of the Roseville Police Department Multicultural Advisory Committee (MAC), which supported the application and submitted a letter of support. This collaboration highlights our shared commitment to advancing racial equity and rebuilding trust in law enforcement, ensuring that our efforts align with the values and needs of the entire Roseville community.

Budget Implications

This agreement is fully funded through the U.S. Department of Justice grant, with no financial obligation from the City of Roseville. The grant funding will cover all costs associated with the contract, including compensation for the Accreditation Manager, training, accreditation fees, software, office supplies, and officer overtime necessary for accreditation-related activities. Additionally, utilizing a contracted vendor rather than hiring and onboarding a new employee unfamiliar with city operations will result in time savings and improved efficiency.

Staff Recommendations

Staff recommends that the City Council approve the Professional Services Agreement with The Axtell Group to provide a Police Accreditation Manager for the Roseville Police Department.

Requested Council Action

Approve the Professional Services Agreement with The Axtell Group to provide Police Accreditation Manager services and authorize the City Manager to execute the agreement on behalf of the City of Roseville.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Axtell Accreditation Professional Services Agreement

CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made on the______ day of _____________2025, between the City of Roseville, a Minnesota municipal corporation (the "City"), and The Axtell Group, LLC, a Minnesota limited liability company (the "Contractor", each a "Party" and together the "Parties").

1. **Scope of Work**. The Contractor agrees to provide the professional services described in **Exhibit A** ("Work") which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. **Term and Termination**. The term of this Agreement will commence on January 7, 2025. Unless extended by written agreement of the Parties, this Agreement will terminate no later than December 31, 2026, or upon completion of the Work, whichever occurs first. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

3. **Compensation for Work**. The City agrees to compensate Contractor $220,000.00 which is inclusive of all costs and expenses. The compensation will be paid according to the following schedule: $27,500.00 per quarter.

4. **Method of Payment**. Contractor must submit an invoice for payment. Payment will be made within thirty (30) days of receipt of the invoice.

5. **Representatives and Notices**. The below-named individuals will act as the representatives of the Parties with respect to the Work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:	To Contractor:
City of Roseville 2660 Civic Center Drive Roseville, MN 55113 Attn:Erika Scheider, Chief of Police	The Axtell Group, LLC_____ 576 Warwick Street Saint Paul, MN 55116 Attn: Todd Axtell, President and CEO

6. **Assignment or Subcontracting**. Unless noted otherwise in **Exhibit A**, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the

Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment of Local Government Bills.

7. **Independent Contractor**. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. **Intellectual Property**. Subject to Contractor's perpetual, worldwide, non-exclusive, royalty-free, fully paid-up license to use all documents and other materials that are delivered to City as part of the Services (collectively, "**Deliverables**") for its lawful purposes, upon payment in full of fees for Services, Contractor hereby assigns to City all right, title and ownership interest in and to the Deliverables.

   Contractor retains all right, title, and ownership interest in and to Contractor's intellectual property developed in connection with Services. Subject to the license granted in the following sentence, Contractor is, and will at all times remain, the sole and exclusive owner of all right, title, and interest in and to all information, documents, data, know-how, methodologies, techniques, analysis, ideas, concepts, software, and other materials developed or acquired by Contractor ("**Pre-Existing Materials**"), including all Intellectual Property Rights (as defined below) therein. To the extent that any Pre-Existing Materials are incorporated in or combined with any Deliverable, upon payment in full of fees for Services, Contractor hereby grants to City a non-exclusive, royalty-free, fully paid-up license to use for its lawful internal business purposes such Pre-Existing Materials as part of or in connection with such Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Contractor.

9. **Rights Reserved**. Each Party retains all Intellectual Property Rights in its respective intellectual property, including all copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, and other Confidential Information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, derivative works, and all other rights (collectively, "**Intellectual Property Rights**"). All Intellectual Property Rights and other rights not granted are reserved to each respective Party, its affiliates, and their respective licensors. Except as expressly specified in this Agreement, and without limiting the foregoing, neither Party may reverse assemble, reverse engineer, translate, disassemble, decompile, or otherwise attempt to create or discover the other Party's intellectual property.

10. **No Implied Licenses**. Except as expressly specified in this Agreement, including any proposal or statement of work under this Agreement, nothing in this Agreement will be deemed to grant to one Party, by implication, estoppel or otherwise, license rights, ownership rights, or any other Intellectual Property Rights of the other Party.

11. **Acknowledgment of Professional Services**. The Services provided by Contractor are professional consulting services. Contractor may provide reports and recommendations that may be based on information supplied by City, its officials, officers, employees, representatives, subcontractors, and agents, obtained in the course of Services or through consultations, publicly available, or Contractor's experience. Services are subject to inherent uncertainty. Services are not, do not constitute, and are not intended to be a substitute for City's acts or omissions or legal advice and counsel. Contractor does not provide legal or regulatory advice, and in all instances Contractor directs City to its municipal counsel for legal advice. Contractor does not perform criminal investigations. City acknowledges and agrees that to the fullest extent allowed by law, Services are provided without any representation or warranty. Contractor does not promise or guarantee any future performance or outcome as a result of City's receipt of Services.

12. **Compliance with Laws and Regulations**. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

13. **Non-Discrimination**. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

14. **Data Practices Act Compliance**. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that, with regard to such data, Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement.

15. **Audit Disclosure**. Under Minnesota Statutes, Section 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years after the termination of this Agreement.

16. **Indemnification**. Each Party agrees to defend, indemnify and hold the other Party, and its officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to

reasonable attorneys' fees, arising out of or resulting from any third party claim based on the grossly negligent or wrongful act or omission of the other Party, its officers, agents, employees, contractors and/or subcontractors, pertaining to the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

17. **Insurance**. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor's expense, as follows:

a. Workers Compensation insurance for all employees performing Work under this Agreement in accordance with Minnesota law. The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

i. $500,000 – Bodily Injury by Disease per employee
ii. $500,000 – Bodily Injury by Disease aggregate
iii. $500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers' Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers' Compensation requirements.

b. Professional/Technical (Errors and Omissions) Liability Insurance

Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Contractor's Work required under the contract.

The Contractor is required to carry the following minimum limits:

- $1,500,000 – per occurrence
- $2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the Work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

18. **Conflicts**. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

19. **Waiver**. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

20. **Governing Law**. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

21. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

22. **Severability**. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

23. **Entire Agreement**. Unless stated otherwise in this Agreement, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

24. **Anti-lobbying**: By entering into this Agreement, Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Further, Contractor agrees to disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: ____________________________
Mayor

By: ____________________________
City Manager

The Axtell Group, LLC

By: ____________________________
Its: President& CEO

RS160\9\1015876.v1

EXHIBIT A

[*BEGINS ON NEXT PAGE*]

The Axtell Group
BUILDING YOUR BANK OF TRUST

DETAILED PROJECT STEPS

1. **Detailed Work Plan Development:** Initially, we will collaborate with RPD to create a detailed work plan that specifies each step of the accreditation process, including timelines, responsibilities, and expected outcomes. This plan will serve as a roadmap, guiding all activities and ensuring all team members are aligned with the project's goals.
2. **Engagement with Executive Leadership:** Regular meetings with RPD's executive team and key department heads will be scheduled to ensure the accreditation process is integrated with departmental goals and that leadership is engaged in driving the changes required for accreditation.
3. **Designation of a Department Liaison:** We request the designation of an RPD department executive to act as the primary point of contact. This individual will be crucial in facilitating internal communications, coordinating policy adjustments, and ensuring that changes are implemented smoothly across the department.

Role and Significance of the RPD Accreditation Manager

Recognizing the significant workload involved in the accreditation process, The Axtell Group will provide the RPD with the requisite capacity that the department currently does not possess to build a comprehensive accreditation program that meets the MNLEAP standards. This strategic partnership will be pivotal in driving the accreditation agenda, from coordinating with MNLEAP officials to ensuring that all departmental practices comply with accreditation standards. The RPD Accreditation Manager, preferably a member of the executive team, will be instrumental in liaising with The Axtell Group consultants, RPD leadership, and the broader police department to ensure a cohesive internal approach and execution to accreditation.

The Roseville Police Department remains responsible for leading internal changes commensurate with executing and maintaining the accreditation standards and requirements.

TIMELINE

Detailed Quarterly Breakdown:

- **Q2 2025:** Create and draft for department approval the project workplan, goals and monthly timeline.
- **Q3 2025 to Q2 2026:** Begin the comprehensive review and revision of policies and procedures. Implement initial training sessions for staff.
- **Q3 2026:** Conduct mock assessments, finalize all accreditation documentation, complete final preparations and submit for MNLEAP evaluation.

Timeline Advisory Note: Given potential updates or changes to MNLEAP standards and staff limitations that currently exist within the department, we propose, if necessary, a provisional extension to the timeline up to December 31, 2026, ensuring all standards are thoroughly met.

PROJECT COST

Total Project Cost Description

The total cost for the project, aimed at assisting the Roseville Police Department (RPD) to achieve accreditation through the Minnesota Law Enforcement Accreditation Program (MNLEAP), is estimated at $220,000. This investment is pivotal in ensuring that RPD aligns with the best practices in law enforcement and elevates its operational standards to achieve accreditation.

Billing Structure

The billing for this project will be structured over the anticipated timeline of the project, divided into eight quarters. Each quarter will be billed at a rate of $27,500. This arrangement allows for consistent financial planning and resource allocation throughout the duration of the project, ensuring that the necessary funds are available to support ongoing consultancy.

Adjustments and Final Billing

Should the project be completed in fewer than eight quarters, the final billing will be adjusted to reflect the balance of unbilled funds. This ensures that the total expenditure for the project will not exceed the agreed amount of $220,000. This approach not only allows for financial transparency but also aligns with best practices in project management, providing RPD and The Axtell Group with a clear and predictable financial framework.

This cost structure is designed to support a comprehensive service delivery that will enable the Roseville Police Department to meet the stringent requirements of MNLEAP, thereby enhancing their professionalism and operational effectiveness.

CONCLUSION

The Axtell Group is fully prepared to lead the Roseville Police Department through the intricate process of achieving MNLEAP accreditation. Our team of seasoned law enforcement consultants is committed to delivering a comprehensive service that not only meets but exceeds the expectations of RPD and its community stakeholders.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.f.

Department Approval | City Manager Approval

Item Description: Adopt Resolution Prohibiting Parking on Fairview Avenue from County Road C to Twin Lakes Parkway

Background

City of Roseville staff would like to clarify parking restrictions on Fairview Avenue between County Road C and Twin Lakes Parkway / Terrace Drive. When Twin Lakes Parkway was connected to Fairview in 2016, a signal was added to that intersection and the road segment was restriped from a four-lane to a three-lane roadway (two-way with a center turn lane). The restriping created striped shoulders that were not originally intended for parking, but were not adequately signed to prohibit parking to be able to enforce parking violations. The proposal is to install no parking signs as needed along Fairview Avenue, between County Road C and Twin Lakes Parkway. Since this is on a county road, Ramsey County requires a resolution from the City to establish the no parking zone. If passed, Ramsey County would install the signs in the area shown on the map in Attachment 2.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

Equity Impact Summary

There should be no equity impacts associated with this no parking resolution.

Budget Implications

There are no costs to the City. All signs will be installed by Ramsey County Public Works.

Staff Recommendations

Staff recommends Council adopt the resolution prohibiting parking on Fairview Avenue from County Road C to Twin Lakes Parkway.

Requested Council Action

Motion to adopt the resolution prohibiting parking on Fairview Avenue from County Road C to Twin Lakes Parkway.

Prepared by: Jennifer Lowry, Assistant Public Works Director / City Engineer

Attachments:
1. Resolution
2. Map

EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 7th day of April, 2025, at 6:00 p.m.

The following members were present:
and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION PROHIBITING PARKING ON FAIRVIEW AVENUE FROM COUNTY ROAD C TO TWIN LAKES PARKWAY WITHIN THE CITY OF ROSEVILLE

WHEREAS, Fairview Avenue (CSAH 48), from County Road C to Twin Lakes Parkway, is a Ramsey County Road within the City of Roseville; and

WHEREAS, the road segment was restriped in 2016 creating shoulders that were not intended for parking, but are not adequately signed to prohibit parking; and

WHEREAS, the City of Roseville wishes to prohibit parking to provide clarity for the public and for enforcement of parking violations; and

WHEREAS, Ramsey County requires a no parking resolution so a no parking zone can be established; and

WHEREAS, on Fairview Avenue, from County Road C to Twin Lakes Parkway, parking will be restricted on both sides of the street and "no parking" signs will be posted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that parking is hereby prohibited on both sides of Fairview Avenue from County Road C to Twin Lakes Parkway.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , , and.

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 7th day of April, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of April, 2025.

SEAL

____
Patrick J. Trudgeon, City Manager

Fairview Proposed No Parking

No Parking Area

ROSEVILLE

Prepared by: Engineering Department

3/31/2025

Data Sources

* Ramsey County GIS (3/04/25)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 70 100 200 300
Feet

FairviewNoParking

N

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.g.

Department Approval	City Manager Approval
Janice Gundlach	

Item Description: Approve the renewal of a Short-Term Rental License for 419 Judith Avenue W

Background

Chapter 909 of City Code requires the licensing of non-owner-occupied short term rentals of dwelling units, subject to certain exemptions. On February 6, 2025, an application for a short term rental license was submitted by the property owner (Attachment 1). The property is a four-bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. City records indicate there have been no nuisance or property maintenance violations during the last license period. Staff has verified there are no other licensed short-term rental properties within 500 feet of this property. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

Upon issuance, the license will be valid for 365 days and will require notification to residential properties within 300 feet of the subject property. If approved, this property will be one of ten properties with a current short term rental license. A copy of the license must be posted in the rental unit, along with copies of City Code Sections 405, 407 and 602. A draft of the license is provided as Attachment 2.

The applicant has supplied all required license information and paid the license fee of $540.00. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in the ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing is required by Section 909, effective as of February 8, 2021 and most recently revised on February 12, 2024. The purpose of the license is to ensure that non-owner-occupied short-term rentals of dwelling units is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community. The operation of a short-term rental property is a business enterprise that entails responsibilities required of the owner, local agent, and guests.

Equity Impact Summary

Staff has not identified any equity impacts related to this action.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

Staff Recommendations

Staff recommends approval of a one year Short-Term Rental License for 419 Judith Avenue W.

Requested Council Action

By motion, approve the Short-Term Rental License for 419 Judith Avenue W.

Prepared by: David Englund, Building Official

Attachments:
1. Application Materials
2. Draft License

STR-A25-003

ATTACHMENT 1

Menu Reports Help

File Date: 02/06/2025

Application Status: In Review

Application Detail: Detail

Application Type: Short-Term Rental License Application

Address: 419 Judith Ave W Roseville MN 55113

Custom Fields: **UNIT DETAILS**

Unit Type	Number of Bedrooms
Single-Family Home	5

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits	Attestation to Payment of Lodging Tax
√	√

Contact Info:

Contact Type	Organization Name	Contact Primary Address	Status	Name
Property Owner	CAG Homes, LLC	Mailing, 2118 149th Av...	Active	Chris Mehalovich

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: $556.20

Total Fee Invoiced: $556.20

Balance: $0.00

Workflow Status:

Task	Assigned To	Status	Status Date	Action By
License Issuance	Jan Rosemeyer			

Initiated by Product: ACA

ATTACHMENT 2

City of Roseville Short-Term Rental License

This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville City Code.

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR-XXX

Owner: CAG Homes, LLC

Phone:612-XXX-XXXX

Email: chris@mnhomeventure.com

Address: 419 Judith Ave.

Expiration: 4/9/2026

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

In the Unit:

Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; **Smoke Detectors** must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. **CO and Smoke Detectors must NOT be disabled.**

Exits must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

Toilets must flush and **Bathrooms** must have an exhaust fan or window.

Taps must have working hot and cold water; no leaking pipes or dripping **Faucets**.

Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded **GFCI Outlets**.

Rooms used for sleeping should have 1 window or 2 approved means of egress.

Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.

Floors must be structurally sound and **Flooring** in good condition with no trip hazards such as ripped carpet or missing tiles.

Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.

Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

Vehicles/Driveway/Parking:

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.**
Do not put Snow into the street or onto neighboring properties.

Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 9 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

Pets:

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact the property owner (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the property owner is not maintaining the property, call Roseville Code Enforcement at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.h.

Department Approval | City Manager Approval

Item Description: Approve Amendment to Agreement for Financial Personnel Services with Metro-INET

Background

On December 5, 2022, the Roseville City Council approved entering into a Financial Professional Services agreement with Metro-INET. Under the agreement, the City would provide Fiscal Agent Services to the Metro-INET Board and Financial Services to the Metro-INET organization. A complete listing of those services is included in Exhibit A of the original agreement (Attachment 1). The agreement is in effect until the end of 2025.

Since the agreement went into effect at the start of 2023, the City's costs in providing services to Metro-INET have risen as personnel costs have increased. For the last year of the agreement, the City Manager would like to adjust the monthly charge from $3,655 to $4,666.70 per month retroactive to January 1, 2025. This will increase Metro-INET's annual payment to the City from $43,860 to $56,000.40 or an increase of $12,140.40.

Assuming both the City Council and Metro-INET want to continue the relationship after 2025, a new contract will be brought forward in the Fall of 2025 with a revised rate for 2026 and a cost inflator built in for 2027 and 2028.

Policy Objectives

Roseville has long valued shared partnerships with other local government entities to provide cost-effective and efficient services to the community. Since its creation, Metro I-Net has been a model of partnership of providing local government IT services in the Twin Cities metro efficiently and in a cost-effective manner.

Equity Impact Summary

Not applicable.

Budget Implications

Entering into this amendment will provide an additional $12,140.40 in revenue to the City of Roseville.

Staff Recommendations

Staff recommends the City Council approve the amendment to the Financial Personnel Services Agreement with Metro-INET.

Requested Council Action
Motion to approve the amendment to the Financial Personnel Services Agreement with Metro-INET.

Prepared by: Patrick Trudgeon, City Manager

Attachments:
1. Metro-INET Financial Personnel Services Approved 12/5/22
2. First Amendment to Agreement for Financial Personnel Services

Agreement for Financial Personnel Services

This Agreement ("Agreement") is made by and between the City of Roseville, a municipal corporation (hereinafter "City"), and the North East Metropolitan Area Municipal Internet Working Collaborative, an intergovernmental unit organized under a joint powers agreement pursuant to Minnesota Statutes section 471.59 (hereinafter "Metro-INET") (collectively, the "Parties").

Recitals

WHEREAS, beginning in 1999, the City provided Information Technology services and personnel to up to 44 local governmental units through a collaboration known as Metro-INET;

WHEREAS, beginning in 2021, Metro-INET became an independent organization providing IT services to the local governmental units in the previous collaboration;

WHEREAS, through 2022, Metro-INET utilized City personnel to perform IT services, as well as administrative services in Human Resources, Finance, and Legal services;

WHEREAS, beginning in 2023, Metro-INET is able to fully employ a workforce to perform such services except those related to financial services;

WHEREAS, the City is agreeable to continue to make financial services personnel available to Metro-INET on a contract basis; and,

WHEREAS, the parties wish to memorialize in writing their respective duties and obligations upon which their contractual agreement is premised.

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, and intending to be legally bound thereby, the City and Metro-INET agree as follows:

1. ***Scope of Work Proposal.*** The City agrees to provide the professional services described in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below.

2. ***Term; Renewal.*** The term of this Agreement shall be from January 1, 2023, through December 31, 2023, the date of signature by the Parties notwithstanding. This Agreement shall automatically renew for an additional term from January 1, 2024, through December 31, 2025, unless earlier terminated by either party in accordance with Paragraph 9 of this Agreement.

3. ***Compensation for Services.*** Metro-INET agrees to pay the City the compensation described in Exhibit B attached hereto for the Work, subject to the following:

A. Any changes in the Work which may result in an increase to the compensation due the City shall require prior written approval of Metro-INET. Metro-INET will not pay additional compensation for Work that does not have such prior written approval.

B. Third party independent contractors and/or subcontractors may be retained by the City when required by the complex or specialized nature of the Work and when authorized in writing by Metro-INET. Metro-INET shall be responsible for and shall pay all costs and expenses payable to such third-party contractors unless otherwise agreed to by the Parties in writing.

C. The City shall charge Metro-INET for the use of any City facility space and equipment necessary to perform the Work by City employees during the course of this Agreement. Such facility space and equipment, together with associated costs, shall be described and itemized as Special Conditions in Exhibit C attached hereto.

4. ***Metro-INET Representative and Special Requirements:***

A. Holly LaRochelle shall act as Metro-INET's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define Metro-INET's policies and decisions with respect to the Work to be performed under this Agreement. Metro-INET may change the its representative at any time after prior notification to the City of such change in writing.

B. In the event that Metro-INET requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements shall be stated in Exhibit C attached hereto. The Parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement.

5. ***Method of Payment.*** The City shall submit to Metro-INET on a monthly basis an itemized written invoice for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to Metro-INET. Invoices shall contain the following:

A. For Work reimbursed on an hourly basis, the City shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the City shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the City shall provide an itemized listing and such documentation of such expenses as is reasonably required by Metro-INET.

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the City: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

A. Metro-INET shall have the right to suspend the Work to be performed by the City under this Agreement when it deems necessary to protect Metro-INET, the residents of Metro-INET's governmental units, or others who are affected by the Work. If any Work to be performed by the City is suspended in whole or in part by Metro-INET, the City shall be paid for any services performed prior to the delivery upon the City of the written notice from Metro-INET of such suspension.

B. The City shall be reimbursed for services performed by any third-party independent contractors and/or subcontractors only if Metro-INET has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. ***City Management and Staffing.*** The City has designated its City Manager and Finance Director ("Project Contacts") to perform and/or supervise the Work, and as the persons for Metro-INET to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the City as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The City may not remove or replace the Project Contacts without the prior approval of Metro-INET.

7. ***Standard of Care.*** All Work performed by the City under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind to the Work being performed under this Agreement.

8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to, or prepared or assembled by either Party under this Agreement which is requested to be kept confidential shall not be made available by the other Party to any individual or organization without the requesting Party's prior written approval. The books, records, documents and accounting procedures and practices of either Party to this Agreement are subject to examination by the other and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Parties shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of either Party.

9. ***Termination.*** This Agreement may be terminated at any time by either Party, with or without cause, by delivering to the other Party at the address set forth in Provision 25 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the City shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the Metro-INET under this Agreement) by the City through and until the date of termination.

10. ***Subcontractor.*** The City shall not enter into subcontracts for services provided under this Agreement without the express written consent of Metro-INET. If subcontracts are approved and entered into, the City shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.

11. ***Independent Contractor.*** At all times and for all purposes herein, the City and its employees are independent contractors to and not employees of Metro-INET.

12. ***Non-Discrimination.*** During the performance of this Agreement, the Parties shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Parties shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Parties shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Parties further agree to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

13. ***Assignment.*** The Parties shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the other Party.

14. ***Services Not Provided For.*** Metro-INET shall not be required to pay for any claim for services furnished by the City not specifically provided for herein.

15. ***Compliance with Laws and Regulations.*** The City shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The City and Metro-INET, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13.

16. ***Waiver.*** Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Party's ability to enforce a subsequent breach.

17. ***Indemnification.*** To the fullest extent permitted by law, each party agrees to defend, indemnify and hold harmless the other and their elected officials, members, board members, executive director, officers, agents, employees and representatives from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any of their own negligent or wrongful act or omission, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work and against all losses resulting from their own failure to fully perform all of their respective obligations under this Agreement.

18. ***Insurance; Liability Limitation.*** The parties acknowledge that the City is a self-insured entity and shall remain sufficiently self-insured to cover any and all liabilities and/or judgments potentially arising out of the performance of this Agreement. Nothing in this Agreement constitutes, nor shall be construed to constitute, a waiver of any liability limitation contained in

Minnesota Statutes Chapter 466 or any other limitation of liability contained in statute, at law, in equity, or elsewhere.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of Metro-INET, but the City may retain copies of such documents as records of the services provided. Metro-INET may use the Information for any reasons it deems appropriate without being liable to the City for such use. The City shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of Metro-INET.

20. ***Annual Review.*** Metro-INET shall have the right to conduct an annual review of the performance of the Work performed by the City under this Agreement. The City agrees to cooperate in such review and to provide such information as Metro-INET may reasonably request. Following each performance review the Parties shall, if requested by Metro-INET, meet and discuss the performance of the City relative to the remaining Work to be performed by the City under this Agreement.

21. ***Conflicts.*** No salaried officer or employee of either Party and no elected official of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

22. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota.

23. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

24. ***Severability.*** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

25. ***Notices.*** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to the Executive Director if such notice is to be given to Metro-INET, b) if mailed to the other Party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other Party addressed as follows:

If to City:	City of Roseville Roseville City Hall 2660 Civic Center Drive Roseville, MN 55113 Attn: City Manager

If to Metro-INET:

Metro-INET
2660 Civic Center Drive
Roseville, MN 55113
Attn: Executive Director

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other Party shall commence to run one business day after the date of mailing or delivery to the courier. Any Party may change its address for the service of notice by giving written notice of such change to the other Party, in any manner above specified, 10 days prior to the effective date of such change.

26. ***Entire Agreement.*** Unless stated otherwise in this Provision 26, the entire agreement of the Parties is contained in this Agreement and its Exhibits. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

Date: 12-5-22 By: ____________________
Mayor

Date: 12-5-22 By: ____________________
City Manager

Metro-INET

Date: 12-7-22 By: Holly LaRochelle
Executive Director

EXHIBIT A

WORK

The City shall perform the following Work at the following locations:

Administrative Overhead Fee
In recognition of the use of city assets, including non-IT personnel, city facilities and space, and city equipment and materials, the City will charge Metro-INET an Administrative Overhead Fee equal of $3,655 monthly.

The Administrative Overhead Fee shall cover the following services:

Fiscal Agent Services
Per the Metro-INET Joint Powers Agreement, Article VII FISCAL AND OPERATIONAL SERVICES, Section 7.1, the City of Roseville Finance Director shall serve as the fiscal and operations agent of Metro-INET ("Fiscal Agent"). The Fiscal Agent shall provide services as set forth in the JPA and on additional matters as may be determined by the Board through authorization for services by contract with Metro-INET. The Fiscal Agent shall be responsible for management of all of Metro-INET's funds, for the keeping and storing of Metro-INET's financial records, recommending to the Board and maintaining adequate insurance coverage of Metro-INET consistent with municipal liability limitations under Minnesota law, and to provide for the annual financial audit and accounting of all Metro-INET related activities. The Fiscal Agent shall be responsible for collecting and preserving all Metro-INET records and data pursuant to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Fiscal Agent shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the Board, at the expense of Metro-INET.

Financial Services
The City shall provide personnel sufficient to fulfill all financial services duties on behalf of Metro-INET's operations, as generally described here:

General Cash Receipts
- Process cash & checks into Springbrook or QuickBooks
- Run end-of-day reports & balance cash drawer
- Prepare bank deposit

Accounts Payable
- Process invoices / mail distribution
- Process purchasing card transactions
- Process non-bank transactions
- Process payroll-related items
- Manage accounts: Setup, ACH forms, 1099's, etc.
- Prepare City Council reports
- Purchasing card: card issuance, account changes

Purchasing card support

Accounts Receivable/Billings

Manage customer accounts and database
Process late penalties and delinquent certifications
Prepare AR billings for mailing

Payroll Accounting

Process payroll for full-time employees
Process payroll for part-time/seasonal employees
Process payroll-related deductions and payments
Reconcile payroll-related G/L accounts
Manage flex-spending accounts
Manage database: adds, changes, and deletes
Employee /HR assistance: reports and information
Non-recurring: 941's, W2's, PCORI Fee/Form 721
Distribute paycheck stubs (folding, stuffing, stapling)

Purchase Orders

Process purchase orders

General Accounting

Manage fixed asset database; adds, changes, and deletes
Manage fixed assets; calculations & reports
Journal entries
Review bank deposits & reconcile daily cash report
Petty cash and investments tracking

General Accounting Reconciliation
Accounting & Financial Reporting

Monthly & Quarterly JE's / JE review for internal controls
Account reconciliations (escrows, forfeitures, donations)
Manage Purchasing Card program
Interest allocation
Audit preparation (schedules, reconciliations, Notes)
Coordinate annual audit
Annual reporting (ACFR)
Springbrook or QuickBooks software reports & maintenance

Banking & Investing

Investments & cash management
Bank/Cash reconciliation
Coordinate banking services/relations

Risk Management & Insurance

Report & manage claims (all)
Update quarterly claims worksheet

Issue Accord certificates & vehicle insurance cards
Register vehicles with License Center
Drivers' license checks for employees & volunteers
Coordinate with Third Party Administrators/services
Policy renewal process

Budget/Capital Planning & Financial Analysis
Data assembly, analysis & communications
General financial analysis
Attendance at meetings/discussions (internal)

Metro-INET Board Support
Agenda preparation (including research & analysis)
Attendance at meetings

General Reception Desk Duties
Answer and route phone calls

Mail Duties
Sort incoming mail
Process outgoing mail/affix postage

Use of City Facilities and Equipment

The City shall provide sufficient office and storage space for Metro-INET personnel sufficient to fulfill their duties and operations. The City shall allow Metro-INET to use city equipment and materials as part of its operations. The office and storage space used by Metro-INET is shown on the attached Exhibit C.

EXHIBIT B

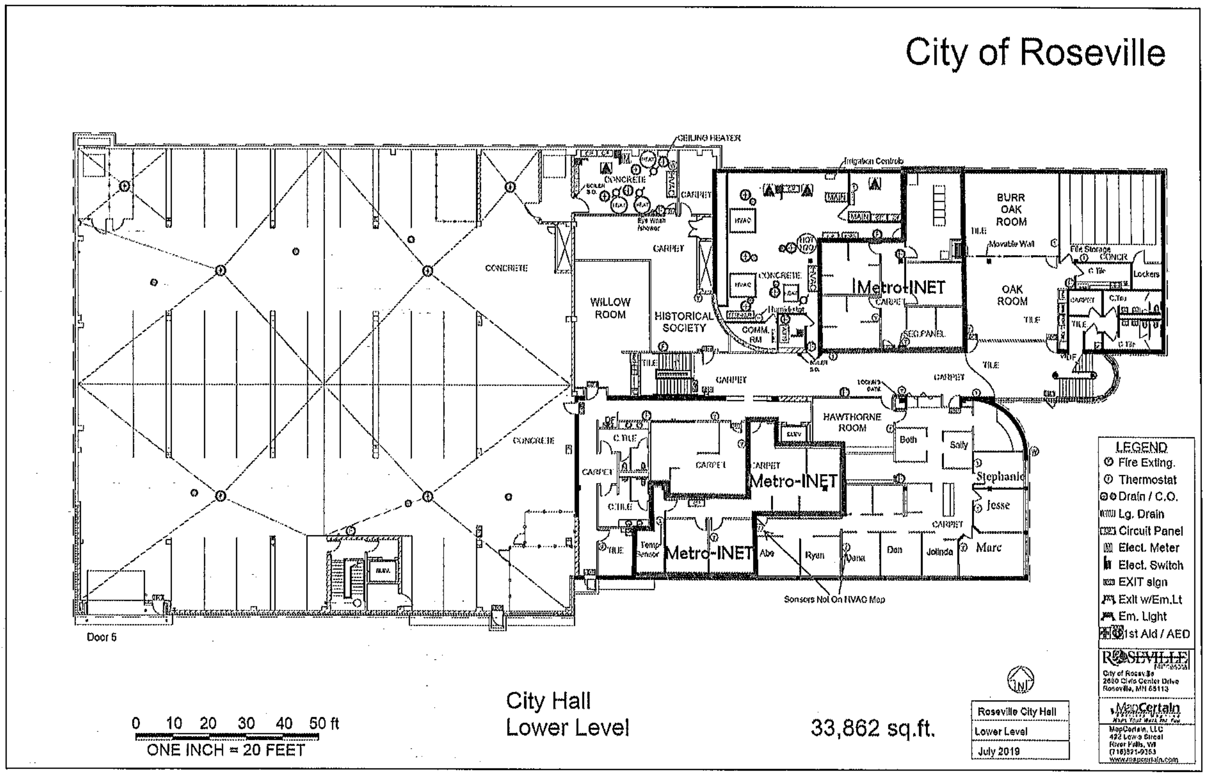
COMPENSATION

Metro-INET shall pay the City the amount of $3,655 per month for the Administrative Overhead Fee as described in Exhibit A.

EXHIBIT C

SPECIAL CONDITIONS

[Facility Site Plan Attached}



FIRST AMENDMENT TO AGREEMENT FOR FINANCIAL PERSONNEL SERVICES

This First Amendment to Agreement for Financial Personnel Services (this "First Amendment") is made this 7th day of April , 2025 by and between the City of Roseville, a Minnesota municipal corporation (the "City") and Metro-INET, a Minnesota joint powers entity (the "Metro-INET").

WHEREAS, the City and Metro-INET entered into that certain Agreement for Financial Personnel Services dated December 5, 2022 and December 7, 2022 (the "Agreement") providing for the City to provide financial services personnel to Metro-INET on a contract basis; and

WHEREAS, the Agreement has been automatically extended by both parties for several terms and is due to expire on December 31, 2025; and

WHEREAS, the parties would like to change the amount of compensation that is to be paid by Metro-INET to the City for the use of the City's financial services personnel; and

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

1. Amendment to Exhibit A of the Agreement. The Administrative Overhead Fee referenced in Exhibit A of the Agreement shall be changed to $4,666.70/month. This fee shall be effective on January 1, 2025.

2. Amendment to Exhibit B of the Agreement. The Administrative Overhead Fee referenced in Exhibit B of the Agreement shall be changed to $4,666.70/month. This fee shall be effective on January 1, 2025.

3. Miscellaneous. Except as amended by this Amendment, the Agreement shall remain in full force and effect.

(Remainder of this page intentionally left blank.)

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for Financial Personnel Services as of the date written above.

CITY OF ROSEVILLE

By: ________________________________
Dan Roe
Its: Mayor

By: ______________________________
Patrick Trudgeon
Its: City Manager

METRO-INET

By: ______________________________
Holly LaRochelle
Its: Executive Director

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REQUEST FOR COUNCIL ACTION

Date: 4/7/2025
Item No.: 10.i.

Department Approval

Michelle Pietrick

City Manager Approval

Item Description: Accept and approve the final spending plan of the American Rescue Plan Act (ARPA) federal dollars

Background

Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included $65 billion in recovery funds for cities across the country. The US Treasury provided guidelines for each city to follow while thinking about ways to use the funds.

The City Council approved application and acceptance of the ARPA funds on June 21, 2021. The City received its distribution of ARPA funds in 2021 and 2022 for a total award of $3,984,102.54.

The ARPA funds were available for appropriation through December 31, 2024, with final expenditures by December 31, 2026. The Council approved some uses of these funds in the 2022 budget and through certain union contract approvals. On January 24, 2022, the Council approved taking the Standard Allowance for Revenue Loss and approved a proposed spending plan for the ARPA funds.

The Final Rule issued by the U.S. Department of the Treasury had the general categories of eligible use of these ARPA funds as follows:

1. Replacement of lost public sector revenues
2. Responding to the Public Health Emergency/Negative Economic Impacts
3. Infrastructure investments – water, sewer and broadband projects
4. Premium Pay for essential workers.

Over the course of the past three years, some of the items that were originally in the spending plan were modified as costs came in higher or lower than originally planned. In addition, certain items were determined to not be necessary. The following chart shows the final spending plan and also shows the preliminary plan for comparison. The preliminary plan did not allocate all funding as flexibility was necessary to cover the three years of spending.

Total ARPA Allocation $3,984,102.54							
Spending Plan for the dollars taken under the Standard Revenue Loss Allowance							**Spending**
	2021	2022	12/31/23 exp	12/31/2024	2025	Final Totals	**Plan - 2022**
Responding to Public Health Emergency							
COVID Testing Equip, Supplies & Staffing& masks	$30,022.88	$36,461.92	$731.95			$ 67,217	$ 50,250
PD Embedded Social Workers-RC & people Inc		$26,011.54	$110,020.19	$137,878.13	56,666.73	$ 330,577	$ 375,000
PD 2024 vehicle equipment fund-squad car				$43,816.34		$ 43,816	$ -
Radios and computers for social workers		$11,202.81				$ 11,203	$ 10,000
Police & Fire RMS systems		$211,173.61				$ 211,174	$ 234,000
Access information - agenda mgmt software			$5,607.89			$ 5,608	$ 6,200
Redesign website/accessability			$21,751.90			$ 21,752	$ 17,000
HR Onboarding Software		$8,118.60				$ 8,119	$ -
Sprout social media accounts						$ -	$ 8,000
Outfit conference rooms to do virtual meetings			$18,451.96			$ 18,452	$ 20,000
Roll Call Room update technology		$29,566.47				$ 29,566	$ -
Laserfiche licenses						$ -	$ 5,000
Laptop replacement for city employees		$138,201.95	($15,465.56)			$ 122,736	$ 90,000
D Advanced Life Support Start-up Supplies/Equip.		$211,146.62	$8,333.63	$3,947.55		$ 223,428	$ 190,500
Social Pinpoint Software						$ -	$ 10,000
PD Communications Equipment		$6,811.89				$ 6,812	$ 6,000
Solar Panel for PD overt trailer camera		$5,143.50				$ 5,144	$ 5,000
AED replacements			$14,101.64			$ 14,102	$ 20,000
PD Wellness Program			$30,000.00			$ 30,000	$ -
PD Hsg Navigator		$37,150.00	$29,532.85			$ 66,683	$ -
PD 2nd SRO-net cost			$40,000.00			$ 40,000	$ -
Metro-INET increased JPA costs			$100,000.00			$ 100,000	$ -
Non-Profit Support			$60,000.00			$ 60,000	$ 50,000
						$ 1,416,387	**$1,096,950**
	2021	2022	12/31/23 exp	12/31/2024	2025	Totals	
Responding to Negative Economic Impact							
EDA Choose Roseville Campaign	$42,953.11	$92,819.18		$730.26		$ 136,503	$ 150,000
PW/PR Way Finding Signs				$42,000.00	158,000.00	$ 200,000	$ 200,000
Small Business Grant program				$28,606.80		$ 28,607	$ -
Affordable Housing - Land trust			$160,000.00	$80,000.00		$ 240,000	$ 240,000
						$ 605,109	**$ 590,000**
	2021	2022	12/31/23 exp	12/31/2024	2025	Totals	
Premium Pay for Essential Workers							
FF premium Pay	$47,682.00					$ 47,682	$ 47,682
PD premium Pay	$85,218.00					$ 85,218	$ 85,218
						$ 132,900	**$ 132,900**
	2021	2022	12/31/23 exp	12/31/2024	2025	Totals	
Water, sewer, and broadband infrastructure							
Water capital projects		$ -	$ 500,000	$641,706.20		$ 1,141,706	$ 500,000
						$ 1,141,706	**$ 500,000**
	2021	2022	12/31/23 exp	12/31/2024	2025	Totals	
Revenue Replacement							
License Center Revenue Loss Recovery	$ 688,000					$ 688,000	$ 688,000
						$ 688,000	**$ 688,000**
						3,984,102.54	**$3,007,850**
	$893,875.99	$813,808.09	$1,083,066.45	$978,685.28	214,666.73		
		Allocation		Proposed	Remaining	unallocated	$ 976,253
		$3,984,102.54		3,984,102.54	0.00	preliminarily	

Policy Objectives

To provide final update on the uses of the American Rescue Plan Act dollars. Funds were fully obligated by December 31, 2024 and will be fully expended in 2025.

Equity Impact Summary
The equity impact was not analyzed.

Budget Implications
Not applicable.

Staff Recommendations
Staff recommends that the Council accept and approve the final usage of the American Rescue Plan Act dollars as outlined in this report.

Requested Council Action
Motion to accept and approve the final spending of the American Rescue Plan Act dollars.

Prepared by: Michelle Pietrick, Finance Director

Attachments: None

FUTURE MEETING AGENDA HIGHLIGHTS
April 7, 2025

April 9, 2025 – Ethics Training 6:00 pm

April 14, 2025 – EDA Meeting
- Receive completed Housing Needs Assessment/Market Study

April 14, 2025 – City Council Work Session
- Discuss Strategic Planning Goals and Success Indicators

April 21, 2025 – City Council Meeting
- County Road B Street Project Assessment Hearing
- City-initiated R-O-W Vacations – Phase 5
- Discuss massage therapy establishment cap

May Meetings
- May 5
- May 12 (EDA and City Council)
- May 19

June Meetings
- June 2
- June 16

July Meetings
- July 7
- July 14 (EDA and City Council)
- July 21

Future Agenda Review - Longer Term Initiatives			11/20/2024
(items that likely require council discussion/action)			
Item	**Initiated By**	**Target Date**	**Status/Notes**
Roseville Fire role in medical transport	Staff	TBD	Ongoing discussions with Allina, etc.
Review need of pet licenses	Council	TBD	Staff review amount of licenses issued and report back
City Speed Limit Review on Local Streets	Strahan/Council	TBD	PWET will continue to work on issue and report back
Sister City Relationship with Indigenous Tribal Nation	Strahan	TBD	
Addiction Month Awareness	Strahan	TBD	For September 2025