



City Council Agenda

Monday, May 5, 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: Schroeder, Groff, Bauer, Strahan, 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**
a. Peace Officers Memorial Day and National Police Week Proclamation
b. Poppy Days Proclamation
c. National Public Works Week Proclamation
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 6:15 p.m. **7. Business Items**
a. Discuss and Approve Strategic Plan Goals
- 6:35 p.m. b. Consider a request to perform an abatement for unresolved violations of City Code at 795 Cope Avenue W
- 6:45 p.m. c. Consider Resolution Updating the Special Assessment Deferral Policy
- 6:55 p.m. d. Discuss Initiating Climate Equity Action Plan
- 7:25 p.m. **8. Council Direction on Councilmember Initiated Agenda Items**
- 7:25 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from April 14, 2025 EDA Meeting
b. Approve Minutes from April 14, 2025 City Council Meeting
c. Approve Minutes from April 21, 2025 City Council Meeting
- 7:30 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
c. Approve Resolution Awarding Contract for 2025 Pavement Management Project
d. Order Final Assessment Public Hearing for County Road B Reconstruction
e. Approve Renewal of Joint Powers Agreement with the State of Minnesota and Court Data Services Amendment Agreement
f. Approve Ridgewater College Paramedic Contract with Fire Department
- 7:35 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
a. Future Agenda
- 7:45 p.m. **12. Adjourn**



**Peace Officers Memorial Day
May 15, 2025**

**National Police Week
May 11-17, 2025**

Whereas: The Congress and President of the United States have designated the week in which May 15 occurs as National Police Week and May 15 as National Peace Officers Memorial Day; and

Whereas: The Roseville Police Department plays an essential role in safeguarding the rights and freedoms of all members of the community; and

Whereas: It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas: The men and women of the Roseville Police Department unceasingly provide this vital public service.

Now, Therefore Be It Resolved, that the Roseville City Council hereby declare the week of May 11 to May 17, 2025, to be National Police Week in the City of Roseville and May 15 as National Peace Officers Memorial Day.

Be It Further Resolved, that the Roseville City Council calls upon all citizens to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Be It Further Resolved, to observe May 15 as National Peace Officers Memorial Day in honor of law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community, to include Roseville Officer Howard Johnson and Officer Bruce Russell, or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 5th day of May, 2025.

Mayor Daniel J. Roe



Poppy Days May 16, 17, and 18, 2025

Whereas: After the First World War, inspired by the opening lines of John McRae’s wartime poem “In Flanders Fields,” and championed by international humanitarian workers Moina Michael of the United States and Madame Guérin of France, the poppy was adopted in many countries to commemorate the sacrifices of those who have been killed in war; and

Whereas: The United States Veterans of Foreign Wars in 1922 officially designated the poppy as a symbol of remembrance and conducted their first Poppy Day drive that year, and in 1924 the VFW registered the “Buddy Poppy” as its official commemorative poppy; and

Whereas: VFW Buddy Poppies are assembled by disabled and needy Veterans and the proceeds of the use of Buddy Poppies as a fundraising campaign are used exclusively for the benefit of disabled and needy Veterans and the widows and orphans of deceased Veterans; and

Whereas: The basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living,” and

Whereas: Each year, members of Roseville Anderson Nelson VFW Post 7555 distribute poppies at local sites the weekend before Memorial Day to raise awareness about the service of veterans and the importance of Memorial Day;

Now, Therefore, Be It Resolved, that the City Council of the City of Roseville hereby declares May 16, 17, and 18, 2025, to be Poppy Days in Roseville for the distribution of these symbols of appreciation for the sacrifices of our honored dead, and further urges the citizens of this community to recognize the merits of this cause by contributing generously to its support through donations for Buddy Poppies on those days.

Be It Further Resolved, that the City Council urges all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 5th day of May 2025.

Mayor Daniel J. Roe



National Public Works Week May 18–24, 2025

Whereas: Public works professionals build and maintain infrastructure, facilities, and services that are of vital importance to resilient communities and to public health, high quality of life, and the well-being of the people of Roseville, and

Whereas: These infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

Whereas: Roseville's 34 public works employees, work around the clock and who's responsibilities include:

- 123 miles of roads
- 162 miles of watermain
- 273 miles of sanitary and storm sewer pipe and 5,833 associated manholes
- Nearly 100 miles of pathways
- 333 vehicles and equipment, and

Whereas: It is in the public interest for the citizens and civic leaders to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in Roseville by signing up for construction updates, watching presentations made to the Public Works Environment and Transportation Commission, and participating in engagement opportunities when public input is sought; and

Whereas: 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association.

Now, Therefore Be It Resolved that the City Council of the City of Roseville does hereby proclaim the week of May 18–24, 2025, as National Public Works Week in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this Fifth day of May 2025.

Mayor Daniel J. Roe

REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Discuss and Approve Strategic Plan Goals

Background

Over the past several months, the City Council and staff have undertaken a comprehensive strategic planning process to align the city's operations with community aspirations and guide decision making over the next five years. This process began in 2023 with the *Envision Roseville* community visioning initiative, which established community aspirations for Roseville. These aspirations were shaped by many months of public engagement and highlighted priorities that the community felt were important. The community aspirations captured what residents value and hope for in their city's future. That input became the foundation for the strategic plan, helping the city set goals that reflect community priorities and eventually design objectives that move the city toward that shared vision.

Council and staff collaborated in a series of facilitated strategic planning sessions to refine the city's vision, mission, strategic directions and values. Attached are various documents that outline what has been committed to by Council and staff.

- **Attachment 1 -2:** Community Aspirations - These were adopted by the City Council after the community visioning process (*Envision Roseville*)
- **Attachment 3:** Strategy Tree - This includes the city's Vision, Mission, Strategic Directions and Values
- **Attachment 4:** Values definitions - Values that will be used to guide the city in its interactions, operations and decision-making
- **Attachment 5:** Desired Impact - These are big picture changes or outcomes we hope to see in the community over time

Staff has been working on developing goals for each of the Strategic Directions. These goals are meant to be broad, long-term outcomes the city wants to achieve in order to create the Desired Impacts previously identified. Staff has spent considerable time and effort developing the strategic goals and success indicators presented in this report. While the final product may appear succinct, each goal represents the outcome of in-depth conversations that went far beyond simply drafting a sentence. These discussions were grounded in community input, shaped by our organizational values, and guided by an assessment of the city's capacity and resources. Staff engaged in fundamental conversations about what success looks like for Roseville — not just in the short term, but for years to come.

At the April 14, 2025 Worksession, Council received the draft goals and provided feedback, including requesting staff work on an additional Goal #2 under Community and Civic Engagement. Council's feedback and the draft new goal are included in **Attachment 6** in a red-lined document. A table with the updated goals is included as **Attachment 7**.

Council is being asked to provide further feedback on Goal #2 under Community and Civic Engagement and ultimately adopt the Strategic Plan goals and success indicators. This will allow staff to continue the

work to define objectives and metrics and create work plans. Also included as **Attachment 8** is a quick overview of next steps.

Policy Objectives

To establish clear, community-informed goals that reflect the city’s values and priorities, guide decision-making, resource allocation, and service delivery in a way that promotes a vibrant, inclusive, and sustainable city for all who live, work, and visit Roseville.

Equity Impact Summary

Equity has been a key consideration in shaping the strategic goals. The goals emphasize inclusive engagement, access to city services, and responsiveness to the needs of all, including historically underrepresented communities. This approach will help ensure that future objectives and work plans are developed with an intentional focus on removing barriers and improving outcomes for all residents. By embedding equity into the foundation of the strategic plan, the city can continue to make intentional, long-term progress toward a more inclusive and responsive government.

Budget Implications

The Strategic Plan itself does not have direct budgetary impacts. However, it is anticipated that future city budgets will align with the goals and objectives to ensure the city is actively working to achieve the Success Indicators and Desired Impacts.

Staff Recommendations

Staff recommends council review and provide feedback on the goals and success indicators and ultimately adopt them.

Requested Council Action

Adopt the Strategic Plan goals and success indicators.

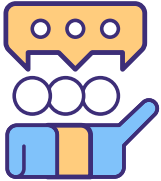
Prepared by: Rebecca Olson, Assistant City Manager

- Attachments:**
- 1. Community-aspirations
 - 2. Aspiration_Details
 - 3. Strategy tree
 - 4. Values definitions
 - 5. Desired Impact
 - 6. Goals
 - 7. Goals_Table
 - 8. Next Steps

CITY OF ROSEVILLE

COMMUNITY ASPIRATIONS

Roseville aspires to be...



a city that fosters a **strong sense of community** through effective and inclusive communication, effective engagement, and collaborative decision making.

a community that is **welcoming and inclusive** of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing.



a place where all people feel **safe and secure** where trust and mutual respect for police, fire, and all emergency responders is fostered.

secure in diverse neighborhoods, with quality housing and business developments that offer a range of choices to meet the needs of all people and a healthy mix of businesses.



a city that **embraces diversity** through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.

a community that **treasures and preserves natural areas** and open space and prioritizes environmental conservation and sustainability.



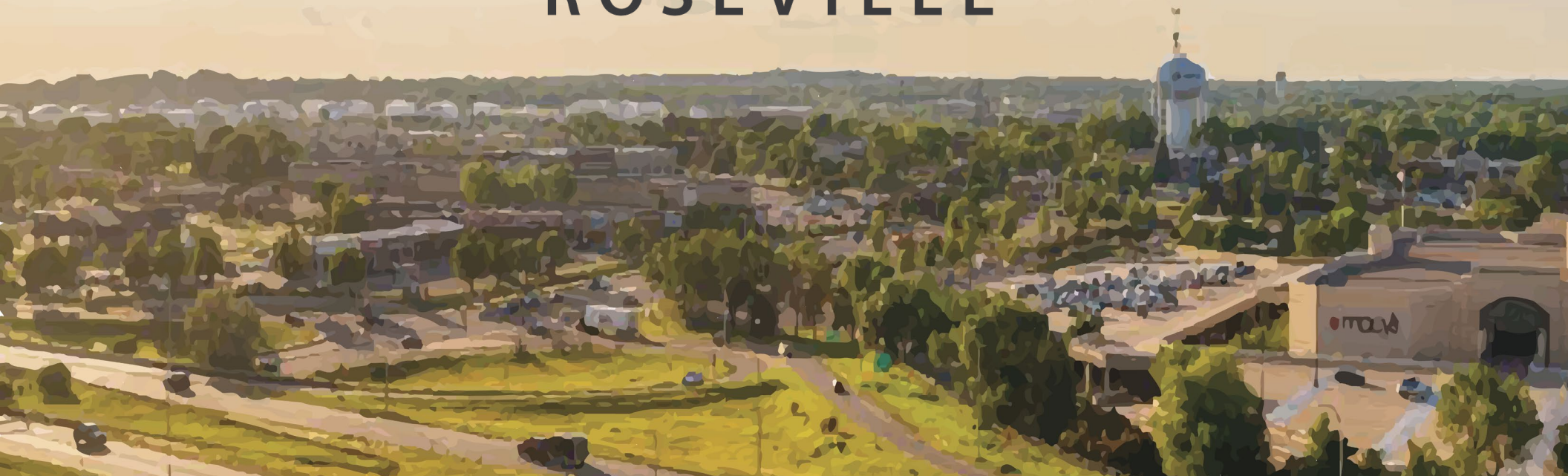
economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.

a place with **safe, inclusive, and well-connected** transportation and infrastructure systems that support the health and well-being of residents, visitors, customers, businesses and employees regardless of ability, access, cultural background, or socioeconomic standing.





ENVISION ROSEVILLE



Community Aspirations Today and Into the Future

Final Report, November 2023

Prepared for the City of Roseville by Zan Associates, with participation from Economic Development Services Inc.





Transportation and infrastructure

We aspire to be a place with safe, inclusive, and well-connected transportation and infrastructure systems that support the health and wellbeing of residents, visitors, customers, businesses and employees regardless of ability, access, cultural background, or socioeconomic standing

WHERE...

- ▶ The transportation system is modern, safe and convenient for all people regardless of how they travel (e.g., walk, roll, bike, bus, or drive) and is designed to encourage safe vehicle speeds and driving behaviors.
- ▶ There are safe and comfortable places to walk and a well-connected bicycle network that makes it safe and easy for all people to choose to walk, bike or roll whether it's to get where they need or want to go, for employment, shopping, recreation, or exercise.
- ▶ Policies and practices are supportive of building out a regional transit system with safe and well-maintained stops in convenient locations and reliable travel times.
- ▶ Roseville's exceptional freeway access and centrality in the metropolitan area is recognized as a competitive advantage for residents and businesses, and Roseville fosters positive relationships with agency partners such as MnDOT and Ramsey County to support improvements to the regional transportation system.
- ▶ There are high-quality infrastructure systems that anticipate and adapt to technological, social, demographic, and climate changes to support and maintain the health, well-being, prosperity of residents, visitors, customers, and employees.



Green space and environmental conservation

We aspire to be a community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability

WHERE...

- ▶ All residents and businesses have access to high-quality parks, green space, trails, and other passive recreation opportunities.
- ▶ There are resources available and promoted for residents and businesses interested in reducing their environmental impact.
- ▶ The city proactively pursues and implements sustainability initiatives such as green energy and green infrastructure and considers sustainability in all policies and actions such as incentives for creating and maintaining green spaces.

SUMMARY OF COMMENTS

Open Space

Preserve natural landscape and open space/increase access to open space/create more open space

Nature Preservation

More trees/preserve trees/more green infrastructure

Sustainability

Support sustainability and conservation/reduce environmental impact/encourage climate action/implement green energy



City parks, facilities, and recreational programming

We aspire to be a city that embraces diversity through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information

WHERE...

- ▶ All residents have safe and convenient access to culturally relevant and age-appropriate recreational programming and inclusive park facilities.
- ▶ Park programming is intentionally targeted to appeal to diverse communities and resources and programming opportunities are actively promoted in ways that are accessible to all people.
- ▶ Existing park facilities and buildings are maintained, celebrated, promoted, and used as places for all people and all communities to gather.
- ▶ Needs for new and expanded park facilities and programming are proactively anticipated and explored.
 - Example park facilities desires include: a community center with gathering places and diverse programming, a splash pad for families and children and more fountains and water features, a dog park, a mountain bike facility, and a trail system connecting all of the parks.
 - Example programming desires include: Multicultural programming to support and celebrate diverse communities, programming that will appeal to older kids and teenagers, and additional family recreation opportunities. Programming to support multigenerational connections.



City services and civic engagement

We aspire to be a city that fosters a strong sense of community through effective and inclusive communication, effective engagement, and collaborative decision making

WHERE...

- Information on community events, resources, and engagement opportunities is shared widely and in multiple languages and is easy for all people to access.
- The city is effective in delivering essential services such as emergency response, public works, and community programming.
- Rules, regulations, and guidance are designed to work for all people and businesses of all sizes and scales, and are enforced consistently, creating an even playing field.

SUMMARY OF COMMENTS

Community resources

Maintain/expand/share information more widely about existing community resources

Community engagement

Maintain/expand city communications and engagement with residents, property owners, and businesses; Get more people involved. Foster community/belonging/pride

Language

Communicate in multiple languages to make people feel included



Welcoming and inclusive

We aspire to be a community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing

WHERE...

- ▶ Roseville facilitates dialogue, active engagement and connections among Roseville businesses, residents, local government and non-profit partners through community events, activities and communication systems. The city works to ensure the active engagement of historically underrepresented populations.
- ▶ People are treated equally when interacting with the city regardless of outward appearance, socioeconomic status or ability.
- ▶ The city will support initiatives to encourage new and existing residents, or people of different ability or socioeconomic status, to connect and learn about each other to build community and unity.

SUMMARY OF COMMENTS

Diversity

Encourage/embrace/support people from diverse cultures, all ages, and all levels of physical ability

Cultural events

Create culturally-specific events/programming. Foster sense of belonging. Build awareness and acceptance of diverse cultures

Families

Strive to attract young families

Location

Celebrate Roseville's great location/amenities/good place to live/quiet and peaceful



Safety and security

We aspire to be a community where all people feel safe and secure, and where trust and mutual respect for police, fire, and all emergency responders is fostered

WHERE...

- ▶ People of all ages and backgrounds feel safe and secure in their daily activities and police, fire, and other emergency responders are trusted partners in the community.
- ▶ Roseville recognizes and proactively addresses physical and social issues like poorly maintained neighborhoods, concentrations of crime, houselessness, panhandling, and other issues.
- ▶ Roseville police and fire maintain good communication and a collaborative relationship with Roseville businesses. Roseville businesses are confident that police will provide meaningful follow-up to reported incidents and they will receive a prompt, professional response when they contact public safety for urgent or non-urgent matters.

SUMMARY OF COMMENTS

Crime

Minimize crime/feeling unsafe in certain parts of the city

Enforcement

More enforcement of traffic laws (speeding, crosswalk stopping, etc.)

Policing

Programs to build/expand/repair community trust

Respect

Change in how community members treat each other/fear of being accused/stereotyped

Young people

Help school aged children feel safe in the community

We aspire to be secure in diverse neighborhoods, with quality housing and business developments that offer a range of choices to meet the needs of all people and a healthy mix of businesses

WHERE...

- ▶ The city encourages a balanced approach to housing development and density to provide a range of housing choices, while preserving existing neighborhoods and communities.
- ▶ The city proactively plans for the housing needs of diverse communities and an aging population.
- ▶ Roseville maintains a diverse commercial/industrial building stock that includes properties affordable to start-up, young and growing businesses, and opportunities for growing businesses to expand and stay in the city.
- ▶ Roseville recognizes the community-building value of locally-owned retail and service-oriented businesses that meet the needs of area residents and all city departments work to create a hospitable, supportive environment.

SUMMARY OF COMMENTS

Affordable housing

Preserve/expand, housing options and choices, affordable ownership options

Development for a range of businesses

Support small/locally owned/service oriented businesses. Development to support a range of businesses sizes and functions in Roseville

Older adults

More options for seniors/options to age in place/single level residences





Business and economy

We aspire to be economically prosperous, with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options

WHERE...

- ▶ A healthy, vibrant mix of businesses, large and small, in all sectors is intentionally cultivated.
- ▶ The city seeks to understand the challenges and opportunities facing businesses in Roseville and create a supportive, business-friendly environment.
- ▶ There is strong collaboration with the private sector to address economic, workforce, infrastructure and other challenges and opportunities.
- ▶ The city supports small, locally-owned businesses with access to finance and technical assistance tools that enable them to own, maintain, and improve owner-occupied properties.

SUMMARY OF COMMENTS

Small business

Support small/local/minority owned/family-owned businesses over big box/corporate

Business improvement

Support/incentivize business revitalization

Employment

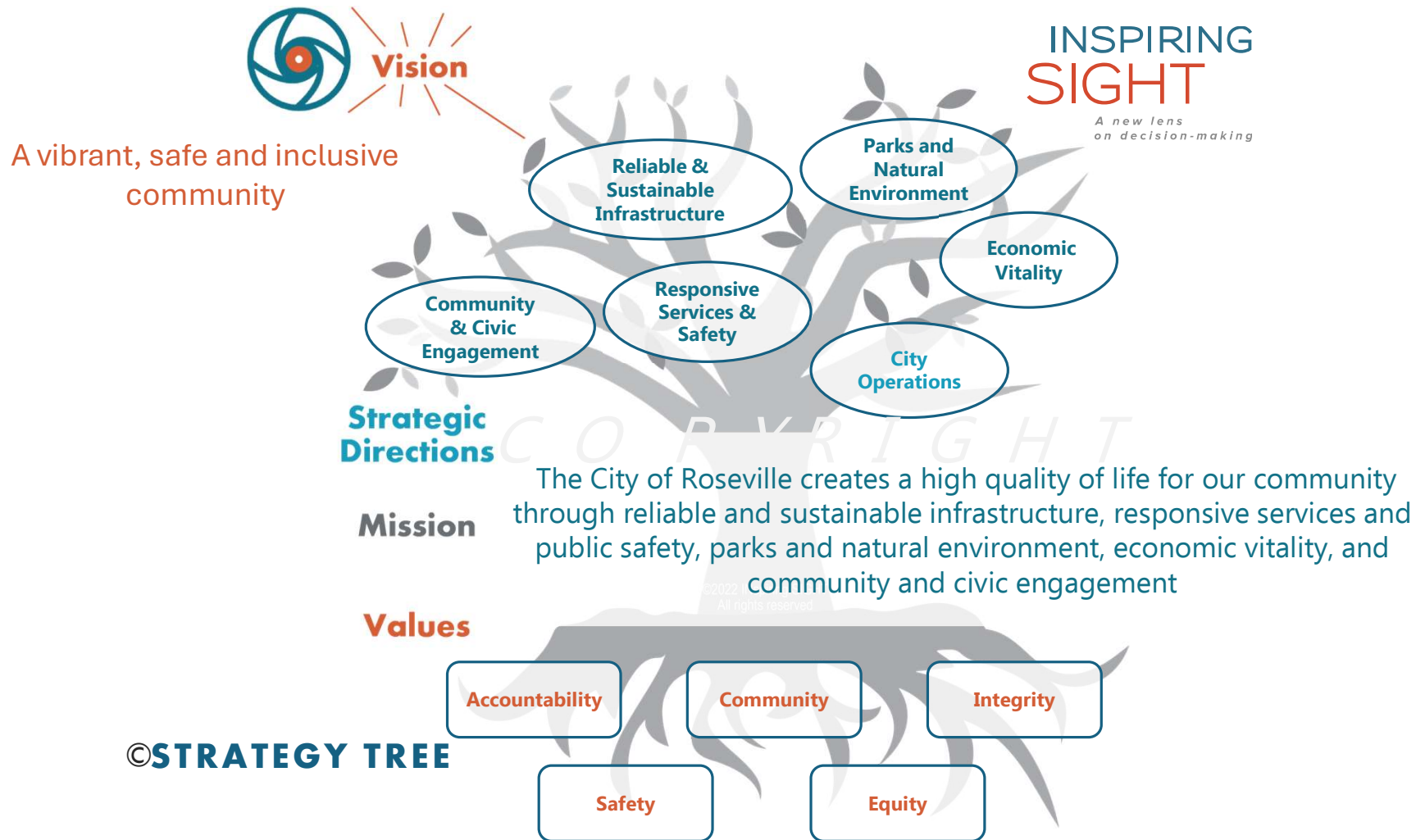
More quality employment opportunities

Tax base

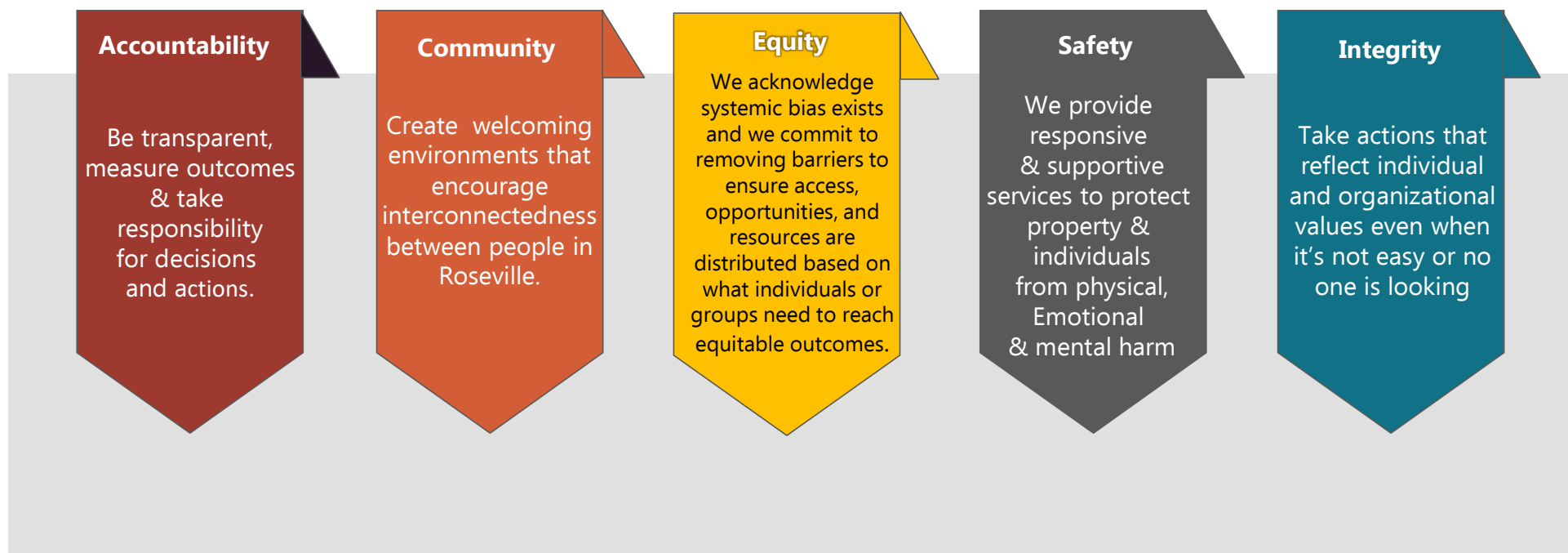
Implement policies/actions that grow the tax base

Entertainment and shopping

Protect/preserve/expand



Values Guiding the City of Roseville



Desired Impact

Community & Civic Engagement

Roseville's public, across all demographics, feels valued for its feedback, input, and influence on city decision making, information sharing, all while having fun in the city's activities and learning opportunities.

Reliable & Sustainable Infrastructure

Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.

Responsive Services & Safety

Community members with a variety of needs feel confident that city services are responsive to ongoing needs and keep everyone safe, secure, and positively impact their quality of life.

Parks & Natural Environment

Parks and natural resources are preserved, maintained and enhanced to ensure a broad cross-section of community members actively use and participate in our parks, activities and facilities.

Economic Vitality

Roseville has a diverse and stable business community, offers a wide range of housing types for people at all income levels, and includes multi-modal transportation options.

City Operations

The City of Roseville's workforce and public officials are capable, nimble, and forward thinking in achieving its strategic priorities.

Goals with Success Indicators

Economic Vitality

Desired Impact: Roseville has a diverse & stable business community, offers a wide range of housing types for people at all income levels, & includes multi-modal transportation options.

Goal #1

1. Create a climate that supports the retention and expansion of Roseville businesses.

Success Indicators

- Roseville's overall commercial tax base experiences steady growth.
- Programs and regulations evolve/adapt to meet the needs of the business community.
- Small, Woman, Veteran and BIPOC-owned businesses have a recognizable presence.

Goal #2

2. Housing types and programs are provided in a manner that contributes to the economic success for households at all income levels.

Success Indicators

- Housing in Roseville is provided in a manner to meets the life-cycle continuum.
- Roseville residents feel safe, secure, and stable in their housing.
- Roseville residents are not cost-burdened by their housing.

Goal #3

3. Develop and advocate for safe, intentional, multi-modal (public transportation, bike, pedestrian) transportation systems throughout Roseville.

Success Indicators

- Roseville residents, workers and visitors have multi modal options to connect to places they want and need (amenities and employment).
- Roseville advocates and partners with other public agencies towards advancement of multi modal options.

Reliable and Sustainable Infrastructure

Desired Impact: Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.

Goal #1

1. Develop and implement a strategic-funding strategy that prioritizes key capital improvements that are planned, regularly assessed and evolve based on city values and changing community needs.

Success Indicators

- All capital assets are catalogued and regularly assessed for condition and expected lifespan.

Goals with Success Indicators

- Infrastructure updates and replacement is strategically planned and includes the Community's voice.
- Capital projects are evaluated and prioritized on values guiding the City of Roseville (Community, Accountability, Integrity, Equity, Safety)
- Funding strategies are developed and implemented to ensure that Roseville's infrastructure is maintained and updated to a level of service that meets or exceeds the expectations of the community.
- Residents are satisfied with the quality of the infrastructure.
- Service interruptions are minimized.

Goal #2

2. Implement the civic master plan on time, within budget, and with community input.

Success Indicators

- City's Maintenance and Operations space needs are met within the approved budget **and timeline**
- City's license center/wellness and dance studio needs are met within the approved budget **and timeline**
- Final design was developed with community input.

Goal #3

3. City infrastructure supports the sustainability goals of the city.

Success Indicators

- Climate Action Plan is created, completed and implemented.
- Green alternatives are actively considered in asset replacement.

Parks and Natural Environment

Desired Impact: Parks and natural resources are preserved, maintained and enhanced to ensure a broad cross-section of community members actively use and participate in our parks, activities and facilities.

Goal #1

1. Roseville's Parks system, and recreation programs are thoughtfully planned, sustainably funded, and well-maintained.

Success Indicators

- Roseville's Parks and Recreation System Master Plan evolves to align with the needs of the community.
- The Parks and Recreation System Master Plan continues to be implemented.
- Residents and non-residents (worker and visitor) across all demographics utilize parks and participate in recreation opportunities.
- Roseville's parks and programs positively contribute to residents' quality of life.

Goals with Success Indicators

Goal #2

2. Roseville's natural environment is actively protected and restored.

Success Indicators

- Roseville's natural spaces positively contribute to residents' quality of life.
- City programs and regulations support community members in their efforts to maintain, protect and restore the environment.
- The Parks and Recreation Natural Resources Master Plan is implemented.
- Residents and stakeholders are empowered to preserve and restore Roseville's natural resources.

Community and Civic Engagement

Desired Impact: Roseville's public, across all demographics, feels informed and valued for its feedback and input.

Goal #1

1. Create an environment for diverse stakeholder participation at all levels and types of city decision-making.

Success Indicators

- Roseville stakeholders are informed about the city's, mission, vision, values, and strategic plan and how they drive/influence decisions.
- Residents understand how their input will be used and the level of impact it has on decision making in advance of participating.
- Engagements include an intentional plan for historically underrepresented populations to participate.
- Create an environment that fosters a sense of civility in public engagement.

Goal #2

1. Utilize Roseville's commissions to provide accessible pathways for residents of all backgrounds to shape city decisions and become better informed residents.

Success Indicators

- Residents are aware of and understand the opportunities for participation on city commissions.
- There is growth in commission appointments from underrepresented groups
- Commissioners understand their role and feel that they have an impact in city decision-making processes.
- Commissioners are well-informed on issues related to their commission scope.

Goals with Success Indicators

Responsive Services and Safety

Desired Impact: Community members with a variety of needs feel confident that city services are responsive to ongoing needs & keep everyone safe, secure & positively impact their quality of life.

Goal #1

1. Take proactive steps to create a safer community through prevention, planning, and early intervention.

Success Indicators

- Real-time data and information are utilized to improve operations, response, and customer service.
- Increased public safety involvement in community activities and outreach efforts.
- Policies and procedures ensure the protection of the community.

Goal #2

2. Develop and implement a prioritized multi-year resource allocation strategy and structure to ensure people, resources, training, and technology are in place to respond to the needs of the community.

Success Indicators

- Grants, partnerships, and other funding sources contribute to improved resources and technology.
- Community members report feeling safe and secure.
- Improved public safety response times.

Goal #3

3. Strengthen trust through transparency, accessibility, and engagement.

Success Indicators

- Increased involvement in city activities and outreach efforts.
- Trust is fostered through open discussions with city public safety officials and community.
- Policies and procedures maximize transparency, accessibility and engagement.
- Historically underrepresented communities feel an increased sense of trust which leads to an increase in ~~Increased~~ calls for service ~~from historically underrepresented communities.~~

City Operations

Desired Impact: The City of Roseville's workforce & public officials are capable, nimble, & forward thinking in achieving its strategic priorities.

Goal #1

1. Technology, resources, and processes are used to improve operations.

Goals with Success Indicators

Success Indicators

- City services demonstrate alignment with strategic priorities and adapt as priorities evolve.
- Residents report satisfaction with the quality and responsiveness of City services.
- Workforce and public officials report increased efficiency and capacity to deliver high-quality services.

Goal #2

2. The city attracts and retains ~~a diverse group of~~ employees who ~~align with~~ support the mission, vision, and values of the strategic plan.

Success Indicators

- Progress is made toward goals outlined in the strategic plan; staff use the city's values to guide decisions.
- City leadership invests in proactive workforce development.
- Voluntary employee turnover is reduced.
- The city's work environment attracts and retains staff.

Goal #3

3. Resource allocation meets operational needs while advancing strategic priorities.

Success Indicators

- Decision-makers report having the right information to allocate resources effectively.
- Residents feel the value of services meets their needs.
- Budgeting includes prioritization of strategic goals while balancing operational needs.

Strategic Direction	Desired Impact	Goal	Community Aspiration	Success Indicator	Objective
Economic Vitality	Roseville has a diverse & stable business community, offers a wide range of housing types for people at all income levels, & includes multi-modal transportation options.	Create a climate that supports the retention and expansion of Roseville businesses.	Business and Economy A healthy, vibrant mix of businesses, large and small, in all sectors is intentionally cultivated. The city supports small, locally-owned businesses with access to finance and technical assistance tools that enable them to own, maintain and improve owner-occupied properties.	Roseville's overall commercial tax base experiences steady growth. Programs and regulations evolve/adapt to meet the needs of the business community. Small, Woman, Veteran and BIPOC-owned businesses have a recognizable presence.	By the end of 2026, identify a list of stakeholders for no more than 10 key commercial areas and develop a plan to engage with those stakeholders on the challenges that impact continued investment in their businesses and/or property to learn what roles the City could take to support retention and/or expansion in Roseville.
Economic Vitality	Roseville has a diverse & stable business community, offers a wide range of housing types for people at all income levels, & includes multi-modal transportation options.	Housing types and programs are provided in a manner that contributes to the economic success for households at all income levels.	Housing and Development The city encourages a balanced approach to housing development and density to provide a range of housing choices, while preserving existing neighborhoods and communities. The city proactively plans for the housing needs of diverse communities and an aging population.	Housing in Roseville is provided in a manner to meets the life-cycle continuum. Roseville residents feel safe, secure, and stable in their housing. Roseville residents are not cost-burdened by their housing.	By the end of 2026, develop a policy that outlines the use of the City's Local Affordable Housing Aid (housing sales tax) based on forecasted needs of the 2025 Housing Needs Assessment and in accordance with state law.
Economic Vitality	Roseville has a diverse & stable business community, offers a wide range of housing types for people at all income levels, & includes multi-modal transportation options.	Develop and advocate for safe, intentional, multi-modal transportation systems throughout Roseville.	Transportation and Infrastructure Transportation system is modern, safe and convenient for all people regardless of how they travel. There are safe and comfortable places to walk and a well-connected bicycle network that makes it safe and easy for all people to choose to walk, bike or roll, whether it is to get where they need or want to go, for employment, shopping, recreation or exercise.	Roseville residents, workers and visitors have multi modal options to connect to places they want and need (amenities and employment). Roseville advocates and partners with other public agencies towards advancement of multi modal options.	By end of 2026, adopt Bicycle Plan and implementation strategy.
Reliable and Sustainable Infrastructure	Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.	Develop and implement a funding strategy that prioritizes key capital improvements that are planned, regularly assessed and evolve based on city values and changing community needs.	Transportation and Infrastructure There are high quality infrastructure systems that anticipate and adapt to technological, social, demographic and climate changes to support and maintain the health well-being, prosperity of residents, visitors, customers and employees.	All capital assets are catalogued and regularly assessed for condition and expected lifespan. Infrastructure updates and replacement is strategically planned and includes the Community's voice. Capital projects are evaluated and prioritized on values guiding the City of Roseville (Community, Accountability, Integrity, Equity, Safety) Funding strategies are developed and implemented to ensure that Roseville's infrastructure is maintained and updated to a level of service that meets or exceeds the expectations of the community. Residents are satisfied with the quality of the infrastructure. Service interruptions are minimized.	For the 2027 budget process, develop and implement an evaluation tool that assures that capital projects are evaluated against the City's adopted values and aligned with the City's strategic plan.
Reliable and Sustainable Infrastructure	Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.	Implement the civic master plan on time, within budget, and with community input.	Transportation and Infrastructure There are high quality infrastructure systems that anticipate and adapt to technological, social, demographic and climate changes to support and maintain the health well-being, prosperity of residents, visitors, customers and employees.	City's Maintenance and Operations space needs are met within the approved budget and timeline. City's license center/wellness and dance studio needs are met within the approved budget and timeline. Final design was developed with community input.	Provide a comprehensive project implementation budget and schedule by end of 2026 and provide regular updates on progress.
Reliable and Sustainable Infrastructure	Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.	City infrastructure supports the sustainability goals of the city.	Transportation and Infrastructure The city proactively pursues and implements sustainability initiatives such as green energy and green infrastructure and considers sustainability in all policies and actions such as incentives for creating and maintaining green space.	Climate Action Plan is created, completed and implemented. Green alternatives are actively considered in asset replacement.	By 2027, assess and begin transitioning city vehicles and equipment to align with the city's sustainability goals.

Strategic Direction	Desired Impact	Goal	Community Aspiration	Success Indicator	Objective
Parks and Natural Environment	Parks and natural resources are preserved, maintained and enhanced to ensure a broad cross-section of community members actively use and participate in our parks, activities and facilities.	Roseville’s Parks system, and recreation programs are thoughtfully planned, sustainably funded, and well-maintained.	City Parks, facilities, and recreational programming All residents have safe and convenient access to culturally relevant and age-appropriate recreational programming and inclusive park facilities. Park programming is intentionally targeted to appeal to diverse communities and resources and programming opportunities are actively promoted in ways that are accessible to all people. Existing park facilities and buildings are maintained, celebrated, promoted, and used as places for all people and communities to gather. Needs for new and expanded park facilities and programming are proactively anticipated and explored.	Roseville’s Parks and Recreation System Master Plan evolves to align with the needs of the community and is implemented. The Parks and Recreation System Master Plan continues to be implemented. Residents and non-residents (worker and visitor) across all demographics utilize parks and participate in recreation opportunities. Roseville’s parks and programs positively contribute to residents’ quality of life.	By the end of 2027, complete a comprehensive update to the Parks and Recreation System Master Plan.
Parks and Natural Environment	Parks and natural resources are preserved, maintained and enhanced to ensure a broad cross-section of community members actively use and participate in our parks, activities and facilities.	Roseville’s natural environment is actively protected and restored.	Green space and environmental conservation All residents and businesses have access to high-quality park, green space, trails, and other passive recreation opportunities. There are resources available and promoted for residents and businesses interested in reducing their environmental impact. The city proactively pursues and implements sustainability initiative such as green energy and green infrastructure and considers sustainability in all policies and actions such as incentives for creating and maintaining green spaces.	Roseville’s natural spaces positively contribute to residents’ quality of life. City programs and regulations supports community members in their efforts to maintain, protect and restore the environment. The Parks and Recreation Natural Resources Master Plan is implemented. Residents and stakeholders are empowered to preserve and restore Roseville’s natural resources.	By the end of 2026, 25% of the projects in the Parks and Recreation Natural Resources Master Plan are completed.
Community and Civic Engagement	Roseville’s public, across all demographics, feels informed and valued for its feedback and input.	Create an environment for diverse stakeholder participation at all levels of city decision-making.	City Services and Civic Engagement & Welcoming and Inclusive Information on community events, resources and engagement opportunities is shared widely and in multiple languages and is easy for all people to access. Rules, regulations, and guidance are designed to work for all people and businesses of all sizes and scales, and are enforced consistently, creating an even playing field. People are treated equally when interacting with the city regardless of outward appearance, socioeconomic status or ability.	Roseville stakeholders are informed about the city’s, mission, vision, values, and strategic plan and how they drive/influence decisions. Residents understand how their input will be used and the level of impact it has on decision making in advance of participating. Engagements include an intentional plan for historically underrepresented populations to participate. Create an environment that fosters a sense of civility in public engagement.	By December 2026, develop and implement a city-wide engagement framework that includes baseline measures of stakeholder participation, clear communication of how public input informs decisions, and intentional strategies to engage historically underrepresented populations.
Community and Civic Engagement	Roseville’s public, across all demographics, feels informed and valued for its feedback and input.	Utilize Roseville's commissions to provide accessible pathways for residents of all backgrounds to shape city decisions and become better informed residents	City Services and Civic Engagement & Welcoming and Inclusive Roseville facilitates dialogue, active engagement and connections among Roseville businesses, residents, local government and non-profit partners through community events, activities and communication systems. The city works to ensure the active engagement of historically underrepresented populations. Information on community events, resources, and engagement opportunities is shared widely and in multiple languages and is easy for all people to access.	Residents are aware of and understand the opportunities for participation on city commissions. There is growth in commission appointments from underrepresented groups Commissioners understand their role and feel that they have an impact in city decision-making processes. Commissioners are well-informed on issues related to their commission scope.	By June 2026, increase outreach efforts to promote commission opportunities by developing and distributing multilingual informational materials and hosting engagement sessions targeted at underrepresented communities, resulting in a X% increase in applications from underrepresented groups.

Strategic Direction	Desired Impact	Goal	Community Aspiration	Success Indicator	Objective
Responsive Services and Safety	Community members with a variety of needs feel confident that city services are responsive to ongoing needs & keep everyone safe, secure & positively impact their quality of life.	Take proactive steps to create a safer community through prevention, planning, and early intervention.	Safety and Security People of all ages and backgrounds feel safe and secure in their daily activities and police, fire and other emergency responders are trusted partners in the community. Roseville recognizes and proactively addresses physical and social issues like poorly maintained neighborhoods, concentrations of crime, houselessness, panhandling and other issues.	Real-time data and information are utilized to improve operations, response, and customer service. Increased public safety involvement in community activities and outreach efforts. Policies and procedures ensure the protection of the community.	By December 2026, Public Safety will develop sustainable partnerships to increase safety, awareness, and resilience in the community through proactive outreach.
Responsive Services and Safety	Community members with a variety of needs feel confident that city services are responsive to ongoing needs & keep everyone safe, secure & positively impact their quality of life.	Develop and implement a prioritized multi-year resource allocation strategy and structure to ensure people, resources, training and technology are in place to respond to the needs of the community.	Safety and Security People of all ages and backgrounds feel safe and secure in their daily activities and police, fire and other emergency responders are trusted partners in the community. Roseville recognizes and proactively addresses physical and social issues like poorly maintained neighborhoods, concentrations of crime, houselessness, panhandling and other issues.	Grants, partnerships, and other funding sources contribute to improved resources and technology. Community members report feeling safe and secure. Improved public safety response times.	By July 1, 2027, public safety will reduce instances of delayed and inappropriate unit response by more than 50% by increasing the number of on-duty personnel coupled with implementing a revised emergency response deployment model.
Responsive Services and Safety	Community members with a variety of needs feel confident that city services are responsive to ongoing needs & keep everyone safe, secure & positively impact their quality of life.	Strengthen trust through transparency, accessibility, and engagement.	Safety and Security People of all ages and backgrounds feel safe and secure in their daily activities and police, fire and other emergency responders are trusted partners in the community. Roseville recognizes and proactively addresses physical and social issues like poorly maintained neighborhoods, concentrations of crime, houselessness, panhandling and other issues. Roseville police and fire maintain good communication and a collaborative relationship with Roseville businesses. Roseville businesses are confident that police will provide meaningful follow-up to reported incidents and they will receive a prompt, professional response when they contact public safety for urgent or non-urgent matters.	Increased involvement in city activities and outreach efforts. Trust is fostered through open discussions with city public safety officials and community. Policies and procedures maximize transparency, accessibility and engagement. Historically underrepresented communities feel an increased sense of trust which leads to an increase in calls for service.	By July 1, 2026, the fire department will perform an internal and external review and audit of all policies and procedures to assess effective operations, hiring and promotional practices, and to ensure alignment with best practices in emergency response.
City Operations	The City of Roseville’s workforce & public officials are capable, nimble, & forward thinking in achieving its strategic priorities.	Technology, resources and processes are used to improve operations.	City Services and Civic Engagement The city is effective in delivering essential services- such as emergency response, public works and community programming.	City services demonstrate alignment with strategic priorities and adapt as priorities evolve. Residents report satisfaction with the quality and responsiveness of City services. Workforce and public officials report increased efficiency and capacity to deliver high-quality services.	By December 2026, complete a citywide assessment to identify opportunities for technology, resources, and process improvements across all departments, and integrate the highest-priority improvements into the annual budget planning process to enhance efficiency, service delivery, and alignment with strategic goals
City Operations	The City of Roseville’s workforce & public officials are capable, nimble, & forward thinking in achieving its strategic priorities.	The city attracts and retains a diverse group of employees who support the mission, vision, and values of the strategic plan.	City Services and Civic Engagement The city is effective in delivering essential services- such as emergency response, public works and community programming.	Progress is made toward goals outlined in the strategic plan; staff use the city’s values to guide decisions. City leadership invests in proactive workforce development. Voluntary employee turnover is reduced. The city’s work environment attracts and retains staff.	By March 2026, update all city job postings to include language that reflects the city’s mission, vision, and values, and pilot at least one new outreach method to attract a more diverse applicant pool.
City Operations	The City of Roseville’s workforce & public officials are capable, nimble, & forward thinking in achieving its strategic priorities.	Resource allocation meets operational needs while advancing strategic priorities.	City Services and Civic Engagement The city is effective in delivering essential services- such as emergency response, public works and community programming.	Decision-makers report having the right information to allocate resources effectively. Residents feel the value of services meets their needs. Budgeting includes prioritization of strategic goals while balancing operational needs.	By March 2027, incorporate a strategic priorities section into all departmental budget requests, ensuring each proposal identifies alignment with at least one strategic goal and includes a summary of operational impacts.

Strategic Plan Rollout Next Steps - Objectives



Identify Core Team



Develop Orientation
Materials



Orientation
Sessions



Objectives Drafted



Council Review &
Adoption



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 795 Cope Avenue W

Background

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

- Inoperable vehicle (407.02.G)
- Vehicle stored on unimproved surface (407.04.D)
- Vehicle without current registration (407.02.G, 407.04.D)

This property has been notified of City Code violations on 01/30/25, 02/10/25, and 04/18/25 (Attachment 3). Site visits and inspections were conducted prior to each notice being mailed or delivered (Attachment 1). Staff received communication from the property owner by phone on February 18, March 24 and March 28, 2025 requesting an extension to the end of June 2025, stating that she understood the violations and had plans for the correction. Staff has been unwilling to extend the compliance deadline to the end of June given our typical compliance timeframe for these violations is ten days and the owner has already been given nearly 90 days. 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 May 5, 2025 (Attachment 3).

As of the writing of this RCA, no progress related to any noted violations has been observed on this property. The property owner did contact the Community Development Director on April 28th, indicating she felt she had not been given adequate notice and was unaware of the City Council date where the abatement action would be considered. The Community Development Director informed the property owner she had already been given a compliance timeframe well beyond what is customary, that the City Council meeting date would be May 5, 2025, and the City Council could consider additional time for compliance at the hearing. 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 795 Cope Avenue West.

Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violations at 795 Cope Avenue West, 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. Timeline
2. Applicable City Code Sections
3. Correspondence & Photos

795 Cope Ave.

ATTACHMENT 1

January 30, 2025

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

February 10, 2025

- Violations remain
- Letter sent to property

February 18, 2025

- Property owner contacted staff by phone, requested extension.

March 24 and April 14, 2025

- Site Visits
- Violations remain.

April 18, 2025

- Property posted for Council hearing

April 23 & 24, 2025

- Phone calls from resident asking for extension to end of June.
- Staff suggested attending hearing or sending in reasons for extension request.

April 28, 2025

- Phone call from resident asking Community Development Director for extension until end of June.

- CD Director suggested attending hearing or sending in reasons directly to City Council for extension request.

May 5, 2025

- Hearing before Roseville City Council

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

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.

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: 1/30/2025

Address: 795 Cope Ave

Your property has been inspected and the City has identified the following violation(s) which constitute a nuisance. Please refer to checked items below for identified violations:

- ☐ Outside Storage
- ☒ Vehicle ^{① Unlicensed Vehicles outside} _{② Vehicles on grass}
- ☐ Property Maintenance
- ☐ Other

Re-inspection will be conducted in: 10 days ☒ 30 days ☐

If you believe your property is not in violation of City Code, you may appeal this determination by contacting the City, using the listed contact number/email below within 7 days from the notice date.

651-792-7014 or complaints@cityofroseville.com

ROSEVILLE

Please see back of this posting for more specific information.

February 10, 2025

Case #ENF25-031

Michelle Harris
795 Cope Ave W
Roseville MN 55113-5613

Dear Property Owner,

The City previously notified you via door hanger on **January 30, 2025**, that your property was in violation of Roseville's City Code. A re-inspection of the property on revealed that the initial request has not been complied with. Specifically:

- Vehicle stored on unimproved surface in front yard.
- Inoperable/Unlicensed vehicle.

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

- **407.02 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;
 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.

Corrective Measures:

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

- Bring all vehicles outside to a state of operability, move inoperable vehicles to storage inside of a structure, or remove inoperable vehicles from property.
- Ensure all vehicles stored outside display current registration to a legal resident of the property and continuously maintain current registration and licensure, move unlicensed vehicles to storage inside of a structure, or remove unlicensed vehicles from property.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City may move forward with further action, including the possibility of an **administrative citation or abatement proceedings, which could entail the expenditure of funds for which you, as the property owner, would be responsible to repay.**

If you believe your property is not in violation of City Code, you may appeal this determination by contacting the individual listed below within 7 days of the receipt of this letter. 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

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

April 18, 2025

Case #: ENF25-031

Michelle Harris
795 Cope Ave W
Roseville MN 55113-5613

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:

- Unlicensed, inoperable vehicles stored outside.
- Vehicles stored on unimproved surface

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

- **407.02 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;
 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.

Corrective Measures:

- Ensure that vehicles stored outside are currently licensed / registered to a legal resident of the property and are operable, or move vehicles to storage inside of a structure, or remove vehicles from property.
- Ensure no vehicles are stored on unimproved surface.

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.

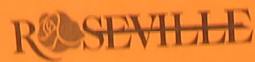
This public hearing will be scheduled for an upcoming City Council meeting on **May 5, 2025**, for which you are being notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given 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

david.englund@cityofroseville.com



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

April 18, 2025

Case #: ENF25-031

Michelle Harris
795 Cope Ave W
Roseville MN 55113-5613

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:

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- Vehicles stored on unimproved surface.

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

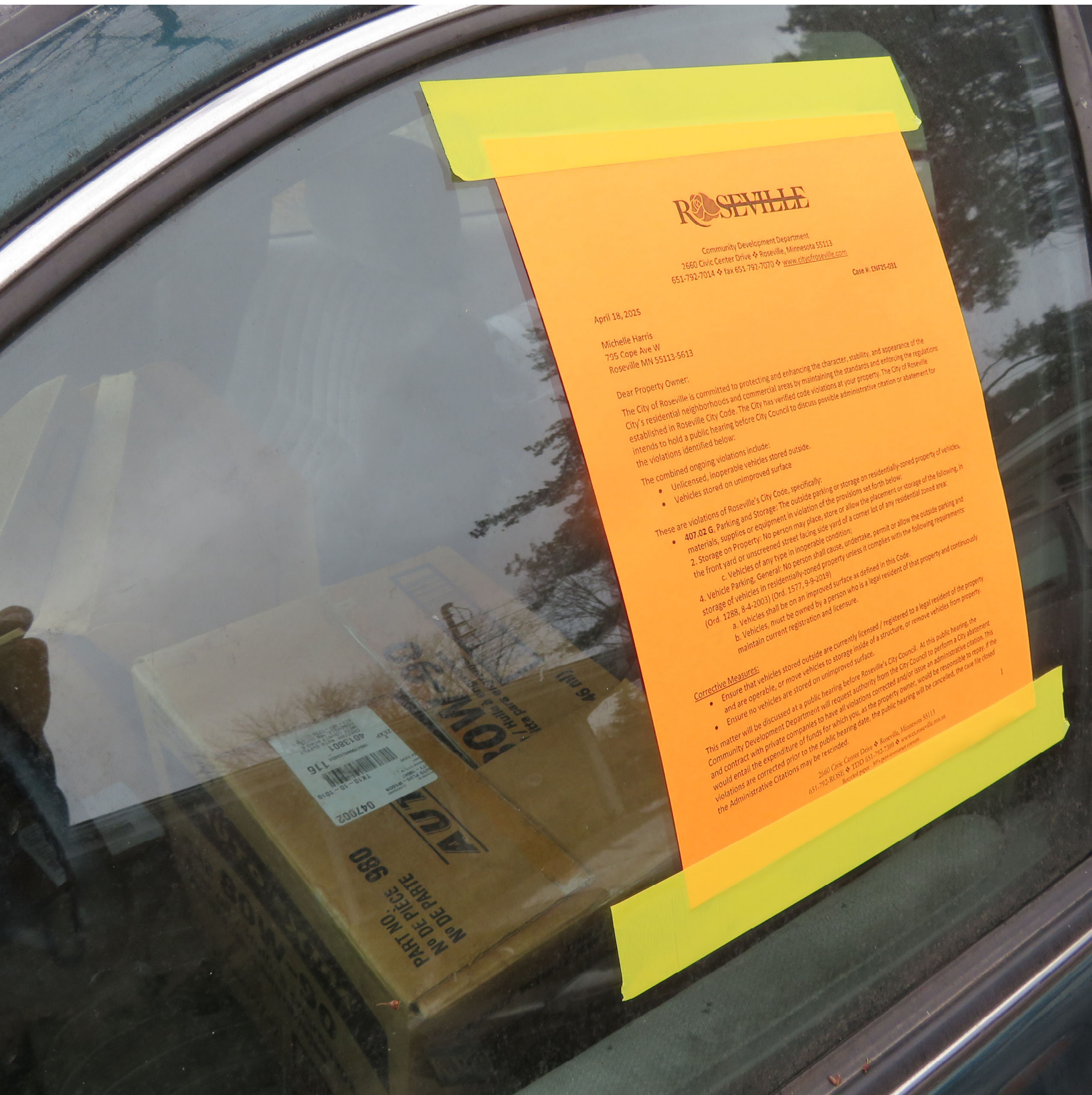
- **407.02 G, Parking and Storage:** The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 2. **Storage on Property:** No person may place, store or allow the placement or storage of the following, 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;
 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.

Corrective Measures:

- Ensure that vehicles stored outside are currently licensed / registered to a legal resident of the property and are operable, or move vehicles to storage inside of a structure, or remove vehicles from property.
- Ensure no vehicles are stored on unimproved surface.

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 enter 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 and the Administrative Citations may be rescinded.

2660 Civic Center Drive ♦ Roseville, Minnesota 55113
651-792-8000 ♦ 7100 651-792-1201 ♦ www.cityofroseville.com
Recycled paper 30% post-consumer content



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

CASE #: CDP25-031

April 18, 2025

Michelle Harris
795 Cope Ave W
Roseville MN 55113-5613

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:

- Unlicensed, inoperable vehicles stored outside.
- Vehicles stored on unimproved surface.

- These are violations of Roseville's City Code, specifically:
- **407.02 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:
 - 1. **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:
 - a. Vehicles of any type in inoperable condition.
 - b. Vehicles of any type in residentially-zoned property unless it complies with the following requirements:
 - 1. Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property as defined in this Code (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019).
 - 2. Vehicles shall be on an improved surface as defined in this Code.
 - 3. Vehicles must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.

Corrective Measures:

- Ensure that vehicles stored outside are currently licensed / registered to a legal resident of the property and are operable, or move vehicles to storage inside of a structure, or remove vehicles from property.
 - Ensure no vehicles are stored on unimproved surface.
- 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 and the Administrative Citations may be rescinded.

2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-7014 • TDD 651-792-7309 • www.cityofroseville.com
Revised page: 04/18/2025





ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Consider Resolution Updating the Special Assessment Deferral Policy

Background

Minnesota State Statute § 435.193 allows for deferral of special assessments if the City adopts an ordinance or resolution establishing standards and guidelines for determining the existence of a hardship and for determining the existence of a disability. A deferral does not forgive or reduce an assessment, it only delays payment of the assessment. When the assessment no longer qualifies for deferral, the property owner will be required to pay all principal and interest that has accrued since the levy date. Any remaining assessment would be due according to the original terms.

Roseville adopted Resolution No. 7216 for a deferral process in 1981. In 2008, the State added military personnel as eligible for the deferrals. Staff discussed an update to the 1981 resolution with the PWET Commission at their April meeting (Attachment 5) and would like City Council to consider adoption of an update to the policy. The proposed updates to the resolution primarily add active military status as eligible and defer to the Social Security Administration or a physician to determine “permanent and total disability.”

Policy Objectives

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

Equity Impact Summary

The City and state statute recognize that special assessments, although they increase the value of a property, may cause financial hardship on the property owner. The state statute allows for a hardship deferral of assessments based on age, disability, or military status. Although any property owner can object or appeal the assessment, the state statute does not allow deferral based on income alone, race, gender, etc. The documents needed when applying for deferral are likely available to an applicant at no cost; however, applying does require fluency in some systems and a time commitment that may not be available to all.

Budget Implications

Although the City fronts the costs for assessments and waits up to 10 years to be repaid, plus interest, the impact of deferring any assessments is minimal and should be offset by

the additional interest the deferred payment accrues. For example, the proposed special assessments for County Road B Reconstruction Project total under \$140,000 on a roughly \$3,000,000 project.

Staff Recommendations

Staff recommends that City Council Approve a resolution updating the City's special assessment deferral policy.

Requested Council Action

Approve resolution updating the City's special assessment deferral policy.

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

Attachments:

1. Resolution
2. City Resolution No. 7216
3. Minnesota State Statute § 435.193-135.194
4. Saint Paul example
5. PWETC Draft Minutes

**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 5th day of May, 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 FOR DEFERRAL OF SPECIAL ASSESSMENTS

WHEREAS, Minnesota Statutes § 435.193 authorizes cities to defer the payment of assessments for persons who are 65 years of age or older, retired due to permanent and total disability, or called to active military service, when such persons meet income and hardship guidelines established by the City; and

WHEREAS, the City of Roseville wishes to establish standards and guidelines to determine eligibility for the deferral of special assessments due to hardship.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, as follows:

Deferral of special assessments for a property classified as homesteaded by Ramsey County shall be available to the property owner(s) who meet the following criteria:

1. Applicant Eligibility:

- **Senior Citizens:** The applicant must be 65 years of age or older as of the date the assessment would otherwise be due, or
- **Disabled Persons:** The applicant must be permanently and totally disabled, as determined by the Social Security Administration or an affidavit from a physician stating the applicant has a permanent disability and is unable to perform any kind of work, or
- **Military Service:** The applicant must be ordered to active military duty, as defined by Minnesota Statutes § 190.05 as stated in the person's military orders;
AND
- **Hardship Determination:** A hardship will be deemed to exist when the amount of all assessments annually levied upon the subject property exceeds one percent

(1%) of the household's adjusted gross income, as evidenced by the household's most recent federal income tax return(s) or a sworn affidavit by applicant.

- **Note:** If an applicant does not meet the hardship determination noted above, they may appeal to City Council if the applicant believes that an exceptional and unusual circumstance exists that warrants deferment. City Council will review on a case by case basis and may determine whether to grant such a request and must do so without giving the applicant unreasonable preference or advantage over other applicants.

2. **Interest**

- Interest shall be charged on any deferred assessment at a rate equal to the rate charged to others on the same assessment roll.

3. **Term and Continuation of Deferral**

- The deferral shall continue for as long as the applicant continues to meet the eligibility criteria and occupies the property as their principal residence.
- The deferred assessment, plus applicable interest, shall become immediately payable upon:
 - the death of the owner, provided that the spouse is otherwise not eligible;
 - the sale, transfer or subdivision of the property;
 - the property loses its homestead status; or
 - the City determines that there would be no hardship to require immediate or partial payment.
- It shall be the duty of the applicant to notify the City Manager of any change in her or his status that would affect eligibility for deferral.

4. **Application Process**

- Applications must be submitted in writing to the City Manager or their designee on a form provided by the City.
- The City shall review applications and determine eligibility within 30 days of submission.

5. **Effective Date**

This resolution shall be effective immediately upon adoption and shall supersede all prior special assessment deferral resolutions.

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.

WITNESS MY HAND officially as such Manager this 5th day of May, 2025.

Patrick J. Trudgeon, City Manager

Extract of Minutes of Meeting
of City Council
City of Roseville
Ramsey County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was duly held at the City Hall in said City on Monday, the 27th day of July, 1981, at 7:30 o'clock p.m.

The following members were present: Mayor Demos, Councilmen Curley, Kehr, Johnson and Franke

and the following were absent: None

Councilman Curley introduced the following resolution and moved its adoption:

Resolution No. 7216

RESOLUTION RELATING TO DEFERRAL
OF SPECIAL ASSESSMENTS FOR SENIOR CITIZENS

WHEREAS, Minn. Stat. 435.193 authorizes municipalities to provide for the deferral of special assessments for senior citizens 65 years of age or older if the payment of those special assessments would create a hardship for the senior citizen property owner; and

WHEREAS, Minn. Stat. 435.193, as amended, authorizes municipalities to provide for the deferral of special assessments for persons retired by virtue of a permanent and total disability if the payment of those special assessments would create a hardship for the retired and disabled property owner; and

WHEREAS, the City Council believes that it is the best interest of all of the citizens of the City of Roseville to establish a procedure for the deferral of special assessments for senior citizens and certain retired disabled persons where a hardship exists.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, as follows:

1. Establishment of Deferral: Pursuant to Minn. Stat. 435.193 et seq., special assessment installment payments payable by senior citizens and persons retired by virtue of permanent and total disability are deferred if payment of such installments would create a hardship.

2. Criteria: In determining whether or not a person is eligible for deferral of special assessment installment payments, the following criteria are established:

A. Senior Citizens.

(1) Senior citizens special assessment hardship deferral applies to special assessments levied after June 27, 1977.

(2) Senior citizen special assessment hardship deferral applies to qualifying special assessments against all properties classified as "homestead" pursuant to Minn. Stat. Chapter 273, where one or more of the owners of such property is 65 years of age or older and it would create a hardship for the owner or owners of the property to pay the special assessment installments as they become due.

(3) The senior citizen shall be required to prove eligibility for this special assessment deferral on the basis of age.

B. Persons Retired by Virtue of Permanent and Total Disability.

(1) The special assessment hardship deferral for persons retired by virtue of permanent and total disability applies to special assessments levied after the date of the adoption of this resolution.

(2) This special assessment hardship deferral applies to qualifying special assessments against all properties classified as "homestead" pursuant to Minn. Stat. Chapter 273 where one or more of the owners of such property is retired by virtue of a permanent and total disability and it would create a hardship for the owner or owners of the property to pay the special assessment installments as they become due.

(3) It shall be presumed that a property owner is retired from employment by virtue of a permanent and total disability if:

(a) The individual has in fact retired from employment; and

(b) The individual suffers from the total and permanent loss of the sight of both eyes, the loss of both arms at the shoulder, the loss of both legs so close to the hips that no effective

artificial members can be used, complete and permanent paralysis, total and permanent loss of mental faculties, or any other injury which totally incapacitates the person from working at an occupation which brings an income.

(4) The owner of the property must provide proof and verify under oath that he qualifies under the criteria defining a permanent and total disability. In cases where exceptional and unusual circumstances exist, the City Council may determine that a permanent and total disability exists despite the fact that the definitional requirements of Section 2,B(3) are not met; such cases shall be decided by the Council on a case by case basis.

C. Hardship.

(1) It shall be presumed that a hardship exists, if:

(a) The annual assessment installment exceeds 1% of the previous year's total adjusted gross incomes, for Federal Income Tax purposes, for all owners of the property; in no event shall "total adjusted gross income" include Social Security Benefits, Railroad Retirement Benefits, retirement benefits attributable to employee contributions, disability benefits, personal injury awards or workers' compensation payments.

(b) All owners of the property verify, under oath, that they meet the criteria for establishing a hardship by completing an application provided by the City or the County.

(2) In cases where exceptional and unusual circumstances exist, the City Council may determine that a hardship exists despite the fact that the minimum income requirements of Sections C (1) are not met; such cases shall be decided by the Council on a case by case basis.

3. Interest: Interest shall be charged on any assessment deferred pursuant to this resolution at a rate equal to the rate charged on other assessments for the particular public improvement project the assessment is financing.

4. Termination of Deferment: The option to defer the payment of special assessments pursuant to this resolution shall terminate and all installment amounts previously deferred, plus applicable interest, shall become due upon the occurrence of any of the following events:

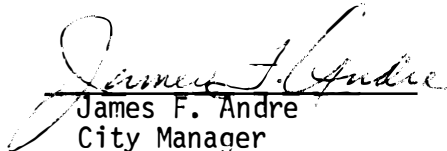
- A. The request of the property owner.
- B. The death of the property owner who qualifies for the deferral, providing the surviving owner is otherwise not eligible for the deferral.
- C. The sale, transfer or subdivision of the property or any part thereof.
- D. The loss of homestead status for the property.
- E. The City determines that a hardship no longer exists.

The motion for the adoption of the foregoing resolution was duly seconded by Councilman Kehr, and upon vote being taken thereon, the following voted in favor thereof: All present and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF RAMSEY) SS

I, the undersigned, being the duly qualified and acting Manager of the City of Roseville, Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on the 27th day of July, 1981, with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution authorizing the deferral of certain special assessments.

WITNESS MY HAND and the seal of said City this 29th day of July, 1981.


James F. Andre
City Manager

SEAL

2024 Minnesota Statutes

435.193 HARDSHIP ASSESSMENT DEFERRAL FOR SENIORS, DISABLED, OR MILITARY PERSONS.

(a) Notwithstanding the provisions of any law to the contrary, any county, statutory or home rule charter city, or town, making a special assessment may, at its discretion, defer the payment of that assessment for any homestead property:

(1) owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; or

(2) owned by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section [190.05](#), subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.

(b) Any county, statutory or home rule charter city, or town electing to defer special assessments shall adopt an ordinance or resolution establishing standards and guidelines for determining the existence of a hardship and for determining the existence of a disability, but nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the standards and guidelines where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

History:

[1974 c 206 s 7](#); [1976 c 195 s 3](#); [1981 c 80 s 1](#); [2008 c 154 art 2 s 28](#)

435.194 PROCEDURE TO OBTAIN DEFERRED ASSESSMENT.

The homeowner shall make application for deferred payment of special assessments on forms prescribed by the county auditor of the county in which the homestead is located. Where the deferred assessment is granted, the auditor shall record a notice thereof with the county recorder of said county which shall set forth the amount of the assessment. The taxing authority may determine by ordinance or resolution the amount of interest, if any, on the deferred assessment and this rate shall be recorded by the auditor along with and in the same manner as the amount of the assessment.

History:

[1974 c 206 s 8](#); [1976 c 181 s 2](#); [1976 c 195 s 4](#)

435.195 TERMINATION OF RIGHT TO DEFERRED PAYMENT.

The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest, shall become due upon the occurrence of any of the following events: (a) the death of the owner, provided that the spouse is otherwise not eligible for the benefits hereunder; (b) the sale, transfer or subdivision of the property or any part thereof; (c) if the property should for any reason lose its homestead status; or (d) if for any reason the taxing authority deferring the payments shall determine that there would be no hardship to require immediate or partial payment.

History:

[1974 c 206 s 9](#)



APPLICATION FOR ASSESSMENT DEFERRAL

SECTION 1 – APPLICANT INFORMATION

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

APPLICANT'S MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

APPLICANT'S PHONE NUMBER

APPLICANT'S DATE OF BIRTH

SECTION 2 – PROPERTY INFORMATION

STREET ADDRESS OF PROPERTY

PARCEL IDENTIFICATION NUMBER

SECTION 3 – DEFERRAL INFORMATION

ASSESSMENT NUMBER

NAME OR TYPE OF ASSESSMENT

REASON FOR DEFERRAL:

Deferral of homestead property for (check one or more of the following):

- ☐ Person 65 years of age or older for whom it would be a hardship to make the payments.
- ☐ Person who is retired by virtue of permanent and total disability for whom it would be a hardship to make the payments.
- ☐ Person who is active member of any of the U.S. armed forces, Minnesota National Guard or other military orders, for whom it would be a hardship to make the payments.

SECTION 4 – SUPPORTING EVIDENCE

(e.g. Driver's License or other state ID; most recent Federal Income Tax Return; an affidavit from a physician stating the applicant has a permanent disability and is unable to perform any kind of work)

I certify that the information given herein is true and complete to the best of my knowledge.

Signature of Applicant

Date

FOR OFFICE USE ONLY

☐ **APPROVED** ☐ **DENIED**

REASON FOR DENIAL:

PROJECT NO:

ASSESSMENT NO:

DESCRIPTION:

LEVIED DATE:

INTEREST RATE:

TERM OF ASSESSMENT (NON-DEFERRED):

AMOUNT OF PRINCIPAL TO BE DEFERRED:

Signature of Assessments Supervisor

Date

CITY OF ST. PAUL

ELIGIBILITY AND DOCUMENTATION REQUIREMENTS FOR DEFERRAL OF SPECIAL ASSESSMENTS

Property owners may apply to defer the payment of principal and interest on a special assessment. A deferral is not a forgiveness of the assessment, and is not an exemption, exclusion or reduction of any amount due. It is simply a delay in payment of the assessment. At some point in the future the assessment must be paid with compounded interest. To determine if you are eligible for a deferral, please review the eligibility requirements below, then complete the application form and return to the City of Saint Paul.

Eligibility Requirements:

1. Applicant must own the property.
2. The property must be classified as homesteaded by Ramsey County.
3. Applicant must be:
 - a. 65 years of age or older, or
 - b. retired by virtue of a permanent or total disability based on a doctor's certificate, or
 - c. an active member of any of the U.S. armed forces, Minnesota National Guard or other military reserves, who is ordered into active military service, as defined in Minnesota Statutes, Section 190.05, subdivision 5b or 5c, as stated in the person's military orders; AND
4. Applicant must also meet the qualifications for a financial hardship.

A hardship will be deemed to exist when the amount of all assessments annually levied upon the subject property exceeds one percent (1%) of the household's adjusted gross income, as evidenced by the household's most recent federal income tax return(s) or a sworn affidavit by applicant.

Deferral Termination: An approved assessment deferral will automatically terminate if one of the following is true:

- The death of the owner, provided the spouse is not eligible for the deferral,
- The sale, transfer or subdivision of the property or any part thereof,
- The property should for any reason lose its homestead status, or
- The City determines that there would be no hardship to require immediate or partial payment.

Upon termination of the deferral, the property owner will be required to pay all principal and interest that has accumulated from the levy date to the termination date. Any remaining assessment balance that may be due in future years may be paid over time according to the original pay back schedule.

If you have any questions or require assistance in completing this form, please contact:

City of Saint Paul – Assessments Section
700 City Hall
15 W. Kellogg Blvd.
Saint Paul MN 55102
651-266-8858



AFFIDAVIT TO ACCOMPANY THE APPLICATION
FOR DEFERRAL OF SPECIAL ASSESSMENTS
NO INCOME TAX RETURN FILED

I, _____, being first duly sworn, do depose and state that my/our
gross income for the year _____ was in the amount of \$ _____.

Signed _____
Signature of Applicant

Signed _____
Signature of Applicant

Sworn to before me
This _____ day of _____, 20_____.

Notary Public, County of _____, State of _____.

My commission expires _____.

Excerpt from
**Roseville Public Works, Environment
and Transportation Commission
Meeting Minutes**

Tuesday, April 22, 2025, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

62. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. At his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; Vice Chair Edwin Hodder; Members Jarrod Cicha, Allison Luongo, Des Mueller; and Youth Commissioner Carson Bauer

Absent: Members Daniel Fergus, Sarah Rudolf; and Youth Commissioner Alexi Jendro (Excused)

Staff Present: Assistant Public Works Director/City Engineer Jennifer Lowry, and Sustainability Specialist Noelle Bakken

6. Deferred Assessment Policy Update

Assistant Public Works Director/City Engineer Jennifer Lowry updated the Commission on the Deferred Assessment policy.

Ms. Lowry discussed the need to update the deferred assessment policy to include military service as a reason for deferral. She noted that the current 1981 resolution did not include military service and that updates are needed to align with state statutes. She presented examples of other cities' deferral policies and discussed the administrative process for evaluating deferral requests.

The Commission discussed the criteria for financial hardship and the potential need to update the resolution to include more inclusive language.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Discuss Initiating Climate Equity Action Plan

Background

Roseville's 2040 Comprehensive Plan set forth a goal to support Minnesota's Next Generation Energy Act goal of an 80% reduction in community-wide greenhouse gas (GHG) emissions, from 2005 levels by 2050, through leading by example in addition to education, incentives, and regulation to encourage action by residents and businesses.

Since the 2040 comprehensive plan was adopted, Minnesota released a Climate Action Framework in 2022 with an updated goal for the state to reach carbon neutrality by 2050, with plans to substantially reduce GHG emissions and offset remaining emissions with carbon sequestration throughout the landscape. Similarly, the Metropolitan Council will now require cities' 2050 comprehensive plans to include carbon reduction goals. Roseville completed a Vulnerable Populations report in 2017 and an Energy Action Plan in 2021, but currently lacks a comprehensive climate equity action plan to direct city planning, programming, and budgeting with regards to climate change adaptation and mitigation across the community.

The City of Roseville is already experiencing the effects of climate change, with warming winters, reduced snow cover, more frequent heavy rainfall and severe weather events, extended periods of drought, and more days with poor air quality. Developing a climate equity action plan will help Roseville prepare for effects of climate change that will affect the city, its residents, and visitors, while working to maintain the high quality of life the city offers. Additionally, as identified in our Vulnerable Populations report, some communities within Roseville such as people over the age of 65 and under the age of 5, people with disabilities, recent immigrants, and Black and Indigenous people of color will experience the effects of climate change "worst and first." It is important that a Roseville climate equity action plan centers equity and justice for these communities, and that the engagement process provides avenues for all residents to have their voices included in the final plan.

Roseville was awarded \$76,370 in federal formula funding from the Energy Efficiency and Conservation Block Grant fund in 2023, and submitted an application in January 2024 to use the funding for a climate action planning process. As of April 2025, Roseville has not received the funding from the Department of Energy, and the future of the program is uncertain. Because of this, Roseville staff applied (Attachment 1) for and was awarded a

Minnesota Pollution Control Agency (MPCA) Local Climate Action Planning grant to develop a climate equity action plan. Similarly, Ramsey County applied for and was awarded the same MPCA grant to assist the cities of Lauderdale, Roseville, and Shoreview in developing climate action plans by providing data, updated vulnerability assessments, and a template to develop a plan and goals that align with the climate goals of both the County's and the State's climate frameworks.

Staff has been working closely with Ramsey County on climate and sustainability work over the past decade and look forward to continuing this productive relationship throughout the climate planning process. Roseville's funding from the MPCA will be used to develop a deep and inclusive community engagement process to support the plan's goals and contents, and personalize it to the unique needs of our city. The MPCA has approved both grant applications, and staff is finalizing the budget and workplan to ensure funds are used appropriately and are not duplicated between the City's and the County's work.

At the May 19, 2025 Council meeting, staff will bring back the MPCA grant agreement for acceptance and approval. Staff will also bring forward the selected consultant(s) to enter into a professional services agreement for the creation of the Climate Equity Action Plan.

Policy Objectives

The City of Roseville set forth a goal to reduce greenhouse gas emissions by 80% by 2050 relative to 2005 levels.

Equity Impact Summary

There should be no equity impacts with the creation of a Climate Equity Action Plan, or acceptance of the grant money. The plan will include community input and have several components involving outreach and engagement to all Roseville residents, with a goal to limit the harms and challenges caused by climate change. These harms can include (but are not limited to) adverse health effects during periods of poor air quality or extreme heat, increased energy burden for heating and cooling costs during periods of extreme heat or cold, and reduced access to transportation or shelter in the case of severe weather or other community-wide emergencies. A climate equity action plan will include strategies to ensure all residents can enjoy a high quality of life in Roseville.

Budget Implications

The City of Roseville was awarded a \$49,975 grant from the MPCA for local climate action planning. The City is required to provide a 50% match in the amount of \$24,987.50. The 2025 budget includes \$50,000 budgeted for professional services to create a climate action plan, which staff will draw from to cover our required match. Ramsey County will provide their technical assistance at no cost to the cities, outside of staff time for planning and implementation.

Staff Recommendations

Receive presentation and provide feedback.

Requested Council Action

Staff would also like Council to discuss the proposed project plan for climate equity action plan, including community engagement, plan development, and eventual plan adoption.

83

84

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments:

1. Grant Application
2. 25_0505_CEAP_Discussion

85



520 Lafayette Road North
St. Paul, MN 55155-4194

Local Climate Action Grants

Planning Grants Application

FY 2025

Doc Type: Grant Application

Instructions: Read the complete *Request for Proposal (RFP)* and other associated documents before submitting this application.

Check the [SWIFT Supplier Portal](#) and the Minnesota Pollution Control Agency (MPCA) [Local Climate Action Grants](#) webpage for the most recent updates.

Applications are due no later than 4:00 p.m. Central Time (CT) on Thursday, January 9, 2025.

Submit Application, Workplan, and Budget (as Microsoft Word and Excel documents) per the instructions listed in Section 7 and 8 of the RFP. **All three documents must be submitted for the project to be eligible.**

1. Project information (All project information must be filled out for the project to be eligible.)

Organization name:	City of Roseville						
Organization address:	2660 Civic Center Drive						
City:	Roseville	State:	MN	Zip Code:	55113	County:	Ramsey
Contact name:	Noelle Bakken			Title:	Sustainability Specialist		
Phone:	651-792-7057			Email address:	Noelle.bakken@cityofroseville.com		
Organization type:	☒ Political subdivision (check this box if applicable, plus select specific type): ☒ City ☐ County ☐ Town/Township ☐ Soil and Water Conservation District ☐ Watershed Management Organization ☐ Watershed District ☐ Regional Development Commission ☐ Metropolitan Council of the Twin Cities Region ☐ Tribal Government OR (check one below) ☐ Community-based 501c3 ☐ Educational Institution			Population of selected political subdivision: 35,905 Population of geographic area to be served by the proposed project (e.g., neighborhood, campus)			

Identify the published source of the population amount entered above. If calculated by the applicant, describe how the population of the geographic area to be served by the proposed project was determined: 2023 ACS 5-year estimates

Local Climate Action Grants: Planning Application

Project Title: City of Roseville Climate Equity Action Plan

- Project type (choose one):**
- ☐ Develop plans to increase local climate adaptation / resilience
 - ☐ Develop plans to reduce local contributions to causes of climate change (GHG mitigation)
 - ☒ Develop a combined plan for increased resilience and GHG mitigation

Grant requested (not to exceed \$50,000):	\$ 49,975
Local match (choose one) and enter amount committed (must be equal or greater than required):	
☒ For population 20,000+ (requires 50% match of grant with local funds)	\$ 24,897.50
☐ For population <20,000 (requires 5% in-kind / local funds for match)	\$
Total project cost (grant requested + local match):	\$ 74,962.50

Answer these questions:		Yes	No
1.	Is applicant the sole source of matching funds for this project?	☒	☐
	If no , explain:		
		Yes	No
2.	Is applicant in compliance with Minnesota's tax and environmental regulatory requirements?	☒	☐
	If no , explain:		

2. Project Details

1. **Project summary** (answer all questions applicable to the proposed project):
 - a. Provide a brief narrative description of the project including the intent of the project and what deliverables will be completed. (maximum 250 words): The City of Roseville wishes to develop a comprehensive climate equity action plan as a follow-up to its 2018 Population Vulnerability Report and 2020 Energy Action Plan, to strategize

Local Climate Action Grants: Planning Application

how to reduce our community's climate impact and greenhouse gas emissions and minimize the effects of climate change on our most vulnerable residents. This plan will improve upon our existing emissions reduction goals set forth in Roseville's 2040 Comprehensive Plan, adopted in 2020, and develop additional goals to align with or exceed the State of Minnesota climate framework and Ramsey County climate goals. Our current goal is to reduce city-wide emissions by 80% by 2050, relative to 2005 levels, which now lags behind the goals of the state and other neighboring cities. Along with a final plan that will be available to residents, elected officials, and staff, we will also develop a climate action work group of Roseville city staff to develop goals and actions, and a climate justice advisory group of Roseville residents to ensure we place equity at the forefront of our climate action work.

- b. Describe the expected outcomes/benefits, with quantitative metrics if possible (maximum 250 words): Roseville has multiple existing initiatives related to climate change and sustainability. However, a formal climate equity action plan will help us to more effectively and equitably address the social, economic, and environmental impacts of climate change on the Roseville community. A plan with measurable goals will also help us access funding opportunities to finance projects and initiatives. We hope to identify new targets for greenhouse gas emissions reductions and align our overall goals with those of the state and county climate frameworks. We plan to develop our goals and metrics to nest within the six focus areas they've identified – **clean transportation, climate smart natural lands, thriving communities, clean energy and efficient buildings, healthy lives, and clean economy** – to ensure our priorities align across multiple levels of government. While we will determine more specific metrics during the planning process, some examples of what we expect to track are as follows: city-wide participation in utility rebates, installed renewable energy capacity, vehicle miles traveled, registered electric vehicles and number of public chargers, miles of pedestrian and bike trails, tree canopy data, among others. We also plan to track internal city operations data, including municipal building energy usage, fleet mileage, and sustainable purchasing goals. We will create a dashboard on the city website with these metrics, where we will track progress, and residents can see and engage in the work we are doing.

2. Use of climate change data (answer all questions applicable to the proposed project):

- a. All projects: Discuss how data about current Minnesota climate trends and projections of future climate conditions affecting the geographic area of the project will be used to inform the project, as relates to community resilience or to the resilience of the project that will be planned. List specific data sources that will be used. (maximum 250 words): Information about of projected effects of climate change and how our region will be impacted will help Roseville to develop actionable goals and programs to respond to these anticipated effects, and to understand with more specificity which climatic effects we may expect to see in our city and their impact on our environment and infrastructure.
- b. Projects that address local contributions to climate change for political subdivisions and Tribal governments: Discuss how data about local GHG emissions and sources will be used to inform the project. List specific data sources and/or calculations that will be used. (maximum 250 words): We will use existing data from Regional Indicators, GreenSteps Cities, Metropolitan Council, and Partners in Energy/Xcel Energy utility data (plus others to be identified) to establish baselines and set goals, both intermediate and long-term. We also plan to use EPA's LEAD tool to map energy burden across the city.
- i. For projects focused only on a Tribal government or one or more county, city, town/township, or Regional Development Commission, does the applicant want to be provided (at no cost) the three most recent years available of local GHG emissions data for the political subdivision(s) that is the focus of the project? ☒ Yes ☐ No
- o If Yes, are one or more tasks utilizing this data included in the project Workplan submitted with this application? ☒ Yes ☐ No
- c. Projects that address local contributions to climate change for community-based organizations and educational institutions: Discuss how data about GHG emissions from specific community facilities and/or community member activities will be used to inform the project. List specific data sources and/or calculations that will be used. (maximum 250 words): n/a

Local Climate Action Grants: Planning Application

3. Environmental Justice (EJ) Areas of Concern:

Using the [MPCA's criteria and interactive mapping tool](#), will the applicant's geographic area specifically addressed by the proposed project include one or more MPCA-identified areas of concern for environmental justice (EJ areas of concern)? ☒ Yes ☐ No

If yes (proposed project includes EJ areas):

a. Will the planning to be undertaken by this project yield direct benefits for communities within these EJ areas of concern? ☒ Yes ☐ No

i. If yes, describe these communities and how they will benefit: While Roseville does not have census tracts located in a current EJ area of concern, much of the city falls within 1 mile of an adjacent EJ area in nearby communities, including Falcon Heights, Saint Paul, and Little Canada. The southeast-most census tract in Roseville is a previous EJ area with numerous multi-family apartment buildings, small businesses, and many residents who are recent immigrants and do not speak English as their first language. Overall, Roseville is home to several populations expected to experience additional vulnerability to the effects of climate change, including non-English speakers, the elderly and young children, and people experiencing poverty and economic stress. Roseville includes large retail centers, including Rosedale Center and HarMar Mall, which bring approximately 36,000 additional visitors and workers from throughout the metro to the city each day. Multiple bus routes pass through Roseville, including the current A-Line BRT and upcoming G-Line BRT, which provide transportation for residents and visitors without access to a vehicle.

ii. If yes, describe how the planning completed for this project will benefit EJ communities specifically compared to other communities in the area covered by the project: Any work Roseville does to mitigate and/or adapt to the effects of climate change, particularly in areas such as clean transportation, efficient buildings, and green space/climate smart land throughout the city, will provide benefits to both residents and visitors of the city. For example, increased use of electric vehicles, public transportation, or other non-car transportation will improve air quality, especially along the Highway 36 and Snelling corridors. Climate and smart natural land goals will include increased green stormwater infrastructure, which can help manage flooding in flood-prone areas and also expand native plantings across the city.

b. Will these communities be provided the opportunity to have a voice in decision-making through meaningful involvement as part of the planning completed for this project? ☒ Yes ☐ No

i. If yes, describe specifically how this will be done In addition to developing outreach materials translated into multiple languages, we also plan to work on engaging our non-English-speaking residents at cultural events throughout the year and hosting outreach events in trusted community locations with food provided from local businesses and childcare.

ii. If no, explain why there are no opportunities for meaningful involvement:

Note: The RFP includes resources on climate equity and environmental justice to be used for planning in Section 6.

4. Engagement and involvement:

Describe what groups (e.g., community residents, organizations, institutions) will be engaged through this project to address climate change and how they will be involved. (maximum 400 words): There are numerous community organizations and institutions within the Roseville area that we plan to engage, including volunteer groups Do Good Roseville and Resilient Roseville, the League of Women Voters, Rotary Club, green teams at local churches, and others. We will utilize existing connections in these groups to help spread information about our planning process and engagement opportunities throughout the community. We plan to develop a climate justice advisory group made up of Roseville residents, who will meet with city staff 3-4 times throughout the planning process to provide more in-depth feedback on our goals and outreach strategies.

5. **Co-benefits from project completion to help ensure a lasting impact:**

Describe what, if any, benefits the project deliverables will provide for the community to help ensure a lasting impact (e.g., will: meet application requirements for an identified funding opportunity, assign direct responsibility / timeline for implementation of included actions, include follow up adding budget line items to implement all or parts of the plan, identify actions that advance equity in the community). (maximum 200 words): By creating a climate equity action plan addressing both mitigation and adaptation measures, the City of Roseville will develop measurable goals and objectives to work towards and be better prepared to understand how the city can take advantage of upcoming state and federal funding opportunities. As the plan will be developed with significant community feedback, the City expects it to not only inform which projects and policies should be prioritized in the short- and long-term, but also which topics are most important to Roseville residents.

6. **Barriers and challenges:**

What are the potential barriers or challenges for this project, and how will they be addressed: Roseville includes several communities of new immigrants with limited English proficiency, and these groups tend to have low levels of trust with government entities. By connecting with trusted local leaders and developing outreach materials in residents' native languages, we hope to gather feedback on how Roseville staff can best support those communities in matters of climate change, including reducing energy burden and providing community services.

7. **Metrics to track project success:**

- a. Describe what process or metrics will be used for tracking future implementation of actions identified in the plan. (maximum 200 words): We plan to identify measurable metrics to track within the climate equity action plan, and will create a dashboard on the city website to track our progress, as well as provide regular reporting to our City Council and commissions.
- b. Describe any additional process or metrics that will be used for tracking co-benefits of the planning project. (maximum 200 words): Our annual GreenStep Cities reporting requirements will be an additional opportunity to show the impacts of our climate equity action plan. As Roseville works to advance in other programs such as SolSmart, Charging Smart Cities, and the Gold Leaf Program, the metrics identified throughout the plan will also help to show progress in these areas.

3. Experience and qualifications

1. Describe applicant organization's experience and qualifications related to its role in the proposed project. Provide detailed information about the qualifications and experience with similar projects of the specific personnel from the applicant organization who will work on the project. (maximum 500 words): Environmental Manager Ryan Johnson has been with Roseville for 11 years, and manages the city's stormwater infrastructure, the city's Comprehensive Surface Water Management Plan, and plans for future stormwater projects in the CIP. Mr. Johnson facilitated Roseville's membership in the GreenStep Cities program and managed activities and best practices to reach Level 5, worked to develop and implement Roseville's Partners in Energy program and Energy Action Plan, and supported other projects such as the city's onsite solar panels and participation in community solar gardens. He worked with PaleBlueDot to develop Roseville's 2018 Population Vulnerability Assessment, and took steps for the city to be certified as SolSmart Gold. Sustainability Specialist Noelle Bakken has been with Roseville for over 3 years and oversees sustainability projects and community outreach efforts. She facilitated Roseville's participation in the Charging Smart Cities program, with Roseville reaching Bronze in 2024, as well as assisting in the Partners in Energy program implementation starting in 2021. She recently worked with city staff and elected officials to adopt a Green to Go ordinance requiring all food takeout containers to be recyclable, compostable, or reusable. She works closely with Ramsey County to connect cities in the county on sustainability and climate change efforts.
2. Will anyone outside your organization be responsible for work performed? ☒ Yes ☐ No

Local Climate Action Grants: Planning Application

If yes:

a. Provide name of outside organization(s) and contact information, experience, and qualifications specifically related to the proposed project. Describe the role(s) of the outside organization(s) in the project. (maximum 250 words):

Consulting firm to be determined if/when awarded. We will be looking for a consultant who has experience with and knowledge of climate action planning, community engagement, and environmental justice. The consultant will lead our GHG inventory work, assist with identifying metrics and goals, help plan community outreach, and design and draft the final plan document. If funds allow, we may work with the consultant to develop the dashboard to track metrics on the city website.

b. Provide detailed information about the qualifications and experience with similar projects of the specific people from each outside organization who will work on this project. (maximum 500 words): Selected consultant(s) will have previous experience working on climate and sustainability projects within the public sector, specifically at cities, counties, and other local government entities. An ideal consultant can show demonstrated success engaging underrecognized groups in climate work and may have existing connections to trusted community leaders for such groups. The consultant should be able to synthesize Roseville's GHG and demographic data to develop a plan specifically serving the needs of Roseville residents and visitors and identifying the unique challenges our city faces as we experience the effects of climate change. Consultant must be skilled in current planning and community engagement best practices and in tune with current and future planning trends.

Roseville Climate Equity Action Plan Discussion

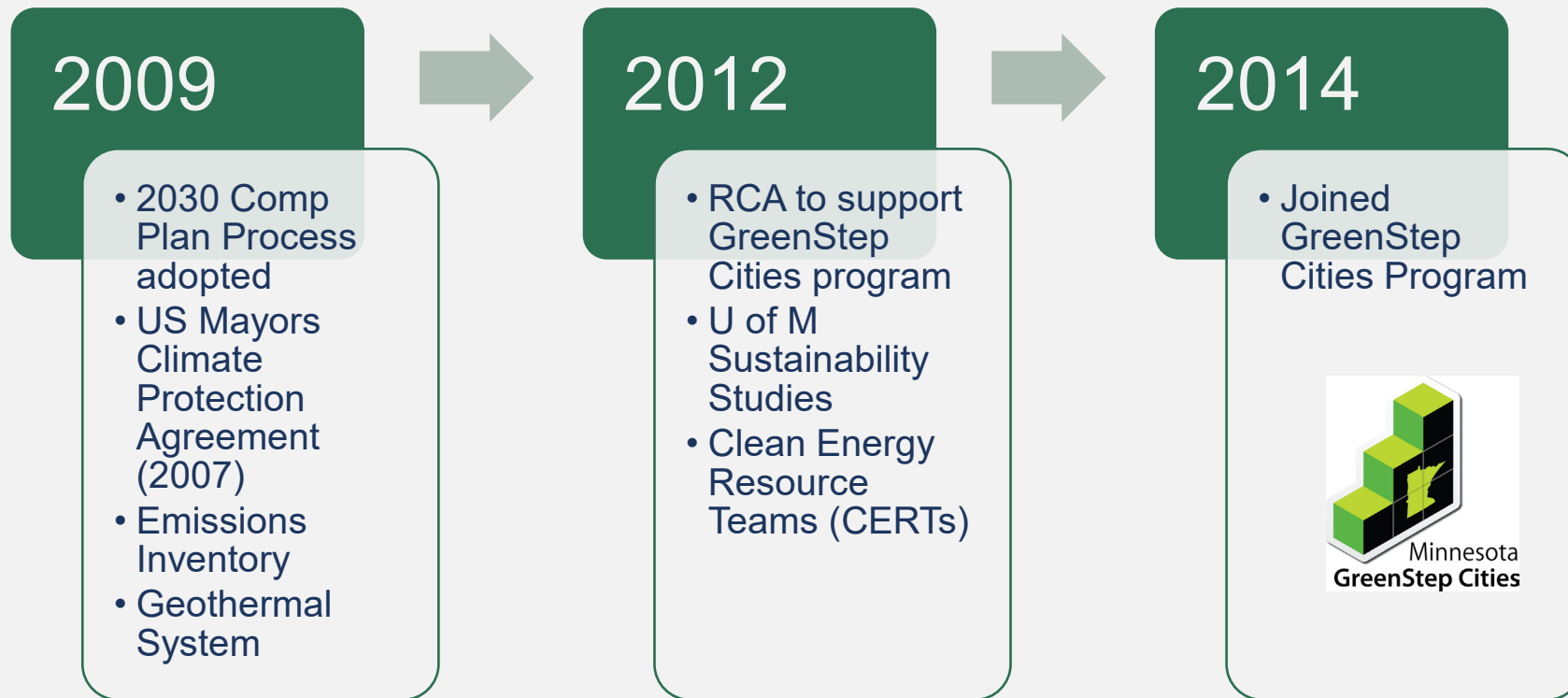
Public Works Department

City Council Meeting

05-May-2025



Roseville Sustainability Timeline



Roseville Sustainability Timeline

2015

- Began B3 Benchmarking



2016

- Campus Energy Audits
- Solar Investigation

2017

- U of M Capstone projects
- GreenStep Cities
- Complete Streets
- Vulnerable Population Assessment

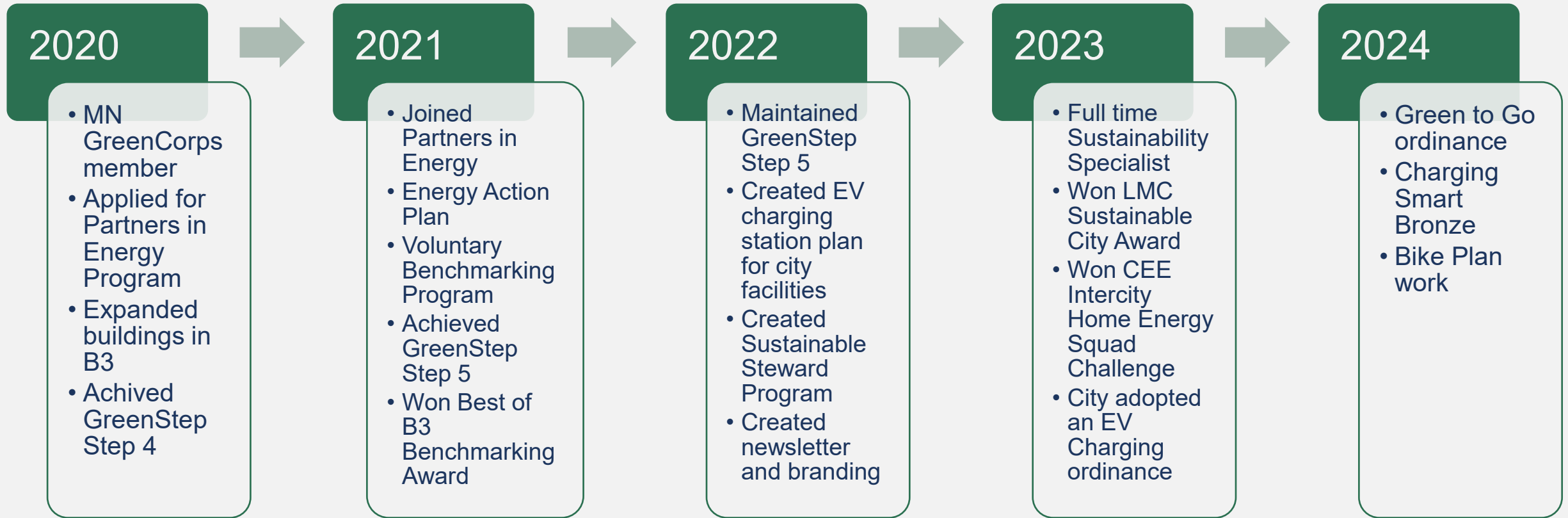


2019

- Solar installations on City Hall, Fire, Maintenance
- Council approval of **Complete Streets** and **Environmentally Preferable Purchasing Policies**
- SolSmart Gold



Roseville Sustainability Timeline



4



Roseville Sustainability – Comprehensive Plan 2040 Goals

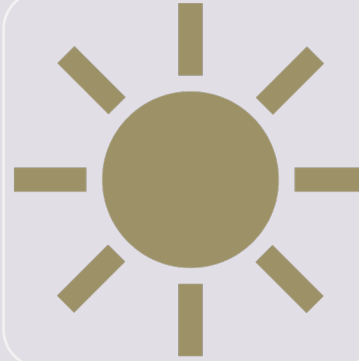


80% Reduction in GHG Emissions by 2050

Approximate reduction to date: **35%**



100% City Operations electricity from renewable sources by 2040



25% City Operations electricity from on-site generation by 2040

We generate approximately 5% from on-site solar



Produce enough in-bound solar electricity to meet **10% of citywide electricity** use by 2030

Why a Climate Equity Action Plan?

- **Goal-setting**
 - Set **specific and measurable goals**
 - Bring existing goals up to date
 - Align with other city goals
- **Alignment with state and county goals**
 - Using same framework as county and state
 - Inter-governmental cooperation
 - Opportunities for funding
- **Focus our efforts locally**



Clean transportation

Connect all people through a safe, equitable, and sustainable transportation system.



Climate-smart natural and working lands

Manage our lands to reduce GHG emissions and sustain resilient landscapes.



Resilient communities

Prepare communities with resources to build a more resilient future for themselves.



Clean energy and efficient buildings

Expand the use of carbon-free energy and create healthy, comfortable buildings that are cheaper to operate and pollute less.



Healthy lives and communities

Protect the health and wellbeing of all Minnesotans in the face of climate change.

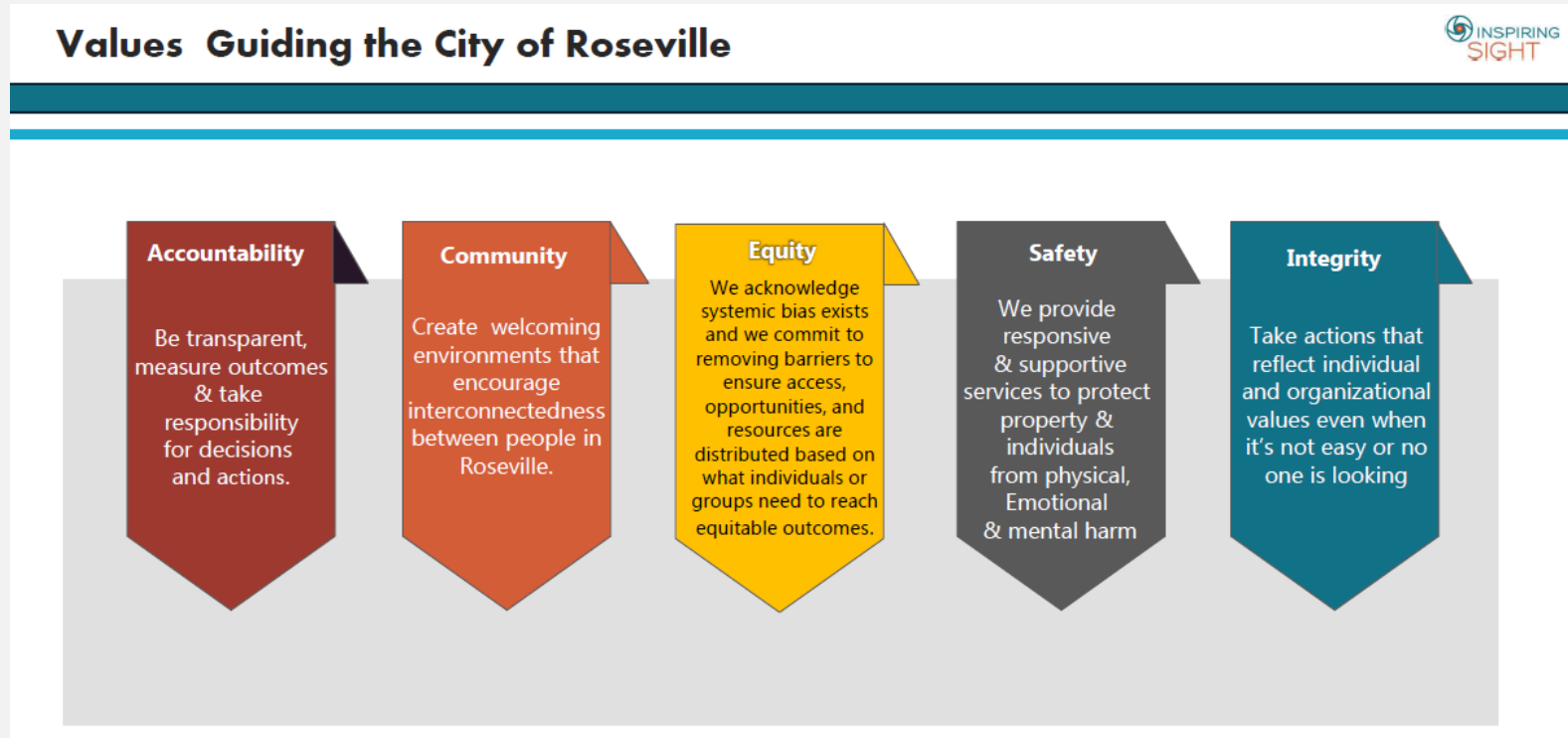


Clean economy

Build an economy that addresses climate change and creates equitable opportunities.

Why Equity?

- Equity is one of Roseville's core values
- “Climate Change is inextricably linked to the challenge of creating a more equal world”
- Roseville is home to people who are extra-vulnerable to the effects of climate change: **non-English speakers, the elderly, young children, people experiencing poverty and economic stress.**



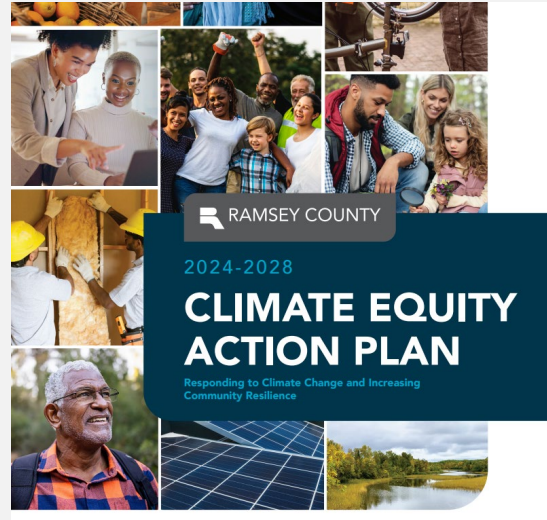
Examples of other Climate Equity Action Plans



Minneapolis Climate Equity Plan - 2023

“This Climate Equity Plan puts people first in our race to save the planet. This plan will be the policy document that the City will follow for climate action.”

Each goal category details both equity and climate impacts.

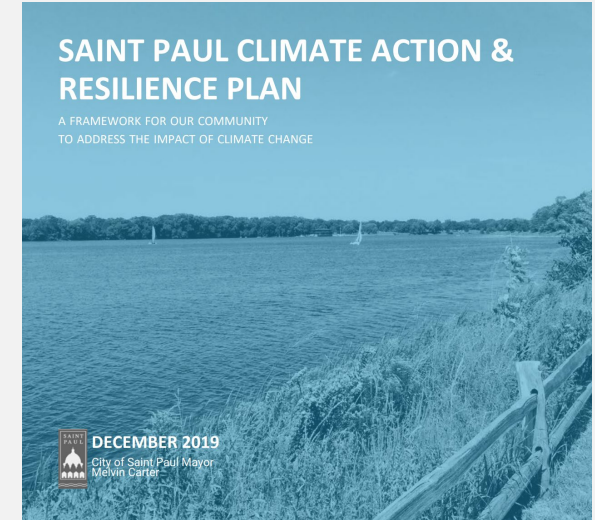


Ramsey County Climate Equity Action Plan – 2024-2028

“Nobody is immune to the impacts of climate change but underrecognized communities tend to face more severe effects.”

Ramsey County's Climate Equity Action Plan outlines specific actions the county will take including:

- Mitigation** strategies reduce emissions or remove greenhouse gases from the atmosphere.
- Adaptation** strategies prepare for and adjust to current and projected impacts of climate change.

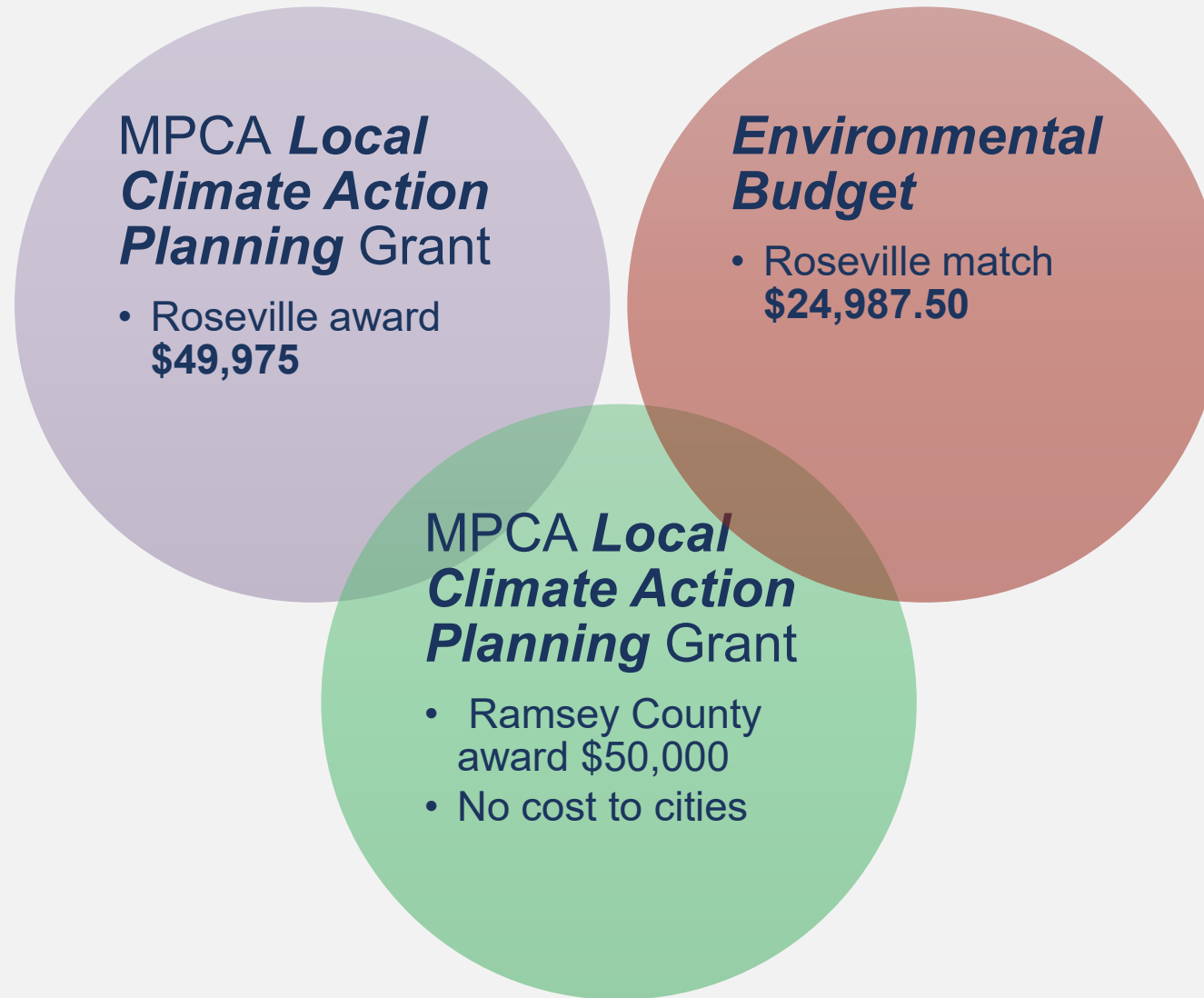


Saint Paul Climate Action and Resilience Plan - 2019

“While climate change poses many challenges, it also presents great opportunity to create a more livable and equitable city.”

Currently working through engagement around a major update of their plan.

Funding Sources



Draft Scope of work

City of Roseville

Community Engagement

- Survey
- Climate equity engagement workshops (2)
- Climate Justice Advisory Group
- Internal staff planning and engagement
- Climate storytelling and work with local artist(s)
- Arts-centered youth engagement

Develop goals and metrics

Plan finalization

Ramsey County

Review existing city plans and sustainability work

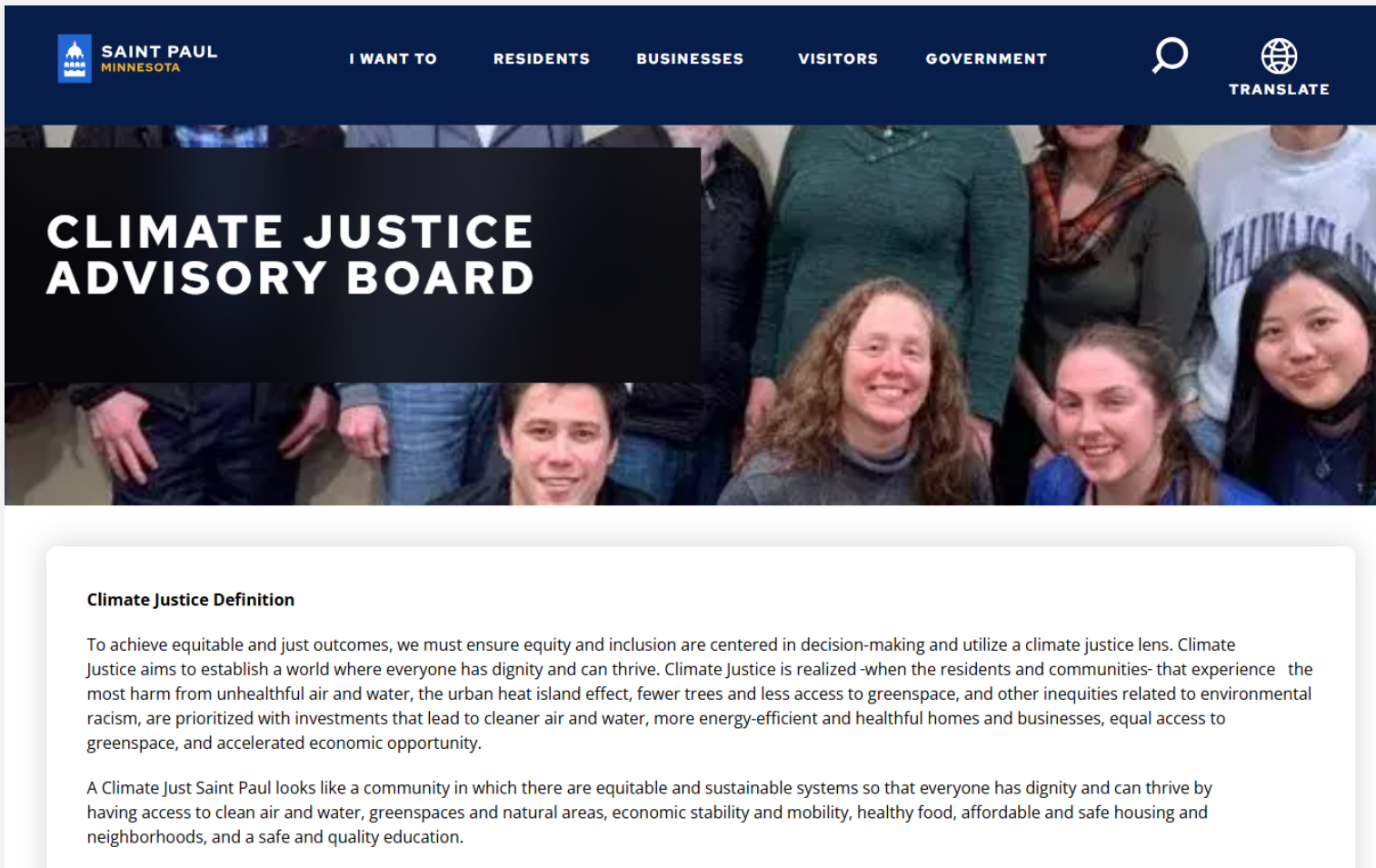
Develop draft climate action plans with cities

- Greenhouse Gas Inventory
- Vulnerability mapping
- Assistance with other planning tools

Provide technical assistance:

- Goal-setting
- Plan development
- Engagement techniques

Examples of other Climate Equity Work Groups



CLIMATE JUSTICE ADVISORY BOARD

Climate Justice Definition

To achieve equitable and just outcomes, we must ensure equity and inclusion are centered in decision-making and utilize a climate justice lens. Climate Justice aims to establish a world where everyone has dignity and can thrive. Climate Justice is realized -when the residents and communities- that experience the most harm from unhealthful air and water, the urban heat island effect, fewer trees and less access to greenspace, and other inequities related to environmental racism, are prioritized with investments that lead to cleaner air and water, more energy-efficient and healthful homes and businesses, equal access to greenspace, and accelerated economic opportunity.

A Climate Just Saint Paul looks like a community in which there are equitable and sustainable systems so that everyone has dignity and can thrive by having access to clean air and water, greenspaces and natural areas, economic stability and mobility, healthy food, affordable and safe housing and neighborhoods, and a safe and quality education.

Saint Paul Climate Justice Advisory Board

“A Climate Just Saint Paul looks like a community in which there are equitable and sustainable systems so that everyone has dignity and can thrive by having access to clean air and water, greenspaces and natural areas, economic stability and mobility, healthy food, affordable and safe housing and neighborhoods, and a safe and quality education.”

- CJAB meets bi-monthly (every other month)
- Created from a Council resolution and appointed by the Mayor and Council
 - Roseville’s board will be more casual during the planning process
- *“No particular expertise is required to serve, but the City will look to appoint people who represent the broad spectrum of Saint Paul’s population, and who demonstrate a high level of interest, relevant experience and/or expertise, or both. **In particular, the City aspires to strong representation from BIPOC communities that are most vulnerable to the impacts of climate change and already disproportionately experience environmental racism.** All members of the CJAB will either reside or work in the City of Saint Paul.”*

Draft timeline of work

	2025								2026					
Activity	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Stakeholder identification & Contact														
Recruit climate equity work group														
Review existing city plans and sustainability work														
Release Community survey														
Introduce cities to pre-developed planning tools														
Community engagement workshop														
Climate equity work group mtg - workshop debrief														
Refine climate plans with city-specific needs														
Staff work group - 1st meeting, workshop debrief and draft goals														
Climate equity work group mtg - project update, workshop														
Technical assistance - support cities with engagement														
Community engagement workshop														
Staff work group update - workshop debrief, survey results, next steps														
Climate equity work group mtg - project update, survey results, and workshop debrief														
Refine goals, indicators, and metrics to measure success														
Finalize plans for adoption														
Prepare final plan for adoption by City Council														
Final Grant Report due to MPCA														
Community planning wrap/celebration event														
Key:														
Roseville														
Ramsey County														
Key event														

Looking ahead to 2025/26

Sustainability

- Climate Action Planning
- Green to Go Ordinance implementation
- Bike Plan finalization
- Energy Action Plan
- Pollinators and healthy yards
- Roseville Sustainable Steward Program
- GreenStep & B3
- Energy Resource Fair
- Residential EV Ride & Drive
- Environmentally Preferable Purchasing Policy
- Outreach & Education
- Collaboration with other communities
- Exploration for funding opportunities



Recycling

- Prepare for Ramsey County curbside organics pickup
- Educational opportunities for recycling in parks
- Annual Clean Up Day Event partnerships
- City-owned recycling cart roll-out
- Waste Management recycling contract transition



Questions?



THANK YOU

Public Works Department

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 10.a.

Department Approval



City Manager Approval



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	\$294,250.63
112432 – 112529	\$440,850.98
Total	\$735,101.61

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.

34
35
36
37
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Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Phil Weix - Assistant Finance Director

Attachments: 1. Checks for Approval

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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					
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,285.00	3808
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	146.00	3808
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	657.00	3808
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	3808
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3803
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,997.00	3803
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,390.11	3803
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3803
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	350.00	3803
Total Department 00-00 GENERAL				14,415.11	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	REDPATH AND COMPANY LLC	2024 PROGRESS BILLING FINANCIAL AUDIT	30,000.00	112503
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	EI MINUTES	212.50	3862
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	CC MINUTES	212.50	3862
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	CC MINUTES	358.75	3862
100-01-00-448000	Miscellaneous	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	(38.24)	3850
100-01-00-448000	Miscellaneous	Regents of the University	SALES TAX STUDY	3,000.00	112483
Total Department 01-00 CITY COUNCIL				33,745.51	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	34.27	3850
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU APRIL	78.93	112512
100-02-00-441100	Tuition Reimbursement	Amanda Rodriguez	TUITION REIMBURSEMENT	700.00	3822
100-02-00-442000	Memberships & Subscription	ICMA Membership Renewals	2025 MEMBERSHIP R.OLSON	1,159.58	112490
Total Department 02-00 ADMINISTRATION				1,972.78	
Department: 03-00 ELECTIONS					
100-03-00-430000	Professional Services	Ramsey County	2ND QTR ELECTION SERVICES 2025	26,706.00	112452
Total Department 03-00 ELECTIONS				26,706.00	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	17.93	3850
100-04-00-430000	Professional Services	Hildi, Inc	ACTUARIAL DISCLOSURES UNDER GASB 75	4,150.00	112442
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	MAR 2025 SERVICE CHARGE	776.39	112497
Total Department 04-00 FINANCE				4,944.32	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	MONTHLY RETAINER - PROSECUTION	15,149.00	3844
Total Department 06-00 LEGAL DEPARTMENT				15,149.00	
Department: 08-00 CENTRAL SERVICES					
100-08-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	56.50	3850
Total Department 08-00 CENTRAL SERVICES				56.50	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	227.44	3850
100-10-00-422000	Clothing	Corporate Mark, Inc.	UNIF FOR EMILY AND JULIE DEAN	726.46	112493
100-10-00-422000	Clothing	Emblem Enterprises, Inc	UNIFORMS - NEW K9 PATCHES	520.30	112488
100-10-00-422000	Clothing	Galls, LLC	RAVEN VEST ID TAGS	54.95	3851
100-10-00-422000	Clothing	Galls, LLC	VEST INSERTS FIGUEIREDO	439.00	3851
100-10-00-422000	Clothing	Galls, LLC	VEST RAVEN 2.0 RAZOR XT LVL IIIA - FI	1,770.71	3851
100-10-00-422000	Clothing	Galls, LLC	ACCT# 1002151511 UNIFORM COMMENDATION	73.08	3851
100-10-00-422000	Clothing	Galls, LLC	AE RAVEN VEST ID TAGS - HAKEEM	54.95	3851

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE HAKEEM	716.94	3849
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE HAKEEM	110.00	3849
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE HAKEEM	229.98	3849
100-10-00-422000	Clothing	STREICHER'S	VEST ID TAGS CRIAG	47.96	3849
100-10-00-422000	Clothing	STREICHER'S	3 NEW PATCHES COVERED BY PD (LIZ MISS	36.00	3849
100-10-00-423000	Vehicle Supplies & Mainten	SAFELITE FULFILLMENT LLC	INV# 03713-000408 2021 DODGE DURANGO	392.18	112522
100-10-00-424000	Operating Supplies	Ancom Technical Center	RADIO BATTERIES AND ACCESSORIES	1,663.80	3846
100-10-00-424000	Operating Supplies	Crystal Jones Walter	REIMB FOR PARKING VICTIM INTERVIEW AT	8.00	3861
100-10-00-424000-PD0002	Operating Supplies	BASS LAKE CROSSING	RENT APPLICATION FEE FOR CLIENT NUMBE	50.00	112528
100-10-00-424000-PD0002	Operating Supplies	Bridging Inc	HOUSEHOLD ESSENTIALS HOMELESS OUTREAC	300.00	112516
100-10-00-430000	Professional Services	Martin McAllister, Inc.	PUBLIC SAFETY ASSESSMENT HAKEEM	650.00	112486
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MARCH MONTHLY WELLNESS SERVICES (\$340	4,450.00	3858
100-10-00-430000	Professional Services	Minnesota Occupational Hea	INV# 486542 HIRING PREPLACEMENT EXAM	681.00	112506
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW SERVICE CN 25009958	150.00	112484
100-10-00-430000	Professional Services	Verizon	TRACKING A CELL PHONE RELATED TO CN#	150.00	112510
100-10-00-430001	Dispatching Services	Ramsey County	EMCOM-0012419 CAD SERVICES MARCH	5,196.17	112496
100-10-00-430001	Dispatching Services	Ramsey County	EMCOM-012402 911 DISPATCH MARCH	34,581.67	112496
100-10-00-431000	Telephone	Verizon	DATA FEB 27- MAR 26 - ACC#487223064-0	40.01	112511
100-10-00-431000	Telephone	Verizon	ACC# 487223064-0004 MARCH DATA	1,080.27	112510
100-10-00-437000	Contract Maint. - Vehicles	Caliber Collision	REPAIR FRONT PUSH BAR AND BUMPER OF 2	2,956.35	112509
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	INSTALLATION OF KNOX BOX FOR SQUAD 24	132.25	3800
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	INSTALLATION OF KNOX BOX FOR SQUAD 24	132.25	3800
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	REPAIRS TO SQUAD 2203-LIGHTBAR REBUIL	1,510.10	3800
100-10-00-437000	Contract Maint. - Vehicles	Ramsey County	EMCOM-012387 FLEET SUPPORT MARCH	517.92	112496
100-10-00-439000	CONTRACT MAINTENANCE	ANIMAL HUMANE SOCIETY	2025 Q1 ANIMAL CONTROL SERVICES	1,052.00	112519
100-10-00-439000	CONTRACT MAINTENANCE	CITY OF ST. PAUL	INV# IN62039 RADIO MAINTENANCE FEB	157.50	112480
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	EMCOM-012430 MONTHLY CAD FIELD OPS	10.00	112496
100-10-00-440000	Conferences	CITY OF ST. PAUL	INV# IN61710 PDI WOMEN'S LEADERSHIP C	720.00	112480
100-10-00-440000	Conferences	MINNESOTA LAW ENFORCEMENT	ANNUAL LEAP CONF - ROBERTO	219.00	112523
100-10-00-440000	Conferences	Steinberg, Travis	REIMB FOR CHIEF'S CONF LODGING AND PA	694.30	3866
100-10-00-441000-PD0034	Training	HENNEPIN TECHNICAL COLLEGE	ICPOET GRANT PEACE OFFICER EDUCATION	36,000.00	112524
100-10-00-442000	Memberships & Subscription	Thomson Reuters	ANNUAL SUBSCR QUINLAN SEARCH AND SEIZ	1,020.00	112489
100-10-00-443500	Minor Equipment	LENS Equipment	COVERT EQUIPMENT USED IN HUMAN TRAFF	503.92	112500
100-10-00-443600	Software Operating Charges	Metro-INET	VPN LICENSE - LOPEZ	247.00	3865
100-10-00-443600	Software Operating Charges	Metro-INET	TIM NOLL (OFFICE 365)	208.00	3865
Total Department 10-00 POLICE DEPARTMENT				100,481.46	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	LIGHT	134.56	3827
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	5 ML SYRINGES	72.10	112518
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	Q1 SUPPLY CHARGERS	449.86	112467
100-13-00-423000	Vehicle Supplies & Mainten	Jefferson Fire & Safety, I	FOAM	1,137.50	3852
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	MED SUPPLIES	32.53	112440
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	GLOVES NEEDLES	253.32	112440
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	GLOVES	106.30	112440
100-13-00-424000	Operating Supplies	EMERGENCY TECHNICAL DECON	GEAR CLEANING SUPPLIES	317.00	112520
100-13-00-430000	Professional Services	Fire Loss Management, LLC	PLAN REVIEW RCEC	100.00	112499
100-13-00-430000	Professional Services	Masa Consulting, Inc.	TRAVEL EXPENSES	590.00	3821
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	MARCH	117.00	112465
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	ACCT: 57506135 - MAR12-APR11	809.99	112502
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	112446
100-13-00-439000	CONTRACT MAINTENANCE	Muska Plumbing	DRAIN CLEANING	260.00	112507

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-00 FIRE DEPARTMENT					
100-13-00-439000	CONTRACT MAINTENANCE	OVERHEAD DOOR COMPANY OF T	PHOTO EYE REPLACEMENT	906.95	3857
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	APRIL	305.76	112496
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	ACCT 970197304 - MAR TO APRIL	20.67	112508
100-13-00-439000	CONTRACT MAINTENANCE	YALE MECHANICAL	GYM UNIT BLOWER REPLACEMENT	2,891.39	3820
100-13-00-441000	Training	Century College	KEENAN FOII	575.00	3799
Total Department 13-00 FIRE DEPARTMENT				9,665.55	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	3,350.72	3833
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				3,350.72	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	83.35	3832
Total Department 13-18 EMERGENCY SERVICES				83.35	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	20.21	3850
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	3807
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				27.68	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	1 CARHARTT RUGGED FLEX RIGBY CARGO PA	50.05	3825
100-20-21-424000	Operating Supplies	Cemstone Products Co, Inc.	CONCRETE BLOCK	1,300.00	112439
100-20-21-424000	Operating Supplies	SKB Environmental, Inc.	DEMOLITION DISPOSAL	195.69	112433
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FOR MARCH 2025	115.44	112496
Total Department 20-21 STREET DEPARTMENT				1,661.18	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	15,093.58	3838
100-20-22-436000	Utilities	Xcel Energy	51-0015283144-9	3,742.00	3843
100-20-22-439000	CONTRACT MAINTENANCE	Forest Lake Contracting, I	STREET LIGHT REPLACEMENT	6,752.98	3855
Total Department 20-22 STREET LIGHTING				25,588.56	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	9,743.89	112498
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	DIESEL FUEL	7,662.70	112454
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED FUEL	5,212.77	112454
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112495
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112451
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112451
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS AND LUBE	117.88	112501
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	8.24	112501
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER	17.56	112501
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	COOLANT HOUSING AND THERMOSTAT HOUSIN	73.88	3801
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	NEW WATER PUMP	151.03	3801
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	118.74	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERIES	978.54	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	STARTER MOTOR ASSEMBLY	210.47	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ANCO PROFILE BLADES	30.06	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WINDSHIELD WASHER FLUID	134.16	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ANCO PROFILE BLADES	10.02	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	STRUT ASSEMBLY	308.06	3828
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	POLY V-BELT	25.03	3801
100-20-30-423000	Vehicle Supplies & Mainten	H & L Mesabi	SEF CI BLOWER BLADE AND PLOW BOLT WIT	481.00	3815

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	SHIELD SEAL	88.50	112514
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	WASHERS	41.80	112435
100-20-30-423000	Vehicle Supplies & Mainten	MIDWAY FORD CO.	EXHAUST PIPE	441.10	112436
100-20-30-423000	Vehicle Supplies & Mainten	Napa Auto Parts	INV# 633050 SWITCHES	63.17	3830
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SQUAD CAR REPAIRS	864.20	112514
Total Department 20-30 VEHICLE MAINTENANCE				26,918.22	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	GLOVES, LINERS, GLASS CLEANER,2PLY TI	642.57	3860
100-23-00-430000	Professional Services	McGough Property Managemen	03/2025 EXPENSES	5,662.69	3854
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE LABOR 2/25-3/30	4,613.75	3854
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,848.00	3819
100-23-00-430000	Professional Services	Zayo Group LLC	CITY FIBER SERVICES	4,358.16	112453
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	3,278.18	3810
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	1,648.27	3811
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	1,644.15	3810
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	15,192.19	3809
100-23-00-439001	CONTRACT MAINTENANCE - CIT	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	112446
100-23-00-439001	CONTRACT MAINTENANCE - CIT	McGough Property Managemen	03/2025 RMB (TRU NORTH PAINTING) 2,56	2,564.85	3819
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Zerorez-Minneapolis	OFFICE 223 AND OFFICE 225 - DEEP CLEA	154.00	112461
Total Department 23-00 BUILDING MAINTENANCE				51,659.04	
Total Fund 100 General Fund				316,424.98	
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
200-00-00-230160	Deposits-Arboretum Bricks	Central Park Foundation	BRICK REPAYMENT FOR \$ COLLECTED (\$100	200.00	112449
Total Department 00-00 GENERAL				200.00	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-424000-PR0202	Operating Supplies	Taho Sportswear, Inc.	ADULT MEN'S BASKETBALL SHIRT ORDER -	674.00	3831
200-40-41-424000-PR0241	Operating Supplies	Elizabeth Leverty	DANCE RECITAL MATERIALS	10.83	3864
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	SMART DRIVER REIMBURESEMENT	330.00	112466
200-40-41-430000-PR0220	Professional Services	Metro volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	5,280.00	3804
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	REVSPORTS BASKETBALL MARCH 2025	797.30	112504
200-40-41-430000-PR0245	Professional Services	Sandra Sherbarth-Lynch	ADULT PICKLEBALL LESSONS - FEBRUARY 2	1,728.00	112463
200-40-41-430000-PR0245	Professional Services	Sandra Sherbarth-Lynch	ADULT PICKLEBALL LESSON INVOICE - MAR	1,008.00	112463
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	1,441.13	3840
Total Department 40-41 RECREATION FEE PROGRAMS				11,269.26	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0299	Operating Supplies	Signarama	MAGNET FOR COUNCIL MEMBER	128.85	112492
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE-RESERVOIR WOODS	66.07	112482
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE INVOICE	185.55	112438
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE PAYMENTS-APRIL-MAY	1,608.00	112437
Total Department 40-42 RECREATION NON FEE PROGRAMS				1,988.47	
Department: 40-50 NATURE CENTER					
200-40-50-430000-PR0119	Professional Services	william Hale	WILL HALE EARTH DAY PERFORMANCES	400.00	112445
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	736.36	3835
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	112446
Total Department 40-50 NATURE CENTER				2,307.59	
Department: 40-53 SKATING CENTER					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	74.88	3856
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	79.18	3856
200-40-53-424000	Operating Supplies	GRAINGER	BUTTERFLY	5.84	112434
200-40-53-424000	Operating Supplies	GRAINGER	CABINET	843.56	112481
200-40-53-424000	Operating Supplies	R & R Specialties of Wisco	WATER MISER	274.00	3816
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT FOR ARENA	381.13	112491
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT FOR ARENA	326.07	112491
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	20.00	112464
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	347.00	112460
200-40-53-430000-PR5505	Professional Services	Action Sports of MN, Inc.	SKATE BOARD CAMP DEPOSIT	1,200.00	112444
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	16,811.08	3837
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	112446
Total Department 40-53 SKATING CENTER				23,757.62	
Total Fund 200 Recreation Fund				39,522.94	
Fund: 201 Recreation Donations					
Department: 40-50 NATURE CENTER					
201-40-50-424000-PR0119	Operating Supplies	SCHNELL DESIGNS LLC	DESIGN SERVICES	1,300.00	112468
201-40-50-424000-PR0119	Operating Supplies	SCHNELL DESIGNS LLC	DOWN PAYMENT FOR MATERIALS	16,417.50	112468
Total Department 40-50 NATURE CENTER				17,717.50	
Total Fund 201 Recreation Donations				17,717.50	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112451
204-40-43-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	BELT-V, BANDED	75.50	3805
204-40-43-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	MISC SHIPMENT	18.08	3805
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	112446
204-40-43-424000-PR0627	Operating Supplies	GERTENS GREENHOUSES	BEGONIAS, SEDUM LEMON BALLS, VINCA BL	6,099.76	112487
204-40-43-424000-PR0627	Operating Supplies	GERTENS GREENHOUSES	BEGONIA (2), SEDUM LEMON BALL (2), VI	225.60	112487
204-40-43-424000-PR0627	Operating Supplies	GERTENS GREENHOUSES	MULTIPLE, VARIOUS PLANTS AND FLOWERS	1,546.33	112487
204-40-43-431000	Telephone	Verizon	DATA FEB 27- MAR 26 - ACC#487223064-0	356.74	112511
204-40-43-431000-PR0627	Telephone	Verizon	DATA FEB 27- MAR 26 - ACC#487223064-0	35.01	112511
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	3,048.34	3836
Total Department 40-43 RECREATION MAINTENANCE				11,986.35	
Total Fund 204 PARK MAINTENANCE				11,986.35	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	MARCH BIG BAND DIRECTOR PAY	250.00	3823
Total Department 40-45 BIG BAND ACTIVITIES				250.00	
Total Fund 221 Municipal Jazz Band				250.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	MEZCO INC	REFUND CONSTRUCTION DEPOSITS - B23-09	6,000.00	112527
Total Department 00-00 GENERAL				6,000.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-431000	Telephone	Verizon	DATA FEB 27- MAR 26 - ACC#487223064-0	52.17	112511

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
		Total Department 56-17 BUILDING PERMITS & INSPECTIONS		52.17	
		Total Fund 260 Community Development		6,052.17	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	177.15	3850
265-05-00-424000	Operating Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	494.80	3850
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	112446
265-05-00-431000	Telephone	CenturyLink	ACCT#333775723 APRIL LC TELEPHONE	122.38	112485
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	318.50	3817
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	732.49	3839
		Total Department 05-00 DEPUTY REGISTER		3,309.36	
		Total Fund 265 License Center		3,309.36	
Fund: 290 Police Forfeiture Fund					
Department: 10-00 POLICE DEPARTMENT					
290-10-00-452000	Vehicles & Equipment	EMERGENCY AUTOMOTIVE TECH	SETUP OF SQUAD 2404-MARKED PATROL DUR	5,715.13	3827
		Total Department 10-00 POLICE DEPARTMENT		5,715.13	
		Total Fund 290 Police Forfeiture Fund		5,715.13	
Fund: 297 Police - Safe Harbor					
Department: 10-00 POLICE DEPARTMENT					
297-10-00-443500	Minor Equipment	LENS Equipment	COVERT EQUIPMENT USED IN HUMAN TRAFF	1,834.08	112500
		Total Department 10-00 POLICE DEPARTMENT		1,834.08	
		Total Fund 297 Police - Safe Harbor		1,834.08	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Applied Concepts, Inc.	RADAR UNITS (2)	7,280.00	3847
400-10-00-452000-PD0005	Vehicles & Equipment	Motorola Solutions, Inc.	TRN: 8282098748 COS:1000834384 ARMER	12,206.88	112494
400-10-00-452000-PD0005	Vehicles & Equipment	Motorola Solutions, Inc.	TN: 8282074218 COS: 1000834384 ARMER	1,380.24	112494
400-10-00-452000-PD0005	Vehicles & Equipment	Motorola Solutions, Inc.	TRN: 8282094259 COS: 1000834384 ARMER	32,164.80	112494
400-10-00-453000	Other Improvements	JP ENTERPRISES	DMR RIFLES (2)	3,431.60	112505
400-10-00-453000	Other Improvements	Motorola Solutions, Inc.	TRAN#8282089881 C#100834384 APX6000 7	42,886.40	112494
400-10-00-453000	Other Improvements	Motorola Solutions, Inc.	TRAN#8282089881 C#100834384 APX6000 7	6,100.56	112494
		Total Department 10-00 POLICE DEPARTMENT		105,450.48	
		Total Fund 400 Equipment Revolving		105,450.48	
Fund: 401 Fire Equipment					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-451002	SCBA Equipment	Muska Electric Co	SCBA COMPRESSOR	487.59	3806
		Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION		487.59	
		Total Fund 401 Fire Equipment		487.59	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology solu	COPIER RENTAL	476.76	112462
		Total Department 08-00 CENTRAL SERVICES		476.76	
		Total Fund 409 CENTRAL SERVICES FUND		476.76	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	2.75	112475
600-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	19.08	112475
600-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	19.02	112477
600-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	24.66	112477
600-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	5.76	112476
600-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	8.09	112476
600-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	3.98	112472
600-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	8.59	112472
600-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	0.15	112473
600-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	1.61	112473
600-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	1.54	112478
600-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	23.77	112478
Total Department 00-00 GENERAL				119.00	
Department: 50-00 SANITARY SEWER					
600-50-00-370100	SANITARY SEWER - CONSUMPTI	City of Maplewood	MAPLEWOOD SEWER AND STORM REIMBURSEME	86,745.74	3845
600-50-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	21.77	3850
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	WNE-61 6-WIRE NOZZLE EXTENSION, 1" X	615.65	3829
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	404.080HS100 BULLDOG NOZZLE W/4" SKID	8,000.30	3829
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	ADAM SCHMIT	I&I GRANT REBATE	5,000.00	112526
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	JANE ENGEBRETSON	I&I GRANT REBATE	4,902.50	112525
600-50-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	137.70	3802
600-50-00-430000	Professional Services	InfoSend, Inc.	FEB & MAR 2025 BILLING	283.29	3863
600-50-00-431100	Postage	InfoSend, Inc.	FEB & MAR 2025 BILLING	786.62	3863
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,542.82	3841
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3824
600-50-00-439000	CONTRACT MAINTENANCE	Erickson Electric Company,	CENTER STREET LIFT STATION INSTALL NE	4,419.97	112513
Total Department 50-00 SANITARY SEWER				114,229.45	
Total Fund 600 Sanitary Sewer				114,348.45	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	1.05	112475
610-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	18.38	112475
610-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	1.36	112477
610-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	17.45	112477
610-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	24.02	112477
610-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	0.45	112476
610-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	8.61	112476
610-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	8.22	112476
610-00-00-202000	Accounts Payable	LEE HOMES CORP	UB refund for account: 025808-000	34.04	112474
610-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	0.48	112472
610-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	8.39	112472
610-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	0.09	112473
610-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	1.62	112473
610-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	1.31	112478
610-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	2.31	112478
610-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	24.14	112478
Total Department 00-00 GENERAL				151.92	
Department: 51-00 WATER FUND					
610-51-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	21.77	3850

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	Core & Main LP	!HYDRANT RETRO KITS	19,200.00	112459
610-51-00-424000	Operating Supplies	DAKOTA SUPPLY GROUP	MILW 2874-22HD M18 FUEL PIPE THREADER	2,488.00	3859
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATERBREAK SPOIL DISPOSAL	135.00	112521
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATER BREAK SPOIL DISPOSAL	240.00	112470
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATER BREAK SPOIL DISPOSAL	1,610.00	112470
610-51-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	137.70	3802
610-51-00-430000	Professional Services	InfoSend, Inc.	FEB & MAR 2025 BILLING	283.29	3863
610-51-00-431100	Postage	InfoSend, Inc.	FEB & MAR 2025 BILLING	786.62	3863
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	4,272.51	3814
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3824
610-51-00-441000	Training	MINNESOTA DEPARTMENT OF HE	WATER LIC. RENEWAL CLASS C	23.00	112479
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER ETHERNET	473.35	112443
Total Department 51-00 WATER FUND				31,444.33	
Total Fund 610 Water Fund				31,596.25	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(64.27)	3834
Total Department 00-00 GENERAL				(64.27)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372000	Green Fees	SUSAN AMUNDSON-KNITTEL	GOLF LEAGUE REFUND - THURSDAY PM	546.22	112529
620-52-51-372050	Evening League Registratio	SUSAN AMUNDSON-KNITTEL	GOLF LEAGUE REFUND - THURSDAY PM	80.00	112529
620-52-51-423000	Vehicle Supplies & Mainten	Chris Carpenter	GROUNDED AND SERVICED TORO REELS AT C	820.00	112447
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES FOR RESALE	368.70	3826
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES FOR RESALE	186.45	3826
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	717.00	112448
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	999.16	3834
620-52-51-438000	Rental	DLL Finance LLC	INSTALLMENT PAYMENT CLUB CAR, CONTRAC	1,875.00	112515
620-52-51-441000	Training	Serving Alcohol, Inc.	ALCOHOL SERVER TRAINING	21.25	112456
Total Department 52-51 CEDARHOLM GOLF COURSE				5,613.78	
Total Fund 620 Golf Course				5,549.51	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	11.60	112475
640-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	14.94	112477
640-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	4.83	112476
640-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	5.12	112472
640-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	0.96	112473
640-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	14.17	112478
Total Department 00-00 GENERAL				51.62	
Department: 54-00 STORM WATER					
640-54-00-374000	Storm Drainage	City of Maplewood	MAPLEWOOD SEWER AND STORM REIMBURSEME	9,442.71	3845
640-54-00-420000	Office Supplies	Innovative Office Solution	MARCH INNOVATIVE OFFICE SUPPLIES	21.77	3850
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	1 CARHARTT RUGGED FLEX RIGBY CARGO PA	26.95	3825
640-54-00-424000	Operating Supplies	Cemstone Products Co, Inc.	CONCRETE BLOCK	1,300.00	112439
640-54-00-424000	Operating Supplies	Ramy Turf Products, LLC	EROSION CONTROL TUBE SOCKS	260.00	3798
640-54-00-424000	Operating Supplies	Uline	HI-VIS SAFETY VESTS	281.94	3818
640-54-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	137.70	3802
640-54-00-430000	Professional Services	InfoSend, Inc.	FEB & MAR 2025 BILLING	283.30	3863

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-430000	Professional Services	Kimley-Horn & Associates,	GIS SUPPORT	5,000.00	112432
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	PWET MINUTES	253.00	3862
640-54-00-431100	Postage	InfoSend, Inc.	FEB & MAR 2025 BILLING	786.62	3863
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	197.15	3813
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	345.10	3812
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	21.16	3842
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3824
640-54-00-438000	Rental	Railroad Management Co. II	54" STORM SEWER PIPE CROSSING	417.05	112450
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEAD DEER REMOVAL	144.00	112457
640-54-00-453000	Other Improvements	Erickson Electric Company,	INSTALL VFD WALSH STORM LIFT STATION	36,575.00	112513
640-54-00-453000-PW2510	Other Improvements	ADVANCED DRAINAGE SYSTEMS,	ADS PIPE FOR 2387 CTY RD B	374.57	112469
640-54-00-490000-PW2508	Payments to Contractors	WSB & Associates, Inc.	WILLOW POND SEDIMENT CORES	2,499.50	3848
640-54-00-490000-PW2509	Payments to Contractors	ADVANCED CONCRETE SAWING I	CURB CUT 577 SHRYER	975.00	112471
Total Department 54-00 STORM WATER				61,115.61	
Total Fund 640 Storm Drainage				61,167.23	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ANNAMARIE DWYER FRENCH	UB refund for account: 002245-000	6.29	112475
650-00-00-202000	Accounts Payable	CHRISTOPHER LAPALM	UB refund for account: 013010-000	8.18	112477
650-00-00-202000	Accounts Payable	D. WYNN RICHARDSON	UB refund for account: 003715-000	2.75	112476
650-00-00-202000	Accounts Payable	MARIAH LINDEMOEN	UB refund for account: 024208-000	2.92	112472
650-00-00-202000	Accounts Payable	Tiffany Forner	UB refund for account: 017778-000	0.55	112473
650-00-00-202000	Accounts Payable	VIRGINIA FAHEY	UB refund for account: 000511-000	8.07	112478
Total Department 00-00 GENERAL				28.76	
Total Fund 650 ENVIRONMENTAL				28.76	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	MAR 25 ADMIN SERVICES	339.00	3853
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	MAR 25 ADMIN SERVICES	247.00	3853
700-60-00-430021	Street Department Claims	SFM RISK SOLUTIONS	MAR 25 ADMIN SERVICES	1,256.00	3853
Total Department 60-00 WORKERS COMPENSATION				1,842.00	
Total Fund 700 Workers Compensation				1,842.00	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	112441
710-61-00-441000	Training	OECS - 170064	RISK MANAGEMENT	600.00	112517
Total Department 61-00 RISK MANAGEMENT				925.40	
Total Fund 710 Risk Management				925.40	
Fund: 727 South East Roseville Initiati					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE & LARPENTEUR ALLIANCE PROFESSION	10,416.67	112455
Total Department 57-00 EDA - GENERAL				10,416.67	
Total Fund 727 South East Roseville Initiati				10,416.67	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210600	Union Dues Deduction	4,161.00	
		100-00-00-211100	ICMA Def Comp	9,904.11	
		100-00-00-211101	Mission SQ Roth	350.00	
		100-01-00-430000	Professional Services	30,783.75	
		100-01-00-448000	Miscellaneous	2,961.76	
		100-02-00-420000	Office Supplies	34.27	
		100-02-00-430000	Professional Services	78.93	
		100-02-00-441100	Tuition Reimbursement	700.00	
		100-02-00-442000	Memberships & Subscriptions	1,159.58	
		100-03-00-430000	Professional Services	26,706.00	
		100-04-00-420000	Office Supplies	17.93	
		100-04-00-430000	Professional Services	4,926.39	
		100-06-00-430000	Professional Services	15,149.00	
		100-08-00-420000	Office Supplies	56.50	
		100-10-00-420000	Office Supplies	227.44	
		100-10-00-422000	Clothing	4,780.33	
		100-10-00-423000	Vehicle Supplies & Maintenance	392.18	
		100-10-00-424000	Operating Supplies	1,671.80	
		100-10-00-424000-PD0002	Operating Supplies	350.00	
		100-10-00-430000	Professional Services	6,081.00	
		100-10-00-430001	Dispatching Services	39,777.84	
		100-10-00-431000	Telephone	1,120.28	
		100-10-00-437000	Contract Maint. - Vehicles	5,248.87	
		100-10-00-439000	CONTRACT MAINTENANCE	1,219.50	
		100-10-00-440000	Conferences	1,633.30	
		100-10-00-441000-PD0034	Training	36,000.00	
		100-10-00-442000	Memberships & Subscriptions	1,020.00	
		100-10-00-443500	Minor Equipment	503.92	
		100-10-00-443600	Software Operating Charges	455.00	
		100-13-00-423000	Vehicle Supplies & Maintenance	2,186.17	
		100-13-00-424000	Operating Supplies	317.00	
		100-13-00-430000	Professional Services	690.00	
		100-13-00-437000	Contract Maint. - Vehicles	117.00	
		100-13-00-439000	CONTRACT MAINTENANCE	5,780.38	
		100-13-00-441000	Training	575.00	
		100-13-13-436000	Utilities	3,350.72	
		100-13-18-436000	Utilities	83.35	
		100-20-20-420000	Office Supplies	27.68	
		100-20-21-422000	Clothing	50.05	
		100-20-21-424000	Operating Supplies	1,495.69	
		100-20-21-439000	CONTRACT MAINTENANCE	115.44	
		100-20-22-436000	Utilities	18,835.58	
		100-20-22-439000	CONTRACT MAINTENANCE	6,752.98	
		100-20-30-421000	Motor Fuel	22,619.36	
		100-20-30-422000	Clothing	135.42	
		100-20-30-423000	Vehicle Supplies & Maintenance	3,299.24	
		100-20-30-437000	Contract Maint. - Vehicles	864.20	
		100-23-00-424000	Op Supplies-City Hall	642.57	
		100-23-00-430000	Professional Services	18,482.60	
		100-23-00-436001	Utilities-City Hall	3,278.18	
		100-23-00-436003	Utilities-City Garage	18,484.61	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	10,771.08	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-00-00-230160	Deposits-Arboretum Bricks	200.00	
		200-40-41-424000-PR0202	Operating Supplies	674.00	
		200-40-41-424000-PR0241	Operating Supplies	10.83	
		200-40-41-430000-PR0210	Professional Services	330.00	
		200-40-41-430000-PR0220	Professional Services	5,280.00	
		200-40-41-430000-PR0234	Professional Services	797.30	
		200-40-41-430000-PR0245	Professional Services	2,736.00	
		200-40-41-436000-PR0253	Utilities	1,441.13	
		200-40-42-424000-PR0299	Operating Supplies	128.85	
		200-40-42-438000	Rental	1,859.62	
		200-40-50-430000-PR0119	Professional Services	400.00	
		200-40-50-436000-PR0119	Utilities	736.36	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-424000	Operating Supplies	1,984.66	
		200-40-53-425000-PR5512	Merchandise for Sale	20.00	
		200-40-53-430000	Professional Services	347.00	
		200-40-53-430000-PR5505	Professional Services	1,200.00	
		200-40-53-436000	Utilities	16,811.08	
		200-40-53-439000	CONTRACT MAINTENANCE	3,394.88	
		201-40-50-424000-PR0119	Operating Supplies	17,717.50	
		204-40-43-422000	Clothing	2.80	
		204-40-43-423000	Vehicle Supplies & Maintenance	93.58	
		204-40-43-424000	Operating Supplies	578.19	
		204-40-43-424000-PR0627	Operating Supplies	7,871.69	
		204-40-43-431000	Telephone	356.74	
		204-40-43-431000-PR0627	Telephone	35.01	
		204-40-43-436000	Utilities	3,048.34	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230000	Deposits	6,000.00	
		260-56-17-431000	Telephone	52.17	
		265-05-00-420000	Office Supplies	177.15	
		265-05-00-424000	Operating Supplies	494.80	
		265-05-00-430000	Professional Services	1,464.04	
		265-05-00-431000	Telephone	122.38	
		265-05-00-432000	Transportation	318.50	
		265-05-00-436000	Utilities	732.49	
		290-10-00-452000	Vehicles & Equipment	5,715.13	
		297-10-00-443500	Minor Equipment	1,834.08	
		400-10-00-452000	Vehicles / Equipment	7,280.00	
		400-10-00-452000-PD0005	Vehicles & Equipment	45,751.92	
		400-10-00-453000	Other Improvements	52,418.56	
		401-13-13-451002	SCBA Equipment	487.59	
		409-08-00-438100	Rental-Copier Machines	476.76	
		600-00-00-202000	Accounts Payable	119.00	
		600-50-00-370100	SANITARY SEWER - CONSUMPTION	86,745.74	
		600-50-00-420000	Office Supplies	21.77	
		600-50-00-424000	Operating Supplies	8,615.95	
		600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAIRS	9,902.50	
		600-50-00-430000	Professional Services	420.99	
		600-50-00-431100	Postage	786.62	
		600-50-00-436000	Utilities	1,542.82	
		600-50-00-438000	Rental	1,773.09	
		600-50-00-439000	CONTRACT MAINTENANCE	4,419.97	
		610-00-00-202000	Accounts Payable	151.92	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		610-51-00-420000	Office Supplies	21.77	
		610-51-00-424000	Operating Supplies	23,673.00	
		610-51-00-430000	Professional Services	420.99	
		610-51-00-431100	Postage	786.62	
		610-51-00-436000	Utilities	4,272.51	
		610-51-00-438000	Rental	1,773.09	
		610-51-00-441000	Training	23.00	
		610-51-00-443600	Software Operating Charges	473.35	
		620-00-00-209001	Use Tax Payable	(64.27)	
		620-52-51-372000	Green Fees	546.22	
		620-52-51-372050	Evening League Registration	80.00	
		620-52-51-423000	Vehicle Supplies & Maintenance	820.00	
		620-52-51-425000	Merchandise for Sale	1,272.15	
		620-52-51-436000	Utilities	999.16	
		620-52-51-438000	Rental	1,875.00	
		620-52-51-441000	Training	21.25	
		640-00-00-202000	Accounts Payable	51.62	
		640-54-00-374000	Storm Drainage	9,442.71	
		640-54-00-420000	Office Supplies	21.77	
		640-54-00-422000	Clothing	26.95	
		640-54-00-424000	Operating Supplies	1,841.94	
		640-54-00-430000	Professional Services	5,674.00	
		640-54-00-431100	Postage	786.62	
		640-54-00-436000	Utilities	563.41	
		640-54-00-438000	Rental	2,190.14	
		640-54-00-439000	CONTRACT MAINTENANCE	144.00	
		640-54-00-453000	Other Improvements	36,575.00	
		640-54-00-453000-PW2510	Other Improvements	374.57	
		640-54-00-490000-PW2508	Payments to Contractors	2,499.50	
		640-54-00-490000-PW2509	Payments to Contractors	975.00	
		650-00-00-202000	Accounts Payable	28.76	
		700-60-00-430000	Professional Services	339.00	
		700-60-00-430011	Police Patrol Claims	247.00	
		700-60-00-430021	Street Department Claims	1,256.00	
		710-61-00-430000	Professional Services	325.40	
		710-61-00-441000	Training	600.00	
		727-57-00-430000	Professional Services	10,416.67	
---	TOTALS BY FUND ---				
		100	General Fund	316,424.98	
		200	Recreation Fund	39,522.94	
		201	Recreation Donations	17,717.50	
		204	PARK MAINTENANCE	11,986.35	
		221	Municipal Jazz Band	250.00	
		260	Community Development	6,052.17	
		265	License Center	3,309.36	
		290	Police Forfeiture Fund	5,715.13	
		297	Police - Safe Harbor	1,834.08	
		400	Equipment Revolving	105,450.48	
		401	Fire Equipment	487.59	
		409	CENTRAL SERVICES FUND	476.76	
		600	Sanitary Sewer	114,348.45	
		610	Water Fund	31,596.25	
		620	Golf Course	5,549.51	
		640	Storm Drainage	61,167.23	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		650	ENVIRONMENTAL	28.76	
		700	Workers Compensation	1,842.00	
		710	Risk Management	925.40	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		735,101.61	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 10.b.

Department Approval



City Manager Approval



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.

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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: Phil Weix - Assistant Finance Director

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

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Parks & Recreation (Skating Center/Golf Course)	Midway Ford	Ford F250 4x4	(a)	\$ 60,000	\$ 46,384	2024 CIP
Parks & Recreation (Skating Center/Golf Course)	Crysteel Truck Equipment	Lift Gate, Rear Camera, Sensor Bar, and Plow	(b)	\$ 13,616	\$ 16,626	2024 CIP
Parks & Recreation	Advanced Coating Systems, Inc.	Powder Coating the Iron Fences at Lexington Park	(c)	\$ 200,000	\$ 18,740	2025 CIP
Parks & Recreation	Anderson Irrigation, Inc.	Acorn Park Irrigation System	(d)	\$ 25,000	\$ 16,875	2025 CIP
Parks & Recreation	Midwest Groundcover	Engineered Wood Fiber (Safety Surface)	(e)	\$ 181,260	\$ 23,520	2025 CIP
Parks & Recreation	Wild Construction	Nature Center Siding, Soffit, and Fascia Replacement	(f)	\$ 64,000	\$ 56,362	2025 CIP

Key

- (a) This vehicle is part of the 2024 CIP budget and was approved on 5/6/2024, however the vendor was unable to provide the goods and the purchase order was voided. This is a scheduled replacement of the 2012 Ford F350 Super Duty Pick-up used at the Skating Center in the winter and the Golf Course in the summer. This vehicle will be used to plow all winter, and pull trailers in the summer. Due to the change from a Dodge Ram 2500 to the Ford F250 and the delay in purchase, the cost was increased by \$3,211. The current 2012 Ford F350 will be sold at auction with the proceeds from the sale being split evenly between the Parks and Recreation Vehicle & Equipment Fund and the Golf Course.
- (b) The front snow plow is the what would be fitted and attached to the new Ford F250 4x4, shown in the previous line. To complete the set up of the Ford F250 4x4, cameras, sensors, and winter grade hydraulics are to be installed for intended use of the vehicle. Due to the year delay in purchase, the cost of the plow increased \$897. This has all been included within the approved 2024 CIP as part of the 2012 Ford F350 replacement.
- (c) The two iron fences, 130 foot and 26 foot, at Lexington Park is being stripped and redone in coordination with the replacement of the playground equipment. The fence will be redone with rust inhibitive epoxy primer and topcoat with 2-part high solids polyurethane. This is budgeted in the general PIP/CIP for 2025.
- (d) The irrigation system at Acorn Park is aging and has had multiple leaks in the past calendar year. By conducting the repairs, it will prevent leaks in that system. This is part of the PIP/CIP 2025 budget which has 25k toward irrigation replacements.
- (e) This purchase is to top off the engineered wood fiber at Howard Johnson Park and Central Park (Dale St E). The engineered wood fiber is mandated for safety and ADA access to the playgrounds. This is part of the general PIP/CIP 2025 budget which has \$181,260 remaining.
- (f) At the Harriet Alexander Nature Center, the siding, soffit, and fascia are being replaced as they are all at the "failed" condition. Three quotes were received for the work and this is the lowest bid. This is part of the Shelter/Buildings PIP/CIP 2025 which has \$64k budgeted.

Department/Division:	Parks and Recreation
Project/Initiative Title:	Skating Center/Golf Course Plow Truck
Total Estimated Cost:	\$ 60,000
Funding Source:	Parks and Recreation Vehicle & Equipment
Replacement Fund 402]	
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 Super Duty Pick-up used at the Skating Center in the winter and Golf Course in the summer. We will be replacing it with a new pick-up. We will be trading in or selling the current vehicle at auction. This is our extended cab pick-up that plows all winter and pulls trailers in the summer. This price included the build out with all aftermarket items

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division:	Parks and Recreation
Project/Initiative Title:	Shelter/Building Improvements
Total Estimated Cost:	\$64,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

In our ongoing effort to maintain high quality facilities occasional updates to amenities are needed.

CP Foundation Pavilion Shelter	\$12,500
HANC City/Regional Facility	\$12,500
Park Building Flooring	\$15,000
Park Building Interior Painting	\$24,000

Location:	
Central Park Victoria	2495 Victoria Street N.
Harriet Alexander Nature Center	2520 Dale Street
Various Park Building	

Department/Division:	Park Improvements
Project/Initiative Title:	CP Amphitheater Irrigation
Total Estimated Cost:	\$25,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Irrigation improvements to the standard system located at Central Park Lexington sign adjacent to the amphitheater. This system ensures healthy grass in Central Park, and most importantly, in the amphitheater which is located in direct sun light. The system is more than 20 years old, and will undergo an analysis and necessary repairs.

Location:

2540 Lexington Ave. North

Department/Division:	Parks and Recreation
Project/Initiative Title:	Park Improvement Program (PIP)
Total Estimated Cost:	\$200,000
Funding Source:	Parks and Recreation CIP/PIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The Park Improvement Program (PIP) is designed for and includes mid range budget items that can be more timely scheduled (with some flexibility from year to year) and planned for but need to be more closely prioritized than daily maintenance items that are more definite. These projects include safety items that require scheduled mid level maintenance (play surface, field upgrades), items that aid in maintenance efficiencies (landscaping, mulch), and items that help to maintain park system facilities up to expected standards (amenities, sign maintenance, court color coating, landscape work, tree plantings). This account is currently managed as a CIP account allowing staff to be more strategic with projects and budgeting from year to year and maximizing outside contributions.

Location:

Park and Recreation System

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Contract for 2025 Pavement Management Project

Background

The 2025 Pavement Management Project consists of street mill and overlay, full depth reclamation (reclaim), curb repairs, and minor utility work. See Attachment 1 for the overall street segment map in the 2025 Pavement Management Project.

The annual pavement management project provides maintenance of the City's street system as identified in the Capital Improvement Plan (CIP). Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. Nine qualified bids were received for the project. Upon review of the bids received, North Valley, Inc., is the lowest responsible bidder. The table below summarizes bids received:

Contractor	Bid Total
North Valley, Inc.	\$1,248,915.19
GMH Asphalt Corporation	\$1,309,978.91
Asphalt Surface Technologies Corp.	\$1,329,580.16
Minnesota Paving & Materials	\$1,337,934.15
Park Construction Company	\$1,355,302.16
Bituminous Roadways, Inc.	\$1,358,450.00
Northwest Asphalt, Inc.	\$1,393,903.15
Valley Paving, Inc.	\$1,416,649.80
FPI Paving Contractors	\$1,489,376.45
Engineer's Estimate	\$1,633,108.50

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

The overall project should benefit the city as a whole with no negative impacts to historically disadvantaged communities.

Budget Implications

Staff received nine bids for this project, opened and tabulated according to law on April 21, 2025. The low bid was submitted by North Valley, Inc., in the amount of \$1,248,915.19. The bidding was competitive with a tight distribution amongst bidders. The base bid was 23.5% lower than the estimate of \$1,633,108.50. Staff recommends award to the low bidder, North Valley, Inc.

This project is proposed to be paid for using the following funds:

Fund	Budget	Estimated Cost	Low Bid Cost	Variation from Estimate
Street Fund	\$1,550,000.00	\$1,513,618.50	\$1,164,196.47	-\$349,422.03
Storm Sewer Utility Fund	\$200,000.00	\$71,200.00	\$52,945.47	-\$18,254.53
Sanitary Utility Fund	\$25,000	\$24,500.00	\$18,121.54	-\$6,378.46
Water Utility Fund	\$200,000	\$23,790.00	\$13,651.70	-\$10,138.30
Totals	\$1,800,000	\$1,633,108.50	\$1,248,915.19	-23.5%

Additionally, the City estimates \$20,000.00 will be used from street funds for testing of construction materials.

This project is proposed to be completed by October 17, 2025.

Staff Recommendations

Staff recommends approval of a resolution awarding contract for the 2025 Pavement Management Project in the amount of \$1,248,915.19 to North Valley, Inc.

Requested Council Action

Approve resolution awarding contract for the 2025 Pavement Management Project in the amount of \$1,248,915.19 to North Valley, Inc.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments:

1. Resolution
2. 2025 Pavement Management Project 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 5th day of May, 2025, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION AWARDING CONTRACT
FOR 2025 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Tuesday, April 21, 2025, at 2:00 p.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

Contractor	Bid Total
North Valley, Inc.	\$1,248,915.19
GMH Asphalt Corporation	\$1,309,978.91
Asphalt Surface Technologies Corp.	\$1,329,580.16
Minnesota Paving & Materials	\$1,337,934.15
Park Construction Company	\$1,355,302.16
Bituminous Roadways, Inc.	\$1,358,450.00
Northwest Asphalt, Inc.	\$1,393,903.15
Valley Paving, Inc.	\$1,416,649.80
FPI Paving Contractors	\$1,489,376.45
Engineer's Estimate	\$1,633,108.50

WHEREAS, it appears that North Valley, Inc., is the lowest responsible bidder at the tabulated price of \$1,248,915.19.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with North Valley, Inc. for \$1,248,915.19 in the name of the City of Roseville for the

19 above improvements according to the plans and specifications thereof heretofore
20 approved by the City Council and on file in the office of the City Manager.

21 2. The City Manager is hereby authorized and directed to return forthwith to all bidders
22 the deposits made with their bids, except the deposits of the successful bidder and the
23 next lowest bidder shall be retained until contracts have been signed.

24 BE IT FURTHER RESOLVED by the City Council of the City of Roseville, Minnesota:

25 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
26 upon vote being taken thereon, the following voted in favor thereof: ; and and the following
27 voted against the same: .

28 WHEREUPON said resolution was declared duly passed and adopted.

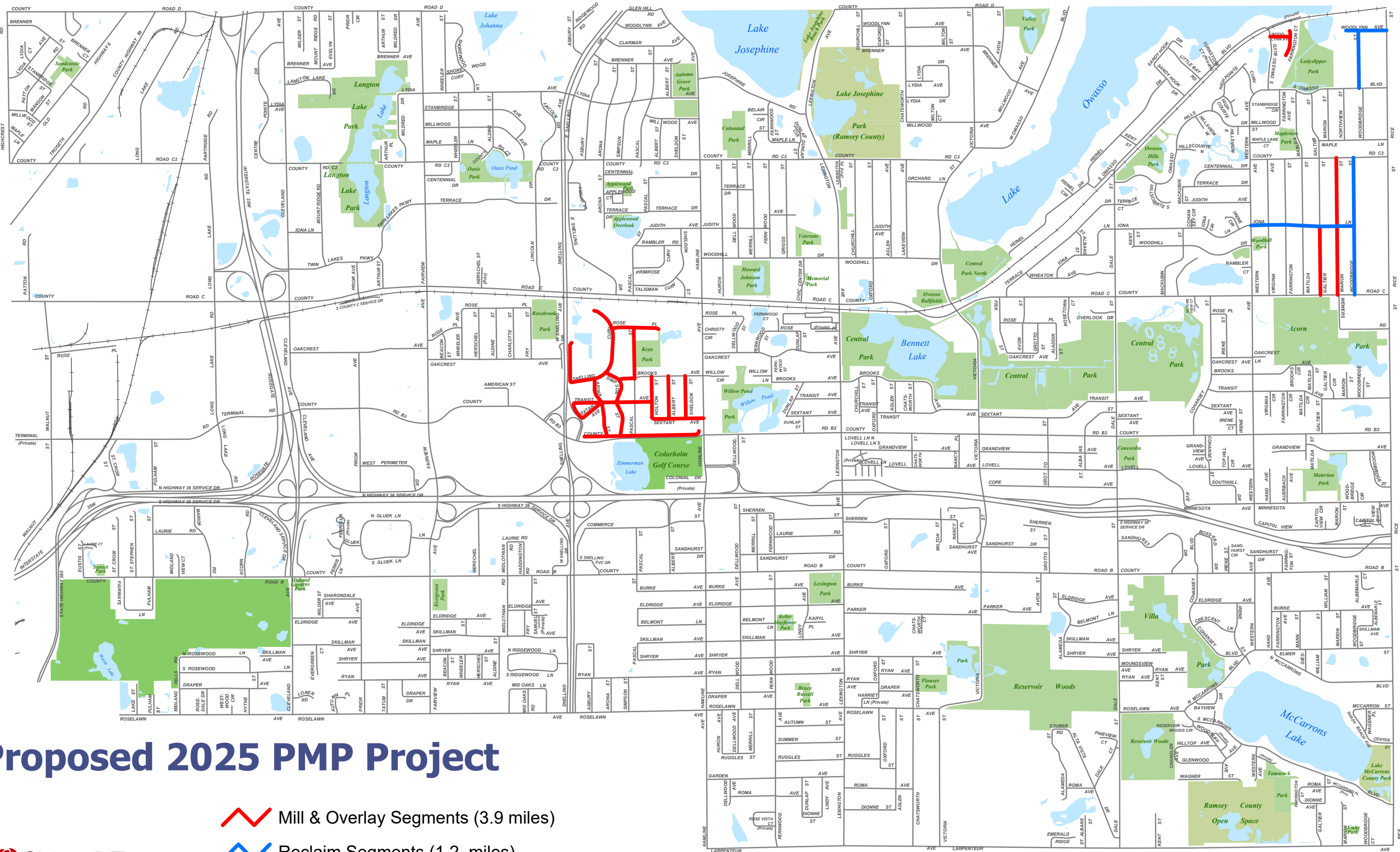
STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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 5th day of May, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of May, 2025.

Patrick Trudgeon, City Manager

(SEAL)



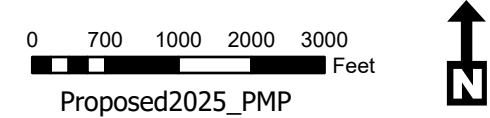
Proposed 2025 PMP Project

-  Mill & Overlay Segments (3.9 miles)
-  Reclaim Segments (1.2 miles)

ROSEVILLE
Prepared by: Engineering Department
3/28/2025

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 651-792-1075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City from any and all claims brought by User, its employees or agents, 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.

Data Sources
* Ramsey County GIS (3/04/2025)
* City of Roseville Community Development
* City of Roseville Finance Department



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Order Final Assessment Public Hearing for County Road B Reconstruction

Background

County Road B from Cleveland Avenue to the west edge of Sunset Park was reconstructed last year. Per the City Assessment Policy, the street reconstruction costs are assessable. Per state statute, a final assessment hearing is held before any special assessments are levied. The preliminary assessment hearing was held November 6, 2024. Construction is substantially complete and roadway costs to be assessed are known. Staff wishes to have the final assessment public hearing set so property owners have more time to pay their assessment in advance of interest accrual and so that filing with the County is not rushed in the fall. Below is a comparison of proposed and final assessments:

	Proposed	Final
25% Assessment Rate	\$46.73	\$37.35
50% Assessment Rate	\$93.45	\$74.71
Assessment Total	\$166,007.77	\$138,441.04
Average Assessment	\$2,630.33	\$2,201.71
Assessment Range	\$616 to \$26,091	\$493 to \$20,858

More information on assessments can be found on the attached draft final assessment roll (Attachment 2), draft public notice (Attachment 3) and draft letter to property owners (Attachment 4).

The public hearing is required per state statute and allows for property owners to serve a notice of appeal. At the June 2 meeting, the Council will also be asked to pass a resolution to confirm that staff recommended 10-year payment term and 6.00% interest (determined as 2% over the current bond interest rate of 4%).

Once restoration is complete and the final contract documents are received, staff will return to City Council for approval of final payment and contract close out.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition.

Equity Impact Summary

The proposed Special Assessments to be levied is proposed to be payable over 10 years; residents may apply for hardship deferral of payments per the City's resolution on assessment deferrals.

Budget Implications

Assessments are per the adopted Special Assessment Policy. They were preliminarily estimated at \$166,007.77 prior to bidding the project, and now only total \$138,441.04 based on final roadway construction costs. This change does not negatively impact overall project funding as street and Municipal State Aid funds budgeted for the project are still sufficient.

Staff Recommendations

Staff recommends that City Council approve resolution declaring costs to be assessed and call for an assessment hearing on the County Road B Reconstruction Project on June 2, 2025.

Requested Council Action

Approve resolution declaring costs to be assessed and call for an assessment hearing on the County Road B Reconstruction Project on June 2, 2025.

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

Attachments:

1. Resolution
2. Draft Final Assessment Roll
3. Draft Public Hearing Notice
4. Draft Letter to Property Owners

**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 5th day of May, 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 FOR HEARING ON PROPOSED ASSESSMENT FOR
#24-04 COUNTY ROAD B RECONSTRUCTION WITHIN THE CITY OF ROSEVILLE**

WHEREAS, by a resolution passed by the Council on May 5, 2025, the City Manager was directed to prepare a proposed assessment of the cost of Project No. 24-02 reconstructing County Road B from Cleveland Avenue to the west edge of Sunset Park; and

WHEREAS, the City Manager has notified the Council that such proposed assessment has been completed and filed in his office for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota that:

1. A hearing shall be held at 6:00 p.m. on June 2, 2025, in City Hall located at 2660 Civic Center Drive to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Manager is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Manager, except that no interest shall be charged if the entire assessment is paid by 4:30 p.m. October 1, 2025. An owner may, at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such

35 payment is made. Such payment must be made before November 15, or interest will be
36 charged through December 31 of the succeeding year.

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

41 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 5th day of May, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of May, 2025.

SEAL

Patrick J. Trudgeon, City Manager

#24-02 County Road B Reconstruction Project
Final Assessment Roll 4/3/2025

Estimated Assessable Project Cost	\$999,293.65
Total Frontage (feet)	6688
Assessment Rate (100%)	\$ 149.42
Residential Assessment Rate (25%)	\$ 37.35
Other Zoning Assessment Rate (50%)	\$ 74.71

ParcelID	CountySiteAddress	Adjacent Footage	% Assessable	Assessable Footage	Assessment Rate	Assessment Calculation	Proposed Assessment	special benefit opinion
082923440006	2165 CLEVELAND AVE N	120	100%	120	\$ 37.35	\$ 4,467.91	\$ 3,900.00	\$ 3,900.00
082923440007	2093 COUNTY ROAD B W	100	100%	100	\$ 37.35	\$ 3,735.40	\$ 3,735.40	\$ 10,100.00
082923440021	2101 COUNTY ROAD B W	100	100%	100	\$ 37.35	\$ 3,735.40	\$ 3,100.00	\$ 3,100.00
082923440038	2111 COUNTY ROAD B W	120	100%	120	\$ 37.35	\$ 4,482.48	\$ 4,482.48	\$ 9,800.00
082923440039	2121 COUNTY ROAD B W	150	100%	150	\$ 37.35	\$ 5,603.10	\$ 5,603.10	\$ 9,800.00
082923440036	2172 ACORN RD	110	100%	110	\$ 37.35	\$ 4,108.94	\$ 3,700.00	\$ 3,700.00
082923440042	2175 ACORN RD N	102	100%	102	\$ 37.35	\$ 3,825.05	\$ 3,500.00	\$ 3,500.00
082923440041	2161 COUNTY ROAD B W	86	100%	86	\$ 37.35	\$ 3,197.50	\$ 3,197.50	\$ 9,800.00
082923440040	2171 COUNTY ROAD B W	94	100%	94	\$ 37.35	\$ 3,511.27	\$ 3,511.27	\$ 9,800.00
082923440019	2177 COUNTY ROAD B W	99	100%	99	\$ 37.35	\$ 3,698.04	\$ 3,698.04	\$ 9,800.00
082923430013	2185 COUNTY ROAD B W	100	100%	100	\$ 37.35	\$ 3,735.40	\$ 3,735.40	\$ 9,800.00
082923430015	2193 COUNTY ROAD B W	100	100%	100	\$ 37.35	\$ 3,735.40	\$ 3,735.40	\$ 3,900.00
082923430058	2207 COUNTY ROAD B W	109	100%	109	\$ 37.35	\$ 4,067.47	\$ 4,067.47	\$ 4,700.00
082923430043	2215 COUNTY ROAD B W	98	100%	98	\$ 37.35	\$ 3,660.69	\$ 3,660.69	\$ 9,800.00
082923430044	2223 COUNTY ROAD B W	98	100%	98	\$ 37.35	\$ 3,660.69	\$ 3,660.69	\$ 9,800.00
082923430045	2233 COUNTY ROAD B W	98	100%	98	\$ 37.35	\$ 3,660.69	\$ 3,660.69	\$ 9,800.00
082923430105	2277 COUNTY ROAD B W	408	100%	408	\$ 37.35	\$ 15,241.17		townhomes
082923430104	2283 COUNTY ROAD B W						\$ 692.75	townhomes
082923430103	2281 COUNTY ROAD B W						\$ 692.75	townhomes
082923430102	2171 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430101	2173 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430100	2181 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430099	2183 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430098	2191 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430097	2193 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430096	2205 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430095	2207 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430094	2211 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430093	2213 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430092	2212 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430091	2210 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430090	2202 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430089	2200 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430088	2192 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430087	2190 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430086	2182 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430085	2180 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430084	2172 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430083	2170 MIDLAND VIEW CT N						\$ 692.75	townhomes
082923430106	2166 FULHAM ST N	150	10%	15	\$ 37.35	\$ 560.50	\$ 560.50	\$ 5,000.00
082923340052	2165 FULHAM ST	85	100%	85	\$ 37.35	\$ 3,175.09	\$ 3,175.09	\$ 4,100.00
082923340054	2321 COUNTY ROAD B W	185	10%	19	\$ 37.35	\$ 691.05	\$ 691.05	\$ 6,800.00
082923340059	2169 SAINT STEPHEN ST I	132	10%	13	\$ 37.35	\$ 493.07	\$ 493.07	\$ 5,000.00
082923340058	2168 SAINT CROIX ST N	138	10%	14	\$ 37.35	\$ 515.48	\$ 515.48	\$ 5,100.00
082923340048	2171 ST CROIX ST	115	100%	115	\$ 37.35	\$ 4,295.71	\$ 4,100.00	\$ 4,100.00
082923340049	2377 COUNTY ROAD B W	122	100%	122	\$ 37.35	\$ 4,557.19	\$ 4,557.19	\$ 9,800.00
082923340071	2381 COUNTY ROAD B	153	100%	153	\$ 74.71	\$ 5,718.52	\$ 5,718.52	park
172923210018	2370 COUNTY ROAD B W	120	100%	120	\$ 37.35	\$ 4,482.48	\$ 4,482.48	\$ 9,800.00
172923210017	2151 FAIRWAYS LN	119	100%	119	\$ 37.35	\$ 4,445.12	\$ 4,445.12	\$ 4,500.00
172923210016	2344 COUNTY ROAD B W	83	100%	83	\$ 37.35	\$ 3,081.70	\$ 3,081.70	\$ 3,500.00
172923210015	2336 COUNTY ROAD B W	80	100%	80	\$ 37.35	\$ 2,988.32	\$ 2,988.32	\$ 9,300.00
172923210014	2330 COUNTY ROAD B W	80	100%	80	\$ 37.35	\$ 2,988.32	\$ 2,988.32	\$ 9,300.00
172923210001	2322 COUNTY ROAD B W	80	100%	80	\$ 37.35	\$ 2,988.32	\$ 2,988.32	\$ 9,300.00
172923210002	2151 FULHAM ST	163	10%	16	\$ 37.35	\$ 608.87	\$ 608.87	\$ 5,300.00
172923120003	2001 FULHAM ST	2792	10%	279	\$ 74.71	\$ 20,858.46	\$ 20,858.46	golf
totals		7096				\$ 140,574.12	\$ 138,441.04	
averages							\$ 2,201.71	

NOTICE OF HEARING ON PROPOSED ASSESSMENTS

CITY OF ROSEVILLE RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the Council of the City of Roseville, Minnesota, will meet in the Council Chambers of the City Hall, 2660 Civic Center Drive, in said City on Monday, June 5, 2025, at 6:00 p.m. to consider, and possibly adopt, the proposed special assessments for City Project 24-02: County Road B Reconstruction Project. Written or oral objections to the below-described assessments will be considered at the meeting.

THE FOLLOWING IS THE AREA PROPOSED TO BE ASSESSED, ALL THAT PROPERTY WITHIN THE CITY OF ROSEVILLE ABUTTING THE FOLLOWING DESCRIBED STREETS:

County Road B, between Cleveland Avenue and west edge of Sunset Park

The general nature of the street improvements now being assessed is for the reconstruction of the above-described street by the installation of asphalt paving, concrete curb and gutter, and necessary appurtenances.

The proposed assessment roll is on file for public inspection at City Hall. The total amount of the proposed assessment is \$138,441.04.

The entire amount assessed against each parcel of land will be payable, unless prepaid, in ten (10) equal consecutive annual installments, the first of such installments to be payable with general taxes levied in 2025, collectible with such taxes during the year of 2026. The first installment will be payable with interest at the proposed rate of six (6.00%) percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2025, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is prepaid at the City Hall by 4:30 p.m., October 1, 2025.

An owner may appeal an assessment to district court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the Mayor or Manager of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten (10) days after service upon the Mayor and Manager. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owners is filed with the City Manager prior to the assessment hearing or presented to the presiding officer at the hearing.

Pursuant to Minnesota Statute Section 435.193 to Section 435.195, and pursuant to the policy adopted by the City Council in Resolution no. [INSERT] (the "Resolution") the City may, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments (to be updated if needed prior to mailing) When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest becomes due. Any assessed property owner meeting the requirements of the Resolution, within 30 days of the confirmation of the assessment, or upon reaching the age to become eligible for the deferment, may apply for deferment by contacting the City at 651.792.7004.

Dated: May 5, 2025

BY ORDER OF THE CITY COUNCIL
Patrick Trudgeon, City Manager



May 6, 2025

«OwnerName1»
«OwnerName2»
«OwnerAddress1»
«OwnerCityStateZIP»

RE: City Project 24-02: County Road B Reconstruction Project.
Assessment Public Hearing Notice
Monday, June 2, 2025 at 6:00pm

Dear Property Owner,

County Road B, which abuts your property, was rebuilt last year. As explained in the Feasibility Report, the City intends to cover a portion of the cost for the County Road B reconstruction through special assessment charges to abutting properties. When the project was being planned, the cost was expected to be a maximum of \$46.73 per foot for residential properties (25% of costs), or \$93.46 per foot for the non-residential property (50% of costs). In April, the final costs were added up, and the actual charges will be the lesser of the special benefit to an individual property, or \$37.35 per foot for residential, and \$74.71 per foot for non-residential.

For more information, including your rights regarding the assessment and the amount you owe, please see the Notice of Assessment on the backside of this letter.

If you have any questions or concerns, please contact me at (651) 792-7042 or jennifer.lowry@cityofroseville.com.

Sincerely,

Jennifer Lowry, MN P.E.
City Engineer

Encls: Notice of Assessment (backside of letter)
Public Hearing Notice

**CITY OF ROSEVILLE NOTICE OF ASSESSMENT AMOUNT FOR
City Project 24-02: County Road B Reconstruction Project**

As per Minnesota Statute Section 429.061, Subd. 2, as amended, this is to inform you of the proposed assessment amount for your property.

Property owner name	«OwnerName1» «OwnerName2»
Address	«CountySiteAddress» Roseville, MN [ZIP]
Property identification number	«ParcelID»
Total assessment due for your property	\$«Proposed Assessment»
Time and Place of Public Hearing to consider the proposed assessment.	Monday, June 2, 2025 at 6:00 p.m. Roseville City Council Chambers 2660 Civic Center Drive Roseville, Minnesota Written or oral objections to the assessment will be considered by the Council at the public hearing. Adoption of the proposed assessment may be taken at the hearing.
General Nature of Improvement	Full reconstruction including: installation of asphalt paving, concrete curb and gutter, and other necessary appurtenances.
Area to be assessed	County Road B from Cleveland to the west edge of Sunset Park
Interest rate	6.00% Unless you prepay by October 1, 2025, your assessment will be levied to Ramsey County. Levied assessments have a 6.00% interest rate and are payable in 10 annual installments beginning with your 2026 property taxes.
Prepayment	You have a right to prepay your assessment. In order to prepay without interest, you must make payment no later than October 1, 2025 . Prepayment can be made in person or by mail to: City of Roseville, City Hall 2660 Civic Center Drive Roseville, MN 55113 **Include property ID number on your check** City Hall is open from 8:00 a.m. to 4:30 p.m., Monday through Friday.
Assessment roll	The assessment roll is on file with the City Clerk at City Hall.
Total amount assessed for project	\$138,441.04

Process to object to the assessment	By written objection signed by the property owner prior to or at the public meeting. In order to preserve your right to appeal an assessment to district court, the property owner must file a written objection prior to or at the public hearing.
Process to appeal the assessment	You may appeal your assessment pursuant to Minnesota Statute Section 429.018. In order to do so, after having filed a written objection, you must serve notice of appeal on the Mayor or City manager within thirty (30) days of adoption of the assessment. Within ten (10) days after serving notice on the Mayor or City Manager, you must file notice with district court.
Deferment of assessment	The City Council has adopted a policy for hardship assessment deferral for seniors or disabled provisions under the provisions of Minnesota Statute Section 435.193-435.195. For more information on eligibility and to apply please contact: Jennifer Lowry at (651) 792.7042 or jennifer.lowry@cityofroseville.com.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Approve Renewal of Joint Powers Agreement with the State of Minnesota and Court Data Services Amendment Agreement

1
2 **Background**

3 The Minnesota Bureau of Criminal Apprehension (BCA) requires criminal justice agencies and their legal
4 representatives to maintain current agreements to access BCA systems and data through the Criminal
5 Justice Data Communications Network (CJDN). These agreements are essential to ensure secure and
6 lawful access to criminal justice information.

7 In 2018, the City of Roseville entered into a Joint Powers Agreement with the State of Minnesota,
8 through the BCA, to provide the City Prosecutor, Erickson, Bell, Beckman & Quinn, access to these
9 systems for the purposes of prosecuting criminal offenses on behalf of the City. A Court Data Services
10 Subscriber Amendment is also required to allow access to Minnesota court records through the
11 Minnesota Court Information System (MNCIS).

12 These tools are used to prepare criminal complaints, review criminal history records, and efficiently
13 communicate between the Prosecutor's Office, the Roseville Police Department, and the courts.

14 The BCA has notified the City that the current agreements are expiring and must be renewed to maintain
15 uninterrupted access. The updated agreements are nearly identical to the existing ones, with the only
16 change being a minor revision in the Court Data Services Amendment reflecting updated access
17 methods for prosecutors.

18 Per Minnesota Statutes §412.201, for statutory cities like Roseville, the Mayor and City Manager must
19 sign the agreements.

20 The agreements have been reviewed by our prosecuting attorney and our city attorney.

21
22
23 **Policy Objectives**

24 Maintaining access to BCA systems and court data is critical to the City's ability to prosecute criminal
25 offenses and uphold public safety. Renewing these agreements ensures the Prosecutor's Office
26 continues to receive the data necessary to perform its legal duties efficiently and securely.

27
28 **Equity Impact Summary**

29 While this action does not have a direct equity impact, maintaining these agreements helps ensure
30 consistent and fair prosecution of crimes. Continued access to BCA and court data supports
31 accountability within the criminal justice system and helps ensure that all individuals are subject to the
32 same legal processes, regardless of background.

Budget Implications

There is no direct costs to the city associated with renewing these agreements since the city prosecutor is responsible for the access costs.

Staff Recommendations

Staff recommends the approval of the agreements.

Requested Council Action

Motion to adopt a resolution approving the renewal of the Master Joint Powers Agreement (JPA) between the City of Roseville and the State of Minnesota, and to authorize the Mayor and City Manager to execute both the JPA and the Court Data Services Subscriber Amendment on behalf of the City.

Prepared by: Erika Scheider, Chief of Police

Attachments:

1. Resolution Approving State of Minnesota Joint Powers Agreements
2. Roseville Prosecuting Attorney JPA 2025
3. Roseville Prosecuting Atty Court Amendment 2025

**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 5th day of May 2025, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

**A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF ROSEVILLE ON BEHALF OF ITS
PROSECUTING ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Roseville on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Roseville, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Roseville on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Chief of Police, Erika Scheider or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

3. That the Prosecutor, James Erickson Jr., or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

4. That Dan Roe the Mayor for the City of Roseville, and Patrick Trudgeon , the City Manager, are authorized to sign the State of Minnesota Joint Powers Agreements.

41 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
42 upon vote being taken thereon, the following voted in favor thereof: and Mayor ; and the
43 following voted against the same:

44 WHEREUPON said resolution was declared duly passed and adopted.

46 *Resolution - APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ROSEVILLE ON BEHALF*
47 *OF ITS PROSECUTING ATTORNEY AND POLICE DEPARTMENT*

[illegible]

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 5th day of May, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th^t day of May, 2025.

Patrick Trudgeon, City Manager

(SEAL)

48



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Roseville on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdcs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

The Governmental Unit will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Governmental Unit will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Diane Bartell, Deputy Superintendent
Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue
Saint Paul, MN 55106
Telephone: 651.793.2590
Email Address: Diane.Bartell@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Jim Erickson Jr., Attorney
Address: 1700 W Hwy 36, Suite 110
Roseville, MN 55113
Telephone: 651.223.4999
Email Address: jericksonjr@ebbqlaw.com

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

- 9.3.1** Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.
- 9.3.2** Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

- 11.1 Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.
- 11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the

SWIFT Contract #264614
MN062061A

decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____ Dan Roe _____
(PRINTED)

Signed: _____

Title: _____ Mayor _____
(with delegated authority)

Date: _____

Name: _____ Patrick Trudgeon _____
(PRINTED)

Signed: _____

Title: _____ City Manager _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of Roseville on behalf of its Prosecuting Attorney (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 264614, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form

under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber's use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. "Rules of Public Access" means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. "Court" shall mean the State of Minnesota, State Court Administrator's Office.

h. "Subscriber" shall mean the Agency.

i. "Subscriber Records" means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. Activation. Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. Rejection. Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. Requests for Termination of One or More Authorized Court Data Services. The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber

Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors,

information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA

for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA

MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of

the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Attachment 3

Date: _____

Signed: _____

Title: _____
(with authorized authority)

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/5/2025
Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Ridgewater College Paramedic Contract with Fire
Department

Background

The Roseville Fire Department is a desirable location for people training to become emergency medical technicians (EMTs) and paramedics. The call volume, opportunity for field experience, and department culture provide a welcoming opportunity for students to receive real-world clinical experience to support their academic goals. The department has partnered with Ridgewater to provide EMS clinical opportunities for students. This is a five-year agreement to allow an agreed-upon partnership between Ridgewater and the City of Roseville.

This agreement allows paramedic students to ride-along with Roseville Fire in an effort to gain valuable experience as well as meet established clinical hours and patient contact requirements. All the students involved will ride along with and shadow Roseville Fire paramedics and EMTs and only be allowed to assist under the guidance of a Roseville Fire member. The attached agreement lays out the expectations and requirements of the College, the Facility (Roseville Fire) and the students participating in the clinical opportunities. This agreement has been fully reviewed and approved by the City Attorney.

Policy Objectives

To provide equitable, structured, and educational ride-along experiences that enhance EMT/paramedic trainee competency, foster community engagement, and promote diversity and inclusion within emergency medical services. The program aims to ensure all participants gain meaningful exposure to real-world pre-hospital care while upholding the dignity, safety, and trust of the community served.

Equity Impact Summary

This exposure is essential for clinical education, building cultural competence, and fostering career interest in emergency medical fields.

Budget Implications

There are no additional costs for the fire department to participate and accept this agreement.

Staff Recommendations

35 Approve the agreement between Ridgewater College and the City of Roseville Fire
36 Department.

37
38 **Requested Council Action**

39 Approve the agreement between Ridgewater College and the City of Roseville Fire
40 Department.

41
42 **Prepared by:** David Brosnahan, Fire Chief

Attachments: 1. Roseville Fire Department

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STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MEMORANDUM OF AGREEMENT

BETWEEN

Ridgewater College

AND

Roseville Fire Department

This Agreement is entered into between the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Ridgewater College, Minnesota (hereinafter "the College/University") and Roseville Fire Department, located at 2660 Civic Center Drive, Roseville, MN 55113 (hereinafter "the Facility"). The Agreement, and any amendments and supplements thereto, shall be interpreted pursuant to the Laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established an AcuteCare Paramedic Program, Paramedicine Program, Emergency Medical Services-Paramedic Programs and/or Emergency Medical Technician Program for qualified students preparing for and/or engaging in emergency medical services careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities in emergency medical services for the educational needs of the emergency medical services program(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified emergency medical services personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students of emergency medical services programs enrolled in the College/University.

NOW, THEREFORE, It Is Mutually Agreed By And Between The Parties:

1. COLLEGE RESPONSIBILITIES

- a. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the following programs: an AcuteCare Paramedic Program, Emergency Medical Services-Paramedic Programs, Paramedicine Program, and/or an Emergency Medical Technician Program. Each program is approved by the Minnesota Department of Health and/or the Emergency Medical Services Regulatory Board (EMS RB) and/or accredited by the North Central Association of Colleges and Secondary Schools.
- b. The College/University will supervise its students during the clinical experience program at the Facility through preceptors assigned by the College/University. The College/University will provide its emergency medical services faculty to effectively implement the clinical experience program at

the Facility. The College/University faculty so assigned will hold current paramedic or emergency medical technician certification valid in the State of Minnesota.

- c. The College/University faculty will be responsible for scheduling student clinical experience program hours, reviewing student evaluations written by preceptors, and grading each student. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- d. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- e. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- f. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- g. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.
- h. The College/University will maintain a record of students' health examinations and current immunizations and shall obtain student permission to submit data regarding their health status to the Facility.
- i. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

2. FACILITY RESPONSIBILITIES

- a. The Facility will have current licensure by the Minnesota EMS Regulatory Board.
- b. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.
- c. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.

- d. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- e. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- f. When available, physical space such as offices, conference rooms, and classrooms of the Facility may, upon request, be used by the College/University faculty and students who are participating in the clinical experience program.
- g. The College/University faculty and students participating in the clinical experience program will be permitted to use Facility's library in accordance with the Facility's policies.
- h. When available, the Facility will, upon request of the College/University, make lockers, cloak rooms, or similar spaces available for College/University faculty and students during assigned clinical experience program hours. The Facility may require College/University faculty and students to share such spaces.
- i. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- j. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

3. MUTUAL RESPONSIBILITIES

- a. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.
- b. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
 - i. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
 - ii. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;

- iii. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - iv. Communication about jointly planning and sponsoring inservice or continuing education programs (if appropriate);
 - v. Communication to identify areas of mutual need or concern;
 - vi. Communication to seek solutions to any problems which may arise in the clinical experience program; and
 - vii. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's emergency medical services curriculum.
- c. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

d. Insurance

Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

Commercial General Liability Insurance

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subdv. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

Commercial Automobile Liability Insurance

The Facility will maintain Commercial Automobile Liability insurance, covering automobiles used in the clinical experience program, with a limit not less than \$2,000,000 combined single limit for bodily injury and property damage.

Professional Liability Insurance

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

Additional Conditions:

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

4. REQUIREMENTS OF STUDENTS

- a. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella.

A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility.

- b. Students participating in the clinical experience program are encouraged to carry their own health insurance.
- c. Students participating in the clinical experience program are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

5. EMERGENCY MEDICAL CARE AND INFECTIOUS DISEASE EXPOSURE

- a. Any emergency medical care available at the Facility will be available to College/University students and faculty members. College/University students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University. Any charges or expenses attributable to emergency medical care of a College/University faculty member at either the Facility or the College/University which are not paid by the College/University will be the responsibility of the College/University faculty member.

- b. Any College/University student or faculty member who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as he or she chooses. All hospital or other medical costs arising from such College/University student injury or illness shall be the sole responsibility of the student who received the treatment and not the responsibility of the Facility or the College/University. Any hospital or other medical costs arising from such College/University faculty member injury or illness shall, if not paid by the College/University, be the sole responsibility of the College/University faculty member who receives the treatment and not the responsibility of the Facility or the College/University.
- c. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- d. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

6. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

7. TERM OF AGREEMENT

This Agreement is effective on the later of March 15, 2025, or when fully executed, and shall remain in effect until March 15, 2030. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

8. FINANCIAL CONSIDERATION

- a. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

9. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

10. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

11. STATE AUDIT

The books, records, documents, and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

12. VOTER REGISTRATION (When Applicable)

The Facility shall provide nonpartisan voter registration services and assistance, using forms provided by the College/University, to employees of the Facility and the public as required by Minnesota Statutes, Chapter 201.162.

13. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

14. DATA PRIVACY

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The Facility must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this Article, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

15. OTHER PROVISIONS None

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Ridgewater College

By (authorized signature)
Title
Date

By (College/University President or Other Authorized Designee)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature)
Title
Date

FUTURE MEETING AGENDA HIGHLIGHTS

May 5, 2025

May 12 EDA Meeting

- Cancelled – No Agenda Items

May 12, 2025 – City Council Meeting

- Receive Presentation on 2024 Audit

May 19, 2025 – City Council Meeting

- LGTBQIA+ Month Proclamation
- Gun Violence Awareness Month Proclamation
- Public Hearing for Certification of Unpaid Utility Bills
- Receive Report from BKV regarding Civic Campus Master Plan
- Alcohol and Tobacco Compliance Failures

June Meetings

- June 2
 - Consideration of Ethics Complaint
 - County Road B Assessment Hearing
- June 16
 - Consideration of Aldine R-O-W Vacation

July Meetings

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

			<u>Future Agenda Review - Longer Term Initiatives</u>			11/20/2024
			(items that likely require council discussion/action)			
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>	
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	