



City Council Agenda

Monday, June 2, 2025

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting and Seating Order: Groff, Bauer, Strahan, Schroeder, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Juneteenth Proclamation
b. Recognize Outgoing Commissioners
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Approve Special Assessment for County Road B Reconstruction
- 6:30 p.m. b. Consider Presumptive Penalty Approval - 2025 Tobacco Compliance Check (Speedway)
- 6:40 p.m. c. Hold a Public Hearing to Consider Approving a Liquor License for AMC Theaters Rosedale 14 Located at 1595 Highway 36 W, Ste 1000
- 6:50 p.m. d. Consider Complaint Alleging Violations of the Roseville Ethics Code by City Councilmember Strahan
- 7:05 p.m. e. Consider Approval of Termination of Lease Agreement for TDM Salons LLC
- 7:15 p.m. f. Consider authorization of Clear Channel Agreement and Associated Zoning Text Amendment
- 7:30 p.m. g. Consider Approving Updated Residential Sanitary Sewer Backup Cleanup Assistance Policy
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:40 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from May 12, 2025 City Council Meeting
- 7:45 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
c. Approve 2025-2026 Business License Renewals
d. Approve License Agreement for Bristols Lot, Block 1, Lot 1 (560 Ryan Avenue)
e. Approve Applying for 2026-2027 Community Crime Intervention and Prevention (CCIP) Programs Grant
f. Approve Janitorial Services Contract
- 7:50 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council**

and City Manager

a. Future Agenda

8:00 p.m. **12. Adjourn**



Juneteenth

June 19, 2025

Whereas: On January 1, 1863, President Abraham Lincoln signed the Emancipation Proclamation, which established that all enslaved people in Confederate states were set free; and

Whereas: Many slave owners in the state of Texas did not release their slaves; and on June 19th, 1865, General Gordon Grainger and his troops entered Galveston, Texas, after the surrender of General Robert E. Lee in Appomattox, Virginia. Upon General Grainger's arrival on Texas soil, he issued General's Order No. 3; and

Whereas: This order officially declared the immediate release and freedom of the remainder of slaves located in Texas; and slaves that were forcefully held captive for almost three years after the Emancipation Proclamation was issued were finally pronounced freemen and freewomen; and

Whereas: In 1866, Black freedmen organized the first celebration of "Jubilee Day" on June 19, featuring music, ethnic cuisines, prayer services, and other activities; and June 19 is now recognized as a ceremonial holiday in forty-seven states, with Texas being the first to declare Juneteenth a state holiday in 1980; and

Whereas: Juneteenth is a day of committed reflection and recognizes that – across people and nations – historic, ongoing, structurally imbedded and government-sanctioned racial discrimination has perpetuated its impacts upon all our generations, including to this very day; and

Whereas: The City of Roseville and its leadership strive to be intentional and accountable to identify solutions to undo the harm of the legacy of racial discrimination and slavery; and

Whereas: In June of 2017, Do Good Roseville gathered volunteers (driven by the vision of creating a welcoming environment for the black community in Roseville) at Lexington Park in recognition of Juneteenth to be in community with each other and to honor and celebrate black culture, beginning a new Juneteenth tradition in Roseville; and

Whereas: On November 7, 2022, the Roseville City Council declared June 19 an official City-recognized holiday, and on February 3, 2023 Juneteenth officially became a State holiday in Minnesota; and

Whereas: The 2025 event committee consists of volunteers committed to providing a great experience to the City of Roseville; and

Whereas: On Saturday, June 14, 2025, the community will gather again for the annual celebration of Juneteenth at the Roseville Central Park from 11:00 a.m. to 3:00 p.m.

Now, Therefore Be It Resolved, that the City Council hereby declares June 19th, 2025, to be Juneteenth in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 2nd day of June, 2025.

Mayor Daniel J. Roe

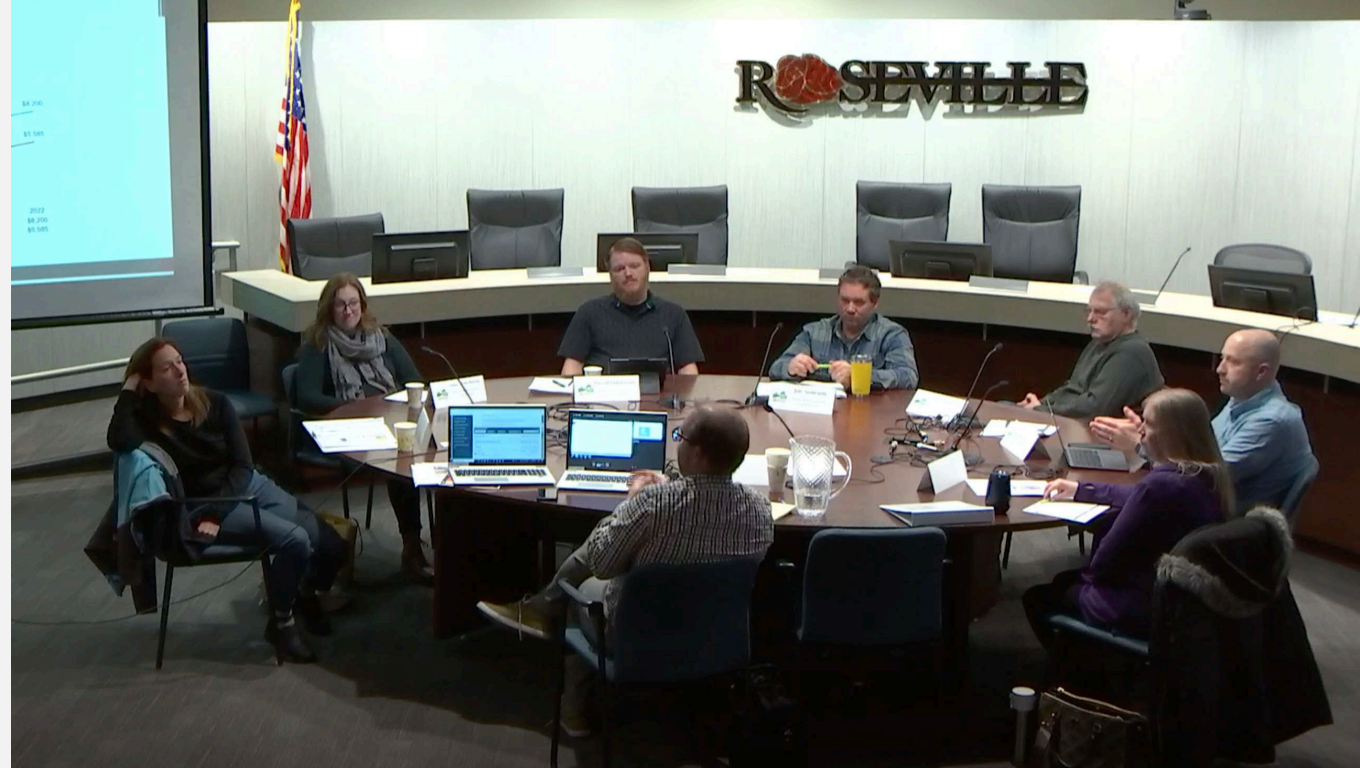
RECOGNITION OF COMMISSIONERS

June 2, 2025



RECOGNITION OF COMMISSIONERS

- 45 volunteer commissioners across 6 City Commissions. Commissioners average 75 hours of volunteer service per term
- Recognize Commissioners who will not be returning
- 5 Commissioners leaving terms in 2025, and 3 additional past commissioners



COMMISSIONERS

FINANCE COMMISSION

Dan Sagisser

- Appointed in 2019



PARKS & RECREATION COMMISSION

Joseph Arneson

- Appointed in 2019

Daryl Brown

- Appointed in 2019

David Dahlstrom

- Appointed in 2019

Jessica Raygor

- Appointed in 2023

COMMISSIONERS

PLANNING COMMISSION

Matt Bauer

- Appointed in 2023

Michelle Kruzel

- Appointed in 2019

Michelle Pribyl

- Appointed in 2019

Karen Schaffhausen

- Appointed in 2019



COMMISSIONERS

POLICE CIVIL SERVICE COMMISSION

Kathleen Reilly

- Appointed in 2020

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

Sarah Rudolf

- Appointed in 2023



Thank You!



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Approve Special Assessment for County Road B Reconstruction

Background

Project No. 24-02 reconstructing County Road B, from Cleveland Avenue to the west edge of Sunset Park, was completed last year. Per the City Assessment Policy, the street reconstruction costs are assessable. The public hearing is required per state statute and allows for property owners to serve a notice of appeal.

On May 5, 2025, the City Council set a date to hold a public hearing for the purpose of establishing special assessments for City Project 24-02. It is suggested that the public hearing be conducted according to the attached agenda (Attachment 2). Notices have been mailed, as required, to the affected properties.

At the assessment hearing, staff will go through a brief presentation that will include a description of the project, project financing, and a discussion of typical assessments for properties benefiting from these improvements. Staff will summarize the City assessment policy and how it has been applied to this project.

It is suggested that if property owners have individual concerns about the quality of construction as part of the project or specific information about project deficiencies, these should be referred to the Engineering Department. Typically, these kinds of complaints relate to quality of finished construction and are covered under the warranty. The warranty is one year from the final contract acceptance, which will occur this summer. Correction of these types of problems should not delay the adoption of assessment rolls.

Following past Council practice, if questions are brought up during the Public Hearing regarding specific assessments, if amendments to the assessment rolls are necessary, or if Council would like staff to investigate a concern, the hearing can be continued to the next city council meeting.

This project has been completed in accordance with the plans and specifications and only minor restoration and warranty work remain. Roadway construction costs to be assessed are known and are lower than indicated on the preliminary assessment role done in 2023. Once restoration is complete and the final contract documents are received, staff will return

to City Council for approval of final payment to the contractor and contract close out.

As noted in the resolution, staff recommends a ten-year payment term and 6.00% interest. 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 3) and the published public notice (Attachment 4).

Attachment 5 includes one objection letter to the proposed final assessment for a property owner at 2171 County Road B.

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 adopting special assessments for Project No. 24-02 reconstructing County Road B from Cleveland Avenue to the west edge of Sunset Park.

Requested Council Action

Approve resolution adopting special assessments for Project No. 24-02 reconstructing County Road B from Cleveland Avenue to the west edge of Sunset Park.

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

Attachments:

1. Resolution
2. Public Hearing Agenda
3. Draft Final Assessment Roll
4. Public Hearing Notice
5. Resident Objection Letter – 2171 County Road B

**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 2nd day of June, 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 ADOPTING SPECIAL ASSESSMENT FOR
#24-04 COUNTY ROAD B RECONSTRUCTION WITHIN THE CITY OF ROSEVILLE**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for Project No. 24-02 reconstructing County Road B from Cleveland Avenue to the west edge of Sunset Park.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it
2. Such assessment shall be payable in equal annual installments extending over a period of ten-years, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of 6.00% percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
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

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

- 38 4. The clerk shall transmit a certified duplicate of this assessment to the county auditor to be
39 extended on the property tax lists of the county. Such assessments shall be collected and
40 paid over in the same manner as other municipal taxes.

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

45 WHEREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 2nd day of June, 2025.

Patrick J. Trudgeon, City Manager

AGENDA PUBLIC HEARINGS FOR SPECIAL ASSESSMENTS

COMMENTS THAT APPLY TO ALL HEARINGS:

- A. **Mayor** calls the meeting to order and announces the purpose of the hearing and the format for the meeting.

"This is a public hearing to consider special assessment rolls for a public improvement project. The project has been constructed and the decision will be whether the Council wishes to approve the assessment rolls as presented or make modifications to the assessment rates. The hearing will discuss how the project costs will be allocated and what the assessments against benefiting properties will be."

"The Council will consider the assessment roll for the project at this hearing. The Council may, by simple majority, vote to approve the assessment roll for the project."

- B. **City Manager** should make comments regarding number of projects (1), types of projects, and published and mailed notices. This should include the following language:

"In accordance with Minnesota Statutes, Chapter 429, required published and legal mailed notices have been provided for each of the special assessment public hearings. Legal notices appeared in the City's legal newspaper, **Pioneer Press, on May 15, 2025.** In addition, mailed notices have been sent to each affected property owner in accordance with the statute. Mailed notices were sent on May 15, 2025. Affidavits of mailing are available in the office of the City Engineer."

PROCEDURE FOR EACH PROJECT:

- A. **City Engineer** introduces the project by reading the project number and giving a brief description of the improvements, presents summary of the nature of the improvement, the area involved, final project costs, project financing, and assessments.
- C. **City Manager** reads any written statements objecting to assessments from affected property owners in regard to each project.
- D. **Mayor** opens hearing to the public. Speakers are requested to identify themselves and the street address of the property to which they are referring.

The following comments may be appropriate depending on the number of property

owners wishing to speak:

"In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we suggest that rules be used for the individual hearings for these assessments. The rules will include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Try to designate a neighborhood or block spokesperson to represent the area and summarize significant issues.
3. Each speaker should limit questions and comments to three minutes.
4. No person will be heard for a second time until all interested persons who wish to speak have had an opportunity to do so.
5. A maximum of 30 minutes will be allowed for questions and comments for residents unless significant major issues develop.

E. Mayor closes hearing.

After all citizen comments have been completed the mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

F. Council action on improvement.

Consider approving a resolution adopting Project No. 24-02 reconstructing County Road B from Cleveland Avenue to the west edge of Sunset Park.

#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 2, 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. 12155 (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, retired by virtue of a permanent and total disability, or ordered to active military service, and for whom it would be a hardship to make the payments. 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 15, 2025

BY ORDER OF THE CITY COUNCIL
Patrick Trudgeon, City Manager

From: Katy Westby [REDACTED]
Date: May 27, 2025 at 4:45:35 PM CDT
To: Jennifer Lowry <Jennifer.Lowry@cityofroseville.com>
Subject: Objections to County Road B Assessment

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

Good afternoon,

I am not sure if you are the correct contact for assessment objections or not. The papers we received in the mail say that official objections need to be filed with the city manager, but no official email is given. If you could please forward this to the correct person I would appreciate it.

I do not want to take away from the fact that I know everyone worked very hard on this project and having the walking path has been a very nice addition. So, for that, I say thank you. However, it is DEFINITELY not worth \$3511.27. Especially, after our property taxes have gone up a tremendous amount (\$1,148 this year alone to be exact) every year for the past number of years.

Everything I have read on the Roseville City's websites regarding road improvements and assessments is in opposition of what is actually happening.

1. I read that an assessment can be used when the residents REQUEST an improvement to be made to their area. Was there an actual, official request for all of the work that was done? After knowing what the price would be? Was there a vote by the residents that would actually be paying the assessment? I have lived on County Road B for over 18 years and all we have ALWAYS been asking for is for the city to actually enforce the speed limit on this section of street. It was dangerous to all who walked or biked this road with cars going 40-50 mph. This was even discussed multiple times at the planning meetings. Making the road prettier is not addressing the actual problem that cars speed up and down with no consequence. And, guess what? The problem has NOT been fixed. I sat outside on my front porch this morning at 9AM on a Tuesday morning and counted at least 20 cars that were obviously speeding even to the naked eye. The majority going Westbound towards the dead end and most were big, loud, work trucks hauling trailers and such. I walk this neighborhood every day, at different times, in different routes, and never seen any police monitoring traffic on this side of Cleavland.
2. I also read that ALL individuals who benefit from the improvements should share in the assessment. That is 100% not happening in this case. For one, you know how many cars use this road because you have done multiple traffic studies in the past. Second, there are only 2 roads in and out of this entire neighborhood. So, at least 50% of every person living back here uses County Road B to get in and out every day. Thirdly, now that the

walking path has been installed, the foot traffic has increased significantly on County Road B, with more and more families taking advantage of the path. It is not right to have only those whose address in County Road B split the tab when the entire neighborhood has benefitted.

3. This road was given to the city a number of years ago with no improvements made for years. What do our thousands of dollars in property taxes pay for if it's not to maintain our roads and safety of our residents? The city planners are constantly talking about making Roseville a healthier city with walking/biking paths, parks, open spaces. But at the same time, want certain residents to have to pay for those improvements above and beyond the exorbitant amount that we already pay in taxes.

In closing, I have to say, the traffic has not changed a bit on our road. The speeding enforcement is nonexistent. And, we now have zero parking anywhere near our house. There is no parking on Acorn, which means individuals have to park on Marion. Which is not a feasible option in many months of Minnesota weather. This entire process has made me want to move out of Roseville for the first time in almost 20 years. I thought I would be a lifer here, but honestly, it's simply not worth the price tag anymore.

Thank you for getting this to the correct person to make my objections official.

Katy Westby

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2025 Tobacco Compliance Check (Speedway)

Background

In 2025, all businesses holding a City of Roseville tobacco license received a letter in the spring announcing that two citywide compliance checks would be conducted before the end of the calendar year (Attachment 1).

This report pertains to the first round of compliance checks, conducted in March 2025.

On March 29, 2025, an underage compliance checker entered various establishments licensed to sell tobacco in Roseville to conduct compliance checks. Following the checks, multiple businesses were found to be noncompliant.

Speedway Gas (Case #25009310)

An underage checker ordered tobacco from an employee. The employee asked for identification but ultimately provided tobacco to the underage checker. The employee was issued an administrative citation, which has not been paid and will transition to a formal citation. See Attachment 2 for the police report.

This incident marks this Speedway locations third sale violation within a 36-month period; the previous violations occurred on December 17, 2022 (RV Case #22036927) and July 16, 2022 (RV Case #22019283)

Officers met in person with each noncompliant business to advise them of the upcoming Roseville City Council hearing date. This notice was also provided in writing (Attachment 3).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco products - license holders for the third violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand dollar (\$2,000.00) fine and seven-day tobacco license suspension.

Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact. However, staff recognizes that the financial impact of a violation may be felt differently depending on the size and financial capacity of the business, with smaller

or independently owned establishments potentially experiencing greater hardship from the same fine amount.

Budget Implications

Pursuant to City Code Section 306.09, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a seven-day license suspension issued to the tobacco license holder for the third violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders for the third violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand dollar (\$2,000.00) fine and a seven-day license suspension.

Prepared by: Joe Adams, Deputy Chief of Police

Attachments:

1. Attachment 1 - 2025 Letter to Managers
2. Attachment 2 - Police Report
3. Attachment 3 Speedway Hearing



March 7, 2025

ATTN: MANAGER

Please thoroughly review the following information as it pertains to tobacco compliance checks conducted by the Roseville Police Department.

Please review the state statute relating to sales of tobacco products to underage persons:

Minnesota Statute Chapter 609.685 SALE OF TOBACCO TO PERSONS UNDER AGE 21 Subdivision. 1a. Penalty to sell or furnish. (a) Any person 21 years of age or older who sells, gives, or otherwise furnishes tobacco, tobacco-related devices, or electronic delivery devices to a person under the age of 21 years is guilty of a petty misdemeanor for the first violation. Whoever violates this subdivision a subsequent time within five years of a previous conviction under this subdivision is guilty of a misdemeanor.

The civil penalties for underage tobacco sales are set forth in the Roseville City Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc. **The mandatory minimum penalty (imposed upon the licensee) for the sale of tobacco products to underage individuals is a \$1,000 fine.**

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Ordinance.

The Roseville Police Department will conduct a minimum of two citywide compliance checks in 2025. Please remind your employees of their legal and moral responsibility not to sell tobacco products to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 306. If you have any questions, please contact Deputy Chief Joe Adams at 651-792-7275.

Sincerely,

Erika Scheider
Chief of Police

Roseville Police Department

Case RV25009310

Printed on May 27, 2025

Status Approved
Report Type Incident
CIBRS Classification Private
Primary Officer Philip Tanis
Investigator Philip Tanis
Records Technician Katy von Fange
Reported At 03/29/25 10:06
Incident Date 03/29/25 10:06 - 03/29/25 10:20
Incident Code COD : COD - Code Enforcement
Location 2295 RICE ST N, ROSEVILLE, MN 55113
Zone

Disposition Case Assigned
Disposition Date/Time 04/10/25 17:07
Disposition Comments
CAT assigned f/u for Compliance failure.
Review for Gang Activity None

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense Compliance Check - RPD
Statute 5005
NIBRS Code
Counts 1
Include In NIBRS Yes
Completed Yes
Bias Motivation None (no bias)
Location Convenience Store
Entry Forced No

Suspect

BLAKELY, ANSON DANIT

Male, DOB 3/27/93

5005 - 5005 - Compliance Check - RPD

880 AMES

ST PAUL, MN

(763) 316-7651 Cell

Primary Narrative By Philip Tanis, 03/29/25 10:21

Compliance Check-Tobacco Violation

On 3/29/25 at approximately 1006 hours an underage compliance checker with the Roseville Police Department entered the Speedway located at 2295 Rice St. The checker requested to purchase a pack of Marlboro Reds Short from the employee, later identified via his Tennessee State issued ID card as Anson Blakely. Blakeley requested the checker's ID, and and proceeded to complete the sale of the tobacco product.

On 3/29/2025 myself along with other members of the of the Community Action Team were conducting Tobacco compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the card holder is a minor.

The checker entered 2295 Rice St (Speedway). The checker went to the checkout located in the business. When she made contact with the employee, a male, later identified via Tennessee ID card as Anson Blakely, asked her what she would like. the checker requested Marlboro shorts, Blakely looked over the ID and then handed it back to the checker, made a comment stating "You look young." The employee then completed the sale for the cigarettes. Once the checker was given the cigarettes, they left the store and returned to my unmarked squad car in the parking lot. I then entered Speedway and spoke to Blakely. I advised him that he had just served a person under 21. Blakely made several comments asking if the checker was related to me, and if it was my money. I advised him that they were an employee and that the money belonged to the Roseville Police Department.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few weeks and that will include information on the fine that will need to be paid.

Nothing further.

Supporting Narrative By Jacob Porras, 04/24/25 15:19

Violation letter delivered

On 04/24/2025, at approximately 1516 hours, I delivered the tobacco compliance check violation letter to the manager of this business.

ROSEVILLE POLICE DEPARTMENT
Tobacco Compliance Check



May 21, 2025

Speedway 2295 Rice Street
2295 Rice St N
Roseville, MN 55113

Dear Speedway Manager,

On Monday, June 2, 2025, the Roseville City Council will discuss the March 29, 2025 Tobacco compliance failure at Noble Tobacco. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and seven (7) day tobacco license suspension for the third violation within 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

- March 29, 2025: An employee sold an underage compliance buyer tobacco after checking for and reviewing their identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 25009310).
- December 17, 2022: An employee sold an underage compliance buyer tobacco without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 22036927).
- July 16, 2022: An employee sold an underage compliance buyer tobacco without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 22019283).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving a Liquor License for AMC Theaters Rosedale 14 Located at 1595 Highway 36 W, Ste 1000

Background

Under City Code, a public hearing is required to consider approving liquor licenses for the current calendar year. The City has received applications for the following:

- American Multi-Cinema, Inc. dba AMC Theaters Rosedale 14, 1595 Highway 36 W, Ste 1000 – On Sale/Sunday Liquor License

Policy Objectives

The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the State and the City.

Equity Impact Summary

There is no anticipated racial equity impact by approving this liquor license.

Budget Implications

The correct fees were paid to the City at the time the application was made, the remaining balance will be due prior to issuance of the license.

Staff Recommendations

The applicant meets all requirements set forth under City Code. Staff recommends approval pending submittal of any outstanding items. Additionally, the applicant has been made aware of the city's alcohol compliance training requirements.

Requested Council Action

Motion to approve the Liquor License(s) for American Multi-Cinema, Inc. dba AMC Theaters Rosedale 14.

Prepared by: Allie Sertich

Attachments: 1. 250602 AMC Rosedale On-Sale_Redacted



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License City of Roseville License Period From: _____ To: _____

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: American Multi-Cinema, Inc. DOB N/A Social Security # N/A
(corporation, partnership, LLC, or Individual)

Business Trade Name AMC Theatres Rosedale 14 Business Address 1595 Hwy 36 W, Ste 1000 City Roseville

Zip Code 55113 County Ramsey Business Phone 651-604-9344 Home Phone _____

Home Address 11500 Ash Street City Leawood, KS 66211 Licensee's MN Tax ID # 3594943

Licensee's Federal Tax ID # 43-0908577
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Adam Maximilian Aron

Partner/Officer Name (First Middle Last)

Daniel Eugene Ellis

(Partner/Officer Name (First Middle Last)

Sean David Goodman

Partner/Officer Name (First Middle Last)

Edwin Francis Gladbach

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.

2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes) (No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: American Zurich Insurance Co. Policy # WC819840102

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555
www.dps.state.mn.us

Application for Optional 2 AM Liquor License

License type code: 2AM License Expiration Date _____ ID# _____
(For Office Use Only)

Licensee Name: **American Multi-Cinema, Inc.**
Trade Name: **AMC Theatres Rosedale 14**
Licensed Location Address: **1595 Hwy 36 W, Ste 1000**
City, State, Zip Code: **Roseville, MN 55113**
Business Phone: **651-604-9344**

If the above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Adam Maximilian Aron

Partner/Officer Name (First Middle Last)
Daniel Eugene Ellis

Partner/Officer Name (First Middle Last)
Sean David Goodman

Partner/Officer Name (First Middle Last)
Edwin Francis Gladbach

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: **Alcohol and Gambling Enforcement Division (AGED)**. Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.

- ☐ \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
☐ \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
☐ \$1,000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
☐ \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
☒ \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

☒ Yes ☐ No Does your city or county licensing official allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____
(I certify that the city or county of **Ramsey** approves the sale of alcoholic beverages until 2 AM)

Licensee Minnesota Tax ID Number (Required) **3594943**

Licensee Signature **[Signature]** Date **4/28/25**
(I certify that I have answered the above questions truthfully and correctly)

Licensee: Prior to submitting this application to the Alcohol and Gambling Enforcement Division, it must be signed by your local city or county licensing official.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.d.

Department Approval

City Manager Approval



Item Description: Consider Complaint Alleging Violations of the Roseville Ethics Code by City Councilmember Strahan

Background

On April 23 and 24, 2025, the City of Roseville received two complaints stating that Councilmember Julie Strahan violated the Roseville Ethics Code with statements made by her at the April 21, 2025 City Council meeting regarding the vacation of the Aldine Street right-of-way.

City Attorney Rachel Tierney has completed the investigation (Attachment 1) and has concluded that Councilmember Strahan has not violated the Roseville Ethics Code. Supporting material regarding the complaints, the Roseville Ethics Code, and the City Council case regarding the proposed vacation of the Aldine St. right-of-way have been included as attachments.

The Roseville Ethics Commission met May 14, 2025 to consider the information. After review of the information and discussion, the Ethics Commission unanimously concurred with the findings of the City Attorney's report and recommended that the report be forwarded to the City Council with the finding that no violations of the Roseville Ethics Code occurred.

Policy Objectives

The Roseville Ethics Code has been created to maintain ethical standards to guide Public Officials in the transaction of public business.

Equity Impact Summary

As stated in the Purpose Section of the Roseville Ethics Code:

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

The Roseville Ethics Code provides a clear framework for fair and impartial decision-making that will help to ensure that all community members are treated the same regardless of their background. It also fosters a culture of transparency and trust, encouraging community members to speak up when they witness a potential injustice.

Finally, the Roseville Ethics Code requires an independent investigatory process that ensures transparency and due process for all those involved.

Budget Implications

None.

Staff Recommendations

The Ethics Commission recommends that the City Council determine that there were not any violations of the Roseville Ethics Code by Councilmember Strahan as alleged.

Requested Council Action

The City Council should review all the information contained as part of this case, including the report by City Attorney Tierney, and make a decision on whether there were violations of the Roseville Ethics Code as alleged.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Roseville Ethics Investigation Report by City Attorney Rachel Tierney
2. Ethics Code Complaints
3. Roseville Ethics Code
4. City Council Case 4.21.25- Vacation of Aldine right-of-way
5. Ethics Commission Meeting Minutes dates May 14, 2025

CITY OF ROSEVILLE

ETHICS COMPLAINT INVESTIGATION REPORT

In re: Complaints Alleging Violations of the Ethics Code Against Council Member Strahan

May 8, 2025

Investigated by:
Rachel G. Tierney
Roseville City Attorney
rtierney@kennedy-graven.com
(612) 337-9234

Kennedy & Graven, Chartered
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300
www.kennedy-graven.com

BACKGROUND

Under Section 5 of the Roseville Code of Ethics, complaints alleging ethical violations by public officials must be submitted in written form to the City Attorney. The City Attorney is obligated to investigate such complaints and issue a report that documents the results of the investigation. Under Section 5, Paragraph E, Number 2, the City Attorney's report shall be sent to the Ethics Commission, which shall convene and, if it so chooses, issue its own report and recommendation to the City Council. In the alternative, the Ethics Commission may adopt the City Attorney's report and forward the same to the City Council. The City Council then takes actions it deems appropriate.

This report ("Report") is in response to two complaints (the "Complaints") from residents alleging violations of the Roseville Code of Ethics by Council Member Julie Strahan. The Complaints are attached to this Report.

FACTUAL SUMMARY

On April 21, 2025, the City of Roseville ("City") City Council held a public hearing regarding the vacation of several rights-of-way in the City. Included in that list was the vacation of a certain unimproved portion of Aldine Street ("Aldine ROW"). The Aldine ROW runs parallel to Fairview and Snelling Avenues, beginning at Roselawn Avenue and ending at Ryan Avenue. City staff proposed vacating the Aldine ROW as part of a larger initiative to vacate unused rights-of-way. There was no citizen petition proposing the vacation.

As required by Minn. Stat. § 412.851, the City published and posted notice of the public hearing and mailed notice of the public hearing to each property owner affected by the proposed vacation.

Public Works Director Jesse Freihammer Comments

At the hearing, Public Works Director Jesse Freihammer introduced the proposed vacation of the Aldine ROW. Mr. Freihammer explained that at the time City staff proposed vacating the Aldine ROW they were not aware of the existing neighborhood use of the Aldine ROW as a pathway. He also explained that, upon learning of the use of the Aldine ROW, City staff did further research and discovered a curb cut off Roselawn leading to the Aldine ROW, but Mr. Freihammer was unable to explain when or why that curb cut was made.

Paths that are improved or scheduled to be improved are included as part of the City's pathway master plan, but the Aldine ROW is not part of the pathway master plan. Mr. Freihammer further explained that, if the Council wanted to consider adding the Aldine ROW to the pathway master plan, the matter should be tabled to a later date.

Resident Testimony – Opposed to Vacation

Five residents testified against vacating the Aldine ROW and asked that the City continue to allow the Aldine ROW to be used as a pathway. The comments describe the Aldine ROW as an "enchanted," quiet, and peaceful wooded path and describe using the path for up to 35 years as a shortcut, for dog walks, and explaining that the path is used by children who live in the Mid Oaks

neighborhood to cut through to go to Brimhall Elementary. Some of these residents, although opposing the vacation, expressed opposition to creating a formal paved path.

One of these individuals who testified in opposition to the vacation was Linda Strahan. She is the sister-in-law of Council Member Julie Strahan, and lives at 1988 Wheeler¹ which she explained is “just two blocks from the path.” None of the individuals who testified in opposition to the proposed vacation own property abutting the Aldine ROW.

Resident Testimony – Supporting Vacation

During the public hearing, four individuals testified in favor of vacating the Aldine ROW and provided a letter supporting the vacation signed by all eight property owners abutting the Aldine ROW. Their testimony expressed frustration about disrespectful dog walkers and excitement at the opportunity to take over the area and to better maintain it and get rid of invasive species. One resident testified that having people walking by on the path felt “intrusive.” These individuals also opposed a formal paved path, explaining concerns over cutting down mature trees, which would also change the character of the Aldine ROW, and expressing safety concerns due to a lack of sidewalks on Roselawn. Finally, they asked the Council to approve the vacation. All of the individuals who testified in favor of the proposed vacation own property abutting the Aldine ROW.

Council Member Strahan Comments and Motion

After the close of the public hearing, Mr. Freihammer answered some questions from Council Members, and then Council Member Strahan spoke:

I also wanted to take the opportunity, I'm Julie Strahan, Roseville City Councilmember. I live at 1260 Shryer, and I would advocate for keeping this pedestrian connection. A previous speaker is my sister-in-law. I live on the other side of Hamline, but we walk quite frequently, quite safely, across Roselawn and use that path to walk over and then walk through Ridgewood Lane to get back home. I think delineating where that path is so that people don't encroach on Miss Brown's property is very important. For a while, it looked like the path was closed, and I reached out and asked why. They said that's not true, but there was some fencing or something at the end and they said, “Oh no that's not changed”. So, being very intentional about knowing that the path was an available spot. There really isn't a point between Fairview and Snelling to head South and so really, if you are on foot, it's a lot longer to Fairview than you think it is in that area. And so, I just think it has been a really lovely resource. I realize whenever we encroach what someone perceives to be their space, it can be challenging. But I do think it has been the footpath for a long time, and I would advocate for keeping it. I have really enjoyed using it for the last 20 years that I've lived in Roseville².

¹ 1988 Wheeler appears on the Depiction of the Vacated Area attached to this Report and is on the corner of Wheeler Street and Ryan Avenue.

² Text in italics is a rough transcript transcribed from the April 21, 2025, hearing. The text has been amended for brevity and clarity, but with no intention to alter its meaning.

Following Council Member Strahan's statement, the Council had more questions for Mr. Freihammer about the pathway master plan, further discussed improving the Aldine ROW, and discussed the process to consider adding the Aldine ROW to the pathway master plan.

The Council also discussed confusing language in the proposed resolution, which the City Attorney did not have sufficient information on and needed to check with a colleague. On that topic, Mayor Roe explained:

So . . . even if we wanted to proceed . . . and we're not comfortable with that language . . . we would probably just do a motion to table at that point right, Council Member Strahan?

Following this discussion, Council Member Strahan stated:

I am willing to offer a motion to table this pending language discussion, as well as make sure we know what we're deciding. and where we're going with that. And I'm open to amendments on what revisions look like.

At Mayor Roe's suggestion, and prior to a second, Council Member Strahan clarified her motion:

I think it would be exceptionally helpful to understand this 50 feet, where these trees stand, if there was to be a path through that's 10 feet or 20 feet. If it's finished or not, where that falls within that that makes sense, and is reasonable, and so people know what they're commenting or not commenting on. It sounds like largely the people who are adjacent are opposed with the people who utilize it and live peripherally are in support of keeping this. So, I think seems like we need more information from and comment from some a wider neighborhood than just the eight homes. And it seems like we also need to understand what improvement we might want to consider, if any.

Following this motion, and again before a second, the Council engaged in a discussion. Council Member Groff said that they did not have enough information about establishing an improved pathway. Council Member Schroeder expressed confusion about what was being considered. Finally, Mayor Roe asked clarifying questions of staff regarding establishing an improved pathway.

Council Member Strahan again amended her motion as follows:

Mayor, I'd like to propose tabling for discussion of the public pathway in that area as well as changing the language for clarification from the lawyer.

Council Member Groff seconded Council Member Strahan's motion. Based on a question from Council Member Schroeder, Mayor Roe clarified that the motion was just to table the matter in order to gather information on establishing an improved pathway, but that the vote on the pathway itself would come later. The motion passed unanimously.

COMPLAINTS & ALLEGATIONS

The City Manager received two written complaints following the April 21st hearing. Both complainants own property abutting the Aldine ROW.

On April 23, 2025, the City received an ethics complaint from M. Erickson, whose address is 93 Mid Oaks Lane. Ms. Erickson and her husband T. Brown testified at the public hearing in favor of the proposed vacation. In her complaint, Ms. Erickson stated the following:

. . . In my opinion, counsel person Julie Strahan used her position of power to sway a vote regarding area V³. Once the public comment period ended, Julie Strahan made a statement about her sister living near the path and using the path that goes through the easement. Julie's statement shows that she has a clear conflict of interest when it comes to the vacation of area V. I also feel, she violated the code of ethics, specifically code 3M, but possibly more. In addition, the code of ethics clearly states a public official should remain impartial. Julie's comments make it clear that she is not impartial. I think the only option is for Julie Strahan to recuse herself from further votes regarding area V. Thank you for reading my complaint and considering taking action to prevent a biased vote.

On April 24, 2025, the City received an ethics complaint from S. Quinn, whose address is 89 Mid Oaks Lane, who was also one of the individuals who testified at the public hearing. In her complaint, Ms. Quinn stated the following:

. . . After the public comment period . . . Council member Julie Strahan made a series of inappropriate comments and a biased motion. Her comments advocated against the proposed Aldine ROW vacation on behalf of family members – in direct opposition to the property owner comments plus a written petition signed by all affected property owners, who are all in support of the proposed Aldine ROW vacation.

In my opinion, Council member Strahan's behavior violated the Roseville City Council's ethics code, specifically Section 3M, which prohibits favoritism towards family members. Council member Strahan may say that she would have that opinion anyway; however her comments involved mentioning family members, which was her choice and indicated family connection motive for the comments. Also, in my opinion, the appropriate remedy is an apology from Council member Strahan, recusing herself from any further comment on the matter, and recusing herself from the eventual Council vote to vacate the Aldine ROW or take other action.

³ "Area V" is the label given to the Aldine ROW in the Request for Council Action.

ETHICS CODE

Members of every city council must live in the city they are elected to represent. They drive on its roads and walk on its sidewalks for which they are responsible for maintaining; use its parks for which they are responsible for funding; eat at restaurants which must receive a city-issued license; and they notify staff when they observe code violations. Council Members express their personal experiences during Council discussion and often, during Council meetings, bring issues they have observed to the attention of City staff. Having a personal experience related to items that come before a City Council is part of the role of being a Council Member.

Ethics codes are not intended to remove elected officials from participating in the day-to-day life of the communities they represent. Rather, they are intended to prevent public officials from using their position for personal gain. In the introduction to Section 3, the Roseville Code of Ethics explains:

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Section 3 of the Roseville Code of Ethics enumerates 16 specific ethics violations⁴. Both complaints alleged a violation of Section 5, Paragraph M⁵. Paragraph M reads as follows:

Official Action. No Public Official shall take an official action or attempt to influence any process which will **benefit** any person or entity where such Public Official would not have otherwise have taken such action **but for**⁶ the Public Official's **family relationship**, friendship, or business relationship with such person or entity. [emphasis added]

Potentially relevant to the allegations in the Complaints, Section 2 of the Roseville Code of Ethics includes several definitions.

Public Official includes members of the City Council.

Anything of value is defined as: money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment.

Immediate family is defined as: spouse, minor children, minor stepchildren or other person residing in the same household.

Under Section 5, Paragraph F, the standard to apply to allegations of ethical violations is “clear and convincing evidence,” which means that, based on the evidence presented, it is highly and

⁴ The Roseville Code of Ethics explains that the enumerated violations “do not necessarily encompass all the possible ethical considerations that might arise.” Neither complaint alleged any violations other than those enumerated in the Roseville Code of Ethics.

⁵ It should be noted that the Quinn Complaint states: “I . . . feel she violated the code of ethics, specifically code 3.M, but possibly more.” I reviewed all of the enumerated violations in Section 3 and do not believe any, other than Section 3 Paragraph M as discussed herein, apply in this instance.

⁶ It should be noted that a “but-for” test is a common concept in law that is used to determine whether one thing is the proximate cause for another. Proximate cause is also referred to as the primary cause, or direct cause.

substantially more likely that a violation has occurred, than not. It is a higher standard than a “preponderance of the evidence” (the standard for most civil cases) but lower than “beyond a reasonable doubt” (the standard in criminal cases).

DISCUSSION

The facts are not in dispute. Both complaints rely solely on what happened at the public hearing on April 21, 2025. Council Member Strahan is a public official subject to the Code of Ethics for Public Officials in the City of Roseville. The language in Section 3, Paragraph M prohibits a Public Official from taking an official action or influencing any process that would benefit any person if such action would not have been taken “but for” a family or other relationship. Any ethical violation must be shown by clear and convincing evidence.

To be clear, the test is not that a listed person will benefit from the action alone, but instead requires that the action taken will benefit the listed person and that the action would not have occurred “but for” the listed person’s relationship to a City Council Member.

The Roseville Code of Ethics does not define “benefit” or “family relationship.”

Benefit

The Roseville Code of Ethics does not define the term “benefit.” The Roseville Code of Ethics does define “thing of value” to include money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment.

There is no allegation, and no evidence, that Council Member Strahan, or her sister-in-law, will financially benefit from a City Council decision to deny the vacation. It should be noted that, if the term “thing of value” was intended to be equivalent to “benefit”, the only item listed in that definition that may apply to Council Member Strahan’s actions, would be a favor – however no evidence presented supports that there was a favor exchanged here.

It is not clear from the language of the ethics code whether the use of the term “benefit” was intended to be different than a “thing of value.” Given this lack of clarity, the analysis herein is made without drawing a conclusion regarding whether Council Member Strahan’s sister-in-law will “benefit” from Council Member Strahan’s actions.

Further, it is not clear that keeping, as opposed to vacating, the Aldine ROW (maintaining the status quo) provides a “benefit” that is any different than improving (or even maintaining) a park, trail, sidewalk, or other park amenity that a family member of a city council member might use or is near that family members house. Classifying such an action as a “benefit” as being disqualifying could have far-reaching implications.

Family relationship

The Roseville Code of Ethics does not define the term “family relationship.” However, it does define “immediate family” and the definition does not include siblings or siblings-in-law.

Again, however, it is not clear from the language of the Code of Ethics whether the use of the term “family relationship” was intended to be more expansive than “immediate family.” Therefore, the analysis herein is made without drawing a conclusion regarding whether Council Member Strahan’s has a “family relationship” with her sister-in-law.

The Roseville Code of Ethics requires application of a “but for” test.

First, Council Member Strahan moved to table the action, in part, to resolve a legal question. She did not move to deny, or approve, the proposed vacation. Rather, the only action taken by the Council on April 21st was to table the matter to get clarification on language in the resolution from the City Attorney, and for further information from staff and the neighborhood. The record is clear that the layover would likely have occurred simply to get clarification from the City Attorney. Therefore, in my opinion, there is not clear and convincing evidence that Council Member Strahan’s action of moving to table the consideration of the vacation, when viewed as either an “action” or “influencing a process”, would not have taken place, but-for her relationship with her sister-in-law.

Second, the question of whether to designate or improve the Aldine ROW as a pathway was discussed by City staff, and other council members. The idea of moving to table the matter in order to obtain further information on establishing an improved pathway was first suggested by Mr. Freihammer, who said that the staff was not aware that residents were using the Aldine ROW. There was subsequent discussion by the Council regarding the pathway master plan and other factors to consider regarding installing an improved path. Therefore, in my opinion, there is not clear and convincing evidence that Council Member Strahan’s action of moving to table the consideration of the vacation, when viewed as either an “action” or “influencing a process”, would not have taken place, but-for her relationship with her sister-in-law.

Third, Council Member Strahan’s comments include the that the path is a valuable resource for access to the neighborhood between Fairview and Snelling, and the fact that the Aldine ROW has been a footpath for a long time. Further, when explaining why she was moving to table the motion, Council Member Strahan mentioned wanting to better understand the pathway options and to hear from more people in the neighborhood. While Linda Strahan testified in opposition to vacating the Aldine ROW, so did several other residents. Therefore, in my opinion, there is not clear and convincing evidence that Council Member Strahan’s action of moving to table the consideration of the vacation, when viewed as either an “action” or “influencing a process”, would not have taken place, but-for her relationship with her sister-in-law.

Conclusion

The conclusion of this Report is that, based on the information from the April 21, 2025, public hearing, and for the reasons stated above, there is not clear and convincing evidence in the record that Council Member Strahan’s actions violated the Code of Ethics.

The Complaints request that Council Member Strahan recuse herself from voting on the final action related to vacating the Aldine ROW. Since there is not clear and convincing evidence that acting on the Aldine ROW would violate the Code of Ethics, there is not a direct legal or policy requirement requiring her to recuse herself.



Outlook

Online Form Submittal: Complaint Form

From noreply@civicplus.com <noreply@civicplus.com>**Date** Wed 4/23/2025 4:58 PM**To** Pat Trudgeon <pat.trudgeon@cityofroseville.com>

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

The following form was submitted via your website: Complaint Form

Name:: Melinda Erickson

Address:: 93 Mid Oaks Lane

City:: Roseville

State:: MN

Zip:: 55113

Home Phone:: [REDACTED]

Daytime Phone:: Same

Email Address:: [REDACTED]

Employee's Name:
: Council member Julie Strahan

Second Employee's Name (if applicable):<P>: None

Name of Witness (if applicable):<P>: Self and everyone attending 4/21/25 council meeting/public hearing

Contact Information for Witness:: Above, official attendance list, speaker list.

Name of Second Witness (if applicable):: See above

Contact Information for Second Witness:: See above

Date and Time of the Action:: 4/21/25 council meeting/public hearing, about 7:30 pm.

Location of Action:: City council chambers

Describe What Happened:: After the public comment period regarding the proposed vacation of the Aldine Street ROW along the back of selected lots on Mid Oaks Lane, Council member Julie Strahan made a series of inappropriate comments and a biased motion. Her comments advocated against the proposed Aldine ROW vacation on behalf of family members - in direct opposition to the property owner comments plus a written petition signed of all affected property owners, who are all in support of the proposed Aldine ROW vacation.

In my opinion, Council member Strahan's behavior violated the Roseville City Council's ethics code, specifically Section 3.M, which prohibits favoritism towards family members. Council member Strahan may say that she would have had the opinion anyway; however her comments involved mentioning family members, which was her choice and indicates family connection motive for the comments. Also in my opinion, the appropriate remedy is an apology from Council member Strahan, recusing herself from any further comment on the matter, and recusing herself from the eventual Council vote to vacate the Aldine ROW or take another action.

The council meeting was recorded, so Council member Strahan's behavior can be reviewed rather than relying on memory or this reporting.

Thank you for considering this ethics complaint and potentially taking action to remedy or offset the bias and favoritism towards family members by the behavior of Council member Julie Strahan at the 4/21/25 council meeting/public hearing.

Melinda Erickson

Additional Information:

Form submitted on: 4/23/2025 4:58:36 PM

Submitted from IP Address: 24.118.98.226

Referrer Page: <https://www.google.com/>

Form Address: <http://www.cityofroseville.com/Forms.aspx?FID=276>



Online Form Submittal: Ethics Complaint Form

From noreply@civicplus.com <noreply@civicplus.com>
Date Thu 4/24/2025 7:39 PM
To Pat Trudgeon <pat.trudgeon@cityofroseville.com>; Dawn O'Connor <dawn.oconnor@cityofroseville.com>

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

Ethics Complaint Form

Please complete this online form and submit.

Contact Information

First Name	Sara
Last Name	Quinn
Address 1	89 Mid Oaks Lane
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
Select how would you prefer to be contacted	Email

Please share your comment, question or concern (no character limit)	I attended the April 21, 2025, council meeting that addressed the vacation of area V. In my opinion, council person Julie Strahan used her position of power to sway a vote regarding area V. Once the public comment period ended, Julie Strahan made a statement about her sister living near the path and using the path that goes through the easement. Julie's statement shows that she has a clear conflict of interest when it comes to the vacation of area V. I also feel, she violated the code of ethics, specifically code 3.M, but possibly more. In addition, the code of ethics clearly states a public official should remain impartial. Julie's comments make it clear that she is not
---	---

impartial. I think the only option is for Julie Strahan to recuse herself from further votes regarding area V. Attachment 2
Thank you for reading my complaint and considering taking action to prevent a biased vote.

Email not displaying correctly? [View it in your browser.](#)

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 14th day of July 2014, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten, Roe

and the following members were absent: None.

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

**RESOLUTION NO. 11163
A RESOLUTION AMENDING THE CODE OF ETHICS FOR PUBLIC
OFFICIALS IN THE CITY OF ROSEVILLE
(RESOLUTION NO 10905)**

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF
ROSEVILLE**

Purpose

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

Section 1. Declaration of Policy

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that annual training be held to discuss the meaning of this code with Public Officials, and in addition such training shall involve trained experts on government ethics. The City Manager shall be the coordinator for the annual training. The training will keep the subject of ethics in government fresh in everyone's mind.
(amended 5-23-2011)

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

Section 2. Definitions of Terms

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;
- b. The department head and assistant department head of each City department;

- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term "Anything of Value" shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

Section 3. Ethical Considerations

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall any Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it.
- C. Solicitation of or Receipt of Anything of Value. A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.

- D. Holding Investments. No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. City Property. No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. Special consideration. No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.

- M. Official Action. No Public Official shall take an official action or attempt to influence any process which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Laws. Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

Section 4. Special Considerations

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

Section 5. Handling Alleged Violations of Code of Ethics

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.

- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
 - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.
- H. **A complainant may withdraw a complaint, filed under this Code at any time, in writing with the City Manager or City Attorney. Unless the City Council directs otherwise, City personnel need not take any further action in accordance with the Code after such withdrawal. Once acceptance by the City Council has been granted, the City Attorney or City Manager shall provide notice to the complainant, the subject of the complaint if appropriate, and the Ethics Commission that the withdrawal has been accepted.**

Section 6. Disclosure of Financial Interests

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon vote being taken thereon, the following voted in favor: McGehee, Willmus, Laliberte, Etten, Roe

and the following voted against: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14th day of July, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14th day of July, 2014.


Patrick Trudgeon, City Manager

State of Minnesota - County of Ramsey
Signed or Attested before me on this

21st day of July, 2014

by: Patrick Trudgeon

Jill G. Carr
Notary Public



ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/21/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Public Hearing and Approve Resolutions Approving the Vacation of Multiple Streets Easements and Rights-of-Way

Background

Over the past several years, staff has identified rights-of-way that the City no longer needs for public benefit. Some of these rights-of-way were dedicated to the City for future roadways that were never constructed, some were partial right-of-way dedications, while others were alley dedications. In all the cases, the City has no plans to construct a future roadway.

By vacating these rights-of-way, the area will revert to the underlying property owners. The owners will benefit from having more control over the former right-of-way areas. This also helps with confusion and disagreements over how the right-of-way area should be maintained in regards to vegetation control and debris management.

Some of the corridors have utilities or trails within the right-of-way. However, since a roadway will not be constructed, an easement would be more appropriate for the identified vacation area. Where it is appropriate, the proposed resolution will reserve utility easement rights in the vacated areas.

On April 11, 2022, Council authorized staff to begin the vacation process for these locations. Staff has brought four phases of vacations previously, and these four vacation areas are part of Phase 5. Additional public hearings are anticipated later this summer with staff anticipating a total of six phases.

The vacation resolutions were publicly noticed in the newspaper on March 11, 2025 and March 18, 2025, and a mailing to the affected residents postmarked March 25, 2025, per State Statute requirements. Affidavits of Publication and Mailing are available in the office of the City Engineer.

Specific to Vacation Area V (Aldine Street), the City has received feedback from residents indicating that the neighborhood uses this right-of-way (ROW) corridor as an informal walking trail. Although this segment is not identified on the City's Pathway Master Plan, if the Council wishes to preserve the corridor for potential future trail use, staff recommends vacating only the western 20 feet and retaining the eastern 30 feet for that purpose. Should

the Council wish to proceed with this approach, staff requests direction to prepare a revised vacation description and bring forward a new public hearing at a future date.

After the public hearing on the vacations is closed, each resolution would be voted on separately. Since these are City-initiated vacations, a four-fifths vote is required to approve vacation of these rights-of-way. No vacation will be official until such time as the City Manager executes and records a Notice of Completion.

Policy Objectives

This action is intended to “right-size” the City’s property rights and property management responsibilities for Roseville’s current and future needs.

Equity Impact Summary

There should be no equity impacts associated with these vacations as they have no public use for a future roadway. If there are utilities or pathways in the rights-of-way, easements are retained per the resolution.

Budget Implications

Aside from costs related to filing the vacations with Ramsey County, publishing the public notices, and the mailings to notify the residents, there are no direct costs to the City of Roseville to vacate right-of-way corridors.

Staff Recommendations

Staff recommends that the City Council approve the attached resolutions approving vacation of the rights-of-way.

Requested Council Action

Conduct a public hearing receiving any public comments related to all proposed rights-of-way and easement vacations.

Consider approval of a resolution approving the right-of-way vacation of a portion of Eustis Street as described in the Easement Deed dated July 15, 1960 filed in Book 1694, page 459 of deeds between the properties located at 2420 and 2460 County Road C W.

[Vacation Area K – Attachment 1]

Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Place that is located between the properties located at 1693 North Ridgewood Lane W and 1710 South Ridgewood Lane W in the plat of Ridgewood. [Vacation Area U – Attachment 2]

Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Street that is located between the properties located at 1706 Ryan Avenue West, 1705 Roselawn Avenue West, 77 Mid Oaks Lane, 85 Mid Oaks Lane, 87 Mid Oaks Lane, 89 Mid Oaks Lane, 91 Mid Oaks Lane, and 93 Mid Oaks Lane in the plat of Mid Oaks. [Vacation Area V – Attachment 3]

Consider approval of a resolution approving the right-of-way vacation of a portion of Wheeler Street that is located between the properties located at 1763 Shryer Avenue and

1751 Shryer Avenue in the plat of Woodside. [Vacation Area W – Attachment 4]

A four-fifths vote is required for all resolution approvals, as the vacations are City-led, not petitioned.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments:

1. Resolution for Vacation Area K
2. Resolution for Vacation Area U
3. Resolution for Vacation Area V
4. Resolution for Vacation Area W
5. Map of Phase 5 Vacation Areas
6. Map of Vacation Area K
7. Map of Vacation Area U
8. Map of Vacation Area V
9. Map of Vacation Area W
10. Public Hearing Agenda
11. Comments from Residents
12. Presentation
13. Aldine Street Vacation - Bench Handout 2
14. FW_ Vacation of Area V - Aldine ROW Extension - Bench Handout 3
15. Trail Issue - Bench Handout 4
16. 04212025 Item 7.a Petition

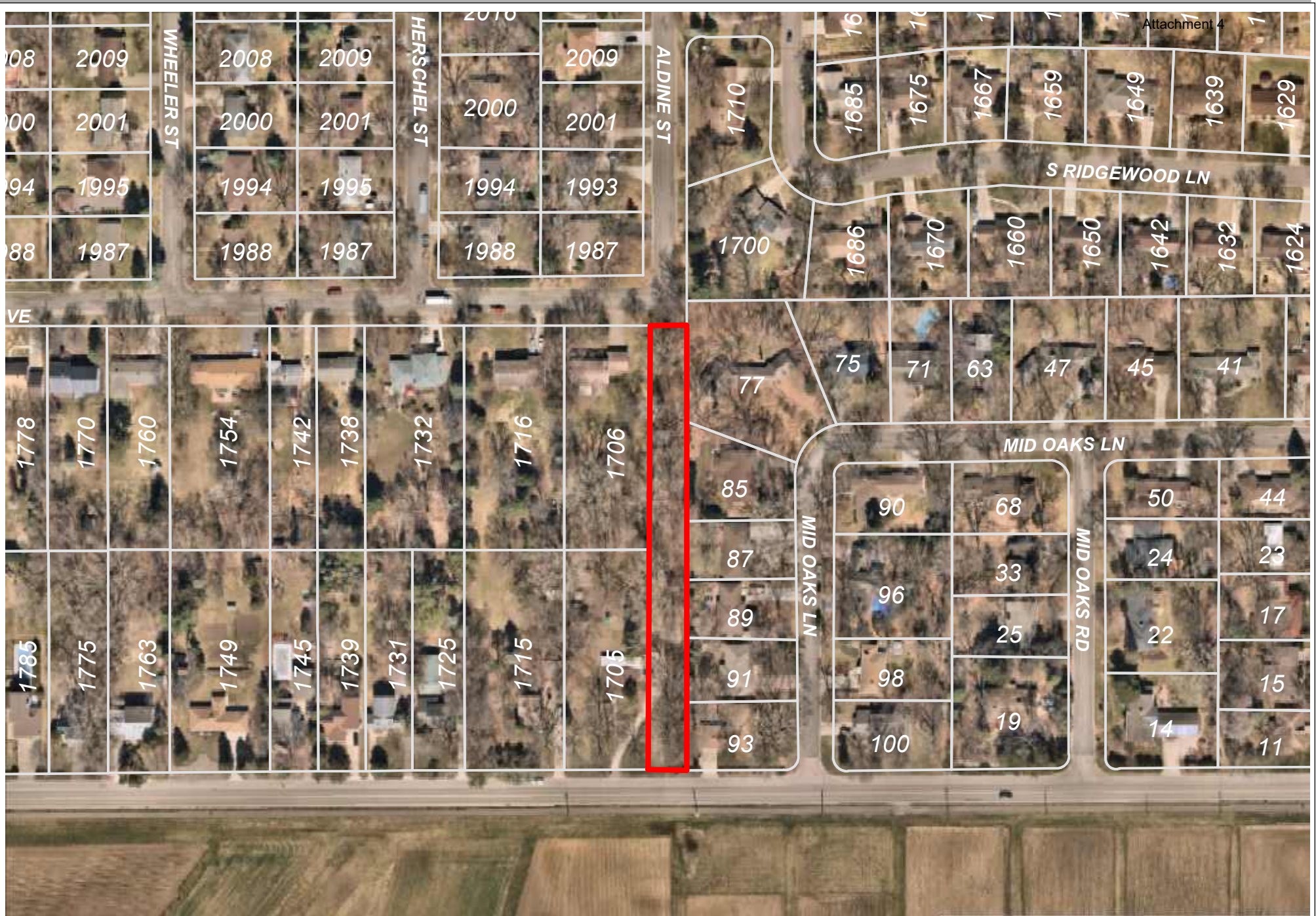


Exhibit V: Aldine Ave Right-of-Way Vacation

ROSEVILLE
 Prepared by:
 Engineering Department
 March 29, 2022

 Right-of-Way Vacation Area

Data Sources and Contacts:
 * Ramsey County GIS Base Map (2/02/22)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2650 Civic Center Drive, Roseville MN

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 is error free, and the City does not warrant that the City data is the most current or complete. No liability is assumed for any and all errors or omissions, and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 25 50 75 100 Feet
 mapdoc: ExhibitV_AldineAve.mxd
 map: ExhibitV_AldineAve.pdf

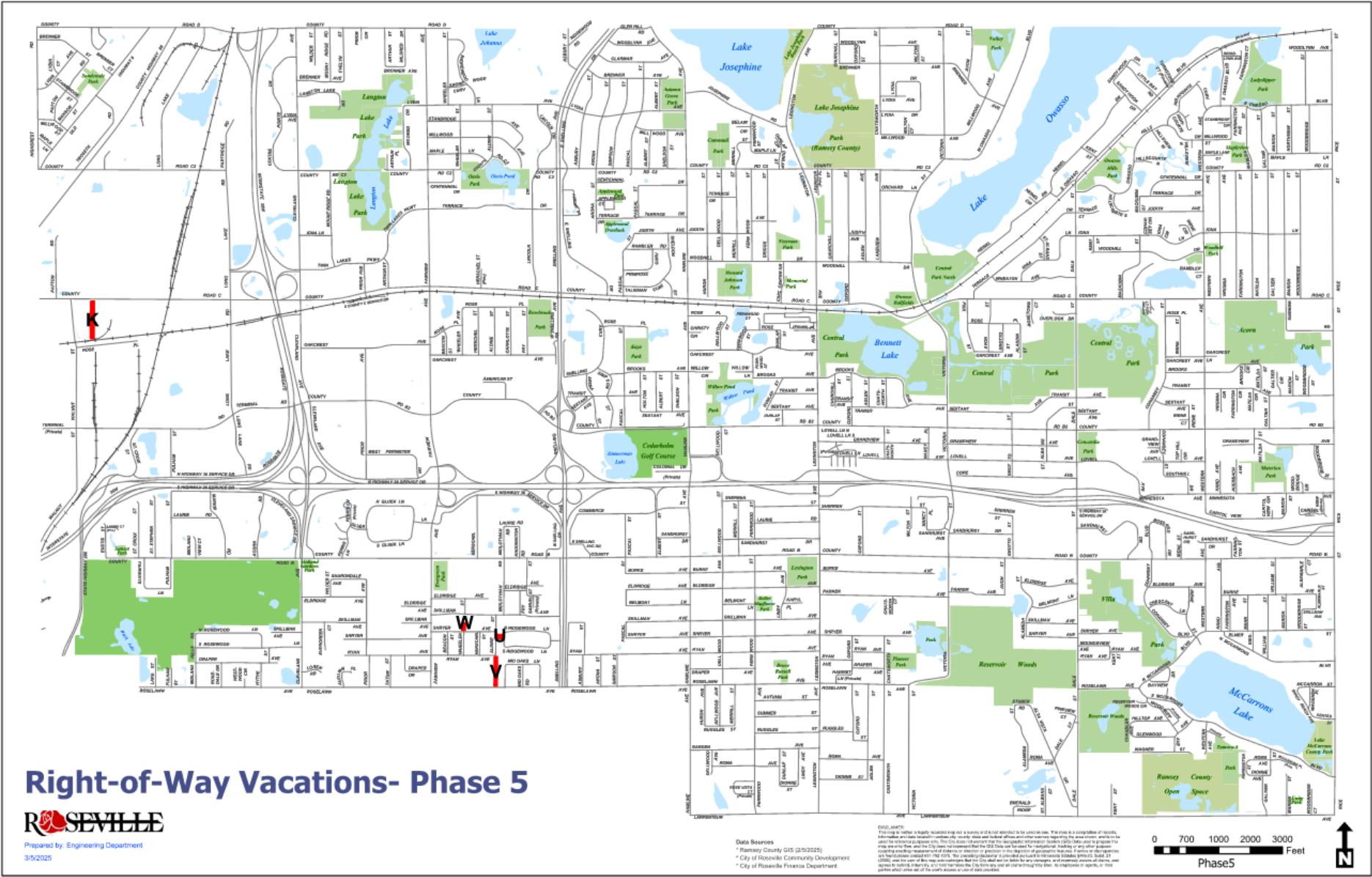


Vacation of Multiple Street Rights-of-Way Phase 5

Public Works

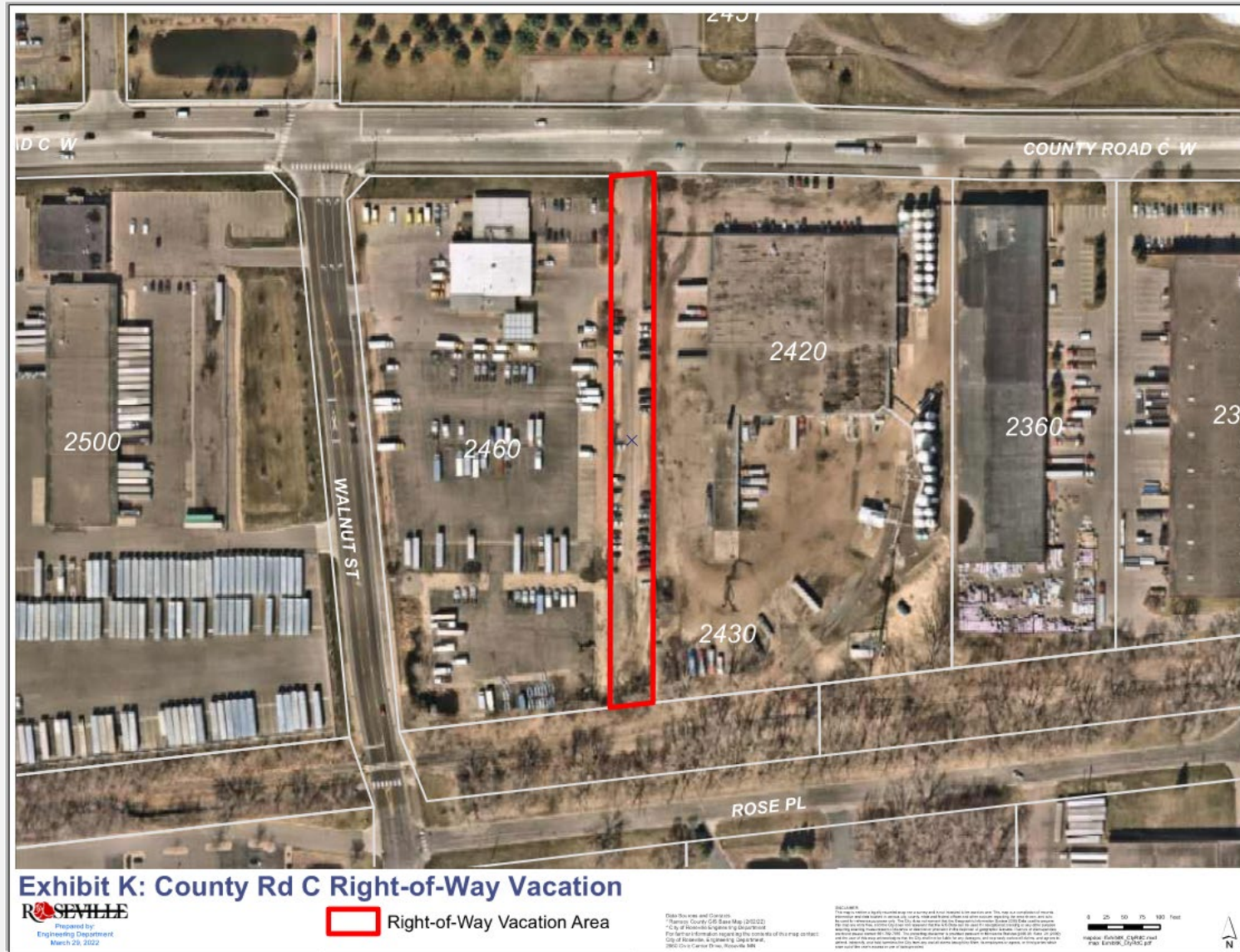


Proposed Vacations Map



A PORTION OF EUSTIS STREET

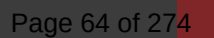
Attachment 4



Vacation U – Resolution 2

PORTION OF ALDINE PLACE THAT LIES WITHIN THE PLAT OF RIDGEWOOD





Vacation W – Resolution 4

PORTION OF WHEELER STREET THAT LIES WITHIN THE PLAT OF WOODSIDE



Public Hearing as Required by Minnesota State Statute 412.851

In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker can speak one time and should limit questions and comments to three minutes.
3. Be courteous. No comments from audience or applause during question/ comment period.

Recommended Council Action

1. Consider approval of a resolution approving the right-of-way vacation of a portion of Eustis Street.
[Vacation Area K – Resolution 1]
2. Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Place that lies within the plat of Ridgewood.
[Vacation Area U – Resolution 2]
3. Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Street that lies within the plat of Mid Oaks.
[Vacation Area V – Resolution 3]
4. Consider approval of a resolution approving the right-of-way vacation of a portion of Wheeler Street that lies within the plat of Woodside.
[Vacation Area W – Resolution 4]

A 4/5th vote is required since these are city-initiated vacations.

**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 21st day of April, 2025, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE VACATION OF A CERTAIN PORTION OF
ALDINE STREET**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of Aldine Street that is located between the properties located at 77 Mid Oaks Lane, 85 Mid Oaks Lane, 87 Mid Oaks Lane, 89 Mid Oaks Lane, 91 Mid Oaks Lane, and 93 Mid Oaks Lane in the plat of Mid Oaks and possibly on the properties located at 1705 Roselawn Avenue West and 1706 Ryan Avenue West; and

WHEREAS, the portion of Aldine Street that is being vacated is legally described on the attached Exhibit A and as shown on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 21st day of April, 2025; and

WHEREAS, a public street is not currently, nor is planned to be, constructed within this right-of-way; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this portion of Aldine Street is not needed for current or future right-of-way purposes.

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

1. That portion of Aldine Street that lies between 1706 Ryan Avenue West, 1705 Roselawn Avenue West, 77 Mid Oaks Lane, 85 Mid Oaks Lane, 87 Mid Oaks Lane, 89 Mid Oaks Lane, 91 Mid Oaks Lane, and 93 Mid Oaks Lane in the plat of Mid Oaks with the exception that an easement for utility purposes within the vacated right-of-way is hereby reserved if said property contains a right-of-way easement.

33 2. City staff and consultants are hereby authorized and directed to file a notice of
34 completion of vacation proceedings.

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

39 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 21st day of April, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 21st day of April, 2025.

Patrick Trudgeon, City Manager

EXHIBIT A

Legal Description of the Vacated Area

That portion of Aldine Street lying adjacent to Lots 5, 6, 7, 8, 9, and 10, Block 4 dedicated in the plat of Mid Oaks, County of Ramsey, State of Minnesota.

Any portion of Aldine Street that may be located on the property described as follows:

The South 293 feet of the East 132 feet of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 16, Township 29, Range 23, County of Ramsey, State of Minnesota.

Any portion of Aldine Street that may be located on the property described as follows:

The East 132 feet of Southeast $\frac{1}{4}$ of Southwest $\frac{1}{4}$ of Northeast $\frac{1}{4}$ of Section 16, Township 29, Range 23, except the South 293 feet thereof, subject to highway easements along the North 30 feet and the East 20 feet thereof, according to the United States Government Survey thereof and situate in Ramsey County, Minnesota.

EXHIBIT B

Depiction of the Vacated Area



From: [Rachel Brown](#)
To: [Dan Roe](#)
Subject: Aldine Street Vacation -
Date: Monday, April 21, 2025 10:50:37 AM

You don't often get email from brown-rachel@comcast.net. [Learn why this is important](#)

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

Hi Mayor Roe,

I am one of the 8 underlying property owners of the Aline Street Vacation (Area V) that you will be voting on tonight.

I ask you to please vote Yes on the full vacation of the Area V tonight.

All 8 property owners are eager to have full access to our land (subject to the utility easement). We also all agree that we do not want a formal, city-code compliant paved path that would completely alter our landscapes, change our use of our properties, disrupt our lives during planning and construction, remove or distress, existing oak trees, and cost the city a lot of time and money.

And for me, personally, the full vacation lets me finally address significant issues on my property where I have lived for 25 years.

1) The ROW line is just a few feet from my garage entry. (First photos below shows the approximate line from two perspectives). The house, built in 1934, well before the 1950's ROW was enacted, had a small tuck-under garage. A 1960s addition (white siding part) extended the garage a bit, but either way, the ROW was very close to the garage. This means that in order to have car access to the garage, my driveway must be on the ROW land.

2) Because of this, I have a gravel driveway that is not code-compliant and is expensive to maintain. (Third photo shows one of the gravel piles, left on the lawn after a season of snow removal.) Full re-graveling costs about \$2,000 and needs to be done every 2-3 years.

3) The raising of the roof line in the 1960s remodel also created an issue with the back bedroom windows - they were originally windows to the outside; now they open into the garage (fourth photo). This is a problem that I intend to correct with a garage/house remodel. But without the ROW portion returned to me, there is little space for me to build a normal garage.

All this to say, I was very thankful to learn of the city's plan to vacate the ROW for me and the other underlying property owners of this land.

My fiancé and I have begun work with an architect on the home and garage design, but we cannot move forward with this until the ROW issue is resolved.

So we really hope you will vote yes for the full vacation tonight.

Thank you for your consideration.

Best,
Rachel





To: Roseville City Council
Director of Public Works, Jesse Freihammer
Assistant City Engineer, Erik Henriksen

I am writing to the Council as I will be unable to attend the meeting tonight. However, I have learned that there may be discussion of the creation of a formal City pathway along the Aldine/Roselawn easement.

There are several reasons I believe a formal City pathway here is unnecessary, unsafe, costly, and damaging to the neighborhood environment. I am hopeful that the Council will vacate the easement as recommended by Public Works for the reasons outlined below.

1. The City has held this land for well over 40 years without a plan or identified use.
2. This trail is not now and has never been part of the Pathway Master Plan and does not appear to meet the usual and standard criteria for such a designation.
3. This right-of-way area has never been maintained by the City.
4. To undertake any formal pathway project would result in the destruction of many large, heritage trees, including some that have been used by significant wildlife in our area.
5. Construction of a formal pathway would have considerable financial costs for both construction and maintenance, costs borne by the public for very limited.
6. The school district provides safe bus service to all school age children on Mid Oaks Lane and Mid Oaks Road with a pick-up point on the Lane for elementary students.
7. The current safe and accessible Fairview pathway links to pathways along Roselawn and across Snelling and both north and south along Fairview.
8. There is no pedestrian crossing along Roselawn at the point of this pathway, and Roselawn is a busy street, especially at rush hour.
9. There is excellent access for the entire area north of this proposed vacated area to the well-maintained, established, safe, and accessible pathway along Fairview.
10. The predominant use of this trail is by dog owners accessing the University Fields. The safer and easier route is to use the existing Fairview pathway and accessing the Roselawn pathway and University Fields at the four-way stop and pedestrian crossing at Fairview and Roselawn.

Thank you for your consideration.

Tam

Tam McGehee
Easement Adjacent Homeowner

From: [Tammy McGehee](#)
To: [Erik Henricksen](#)
Subject: Aldine Easement
Date: Tuesday, April 15, 2025 4:51:07 PM

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

Hi Erik,

Thanks so much for the time yesterday answering my questions regarding the City's plan to vacate the easement adjacent to my property and return it to our plats. We are residents at 77 Mid Oaks Lane, just at the corner of Ryan and Aldine. We also own 85 Mid Oaks Lane, right next door where our daughter stays when she is in town. It is also where I have the best sun for gardening and maintain our vegetable garden there.

We are excited to have the easement vacated for many reasons. Naturally everyone along the Mid Oaks side heading to Roselawn have very shallow rear yards. Whether you have small children or enjoy gardening or having outdoor parties in the summer, the extra 30 feet is very nice. We are looking forward to cleaning up the buckthorn, nettles, and burdock along our portion and replacing these invasives with native plants consistent with anticipated climate changes. We are also very anxious to take responsibility for the large, heritage oak in the easement. We regularly fertilize one side when we have our oaks done, but actually having access to provide fertilization and water all around the base of the tree would be ideal.

As the City is aware there is an ad-hoc footpath used by a few dog walkers as a shortcut to the University Fields. Since Roselawn is a busy street with no pedestrian crosswalks in the area, the crossing of folks with dogs on leashes-- and some with dogs not leashed-- is a hazard for drivers as well as pedestrians. The much safer way is the well-maintained City pathway along Fairview, crossing Roselawn and the four way stop with marked pedestrian crossings. The school district provides excellent bus service for all the students on Mid Oaks Lane. For the safety of everyone, we feel it is best to remove the expense and liability of this easement from the City and return the property to the current plats.

Thank you again for returning this land to our plats for us to enjoy. We are looking forward to the opportunity to care for it.

Tam and Dick McGehee

77 and 85 Mid Oaks Lane

From: [Art Quinn](#)
To: [Erik Henriksen](#)
Cc: [REDACTED]
Subject: Aldine easement vacation
Date: Tuesday, April 15, 2025 8:54:43 PM
Attachments: [Outlook-A picture .png](#)

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

Erik,

My name is Art Quinn. My wife, Sara Quinn, and I own the house at 89 Mind Oaks Lane in Roseville. Our home is one of the properties that back up to the Aldine easement currently being considered by the Roseville City Council for vacation. We are very much in support of releasing that easement back to the homeowners in that area. The city does not maintain the pseudo path today and is lightly used by dog walkers, who typically use it to cut through to the U of M farm fields nearby. There are other, safer means to travel in that direction instead of using the unlit and uneven path that currently exists today.

When we purchased our home, we knew the easement had a lightly used path. However, to make the path safe, investments in paving, lighting, and removing many dead trees would be required. Given its light use and the fact that safer travel options exist today, it seems a waste of taxpayer money to invest in it to that extent. Thank you and the Counsel for considering the release of this easement, and we look forward to the possibility of more space to garden and enjoy our neighborhood.

Art Quinn
89 Mid Oaks Lane, Roseville, MN 55113

[REDACTED]

From: [Tim Brown](#)
To: [Erik Henricksen](#)
Subject: Aldine Street ROW Vacation comments
Date: Wednesday, April 16, 2025 7:54:33 AM

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

From:
Timothy Brown and Melinda Erickson
93 Mid Oaks Lane, Roseville, 55113

To:
The Roseville City Council
In c/o Erik Henricksen, Assistant City Engineer

Subject: Aldine Street ROW Vacation comments

Dear City Council and City Staff:

We purchased our home here at 93 Mid Oaks Lane in December 2018. We have come to love the 10 large oak trees on the lot and have invested time and money to help ensure they remain healthy. We have also removed invasive species and planted native "pollinator" species over more than 2000 square feet of our yard. We take much pleasure in tending our work and watching critters of many stripes thrive here.

The 30 feet of ROW along the western margin of our lot is an area we would love to extend our stewardship into. This area contains an additional 4 mature oak trees but has had very little attention paid to invasive species and regular tending to the trees needs. It's status as ROW has put a damper on potential work due to the unknown long term status and barriers to landscaping there.

We strongly support the vacation of the the ROW that maintains the utility easement in the Aldine Street zone. We greatly appreciate the City Council and Staff bringing this issue forward for consideration. We hope this approval can come at the April 21 meeting and that we can then use the spring planting season to begin work!

Thank you for your consideration,

Tim Brown & Mindy Erickson


From: [Rachel Brown](#)
To: [Erik Henriksen](#)
Subject: Aldine Street vacation.
Date: Wednesday, April 16, 2025 7:15:20 AM
Attachments: [RBrown - Aldine Vacation April 2025.pdf](#)

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

Hi Erik,
Attached is a letter about the Aldine Street vacation.
Looking forward to meeting you next Monday.
Rachel


Rachel Brown
1705 Roselawn Avenue West
Roseville, MN 55113

April 16, 2025

Erik Henricksen
Assistant City Engineer
2660 Civic Center Drive
Roseville, MN 55113

Dear Erik,

I am writing to thank you, the other city staff, and the City Council for working to vacate the unused Aldine Street right-of-way that runs along the full length of my property at 1705 Roselawn Avenue West.

I am in full support of the vacation and deeply hope that the City Council Members will vote in favor of the proposed resolution at the meeting on April 21, 2025.

The home was built in 1934, well before the 20-foot right-of-way was set on what is now my property.

Since I moved here in 2000, I have been a diligent steward of the city land along my property line – mowing grass, mulching leaves, and pruning trees and bushes. The proposed vacation will allow me to have more control over these activities on the 2,640 square feet that is set to be released to me (132 ft. x 20 ft), subject to utility easement.

More importantly, the vacation will let me address the problem created when the right-of-way was established in 1951 and made more problematic when the existing garage was extended a bit (sometime in the 1960s): **there is no viable option for me to have a driveway that is solely on my property and connects to my garage.** The existing gravel driveway is expensive to maintain, a challenge for snow removal, and non-compliant with city code.

When I received notice of the vacation, I was delighted to have a long-awaited resolution to this problem. As I plan a home remodel, including a garage to replace/expand the very small 1-car one, I am looking forward to having access to land that will allow me to create a code-compliant driveway that is paved and fully on my property.

Again, many thanks for your work on this. Please let me know if there is anything I can do to make this happen as planned on April 21.

Rachel

From: [SHAWN CHA](#)
To: [Erik Henricksen](#)
Subject: Vacating areas and paths
Date: Tuesday, April 15, 2025 6:54:56 PM

[REDACTED]

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

Hi Erik,
We recently received two letters from the city regarding some of the paths surrounding our neighborhood. I was made aware by a few people around our home that there are letters being sent in regarding keeping the path. However, I own a home that sits directly on the path and I kindly request that the use of these paths be vacated.

Thank you,
S & M

From: [Hanna Cox](#)
To: [Erik Henricksen](#)
Subject: Aldine Vacation / Mid Oaks Lane
Date: Wednesday, April 16, 2025 9:48:36 AM

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

Hi Eric,

I'm writing to express our support for the proposed vacation of the Aldine right-of-way adjacent to our property. We live at 91 Mid Oaks Lane and believe that incorporating this parcel into our lot would enhance the usability and flexibility of our outdoor space.

Thank you for your consideration. Please let us know if any additional information is needed.

Best regards,
Hanna Connor



[Redacted text block]

[Redacted text block]

From: [Jesse Freihammer](#)
To: [Allie Sertich](#)
Subject: FW: Vacation of Area V - Aldine ROW Extension
Date: Monday, April 21, 2025 12:50:37 PM

#2 resident feedback.

Jesse Freihammer, P.E.

Public Works Director

Office 651.792.7041 | Cell 651.444.9810



2660 Civic Center Drive | Roseville, MN 55113

[Facebook](#) | [Twitter](#) | [YouTube](#)

From: Kevin Watson <watson.kevin.p@gmail.com>

Sent: Monday, April 21, 2025 12:00 PM

To: Dan Roe <dan.roe@cityofroseville.com>; Matt Bauer <matt.bauer@cityofroseville.com>; Wayne Groff <wayne.groff@cityofroseville.com>; Robin Schroeder <robin.schroeder@cityofroseville.com>; Julie Strahan <julie.strahan@cityofroseville.com>

Cc: Pat Trudgeon <pat.trudgeon@cityofroseville.com>; Erik Henricksen <erik.henricksen@cityofroseville.com>; Jesse Freihammer <jesse.freihammer@cityofroseville.com>; Jennifer Lowry <jennifer.lowry@cityofroseville.com>; Kathryn Watson <watson.kathryn.a@gmail.com>

Subject: Vacation of Area V - Aldine ROW Extension

Some people who received this message don't often get email from watson.kevin.p@gmail.com. [Learn why this is important](#)

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

Mayor and Council, I hope this email finds you well. My name is Kevin Watson, my wife and three kids live at 2001 Aldine St., two doors away from this empty ROW. This empty ROW is an amenity to the Woodside and Ridgewood neighborhoods that appears to date back to the 1980s, if not the 1970s. I've attached three Ramsey County GIS aerials from the different decades that show this trail has existed going back half a century. Our family and others use this ROW all the time to access Roselawn and the trail along the farm fields. Specifically our family uses it to walk to the State Fair, across the UofM farm fields. On nice summer days, we've used it to walk to Stouts for dinner. But mostly, we use it to walk our dog around the neighborhood. I've attached pictures of other neighbors walking this path with their dogs. While this is an unimproved pathway, it's still a wonderful pedestrian connection and one I'd like to see remain, if not made more permanent. In the icloud link below, I've attached a 2min video of me walking this path this morning. You may need to download it as a zip file to open it. You can see it's fairly well used, especially through the wooded section. Obviously many of the bordering

neighbors use this ROW for outdoor storage or dumping leaves. Most have fences that buffer them from the ROW, although the end property at Mid Oaks/Roselawn extended the fence into the middle of the public ROW back in the 80s/90s

I'm writing today to ask the City Council to direct the City staff to explore what it might take to retain or make a permanent trail/sidewalk through the easement known as area V (the extension of Aldine Street from Aldine/Ryan intersection to Roselawn). I believe this trail would support your current Strategic Plan priorities related to environmental sustainability, pedestrian connectivity and inclusivity. The City has owned this ROW for decades. Affording more time to explore a permanent trail solution through it would be prudent. Lastly, I recognize the old farmhouse uses the ROW to access their garage. I'm confident there's an option for the City and the homeowner to work around a trail.

<https://share.icloud.com/photos/0efm9Mm3Gu11kKDgaudZ4HXuw>

Lastly, as far as the neighborhood, I have no concerns about the vacation of ROW for Area U and W. The extra area surrounding the existing sidewalks can be given to the neighbors as they are maintaining them anyway. I envision a similar solution could be created for the Aldine extension. These trails are such an amenity to the neighborhoods and kids walking to Brimhall Elementary for school. I would imagine some also use this Aldine ROW to walk to school or baseball practice at Evergreen Park.

I plan to be at the meeting tonight to make a similar request, but wanted to share the video if you haven't walked this stretch yet.

Kevin

Petition Supporting the Vacation of the Right of Way

Portions of Aldine Street Adjacent to Lots 5, 6, 7, 8, 9 and 10 on Mid Oaks Lane,

1705 Roselawn Avenue, and 1706 Ryan Avenue

We wish to thank the ^{Right of Way} city for supporting the vacation of the Aldine Easement. We are grateful be able to have this land returned to us for our stewardship, protection, and control.

Owner's Name

Address

1. Richard McGehee 77 Mid Oaks Lane
2. Tamara McGehee 85 Mid Oaks Lane
3. Art Quinn 89 Mid Oaks Lane
4. Sara Quinn 89 Mid Oaks Lane
5. Tom Burrell 87 Mid Oaks Ln
6. Keegan Connor 91 Mid Oaks Ln

7. Rachel Brown

1705 Roselawn Ave W

8. Jimmy Brown

93 MID OAKS LANE

9. Melinda Enright

93 Mid Oak Lane

10. Howell

1706 Ryan Ave W

11. Murrie

1706 Ryan Ave W

12.

13.

14.

15.

Ethics Commission Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Wednesday, May 14, 2025

I. Call to Order

Chair Murphy called the meeting to order at 6:00 p.m.

Members Present: Chair Robert Murphy; Members Nick Boulton, Jarrod Cicha, Steve Cyra, and Prajwal Vemireddy

Members Absent: Member Anna Vervoort

Others Present: City Manager Patrick Trudgeon and City Attorney Rachel Tierney

II. Receive Public Comment

None.

III. Approval of Meeting Minutes

a. Approve Ethics Commission Meeting Minutes from December 5, 2024

Commissioner Boulton moved to approve the December 5, 2024, minutes, seconded by Commissioner Cyra.

Ayes All: Motion passed.

IV. Business Items

a. Consider Complaints Alleging Violations of the Ethics Code Against Councilmember Strahan

City Manager Trudgeon introduced the ethics complaint, which involved Councilmember Julie Strahan.

Mr. Trudgeon explained the complaint was received on April 23 and 24, 2025, regarding statements made by Councilmember Strahan at the April 21, 2025, meeting regarding the vacation of Aldine Street. Under the City Code, City Attorney Tierney was required to investigate the complaint.

Mr. Trudgeon outlined the potential actions the commission can take: agreeing with the findings, issuing their report, or forwarding the investigative report to the city council without any recommendation. He noted this was the city's first ethics complaint since 2016.

City Attorney Tierney explained her approach to the investigation, focusing on the video recording of the council meeting and creating a rough transcript of key portions. She highlighted the confusion about the resolution drafted by her office and the likelihood of the matter being tabled regardless of the decision on the right-of-way vacation. Whether the

Ethics Commission Meeting Minutes

Wednesday, May 14, 2025

Page 2

1 Aldine right-of-way should be a part of the city's pathway plan was a recurring theme
2 throughout the meeting.
3

4 City Attorney Tierney discussed the legal concepts of the but-for test and clear and con-
5 vincing evidence. She concluded that there was insufficient evidence to prove that Coun-
6 cilmember Strahan's relationship with her sister-in-law influenced her decision, and she
7 was open to answering any questions.
8

9 Chair Murphy thanked City Attorney Tierney for the thorough report and opened the floor
10 for questions from commissioners.
11

12 Commissioner Cyra agreed with the findings and praised the process for allowing residents
13 to raise concerns.
14

15 Commissioner Boulton also agreed with the findings and had no further comments.
16

17 Commissioner Vemireddy questioned the application of the "but-for" test in general.
18

19 City Attorney Tierney explained the "but-for" test and its application to the case.
20

21 City Attorney Tierney explained that the ethics code goes beyond financial benefit and
22 includes broader considerations.
23

24 Commissioner Cicha found it hard to believe Councilmember Strahan would vote differ-
25 ently due to her family relationship.
26

27 Chair Murphy concurred with the findings and the recommendation for the city council.
28

29 Commissioner Cyra moved, agreeing with the investigation's findings, and forwarding that
30 recommendation to the city council for action, seconded by Commissioner Vemireddy.
31

32 Ayes All: Motion passed.
33

34 City Manager Trudgeon noted the recommendation will be brought to the City Council at
35 its June 2, 2025, meeting.
36

37 **V. Other Business**

38 None.
39

40 **VI. Adjourn**

41 Commissioner Cicha moved to adjourn the meeting at approximately 6:20 p.m., seconded
42 by Commissioner Vemireddy.
43

44 Ayes All: Motion passed.
45

Ethics Commission Meeting Minutes
Wednesday, May 14, 2025
Page 3

- 1 Respectfully submitted,
- 2 Patrick J. Trudgeon, City Manager
- 3

DRAFT

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Approval of Termination of Lease Agreement for TDM Salons LLC

Background

In 2018, the City of Roseville purchased the Lexington Shoppes commercial property at 2777 Lexington Ave., where Roseville's License and Passport Center is located. The property was initially purchased to own the building where the License and Passport Center had leased for many years. As part of exploring options that occurred between 2019 to 2022 for a new Maintenance Operations Center, this property was included as part of the overall redevelopment.

At the time of purchase, there were several commercial tenants with leases with the previous owner of the property that were transferred to the City. One of the tenants, TDM Salons, doing business as Salon 27, has given notice to the City that they will be closing their business on May 31, 2025 due to the project.

As the City owns the property and will be displacing the hair salon as part of the new Maintenance Operations Center project, the City is responsible for financial relocation assistance under the Federal Uniform Relocation Assistance and Real Property Acquisition Act and the Minnesota Uniform Relocation Assistance Act (the "Uniform Acts").

Based on the Uniform Acts, a fixture appraisal was conducted to place a value on all immoveable trade fixtures and improvements. Based on that appraisal (Attachment 1), the City will be required to pay TDM Salons \$143,760 for the immoveable trade fixtures and improvements. In addition, TDM Salon is eligible to receive a fixed payment in lieu of moving and reestablishment costs in the amount of \$50,000 as prescribed by the Uniform Act. As a result, the City will be paying TDM Salons \$193,760 as part of the relocation settlement.

To formalize the transaction and end of the lease with TDM Salons, the City Attorney has drafted a Termination of Lease Agreement that formalizes the termination of the lease and outlines the responsibilities of the City regarding the payments to TDM Salons under the Uniform Acts. (Attachment 2).

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center and dance studio will allow the City to continue to provide needed and valuable

services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver's license and passport processing are conveniently available to community residents. Payment of the relocation funds to TDM Salons is a necessary step in ensuring the new facilities are built.

Equity Impact Summary

The Federal Uniform Relocation Assistance and Real Property Acquisition Act and the Minnesota Uniform Relocation Assistance Act (Uniform Acts) provide for uniform and fair treatment for individuals and businesses displaced by units of government for public improvements. The City has followed all of the provisions of the Uniform Acts relating to the displacement of TDM Salons.

Budget Implications

The \$193,760 being provided to TDM Salons for their displacement will be covered by the project costs for the Maintenance Operations Center which are covered by the revenue of the local sales starting on July 1.

Staff Recommendations

Staff recommends adoption of the Termination of Lease Agreement with TDM Salons LLC

Requested Council Action

Motion to approve the Termination of Lease Agreement with TDM Salons LLC

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Salon 27 Tenant Improvement and Trade Fixture Appraisal Report
2. Termination of Lease Agreement with TDM Salons LLC

Dodd Advisory
& Valuation LLC

Fair Market Value in Continued Use REPORT

Tenant Improvements and Trade Fixtures

Located At:

Salon 27

1223 2nd Street SW

Roseville, Minnesota 55113

Client: City of Roseville, MN

Dodd Advisory & Valuation LLC

10679 Utica Road – Bloomington, MN 55437

(952) 897-0034

Cdodd.argi@gmail.com

January 22, 2025

City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

Attn: Patrick Trudgeon
City Manager

RE: Tenant Improvements and Trade Fixture Appraisal
Salon 27
2727 Lexington Avenue North
Roseville, Minnesota 55113

Dear Ms. McLaughlin:

At your request and authorization, I have appraised the fair market value in continued use of the tenant improvements and trade fixtures that are located at the above referenced property. The purpose of the appraisal is to appraise the subject items as they are currently installed and in continued use. The intended use of the appraisal is for potential relocation of the tenant. The client is the City of Roseville. The intended users of the report are the client.

The business known as Salon 27 occupies a tenant space of approximately 1,400 square feet (SF) in a retail neighborhood center that is located at the northwest corner of Lexington Avenue North and Woodhill Drive in Roseville. The Salon 27 business has occupied this space since 2014. The tenant space was completely unfinished at the start of Salon 27's occupancy. The tenant improvements and trade fixtures were reportedly constructed/installed at the tenant's expense.

The City of Roseville (the City) acquired the neighborhood center in April 2018 for the purpose of redeveloping the site with a maintenance facility. The City started the eminent domain process but was ultimately able to reach an agreement without exercising its right of eminent domain.

The City intends to relocate the existing tenants, including Salon 27, in order to proceed with its redevelopment plans. As part of that effort, the City requested an appraisal be made to determine the fair market value of the tenant improvements

and trade fixtures. The appraisal assumes the tenant fixtures and trade fixtures remain fully installed and continue in the existing beauty salon use.

Many of subject tenant improvements and trade fixtures are items that are attached to the land and building in a permanent manner. In some cases, the subject trade fixtures have the physical characteristics of real estate improvements. Thus, it could be argued that the landlord will own these tenant improvements and trade fixtures at the end of the tenant's leasehold.

The Salon 27 business is currently on a month-to-month lease, with the City as landlord. It is understood that the Salon 27 is a profitable business¹. The appraisal is based on the assumption that had the City not acquired the retail center property, then Salon 27 would have continued to occupy the subject space until the subject tenant improvements and trade fixtures were at the ends of their useful lives. This is an **extraordinary assumption** that may have a positive impact on the estimate of fair market value.

Those items categorized herein as tenant improvements essentially consist of the interior finishes and interior wall constructions. These include the suspended ceiling, painted sheetrock wall covering, floor covering, baseboards, ceiling trim, and interior wall constructions. The tenant improvements also include light fixtures and electrical outlets that provide general illumination and electrical service within the space.

Many of the trade fixtures could also be categorized as tenant improvements (interior finishes) but, for purposes of this assignment, are categorized separately as trade fixtures. These items are specific to the existing beauty salon use. The trade fixtures include lighting soffits that house can-type light fixtures which, in turn, specifically illuminate the reception desk and the 12 styling stations. The trade fixtures also include those electrical outlets which specifically provide power to the 12 styling stations and the six wall-mounted hair dryers. The trade fixtures also include the interior bracing systems that support the hair dryers.

Such trade fixtures also include the plumbing systems that support the four hair-washing (shampoo) stations. The plumbing systems include hot and cold-water supply lines and wastewater drainage. The immovable trade fixtures also include built-in display cases behind the reception desk, stenciled lettering in the production area, and lettering on the storefront glass.

¹ Based only on discussions with the tenant. I have not examined any financial records as part of the appraisal process.

The subject trade fixtures also include certain items that can be moved without undue effort and expense, but are unlikely to be useful at another location. Examples of these include the pass-through cabinetry in the shampoo room, the coffee cabinet/counter, a metal coil drape, the display hutch/cabinet in the reception area, wood shelves in the utility room, and the exterior sign.

The appraisal assumes the subject tenant improvements and trade fixtures remain in their current beauty salon use. Thus, the appraisal does not include a highest and best use analysis.

I inspected the subject property on October 23, 2024 and December 7, 2024. The most recent inspection date serves as the effective date of value.

After considering the many factors influencing value, I conclude that the fair market value in continued use of the subject tenant improvements and trade fixtures, as of December 7, 2024, is \$143,760.

ONE HUNDRED FORTY-THREE THOUSAND SEVEN HUNDRED SIXTY DOLLARS

The appraisal is made in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal is also made in accordance with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute and the American Society of Appraisers. The attached written report, as described in USPAP Standards Rule 2-2(a), presents the findings and conclusions of the appraisal, and fully identifies the subject property.

This letter of transmittal is not an appraisal report, and can only be understood in conjunction with the attached appraisal report. The appraisal report sets forth the most pertinent data gathered, the techniques used, and the reasoning leading to the opinion of value. The attached report should be read in its entirety. The appraisal is contingent upon the assumptions and limiting conditions stated in the report.

It was a pleasure to assist you in this assignment. Should you have any questions after reading the report, feel free to contact me at your convenience.

Respectfully Submitted,

DODD ADVISORY & VALUATION LLC



Clay M. Dodd, MAI, ASA

Certified General Real Property Appraiser

MN License No.: 20019812

Certification

I certify to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in or bias with respect to the property that is the subject of this report and have no personal interest in or bias with respect to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined conclusion of minimum compensation that favors the cause of the client, the amount of the opinion of minimum compensation, the attainment of a stipulated result, or the occurrence of a subsequent event.
- My analyses, opinions, and conclusions were developed, and this report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- The reported analyses, opinions, and conclusions were developed, and this report were prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute and the American Society of Appraisers.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Clay M. Dodd, MAI, ASA has completed the continuing education program for Designated Members of the Appraisal Institute and the American Society of Appraisers.
- I have made personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification or report.
- I have not provided services as an appraiser regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.



1-22-2025

Clay M. Dodd, MAI, ASA
MN License No.: 2001981

Executive Summary

<u>EXECUTIVE SUMMARY</u>	
Property Type:	Tenant Improvements and Trade Fixtures of a Beauty Salon
Tenant:	TDM Salons LLC - known as Salon 27
Tenant Owners:	Ted and Dana McCullum
Location of Subject Property:	2727 Lexington Avenue North Roseville, Minnesota 55113
Client:	City of Roseville, MN
Intended Users:	City of Roseville, MN
Date of Value:	December 7, 2024
Date of Inspection:	October 23, 2024 and December 7, 2024
Date of Report:	January 22, 2025
Property Appraised:	Tenant Improvements and Trade Fixtures
Type of Value Appraised:	Fair Market Value in Continued Use
Highest & Best Use:	N/A - Assumes Continued Use
Marketing & Exposure Time:	Six Months - (would sell as part of larger business)
Property Rights Appraised:	Fee simple / Unencumbered
Value Conclusion:	\$ 143,760

EXTRAORDINARY ASSUMPTIONS

An extraordinary assumption is defined as “an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser’s opinions or conclusions.” ²

- Had the City of Roseville not acquired the retail center, then the tenant, TDM
Had the City not acquired the retail center property, then Salon 27 would have continued to occupy the subject space until the subject tenant improvements and trade fixtures were at the ends of their useful lives.

HYPOTHETICAL CONDITIONS

A hypothetical condition is defined as “a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results but is used for the purposes of analysis.” ³

- None Noted

² The Appraisal Foundation, *USPAP, 2020-2021*

³ The Appraisal Foundation, *USPAP, 2020-2021*

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A – Movable Personal Property	
B – Appraiser’s Qualifications	

The Subject



Google – Image Capture May 2023



Interior Photo Taken December 7, 2024

Tenant Improvements and Trade Fixtures Salon 27

Tenant

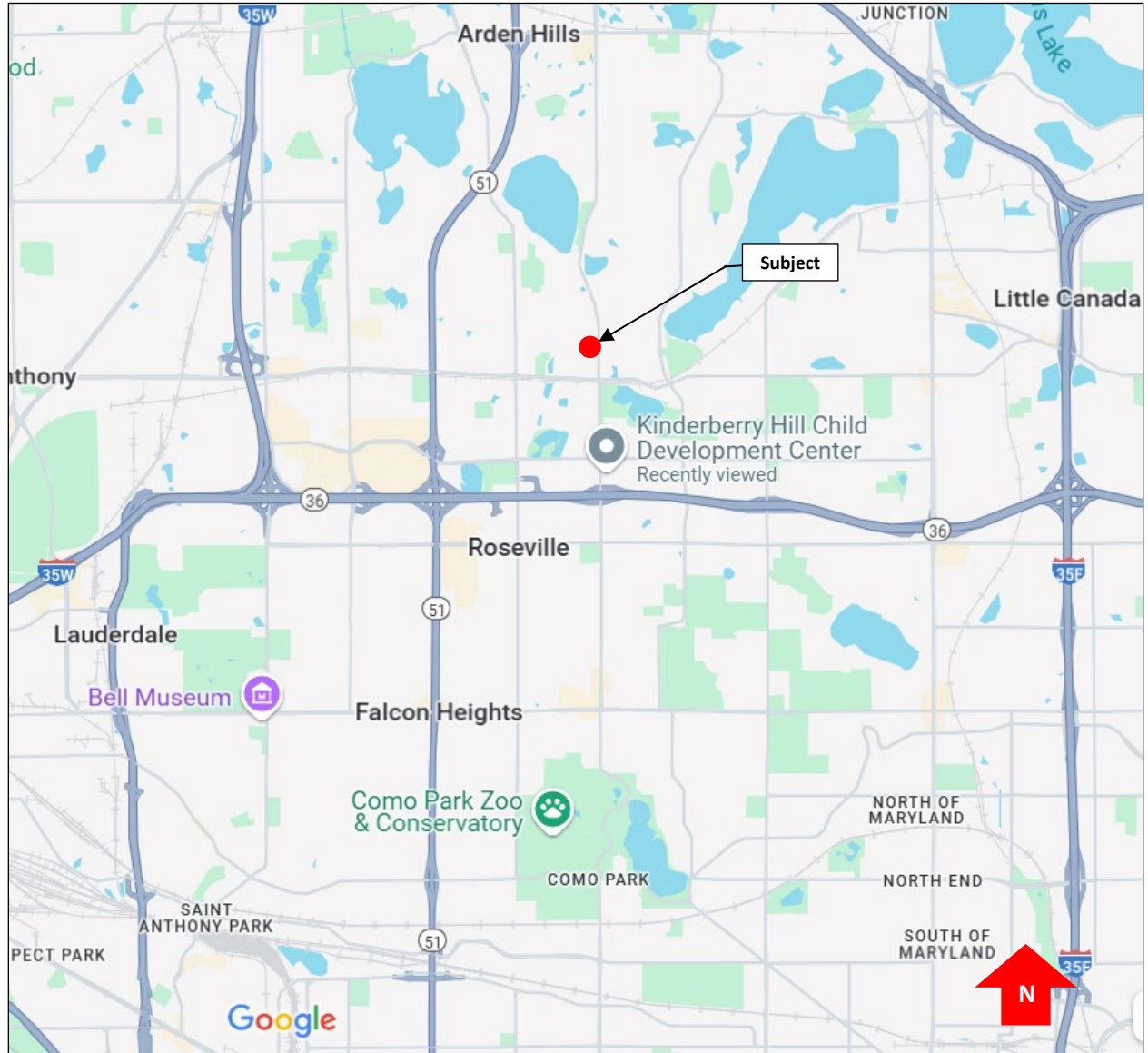
TDM Salons LLC
(Ted and Dana McCullum)

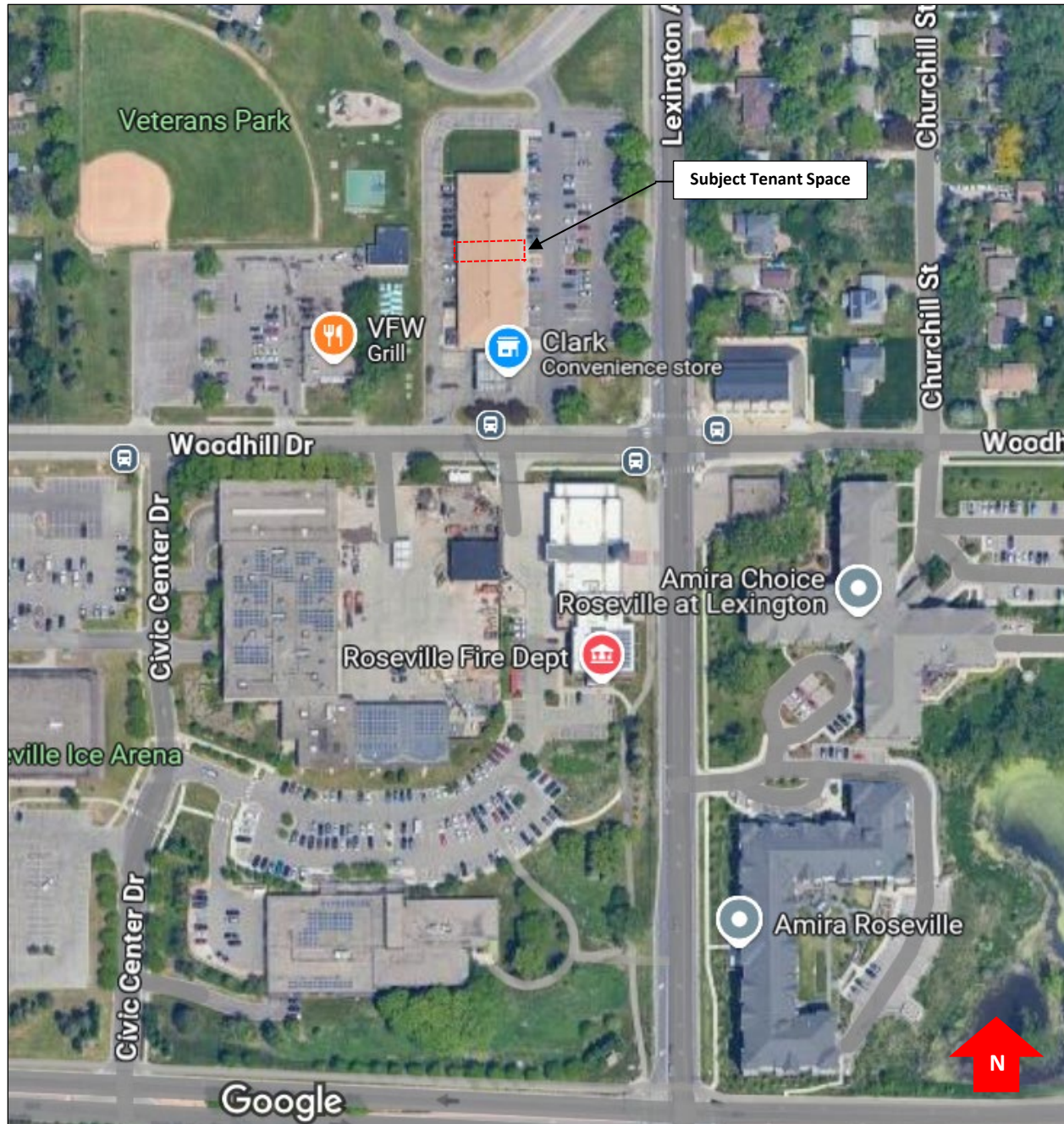
Street Address

2727 Lexington Avenue North
Roseville, Minnesota 55113

Ramsey County

Location Map





Note: Tenant space outline is approximate; drawn by appraiser.

Scope of Work

The appraisal was conducted in accordance with Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal also complies with the Standards of Professional Practice of both the Appraisal Institute and the American Society of Appraisers. This Appraisal Report is intended to comply with the reporting requirements set forth under Standards Rule 2 of USPAP.

Extent of Property Inspection

The appraiser made a brief site visit on October 23, 2024. Photographs were taken at that time. The assignment was discussed with both Ted and Dana McCullum during the site visit.

A more thorough inspection was made on December 7, 2024. Additional photographs were taken. The subject items were inventoried and measured. Ms. Dana McCullum accompanied the appraiser during this inspection.

CLIENT

The City of Roseville, MN.

PURPOSE OF APPRAISAL

The purpose of this appraisal is to estimate the fair market value in continued use of the subject tenant improvements and trade fixtures.

INTENDED USE

The intended use of the appraisal is to assist the client with relocation of the business known as Salon 27.

INTENDED USERS

The intended users are identified as the client.

PROPERTY APPRAISED

The subject property consists of those items that are identified as the interior tenant improvements and the trade fixtures.

Note: The term *trade fixtures* typically implies that the items are owned by the tenant; and are attached to the real estate, but can be removed from the real estate at the end of said tenant's tenancy. However, this is not how the term *trade fixtures* is being used in this appraisal.

Most of the items categorized herein as trade fixtures are permanently or semi-permanently attached to the building. The items have the physical characteristics of

real estate improvements. However, in this case, the trade fixtures are those items that are specific to the beauty salon use and operations. Examples include lighting soffits, additional electrical outlets, plumbing systems to the shampoo stations, and so on.

To conclude the point, the term *trade fixtures* is not meant to comply with a strict legal definition for purposes of this appraisal assignment. A full list of the individual subject items is provided in a latter section of this report.

DEFINITIONS OF VALUE

The fair market value in continued use of the subject trade fixtures is being appraised. The American Society of Appraisers provides the following definition of *fair market value in continued use*.

Fair market value in continued use is the estimated amount, expressed in terms of money, that may reasonably be expected for a property in an exchange between a willing buyer and a willing seller, with equity to both, neither under any compulsion to buy or sell, and both fully aware of all relevant facts, including installation, as of a specific date and assuming that the business earnings support the value reported. This amount includes all normal direct and indirect costs, such as installation and other assemblage costs to make the property fully operational.

Given the above, the appraisal assignment does not include a highest and best use analysis. Rather, the value conclusion(s) are based on the premise that the subject property will continue in support of the current beauty salon use.

Furthermore, the appraised values reflect the subject property items as they are currently installed/constructed. Thus, the definition of fair market value – installed is also applicable to the appraisal assignment. The American Society of Appraisers provides the following definition.

Fair market value—installed is the estimated amount, expressed in terms of money, that may reasonably be expected for an installed property in an exchange between a willing buyer and a willing seller, with equity to both, neither under any compulsion to buy or sell, and both fully aware of all relevant facts, including installation, as of a specific date. This amount includes all normal direct and indirect costs, such as installation and other assemblage costs, necessary to make the property fully operational.

INTEREST APPRAISED

Regarding the subject items that have the physical characteristics of real estate, the interest being appraised is the leasehold interest, or the leasehold estate. The term *leasehold* is defined below:

Leasehold Estate – The right held by the lessee to use and occupy real estate for a stated term and under conditions specified in the lease.⁴

Again, the subject property is appraised under the extraordinary assumption that the tenant, TDM Salons LLC⁵, would have continued to occupy the space at 2727 Lexington Avenue North, Roseville, MN until the subject tenant improvements and trade fixtures reached the ends of their useful lives.

METHODOLOGY

All three of the traditional approach to value were considered. However, the individual items are appraised as they are currently installed/attached to the underlying land and building. Thus, any comparable sales or rental data would, in all likelihood, also include the underlying land and building improvements. Therefore, the cost approach is the most pertinent and reliable indicator of fair market value when appraising the subject tenant improvements and trade fixtures.

The methodology used in developing the cost approach is explained in a latter section of this report.

⁴ Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 7th ed. (Chicago: Appraisal Institute, 2022), Page 105.

⁵ Known as Salon 27 at the 2727 Lexington Avenue North address.

Location & Ownership of Subject Property

The subject items are installed in a tenant space of 1,400±SF. The tenant space is part of a larger multi-tenant retail center that is located at the northwest corner of Lexington Avenue North and Woodhill Drive.

Street Address –

Retail Center: 2719 Lexington Avenue North
Roseville, Minnesota 55113

Street Address –

Subject Suite: 2727 Lexington Avenue North
Roseville, Minnesota 55113

County: Ramsey

Tax Parcel ID: 032923440032

Fee Owner: City of Roseville, MN.

Subject Tenant: TDM Salons LLC – known as Salon 27
(Ted and Dana McCullum)



Source: Ramsey County GIS

Subject Properties Identified & Described

BACKGROUND

The subject tenant space is used as a beauty salon, known as Salon 27. The salon has a reception area, a production area, a utility/break room, and a restroom. The subject salon has 12 styling stations and four hair-washing (shampoo) stations.

Ramsey County reports that the larger retail center was constructed in 1992 and has gross building area (GBA) of 15,112 SF. The center appears well maintained and has good curb appeal. A review of the aerial plat map suggests the parcel has ample surface parking to support the retail center.

The tenant, TDM Salons LLC, began occupying the subject space in 2014. The tenant improvements and trade fixtures were largely installed/constructed during the first half of 2014. Ted and Dana McCullum report that they bore the cost of all tenant improvements and trade fixtures.

The City of Roseville acquired the larger property on April 6, 2018 for \$2,300,000, or \$152.20 per SF of GBA. Mr. Patrick Trudgeon, Roseville City Manager, reports that the eminent domain process was initiated at the start of the acquisition process. However, an agreement was ultimately reached without the City needing to exercise its right of eminent domain.

A new lease with a three-year term was executed between the City (landlord) and TDM Salons LLC (subject tenant). That lease term has since expired and the tenancy continues on a month-to-month basis.

SUBJECT TENANT IMPROVEMENTS

The tenant improvements essentially consist of the interior finishes and wall constructions. These include a suspended grid ceiling with 2' x 4' acoustic tile, canned and florescent light fixtures, and ceiling-mounted HVAC diffusers. The wall finish consists of painted sheetrock. The floor covering consists of engineered wood planks that are manufactured by Earthwerks. Other tenant improvements include interior wall construction for the shampoo room, baseboards, ceiling trim, and interior doors.

SUBJECT TRADE FIXTURES

Many of the immovable trade fixtures could also be categorized as tenant improvements (interior finishes). Such items are permanently or semi-permanently attached to the building and are integrated into the tenant improvements. However, these items are specific to the beauty salon use and, for purposes of this assignment, are categorized separately as trade fixtures.

The subject trade fixtures also include certain items that can be moved without undue effort and expense. However, these items are unlikely to be usefull at another location given their size, dimensions, or method of installation.

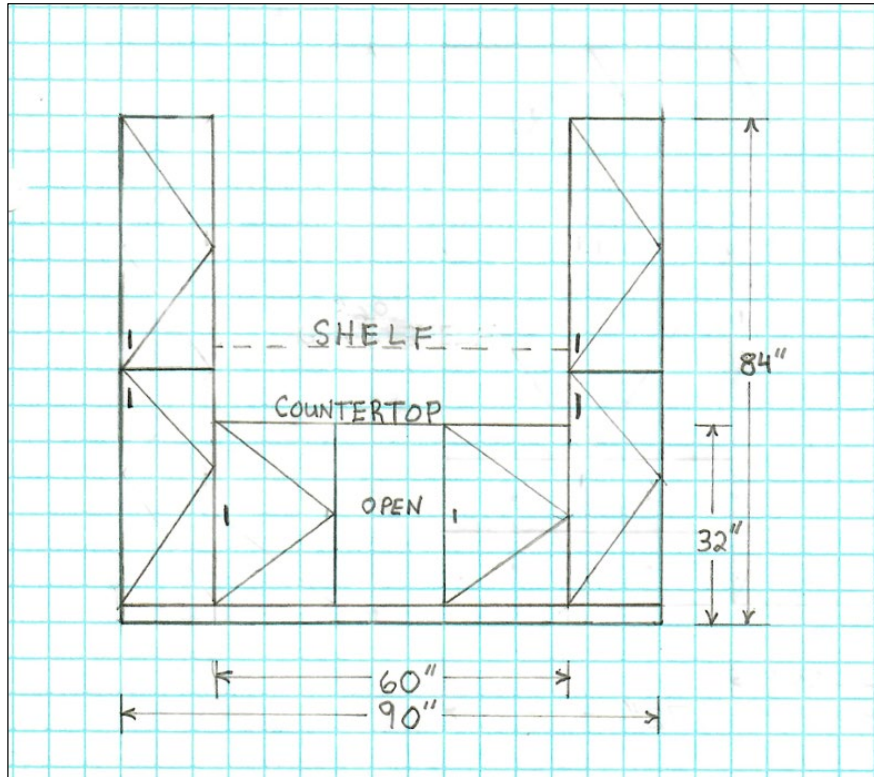
The subject trade fixtures are summarized on the following spreadsheets.

<u>Immovable Trade Fixtures</u>				
Item	Qty	Description	Location	Manufacturer
A)	2 ea.	<u>Built-in Display Cases</u> • 65" high x 13" wide x 11" deep • Wood construction • Two glass shelves in top half • Door in bottom half • Interior light at top	Reception Area	Contractor
B)	1 ea.	<u>Lighting Soffit</u> • Over reception desk • 6' long x 5' wide • Three can light fixtures • Painted drywall finish	Reception Area	Contractor
C)	5 ea.	<u>Can Lights</u> • In addition to three lights in Item D	Reception Area	Contractor
D)	1 ea.	<u>Track Light</u> • With four light fixtures	Reception Area	Contractor
E)	1 ea.	<u>Lighting Soffit</u> • 22' long • Four can light fixtures • Painted drywall finish • <u>Note</u>: Soffit over four styling stations	West Wall of Production Area	Contractor
F)	1 ea.	<u>Lighting Soffit</u> • 42' long • Eleven can light fixtures • Painted drywall finish • <u>Note</u>: Soffit over eight styling stations	East Wall of Production Area	Contractor
G)	12 ea.	<u>Electrical Outlets</u> • Outlets installed in the movable cabinets at each styling station. • Includes wiring from service panel.	Production Area	Contractor

<u>Immovable Trade Fixtures</u>				
Item	Qty	Description	Location	Manufacturer
H)	6 ea.	<u>Electrical Outlets</u> • Outlets installed near top of wall at each beauty station. • Power to the Paragon hair dryers. • Includes wiring from service panel.	Production Area	Contractor
I)	6 ea.	<u>Bracing/Support for Hair Dryers</u> • Constructed inside walls to support the weight of Paragon hair dryers.	Production Area	Contractor
J)	22 ea.	<u>Can Lights</u> • In addition to lights in Items G & H	Production Area	Contractor
K)	4 ea.	<u>Plumbing to Shampoo Stations</u> • Supports 4 chairs with integrated sinks • Hot and cold water to each sink • Drainage line from each sink	Shampoo Room	Contractor
L)	1 ea.	<u>Overhead Cabinet</u> • Wood construction • 72" long x 30" high x 12" deep • Two sets of double doors • Interior shelves	Utility Room	Contractor
M)	1 ea.	<u>L-Shaped Countertop</u> • Wood construction • 90" long x 25" wide with 35" x 25" return • Two-basin sink in return • Two-door cabinet under sink	Utility Room	Contractor
N)	1 ea.	<u>Heat Recovery Ventilator</u> • Installed in ceiling	Utility Room	Lifebreath (Contractor)
O)	1 ea.	<u>Water Heater</u> • Cyclone XI	Utility Room	AO Smith (Contractor)

Items A through O were constructed and/or installed by Rongitsch Construction Company, Inc. Rongitsch also constructed/installed the tenant improvements. Dale Frank Electric Company supplied and installed (hung) some of the light fixtures.

<u>Trade Fixtures (Belvedere or Custom Cabinetry)</u>				
Item	Qty	Description	Location	Manufacturer
P)	1 ea.	<u>Display Hutch/Cabinet</u> • 7' high x 11' 3" wide x 13" deep • Wood construction • Crown molding trim • Three glass shelves • Three bottom drawers	Reception Area	Belvedere or Custom
Q)	1 ea.	<u>Pass-Through Built-In Cabinetry</u> • Wood construction • Extends through wall into utility room • See appraiser's sketch below.	Shampoo Room	Belvedere



Item P was either manufactured by Belvedere or was custom built. This display hutch/cabinet is 11' 3" wide, which is an odd dimension, and fits exactly along the wall on the west side of the reception area.

Item Q is manufactured by Belvedere. Belvedere recently went out of business but was a longtime supplier of cabinets, furniture, and equipment for the beauty salon industry. Item Q is built into the common wall that separates the shampoo room and

the utility room. The unit is designed to pass dirty towels between from the shampoo room to the utility room. A clothes washer and dryer are located in the utility room. The remaining subject trade fixtures are summarized below.

Miscellaneous Subject Trade Fixtures				
Item	Qty	Description	Location	Manufacturer
R)	1 ea.	<u>Coffee Cabinet and Counter</u> • 64" long x 24" deep • Wood construction • Stone countertop • One pullout drawer • Two-door opening with inside shelf • Opening for mini refrigerator	Production Area	Custom
S)	1 Lot	<u>Stenciled Lettering</u> • On wall above coffee counter	Production Area	Custom
T)	1 ea.	<u>Metal Coil Drape</u> • Used as partition between shampoo room and main production area. • 8' high x 10' long • Retractable in overhead track	Shampoo Room	Cascade Coil
U)	1 ea.	<u>Mirror</u> • With stained glass decorative surround • Above shelf of Item T	Shampoo Room	Custom
V)	3 ea.	<u>Wood Shelves</u> • 60" long x 12" deep	Utility Room	Custom
W)	1 ea.	<u>Exterior Sign</u> • Mounted on building fascia over front entry	Exterior	FastSigns
X)	1 Lot	<u>Lettering</u> • On front door and front windows	Exterior	FastSigns

Photos of the subject items are included on the following pages.

Note: To assist the reader in understanding what items are not included as subject trade fixtures, a list of the major items of movable personal property is include in the addenda to this report.

Subject Photos

Items A - Build-In Display Cases

Item E - Light Soffit on West Wall of Production Area
Note: Four Styling Stations and Two Hair Dryers in View

Subject Photos

Item F - Light Soffit on East Wall of Production Area
Note: Styling Stations and Hair Dryers in View



View Across Production Area - Tenant Improvements in View

Subject Photos

Movable Cabinet at each Styling Station
Electrical Service to each Cabinet (Item G)



Paragon Hair Dryers (Movable)
Items H and I to each Hair Dryer
Item E (light soffit) at Top of Photo

Subject Photos

Hair Washing Stations - Movable Chairs with Integrated Sinks
Items Q and V in Background



Integrated Sink on Shampooing Chair
Note: Plumbing to Faucet (part of Item K)

Subject Photos



Plumbing Under Shampooing Chair (part of Item K)



Items L and N in View

Subject Photos



Item M - "L" Shaped Counter with Cabinet & Sink



Item N - Heat Recovery Ventilator

Subject Photos



Item O - Water Heater



Item P - Display Hutch/Cabinet

Subject Photos



Item Q - Built-In Cabinetry in Shampoo Room
Item V - Mirror with Decorative Surround in View



Items Q and V

Subject Photos



Item R - Coffee Counter

Item S - Stenciled Lettering on Wall



Item U - Metal Coil Drape

Subject Photos



Items X and Y - Exterior Sign and Lettering

Valuation Analysis and Conclusions

METHODOLOGY

As discussed, the cost approach to value is used to estimate the value of the individual subject items.

The first step is to estimate the replacement cost new (RCN) of each individual item. The tenant has provided documents (proposals, invoices, cancelled checks, receipts) that summarize the historical costs of many of the subject improvements and trade fixtures. The historical costs appear reasonable and consistent with the appraiser's long observations over the years. Therefore, the historical costs are trended to the present for inflation using the cost trending indexes found in Section 98 of the Marshall Valuation Service (MVS).

The historical costs were available for the tenant improvements; Items A through O; Q through T; and X and Y. The historical costs were incurred in the first half of 2014. The Minneapolis index found in Section 98 of the MVS indicates an inflation factor of 1.4915 from early 2014 to the effective date of value. Once the historical costs are trended for inflation, a 10% premium is added for entrepreneurial profit.

Historical costs were not available for Items P, R, S, U, V, and W. The RCNs of these items were based on internet research and the appraiser's internal files. Once again, a 10% premium is added for entrepreneurial profit.

The items are then depreciated using the effective age/useful life method. In this case, the effective age of the subject items is estimated to be the same as their chronological ages, or 10.50 years.

The anticipated useful lives of the tenant improvements and Items A – O are estimated, on average, at 27.50 years. Thus, total depreciation to these items is estimated at about 38.0% ($10.50 \text{ years} \div 27.50 \text{ years}$). The inverse of the total depreciation rate is 62.0% ($1 - 38.0\%$), which is known as the *percent good ratios*.

The anticipated useful lives of the remaining items are estimated from 20 to 25 years, resulting in percent good ratios of 47.0% to 58.0%.

Tenant Improvements & Items A - O

These items account for over 85% of the total, therefore meriting further discussion. The tenant improvements and Items A through O were constructed and/or installed by Rongitsch Construction Company. The documents provided by the tenant indicate the historical cost to Rongitsch was \$117,840.

Dale Franke Electric Company charged another \$2,000 for supplying/hanging some light fixtures. A note on one of the Dale Frank invoices states that an additional \$250 to \$350 would be billed later, say \$300. Finally, \$755 was spent with another vendor for additional ceiling tile.

Thus, the total historical cost for these items was \$120,895. This is multiplied by 1.4915 for inflation, resulting in an inflation adjusted cost of \$180,315. A 10% premium is added for entrepreneurial profit, bring the final estimate of replacement cost new to \$198,350.

VALUE CONCLUSIONS

The conclusions of RCN, percent good, and fair market values are presented on the following page. Again, the values of several subject items were estimated separately. The combined fair market value in continued use of all items is \$143,760.

Note: Again, the appraisal is based on the extraordinary assumption that had the City not acquired the retail center property, then Salon 27 would have continued to occupy the subject space until the subject tenant improvements and trade fixtures were at the ends of their useful lives.

<u>Estimates of Fair Market Value In Place</u>				
Item	Qty	Description	Replace Cost New	Percent Good FMV In Place
A)	2 ea.	Built-in Display Cases		
B)	1 ea.	Lighting Soffit over Recep. Desk		
C)	5 ea.	Can Lights - Reception Area		
D)	1 ea.	Track Light - Reception Area		
E)	1 ea.	Lighting Soffit - West Wall		
F)	1 ea.	Lighting Soffit - East Wall		
G)	12 ea.	Elec. Outlets to Styling Stations		
H)	6 ea.	Electrical Outlets to Hair Dryers		
I)	6 ea.	Bracing/Support for Hair Dryers		
J)	22 ea.	Can Lights over Production Floor		
K)	4 ea.	Plumbing to Shampoo Stations		
L)	1 ea.	Overhead Cabinet in Utility Room		
M)	1 ea.	L-Shaped Counter in Utility Room		
N)	1 ea.	Heat Recovery Ventilator		
O)	1 ea.	Water Heater		
-		All Other Tenant Improvements		
Total of Items A - O & All Other TIs:			\$ 198,350	62% \$ 122,980
P)	1 ea.	Display Hutch/Cabinet	\$ 17,040	50% \$ 8,520
Q)	1 ea.	Built-In Cabinetry	\$ 7,780	58% \$ 4,510
R)	1 ea.	Coffee Counter	\$ 2,250	58% \$ 1,310
S)	1 Lot	Stenciled Lettering	\$ 800	58% \$ 460
T)	1 ea.	Metal Coil Drape	\$ 5,210	58% \$ 3,020
U)	1 ea.	Mirror	\$ 650	58% \$ 380
W)	3 ea.	Wood Shelves	\$ 165	58% \$ 100
X)	1 ea.	Exterior Sign	\$ 4,620	47% \$ 2,170
Y)	1 Lot	Lettering	\$ 650	47% \$ 310
Total of Items P - Y:			\$ 39,165	\$ 20,780
Total of All Items and TIs:			\$ 237,515	\$ 143,760

Assumptions and Limiting Conditions

1. The appraiser (Clay M. Dodd) has inspected the subject property through reasonable observation. However, it is not possible or reasonably practicable to personally inspect conditions beneath the soil and the entire interior and exterior of the improvements on the subject property. Therefore, no representation is made as to such matters.
2. The report, including its conclusions and any portion of such report (the "Report"), is as of the date set forth in the letter of transmittal and based upon the information, market, economic, and property conditions and projected levels of operation existing as of such date. The dollar amount of any conclusion as to value in the Report is based upon the purchasing power of the U.S. Dollar on such date. The Report is subject to change as a result of fluctuations in any of the foregoing. The appraiser has no obligation to revise the Report to reflect any such fluctuations or other events or conditions which occur subsequent to such date.
3. Unless otherwise expressly noted in the Report, the appraiser has assumed that:
 - (i) Title to the subject property is clear and marketable and that there are no recorded or unrecorded matters or exceptions to title that would adversely affect marketability or value. The appraiser has not examined title records (including without limitation liens, encumbrances, easements, deed restrictions, and other conditions that may affect the title or use of the subject property) and makes no representations regarding title or its limitations on the use of the subject property. Insurance against financial loss that may arise out of defects in title should be sought from a qualified title insurance company.
 - (ii) Existing improvements on the subject property conform to applicable local, state, and federal building codes and ordinances, are structurally sound and seismically safe, and have been built and repaired in a workmanlike manner according to standard practices.
 - (iii) Hazardous materials are not present on the subject property. The appraiser is not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, contaminated groundwater, mold, or other potentially hazardous materials may affect the value of the property.
 - (iv) There are no contemplated public initiatives, governmental development controls, rent controls, or changes in the present zoning ordinances or regulations governing use, density, or shape that would significantly affect the value of the subject property.
 - (v) All required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, nor national government or private entity or organization have been or can be readily obtained or renewed for any use on which the Report is based.
 - (vi) The subject property is managed and operated in a prudent and competent manner, neither inefficiently or super-efficiently.
 - (vii) The subject property and its use, management, and operation are in full compliance with all applicable federal, state, and local regulations, laws, and restrictions, including without limitation environmental laws, seismic hazards, flight patterns, decibel levels/noise envelopes, fire hazards, hillside ordinances, density, allowable uses, building codes, permits, and licenses.
 - (viii) The subject property is in full compliance with the Americans with Disabilities Act (ADA). The appraiser is not qualified to assess the subject property's compliance with the ADA, notwithstanding any discussion of possible readily achievable barrier removal construction items in the Report.
 - (ix) All information regarding the areas and dimensions of the subject property furnished to the appraiser are correct, and no encroachments exist. The appraiser has neither

undertaken any survey of the boundaries of the subject property nor reviewed or confirmed the accuracy of any legal description of the subject property.

Unless otherwise expressly noted in the Report, no issues regarding the foregoing were brought to the appraiser's attention, and the appraiser has no knowledge of any such facts affecting the subject property. If any information inconsistent with any of the foregoing assumptions is discovered, such information could have a substantial negative impact on the Report. Accordingly, if any such information is subsequently made known to the appraiser, the appraiser reserves the right to amend the Report, which may include the conclusions of the Report. The appraiser assumes no responsibility for any conditions regarding the foregoing, or for any expertise or knowledge required to discover them. Any user of the Report is urged to retain an expert in the applicable field(s) for information regarding such conditions.

4. The appraiser has assumed that all documents, data and information furnished by or on behalf of the client, property owner, or owner's representative are accurate and correct, unless otherwise expressly noted in the Report. Such data and information include, without limitation, numerical street addresses, lot and block numbers, Assessor's Parcel Numbers, land dimensions, square footage area of the land, dimensions of the improvements, gross building areas, net rentable areas, usable areas, unit count, room count, rent schedules, income data, historical operating expenses, budgets, and related data. Any error in any of the above could have a substantial impact on the Report. Accordingly, if any such errors are subsequently made known to the appraiser, the appraiser reserves the right to amend the Report, which may include the conclusions of the Report. The client and intended user should carefully review all assumptions, data, relevant calculations, and conclusions of the Report and should immediately notify the appraiser of any questions or errors within 30 days after the date of delivery of the Report.
5. The appraiser assumes no responsibility (including any obligation to procure the same) for any documents, data or information not provided to the appraiser, including without limitation any termite inspection, survey or occupancy permit.
6. The Report contains professional opinions and is expressly not intended to serve as any warranty, assurance or guarantee of any particular value of the subject property. Other appraisers may reach different conclusions as to the value of the subject property. Furthermore, market value is highly related to promotion effort, terms, motivation, and conclusions surrounding the offering of the subject property. The Report is for the sole purpose of providing the intended user with the appraiser's independent professional opinion of the value of the subject property as of the effective date of value. Accordingly, the appraiser shall not be liable for any losses that arise from any investment or lending decisions based upon the Report that the client, intended user, or any buyer, seller, investor, or lending institution may undertake related to the subject property, and the appraiser has not been compensated to assume any of these risks. Nothing contained in the Report shall be construed as any direct or indirect recommendation of appraiser to buy, sell, hold, or finance the subject property.
7. No opinion is expressed on matters which may require legal expertise or specialized investigation or knowledge beyond that customarily employed by real estate appraisers. Any user of the Report is advised to retain experts in areas that fall outside the scope of the real estate appraisal profession for such matters.
8. The appraiser assumes no responsibility for any costs or consequences arising due to the need, or the lack of need, for flood hazard insurance. An agent for the Federal Flood Insurance Program should be contacted to determine the actual need for Flood Hazard Insurance.
9. Acceptance or use of the Report constitutes full acceptance of these Assumptions and Limiting Conditions and any special assumptions set forth in the Report. It is the

responsibility of the user of the Report to read in full, comprehend and thus become aware of all such assumptions and limiting conditions. The appraiser assumes no responsibility for any situation arising out of the user's failure to become familiar with and understand the same.

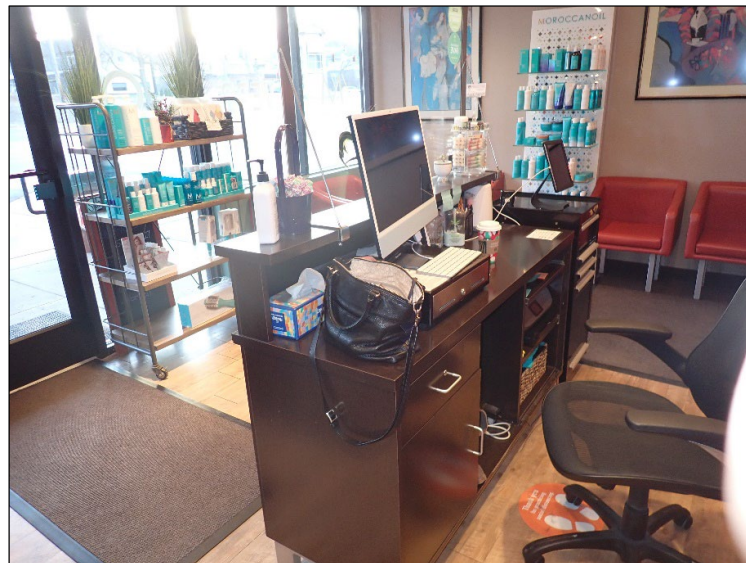
10. The allocations of the total value estimate in the Report between land and improvements apply only to the existing use of the subject property.
11. The maps, plats, sketches, graphs, photographs, and exhibits included in this Report are for illustration purposes only and shall be utilized only to assist in visualizing matters discussed in the Report. No such items shall be removed, reproduced, or used apart from the Report.
12. The Report shall not be duplicated or provided to any unintended users in whole or in part without the written consent of the appraiser, which consent may be withheld. Exempt from this restriction is duplication for the internal use of the intended user and its attorneys, accountants, or advisors for the sole benefit of the intended user. Also exempt from this restriction is transmission of the Report pursuant to any requirement of any court, governmental authority, or regulatory agency having jurisdiction over the intended user, provided that the Report and its contents shall not be published, in whole or in part, in any public document without the written consent of the appraiser, which consent may be withheld. Finally, the Report shall not be made available to the public or otherwise used in any offering of the property or any security, as defined by applicable law. Any unintended user who may possess the Report is advised that it shall not rely upon the Report or its conclusions and that it should rely on its own appraisers, advisors and other consultants for any decision in connection with the subject property. The appraiser shall have no liability or responsibility to any such unintended user.

Addenda

Addendum A

Movable Personal Property

<u>Movable Personal Property - Major Items</u>			
Item	Qty	Description	Location
i)	1	Receptionist Desk	Reception Area
ii)	1	Receptionist Chair	Reception Area
iii)	1	Metal Cabinet - on Casters	Reception Area
iv)	1	Display Rack - Wall Mounted	Reception Area
v)	1	Display Rack - Four Shelves - on Casters	Reception Area
vi)	1	Personal Computer - with Monitor	Reception Area
vii)	5	Chairs - Customer Waiting	Reception Area
viii)	2	End Tables	Reception Area
ix)	12	Styling Stations	Production Area
x)	12	Chairs - at Styling Stations	Production Area
xi)	6	Hair Dryers - Wall Mounted	Production Area
xii)	1	Refrigerator	Production Area
xiii)	1	Storage Cabinet	Production Area
xiv)	2	Display Racks	Production Area
xv)	4	Hair-Washing Chairs - with Sinks	Shampoo Room
xvi)	4	Ottoman (Foot Rests)	Shampoo Room
xvii)	3	Protective Panels - Plexiglass	Shampoo Room
xviii)	1	Hair Dye Storage Units	Utility Room
xix)	9	Clothes Washer	Utility Room
xx)	1	Clothes Dryer	Utility Room



Items i through vii in View

Movable Personal Property Photos

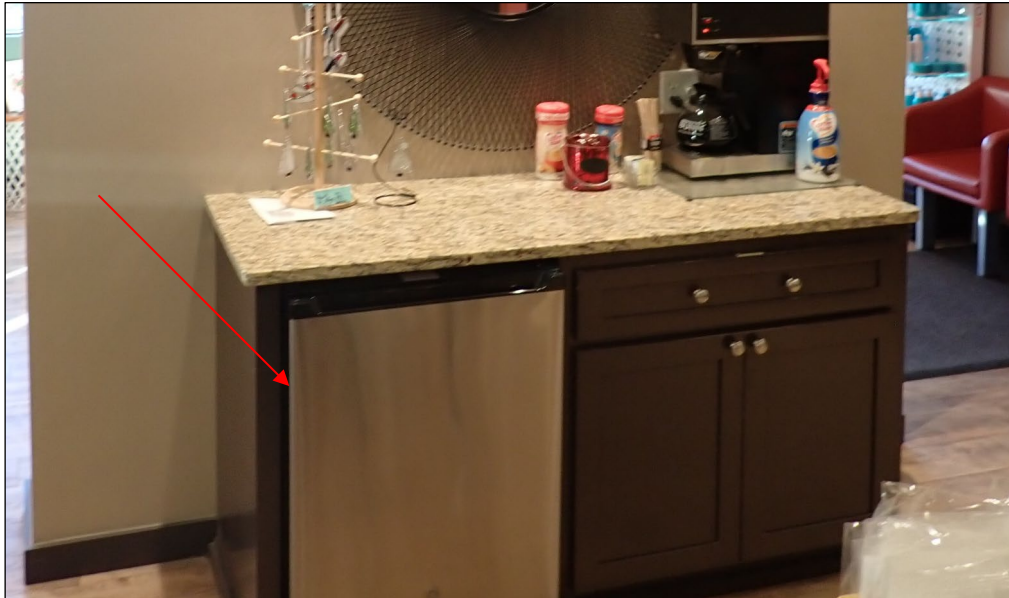


Items i, ii, iv, vii and viii



4 Styling Stations (Item ix); 4 Styling Chairs (Item x); and two Hair Dryers (Item xi)

Movable Personal Property Photos



Item xii - Refrigerator



Item xiii - Storage Cabinet

Movable Personal Property Photos

Item xv - 4 Hair-Washing Chairs (with Integrated Sinks)

Item xvi - 4 Ottoman

Item xvii - 3 Protective Panels



Item xviii - 9 Hair Dye Storage Units

Movable Personal Property Photos



Items xix and xx - Clothes Washer & Dryer

Addendum B

Appraiser's Qualifications

PROFESSIONAL QUALIFICATIONS OF

CLAY M. DODD

Professional Affiliations

- MAI Member - Appraisal Institute
- ASA Member (Machinery & Equipment) - American Society of Appraisers
- Licensed Real Estate Appraiser - Certified General Real Property
 - Minnesota License No.: 20019812
 - Iowa License No.: CG02782
 - North Dakota License No.: CG-22137

Business Experience

- Dodd Advisory & Valuation LLC - President - February 2022 to Present
- CBRE, Inc. - Director - January 2019 to February 2022
 - National Practice Leader, Agriculture & Agribusiness - May 2021 to February 2022
- Patchin Messner Dodd & Brumm - Principal/Partner - 2001 to December 2018
- Patchin Messner Appraisals, Inc. - Associate Appraiser - 1995 through 2000
- Peter J. Patchin & Associates - Associate Appraiser - September 1992 through 1994
- U.S. Postal Service - Real Estate Specialist - January 1991 through August 1992
- U.S. Army - final rank E-5 - April 1983 through January 1987 (MOS 18E)

Educational Background

- Bachelor of Science, St. Cloud State University; Summa Cum Laude - Fall of 1990
 - Major: Industrial Technology - Emphasis in Building Construction
 - Minor: Finance - Emphasis in Commercial Real Estate
- Significant graduate-level coursework completed - University of Minnesota, Carlson School of Business, MBA Program (Finance emphasis)

Specialized Real Estate Education

- Real Estate Appraisal Principles (110) - Appraisal Institute - 1991
- Basic Valuation Procedures (120) - Appraisal Institute - 1991
- Standards of Professional Appraisal Practice - Appraisal Institute
 - Part A (410) - 1993
 - Part B (420) - 1993
 - USPAP 7-Hour National Update Course - several times over the years
- Basic Income Capitalization (310) - Appraisal Institute - 1997
- Advanced Income Capitalization (510) - Appraisal Institute - 1992
- Advanced Applications (550) - Appraisal Institute - 1994
- Report Writing & Valuation Analysis (540) - Appraisal Institute - 1997
- Subdivision Valuation - Appraisal Institute - 2009
- Appraisal Curriculum Overview - Appraisal Institute - 2011
- Appraisal of Single-Tenant Distribution Centers - McKissock - 2017
- Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets - Appraisal Institute - 2018
- Real Estate Brokers Course - Pro-Source - 1991
- Numerous Seminars and Workshops

PROFESSIONAL QUALIFICATIONS OF (Cont.)

CLAY M. DODD

Machinery and Technical Assets Appraisal Education

- Introduction to Machinery and Equipment Valuation (ME201) - American Society of Appraisers (ASA) - 2007
- Machinery and Equipment Valuation Methodology - ASA - 2007
- Machinery and Equipment Valuation, Advanced Topics and Case Studies - ASA - 2008
- Machinery and Equipment Valuation, Advanced Topics and Report Writing - ASA - 2010

Appraisal Experience

- Appraisals Performed for:
 - Mortgage Financing
 - Ad Valorem Taxation
 - Condemnation
 - Disputes/Other Litigation
 - Acquisition/Disposal
 - Estate
 - Purchase Price Allocation
 - Orderly Liquidation - Real Estate and M&E
- Property Appraised
 - Real Property
 - Trade/Business Fixtures
 - Machinery & Equipment
 - Business Enterprise
 - Note: Appraisals are often completed on a whole-plant basis, whereby the plant is appraised as it is fully equipped and operational. Allocations are then made between the real estate and the affixed machinery & equipment.
- Types of Properties Appraised
 - Commercial properties including office buildings; retail centers; standalone retail stores; convenience stores with gas sales; automotive service/repair facilities; auto dealerships; restaurants; motels; parking ramps
 - Properties on the National Register of Historic Places
 - Vacant land including industrial lots; commercial lots; residential subdivision land; transitional land; agricultural land; river land with riparian rights (river barge)
 - Special Purpose properties
 - Industrial properties including general manufacturing (light and heavy); warehouses; distribution/fulfillment centers; transmodal facilities; food processing plants; specialized processing plants; grain elevators; asphalt plants; paper mills
 - Note: over the past 25 years the appraisal practice has focused on agri-business, food processing, and industrial processing facilities, particularly those plants that process agricultural products. Assignments typically include the M&E as installed. Properties appraised include:

* Grain Elevators (all types)	* Oat Mills
* Feed Mills (commercial, dedicated)	* Corn Flour Mills
* Flour Mills (hard, soft, durum)	* Biodiesel Plants
* Soybean Crush Plants (hexane, mech)	* Dry Mix Plants - Food-Grade
* Seed Processing Plants (corn, soybean)	* Meat Processing (harvest, fab, further)
* Fertilizer Plants	* Dairy Processing (several types)
* Ethanol Plants (dry grind)	* Pasta Plants
* Corn Mills, Wet	* Vegetable Processing Plants
* Malt Plants	* Fruit Processing Plants

PROFESSIONAL QUALIFICATIONS OF (Cont.)

CLAY M. DODD

Appraisal Experience (cont.)

- Qualified as an expert witness in Minnesota State Tax Court, Iowa Property Assessment Appeal Board, District Court, Commissioners Hearings in several Minnesota counties.

Related Experience

- Contributing author to the Appraising Industrial Properties textbook, published by the Appraisal Institute, 2005 (Chapter Authored: *Appraising Grain Elevators*)
- NorthStar Chapter of the Appraisal Institute: Board Member - 2001 - 2007; Treasurer - 2003; Secretary - 2004; Vice President - 2005; President - 2006
- Member of the Appraisal Institute's national project team on Valuation for Financial Reporting
- Member of the Local Board of Appeal & Equalization - Bloomington, MN - 2006 - 2021

Clients Include

- | | |
|-----------------------------------|--|
| * Associated Bank | * JPMorgan Chase |
| * Anchor Banks | * Kennedy & Graven |
| * Bank of America | * Knappen Milling Company |
| * BB&T Bank | * MetLife Ag Investments |
| * Barilla | * Miller Milling |
| * Cargill, Inc. | * Milner Milling / Grain Craft |
| * CHS | * Minot Milling / Philadelphia Macaroni |
| * CliftonLarsonAllen | * Precision Soya |
| * Commerce Bank | * Premier Banks |
| * Compeer Financial | * PGIM REF Agribusiness Finance (Prudential) |
| * ConAgra | * Rabobank Nederland |
| * Fredrickson & Byron | * Rinke Noonan |
| * GE Capital Public Finance | * St. Paul Port Authority |
| * Huemoeller & Gontarek | * The Mennel Milling Company |
| * John Hancock Financial Services | * Wells Fargo |

Other Numerous Cities, Counties and other governmental entities

STATE OF MINNESOTA



CLAY MILTON DODD
DODD ADVISORY & VALUATION LLC
10679 UTICA ROAD
BLOOMINGTON, MN 55437

Department of Commerce

The Undersigned COMMISSIONER OF COMMERCE for the State of Minnesota hereby certifies that
CLAY MILTON DODD

DODD ADVISORY & VALUATION LLC
10679 UTICA ROAD
BLOOMINGTON, MN 55437

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of

Resident Appraiser : Certified General

License Number: 20019812

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect until August 31, 2025.

IN TESTIMONY WHEREOF, I have hereunto set my hand this August 29, 2023.

COMMISSIONER OF COMMERCE

Minnesota Department of Commerce

Licensing Division

85 7th Place East, Suite 500

St. Paul, MN 55101-3165

Telephone: (651) 539-1599

Email: licensing.commerce@state.mn.us

Website: commerce.state.mn.us

Notes:

- **Individual Licensees Only - Continuing Education:** 15 hours is required in the first renewal period, which includes a 7 hour USPAP course. 30 hours is required for each subsequent renewal period, which includes a 7 hour USPAP course.
- **Appraisers:** You must hold a licensed Residential, Certified Residential, or Certified General qualification in order to perform appraisals for federally-related transactions. **Trainees do not qualify.** For further details, please visit our website at commerce.state.mn.us.

TERMINATION OF LEASE AGREEMENT

THIS TERMINATION OF LEASE AGREEMENT (this “Agreement”) is made and entered into effective as of this _____ day of _____, 2025, by and between the City of Roseville, a Minnesota body corporate and politic (the “Landlord”) and TDM Salons, LLC, a Minnesota limited liability company (the “Tenant”).

RECITALS:

WHEREAS, the Tenant and the former landlord, Roseville Center Limited Partnership, entered into that certain Indenture of Lease Agreement dated February 10, 2014, a copy of which is attached hereto as Attachment 1 (the “Lease”), regarding the property legally described in Exhibit A to the Lease (the “Property”) and that certain portion of the Property identified as Suite 2727 and depicted in Exhibit B to the Lease (the “Premises”), and after various extensions and amendments, the month-to-month Lease will expire on May 31, 2025; and

WHEREAS, in 2018 Roseville Center Limited Partnership conveyed the Property to the Landlord and assigned the Lease to the Landlord; and

WHEREAS, Landlord intends to relocate Tenant to proceed with redevelopment plans of the Property; and

WHEREAS, Tenant provided written notice to the Landlord on April 7 2025, requesting the Lease be terminated on the effective date of May 31, 2025; and

WHEREAS, at the start of the Lease the Tenant made improvements and installed trade fixtures, furniture and equipment at its own expense on the Premises; and

WHEREAS, Landlord has obtained a professional and independent appraisal of the fair market value in the continued use of the Tenant’s improvements and trade fixtures, furniture and equipment on the Premises and the appraised value was found at \$143,760.00; and

WHEREAS, Landlord has offered and Tenant has accepted payment in the amount of \$143,760.00 to Tenant for acquisition of its improvements and trade fixtures, furniture and equipment on the Premises as a full satisfaction of all claims that Tenant may be entitled to related to the Property, the Premises, the termination of the lease, and the acquisition of Tenant’s improvements and trade fixtures, furniture and equipment on the Premises; and

WHEREAS, Landlord and Tenant are separately coordinating to provide Tenant with any other relocation services and benefits for which Tenant may be eligible pursuant to the Minnesota Uniform Relocation Assistance Act (MURA), Minn. Stat. §§ 117.50, *et seq.*, and have agreed that Tenant will submit and a claim for a fixed payment in lieu of actual moving and related expenses in the amount of \$50,000 regarding the costs of relocation of any non-acquired personal property and Tenant’s business reestablishment and that Landlord will approve said claim upon receipt of reasonable verifying documentation; and

WHEREAS, the Landlord and the Tenant desire to terminate the Lease effective May 31, 2025 so that the Landlord may occupy the Premises; and

NOW, THEREFORE, the parties agree as follows:

1. RECITALS. Each of the above Recitals are true and accurate and are incorporated as material terms of this Agreement.

2. TERMINATION OF LEASE; SURRENDER OF PREMISES. The Lease shall terminate effective May 31, 2025. The Tenant shall vacate and surrender the Premises and the Property no later than June 2, 2025. The Tenant may continue to store the items that are currently being stored on the Premises by the Tenant until the date of vacation. The Tenant shall not be required to pay any additional rent to continue to store items on the Premises during this time. Prior to June 2, 2025, the Landlord and the Tenant shall determine which items that are being stored on the Premises by the Tenant must be removed by the Tenant and which items, if any, may be retained by Landlord. The Tenant shall provide any keys in its possession to Landlord no later than June 2, 2025. A final walk through and conditions assessment shall be performed with representatives from both Tenant and Landlord to determine if all conditions of this Agreement and the Lease have been satisfied.

3. NO RELEASE OF THE TENANT. Nothing contained herein shall release the Tenant from any obligations under the Lease accruing on or prior to 11:59 p.m. on May 31, 2025.

4. SATISFACTION AND RELEASE OF CLAIMS. The Landlord will pay the Tenant the sum of \$143,760.00 as consideration for executing this Agreement and for the acquisition of the Tenant improvements and trade fixtures, furniture and equipment and to fully resolve, settle, satisfy, and release any and all claims or allegations the Tenant may have against the Landlord related to the Property and the Premises and the termination of the Lease.

5. OCCUPANCY AND COSTS. The Landlord may assume occupancy of the Premises and the Property on June 2, 2025 at 5:00 p.m. Effective at 5:00 p.m. on June 2, 2025, the Landlord shall become responsible for any costs associated with the Premises and the Property that were previously the responsibility of the Tenant, including, but not limited to, real estate taxes, all insurance, utilities (including, but not limited to, water, garbage/recycling removal, electricity, gas, phone, Internet, cable, sewer, storm sewer), and property maintenance and repair costs and responsibilities.

[Remainder of Page Intentionally Left Blank; Signature Pages to Follow]

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year first above written.

TENANT: TDM SALONS, LLC

By: _____
NAME

Its:

LANDLORD: CITY OF ROSEVILLE

By: _____
Dan Roe

Its: Mayor

By: _____
Patrick J. Trudgeon

Its: City Manager

ATTACHMENT 1

Indenture of Lease Dated February 10, 2014

“Lexington Shoppes Retail Lease Agreement”

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.f.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Consider authorization of Clear Channel Agreement and Associated Zoning Text Amendment

Background

On January 27, 2025, the Roseville City Council adopted Ordinance 1687, an ordinance amending Sections 1010.02 Definitions, 1010.03.C Prohibited Signs, 1010.03.D Non-Conforming Signs, and 1010.10 Dynamic Signs of the Roseville City Code specific to the conversion of up to five pre-existing non-conforming billboards into dynamic displays (see Attachment 1 Ordinance 1687 and Attachment 2 January 27, 2025, meeting minutes).

Clear Channel Outdoor (CCO) has now applied for the necessary permit for the conversion of their existing billboard located at 2560 Long Lake Road, which requires compliance with the following:

8. Conversion of Billboards: A permit must be obtained for a dynamic display an existing lawful pre-existing, non-conforming billboard provided the following requirements are met:

a. The sign owner enters into an agreement with the City regarding the design and operation of the new dynamic display, which shall include the requirement for use of the billboard for public service announcements as provided below:

i. The city is provided no less than twenty hours (9,000 eight-second spots) per month per dynamic display in the city for community and public service messaging at times approved by the city.

b. Provided the sign owner complies with the permit requirements of this chapter, a digital/dynamic sign permit for the designated off-site billboard sign will be issued. Said permit will allow a digital/dynamic display billboard to occupy one hundred percent (100%) of the existing copy and graphic area. The dynamic display billboard sign shall meet all other requirements of this chapter.

c. The billboard proposed for conversion to a dynamic display shall not be located within 500 feet from any residential use.

d. The dynamic display must be oriented towards, and located within 150 feet of the right-of-way of Interstand 35W, Highway 280, or Highway 36.

e. The billboard proposed for conversion to dynamic display cannot exceed 35 feet in height above the grade of the existing billboard sign base.

f. Prior to the issuance of a sign permit for the conversion to dynamic display, based on characteristics of the billboard subject to the permit request and its ability to comply with the intent of the conditions of this section, a visual impact analysis may

36 *be required if the City Manager determines the proposed dynamic display billboard*
37 *could have a deterrent; visual impact on a residence, residential neighborhood, city*
38 *park, or other public open space.*
39

40 City staff have reviewed the plans and find that the billboard to be converted does not
41 exceed 100% of the existing copy area; the location of the existing billboard is greater than
42 500 feet from a residential use; the existing billboard lies within 150 feet of Interstate 35W;
43 the proposed converted billboard will not exceed an overall height of 35 feet; and the
44 proposed billboard does not require a visual impact study.
45

46 Given this is the first request under the newly adopted ordinance, a few items must be
47 resolved and require City Council consideration and/or approval. First, the ordinance
48 requires an agreement with the City concerning the design and operation of the new
49 dynamic display, which shall include the requirement for use of the billboard for public
50 service announcements. The City Attorney has drafted the agreement and recommends it
51 be authorized by the City Council. The agreement is provided as Attachment 3, the
52 language of which has been agreed upon by the City Attorney and Clear Channel.
53

54 As it relates to the agreement, the City Attorney is recommended a policy be established
55 regarding the content the City intends to advertise on the electronic billboard. The policy
56 has been developed by Communications staff and generally consists of the following terms:

- 57 • Message prioritization guidelines
- 58 • External agency requests
- 59 • Legal compliance
- 60 • Message standards
- 61 • Request process

62
63 The policy has been reviewed by the City Attorney and is provided as Attachment 4 and
64 would be administratively implemented.
65

66 Lastly, at the time of City Council approval of the various amendments to the standards
67 applying to dynamic display signs, the Council changed the duration time from the Clear
68 Channel requested eight-seconds to 12 seconds (code was originally set at 25
69 seconds). In making this change, the parenthetical reference to "9,000 eight-second spots"
70 remained in the adopted ordinance. Given 9,000 spots will no longer be valid using an 12-
71 second duration time, staff suggests this reference be stricken from the code. Please note,
72 the twenty hours will remain so even though the duration time has been increased, the time
73 allotted to City messaging remains unchanged. Given the public hearing regarding this
74 matter was already held, and this change is technical in nature to align with the previous
75 approval, another public hearing/Planning Commission consideration isn't necessary. Staff
76 are recommending the Council adopt an ordinance, provided as Attachment 5, reflecting
77 this language correction.
78

79 The permit request for the dynamic display billboard conversion will not be issued until the
80 Agreement, Policy, and Ordinance correction have been addressed.
81
82

Policy Objectives

The sign ordinance is intended to establish a comprehensive and balanced system of sign controls that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. It is the intent of the Sign Regulations chapter to promote the health, safety, general welfare, aesthetics, and image of the community by regulating signs that are intended to communicate to the public, and to use signs that meet the City's goals.

Equity Impact Summary

Equity impacts were not evaluated for this report.

Budget Implications

Not applicable

Staff Recommendations

Staff recommends the Mayor and City Manager be authorized to execute the attached agreement between CCO and the City concerning the design and operation of the converted billboard (Attachment 3) and adopt the attached ordinance removing the reference to "9,000 eight-second spots" (Attachment 5).

Requested Council Action

By motion, authorize the Mayor and City Manager to execute the agreement provided as Attachment 3 between CCO and the City concerning the design and operation of the converted billboard and adopt the ordinance provided as Attachment 5 removing the reference to "9,000 eight-second spots".

Prepared by: City Planner, Thomas Paschke

Attachments:

1. Ordinance 1687
2. January 27 CC Minutes
3. Dynamic Display Billboard Community Messaging Agreement
4. Billboard Policy
5. Proposed Ordinance

City of Roseville

ORDINANCE NO. 1687

AN ORDINANCE AMENDING §1010.02 DEFINITIONS, §1010.03.C PROHIBITED SIGNS, §1010.03.D NON-CONFORMING SIGNS, and §1010.10 DYNAMIC DISPLAYS OF THE ROSEVILLE CITY CODE

The City Council of the City of Roseville does ordain:

SECTION 1. Section 1010.02, Definitions, is hereby amended to add a definition of billboard as provided below:

BILLBOARD: A permanent off-site or on-premise sign exceeding 200 square feet in area on a single face and which is used to advertise products, goods, services, ideas or noncommercial speech, including but not limited to such signs on which space is offered for lease or rent. This definition applies to the following five lawful pre-existing non-conforming billboards: 1) within the north end of the railroad right-of-way addressed as 508 Cleveland Avenue North, located south of County Road D and west of Interstate 35W, 2) within the Ramsey County right-of-way in the southeast corner of County Road C and Cleveland Avenue, 3) within the private parcel immediately east of 2560 Long Lake Road, 4) within the railroad right-of-way directly east of 2255 Walnut Street, and 5) atop the building at 2280 Hamline Avenue.

SECTION 2. Section 1010.03.C.8 (GENERAL PROVISIONS - Prohibited Signs) is hereby amended to read as follows:

8. The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and **new** billboards. **This prohibition on billboards shall not apply to the five lawful pre-existing non-conforming billboards as defined in this Chapter, including in the event that they are converted to a dynamic display subject to the provisions of 1010.10.A.7.**

SECTION 3. Section 1010.03.D (GENERAL PROVISIONS – Non-Conforming Signs) is hereby amended to read as follows:

- D. Non-Conforming Signs: All nonconforming signs in existence on June 18, 2012, may continue subject to the provisions of Chapter 1011 of this Title and State Law. **The five lawful pre-existing non-conforming billboards as defined in this Chapter shall be permitted to be converted with a dynamic display subject to the provisions of 1010.10.A.7.**

SECTION 4. Section 1010.10 (DYNAMIC DISPLAYS) is hereby amended to read as follows:

- A. Dynamic Display: Any sign using a dynamic display, in whole or in part, must meet the following operational standards:

1. Duration: In all districts, the full sign image or any portion thereof must have a minimum duration of 25 **12** seconds and must be a static display. No portion of the image may flash, scroll, twirl, change color, or in any manner imitate movement.
2. Transition: In all districts where the full sign image or any portion thereof changes, the change sequence must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.
3. Brightness: The dynamic display sign must not exceed a maximum illumination of 5,000 **6,500** nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
4. Dimmer Control: Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
5. **Freeze and Shutdown: Dynamic display signs must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must stop the dynamic display within one hour of being notified by the city that it is not meeting the standards of this section.**
- 5.6. **Fluctuating or Flashing Illumination: No portion of any dynamic display sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams zooms, twinkles, sparkles, or in any manner that creates the illusion of movement.**
- 6.7. Video Display: No portion of any dynamic display sign may change its message or background in a manner or by a method of display characterized by motion or pictorial imager, or depict action or a special effect to imitate movement, or the presentation of pictorials or graphics displayed in a progression of frames that give the illusion of motion or the illusion of moving objects, moving patterns, or bands of light or expanding or contracting shapes.
7. ~~Time and Temperature: A display of time, date, and temperature must remain for at least 60 seconds before changing to a different display. However, individually, the time, date, or temperature information may change no more often than once every 10 seconds.~~
8. **Conversion of Billboards: A permit must be obtained for a dynamic display for an existing lawful pre-existing non-conforming billboard provided the following requirements are met:**
 - a. **The sign owner enters into an agreement with the City regarding the design and operation of the new dynamic display which shall include the requirement for use of the billboard for public service announcements as provided below:**

- i. The city is provided no less than twenty hours (9,000 eight-second spots) per month per dynamic display in the city for community and public service messages at times approved by the city.
- b. Provided the sign owner complies with the permit requirements of this chapter, a digital/dynamic display sign permit for the designated off-site billboard sign will be issued. Said permit will allow a digital/dynamic display billboard to occupy one hundred percent (100%) of the existing copy and graphic area. The dynamic display billboard sign shall meet all other requirements of this chapter.
- c. The billboard proposed for conversion to dynamic display shall not be located within 500 feet from any residential use.
- d. The dynamic display must be oriented towards, and located within 150 feet of the right-of-way, of Interstate 35W, Highway 280 or Highway 36.
- e. The billboard proposed for conversation to dynamic display cannot exceed 35 feet in height above the grade of the existing billboard sign base.
- f. Prior to issuance of a sign permit for the conversion to dynamic display, based on the characteristics of the billboard subject to the permit request and its ability to comply with the intent of the conditions of this section, a visual impact analysis may be required if the City Manager determines the proposed dynamic display billboard could have a detrimental visual impact on a residence, residential neighborhood, city park or other open space.

SECTION 5. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 27th day of January 2025.

(SEAL)



CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

A handwritten signature in blue ink, consisting of a large, stylized 'D' and 'R' followed by a vertical line, is written over a horizontal line.

ATTEST:

A handwritten signature in blue ink, consisting of a stylized 'P' and 'T' followed by a horizontal line, is written over a horizontal line.

Patrick Trudgeon, City Manager

Councilmember Strahan explained she also supported this.

Mayor Roe concurred with the Council. He noted the city has the bonds for the fire station and park improvements from 2010-2011 that will be paid off in approximately the same timeframe as these changes, giving the city some levy capacity that can be worked into the equation. He thanked Chief Brosnahan and Assistant Chief Sjostrom for the presentation.

b. Consider a Request by Clear Channel Outdoor MSP for a City Code Amendment to Title 10, Chapter 1010, Sign Regulations Regarding Allowing Dynamic Displays

City Planner Thomas Paschke briefly highlighted this item as detailed in the Request For Council Action and related attachments dated January 27, 2025.

Mr. Paschke reviewed the ordinance's history and the concerns raised by the Council, including negative impacts on residential property. He then outlined the additional code amendments proposed, including height and brightness regulations.

Mayor Roe clarified that the proposal is to convert existing billboards to digital displays, not to add new billboards.

Councilmember Groff asked if the billboards would become obsolete if the conversion were not approved.

Mr. Paschke indicated the billboards would remain viable.

Councilmember Bauer asked if, with the new requirements, all five billboards would still be viable for conversion into digital displays or if some would fall off.

Mr. Paschke believed all but one billboard, the one on Brown and Wilbur, meets the standards. He noted that most of the billboards are along interstate corridors and are not in residential neighborhoods except for the one on Brown and Wilbur, which lies relatively close to residential on 36 and Hamline Avenue.

The Council discussed the 35-foot height limit with staff, the current zoning code, programming decisions, and the possibility of the city having PSAs.

Councilmember Groff indicated that one question he had heard from residents was about environmental impact and how this might affect light pollution in the area. He understood that these billboards were along corridors with a lot of light. He did some research, and studies show that light's environmental impact affects wetlands, primarily nocturnal animals, things of that sort, and even bird migration. So, he wondered if the city's Environmental Manager ran this or if there was any input from the PWET Commission.

Mr. Paschke indicated it has not.

Public Comment

Mayor Roe offered an opportunity for public comment.

Ms. Alena Howey, 991 Parker Avenue

Ms. Howey indicated she opposed electronic messaging boards, citing safety concerns, excessive light pollution, and the ordinance's lack of flexibility.

Mayor Roe closed public comment after no one else came forward to speak.

Mr. Matthew Weiland, Clear Channel Outdoor, responded to the Council, emphasizing the benefits of digital upgrades and the safety measures in place.

Councilmember Schroeder asked if the signs would still be viable without the conversion.

Mr. Weiland indicated they would.

Councilmember Bauer inquired about the light emission and its effects on the environment.

Mr. Weiland explained that digital billboards emit less light at night than standard billboards, allowing them to advertise more for local businesses without adding more billboards.

Mayor Roe indicated he would like to change the wording in the ordinance to move a comma. On item D, his proposal states, "the dynamic display must be oriented towards, and located within 150 feet of the right-of-way of, interstate 35W..." He indicated if the Council adopted this ordinance, that would be his suggestion.

Councilmember Strahan asked how the statement "within 150 feet of the right-of-way" impacts the proposed sign across from Walmart on County Road C. She wondered if that was within 150 feet of the interstate.

Mayor Roe believed the interstate right-of-way extends out towards Cleveland Avenue, and he imagined that across that intersection, it would be within 150 feet.

Mr. Paschke indicated that was correct. He believed all the signs were within 150 feet, so they would all meet that requirement.

The Council discussed the terms with the City Attorney regarding item 8A in the ordinance, which requires 20 hours of service.

Schroeder moved, Bauer seconded the enactment of Ordinance No. 1687 (Attachment 6) entitled, "An Ordinance Amending §1010.02 Definitions, §1010.03.C Prohibited Signs, §1010.03.D Non-Conforming Signs, and §1010.10 Dynamic Displays of the Roseville City Code including the Mayor's suggested language change with respect to 150 feet of the right-of-way."

Strahan moved, and Groff seconded, to amend the duration of display on the signs from 8 to 12 seconds to address safety concerns.

Council Discussion

Councilmember Groff supported the amendment, citing the signs' distracting nature and the need for a reasonable compromise.

Mayor Roe discussed the impact of the 12-second duration on the value of the advertising time.

Councilmember Strahan indicated it is not up to the City Council Members to make sure that they can make maximum profit for a very profitable organization. She thought it could get prolonged in that area by the County Road C intersection so that traffic can slow down, and the chance of it having it be helpful advertising time is probably not even there unless it is at 12-second intervals. She thought the city was already solving a problem that did not need to be solved, and she felt like the 12 seconds was a reasonable compromise between some of the concerns for safety and adapting to the request made by the city.

Councilmember Bauer agreed that it was not the council's job to enrich companies. He emphasized the importance of not putting roadblocks to business profit while addressing resident concerns.

Councilmember Groff disagreed with Mayor Roe and Councilmember Bauer and felt that the signs were distracting and changed fast enough that a person could not get the message. The other thing is that this is something brought forth by a company. The Council supports businesses, but they were not only there to help businesses. The Council was here to respond to residents, and the residents he had talked to and all of the emails he received had legitimate concerns about environmental issues, traffic, and accidents. And suppose the City Council will only listen to the business here. In that case, that is fine, as is the prerogative of the Council, but he thought they had talked a lot about having input from residents and is in the city's strategic planning, and this is one step where the city could do that. He thought the Council could refer this to the PWET Commission, which deals with environment and transportation, and get input from those residents.

Roll Call

Ayes: Groff, Strahan, and Schroeder

Nays: Bauer, Roe

Mayor Roe indicated that the amendment to the motion passed, bringing the Council back to the original motion. He asked if the Council had comments on that motion.

Mayor Roe added that the applicant mentioned suggesting the language about the city getting advertising, and he wanted to clarify that it has no impact on his support or lack of support for this. He looked at this strictly from the view of land use and regulation.

Roll Call

Ayes: Bauer, Strahan, Schroeder and Roe

Nays: Groff

Recess

Mayor Roe recessed the meeting at approximately 8:02 p.m., and reconvened at approximately 8:09 p.m.

c. Review and Affirm Components of the Strategic Plan

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request For Council Action and related attachments dated January 27, 2025.

The City Staff Department Heads at the meeting were Parks and Recreation Director Matt Johnson, Community Development Director Janice Gundlach, Finance Director Michelle Pietrick, Public Works Director Jesse Freihammer, Fire Chief David Brosnahan, and Equity and Inclusion Manager Antonio Montez.

Ms. Olson introduced the review and affirmation of the city's strategic plan components and outlined the development process, including community engagement and consensus building. The five values identified were accountability, community, equity, safety, and integrity.

Ms. Olson explained that the vision statement was "Roseville is a vibrant, safe, and inclusive community," the mission was "to create a high quality of life for our community." She indicated that the strategic directions included community and civic engagement, reliable and sustainable infrastructure, responsive services and safety, parks and natural environments, and economic vitality.

Councilmembers and staff discussed the success indicators for each strategic direction, focusing on wording and intent and agreed on the following language for the Success Indicators:

DYNAMIC DISPLAY BILLBOARD COMMUNITY MESSAGING AGREEMENT

THIS AGREEMENT (“Agreement”) is dated _____, 2025 (“Effective Date”), by and between **Clear Channel Outdoor, LLC**, a Delaware limited liability company, (“Company”) and the **City of Roseville**, a Minnesota municipal corporation (“City”), and together collectively referred to as the “Parties.”

WHEREAS, the Company desires to have a dynamic display billboard within the City pursuant to and in accordance with Roseville City Code Section 1010.10; and

WHEREAS, upon execution of this Agreement, the Company has complied with all permit requirements for having a dynamic display billboard with the City; and

WHEREAS, the City intends to exercise its right under Roseville City Code Section 1010.10 to use up to 6,000 12-second spots of advertising per month, per face, on the dynamic display billboard pursuant to the terms set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions hereinafter set forth, the Company and the City intending to be legally bound hereby agree as follows:

1. **Allowed Billboards.** The Company shall be allowed to convert lawful pre-existing non-conforming billboards within the City the dynamic display billboards as listed in Exhibit A. The Company shall comply with all permit and zoning requirements not otherwise addressed in this Agreement.

2. **Required Announcements.** The Company agrees to reserve up to 6,000 twelve-second spots per month per dynamic display billboard face in Roseville for community and broader region public service announcements, provided that such announcements cannot be sold

or resold by the City, and cannot be used by or on behalf of any for-profit enterprise. The City shall be solely responsible for the design and development of all advertising copy, which shall be subject to the Company's review and approval, which shall not be unreasonably withheld. The City will provide the Company reasonable advance notice for any required announcement. The City may delegate to another governmental entity a portion of the time for community and public service announcements, but such delegation shall not make the delegate a beneficiary of this paragraph or otherwise entitle that entity to bring an action to enforce this paragraph. Such enforcement rights shall at all times remain with the City.

3. **Timing of Announcements.** The Company shall deliver the community and public service announcements for the City in the same manner as its paid advertisers would be displayed. The community and public service announcements shall be displayed as twelve-second spots delivered between the hours of 6:00 a.m. and 9:00 p.m. The community and public service announcements shall be incorporated into one of the 8 or 9 rotation segments and shall be displayed every 96 or 108 seconds, or at a similar rotation that correlates with a paid advertiser's schedule. The Company shall ensure that the billboard shall be part of the State of Minnesota's public safety alert system. The Company shall coordinate with law enforcement and emergency management authorities to display, when appropriate, regional emergency information important to the traveling public including, but not limited to "Amber Alerts" or emergency management information. Regional emergency information shall be displayed in accordance with the established protocols of local and state authorities. Emergency communications shall travel through established protocols set up by the division of emergency management or first responders. The display of these public safety and emergency announcements shall not count toward the civic community and public service messaging otherwise covered under this Agreement.

4. **Unused Announcement Time.** Advertising time not used by the City in any month will be forfeited and will not carry into another calendar month. At the end of each calendar month, the Company shall provide reporting to the City delineated the messaging spots utilized by the City. The City may respond to such reporting with questions about why a particular threshold was not reached for a particular month and the Company shall respond to such questions within a reasonable amount of time.

5. **Breach.** If the Company fails to provide the community and public service announcements as required by this Agreement, the City may, at its sole option, require the Company to provide additional advertising time to make up for the deficiencies of any month in which the advertising time did not equal at least 6,000 twelve-second spots. If the City alleges that the Company has breached its obligation under this Agreement to provide the requisite display time to the City, then the City must provide a written notice of alleged breach to the Company and allow the Company a reasonable period in which to cure such alleged breach and offer a makeup period to the City (if applicable). Company's breach of this Agreement more than twice in a calendar year shall result in an imposition of a \$1,000 fine for each month Company has not met the terms of this Paragraph.

6. **Limitation of Liability.** Notwithstanding any provision of this Agreement to the contrary, except as indicated in paragraph 5 above and to the extent caused by its own willful misconduct, neither Party shall be liable to the other Party for any special, incidental, indirect, punitive or consequential damages, whether foreseeable or not, arising out of, or in connection with such Party's failure to perform its respective obligations or breach of its respective representations hereunder, including, but not limited to, loss of profits or revenue (whether arising out of transmission interruptions or problems, any interruption or degradation of service or otherwise), cost of capital, or claims of customers, in each case whether occasioned by any

construction, reconstruction, relocation, repair or maintenance performed by, or failed to be performed by, the other Party or any other cause whatsoever, including breach of contract, breach of warranty, negligence, or strict liability, all claims with respect to which such special, incidental, indirect, punitive or consequential damages are hereby specifically waived.

7. **Force Majeure.** Neither Party shall be in default under this Agreement if and to the extent that any failure or delay in such Party's performance of one or more of its obligations hereunder is caused by any of the following conditions, and such Party's performance of such obligation or obligations shall be excused and extended for and during the period of any such delay: act of God; fire; flood; wars, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. The Party claiming relief under this Article shall notify the other in writing of the existence of the event relied on and the cessation or termination of said event.

8. **Alteration in Writing.** This Agreement supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement. No alteration or variation of this Agreement shall be valid unless made in writing and signed by the Company and the City.

9. **Termination.** This Agreement shall continue until the Company no longer operates a dynamic display billboard within the City pursuant to Roseville City Code Section 1010.10

10. **Notice.** Any notice required hereunder shall be in writing and shall be addressed as follows:

Company:

Clear Channel Outdoor, LLC.
Attn: Real Estate Manger
3225 Spring St. NE
Minneapolis, MN 55413

with a copy to: Clear Channel Outdoor, LLC
Attn: Legal Department
2325 East Camelback Road, Ste. 250
Phoenix, AZ 85016

City:

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

or to such other address as a Party may indicate in a written notice to the other. All notices and communications given under this Agreement shall be deemed to have been duly given and received: (i) upon personal delivery, or (ii) as of the third business day after mailing by United States certified mail, return receipt requested, postage prepaid, addressed as set forth above, or (iii) the immediately succeeding business day after deposit (for next day delivery) with Federal Express or other similar overnight courier system, or (iv) 24 hours after facsimile transmittal with confirmation of receipt and followed by personal delivery, United States mail, or overnight delivery as specified in this Paragraph.

11. **Minnesota Law to Govern.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota excluding its conflict of law rules. All proceedings related to this Agreement shall be venued in the State of Minnesota.

12. **Data Practices Act Compliance.** Company acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the “Act”), and that with regard to such data Company must comply with the Act as if it were a government entity. Company will immediately report to the City any

requests from third Parties for information relating to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

COMPANY:
CLEAR CHANNEL OUTDOOR, LLC.

CITY:
CITY OF ROSEVILLE

By: _____

By: _____

Dan Roe, Mayor

Title: _____

By: _____

**Patrick Trudgeon,
City Manager**

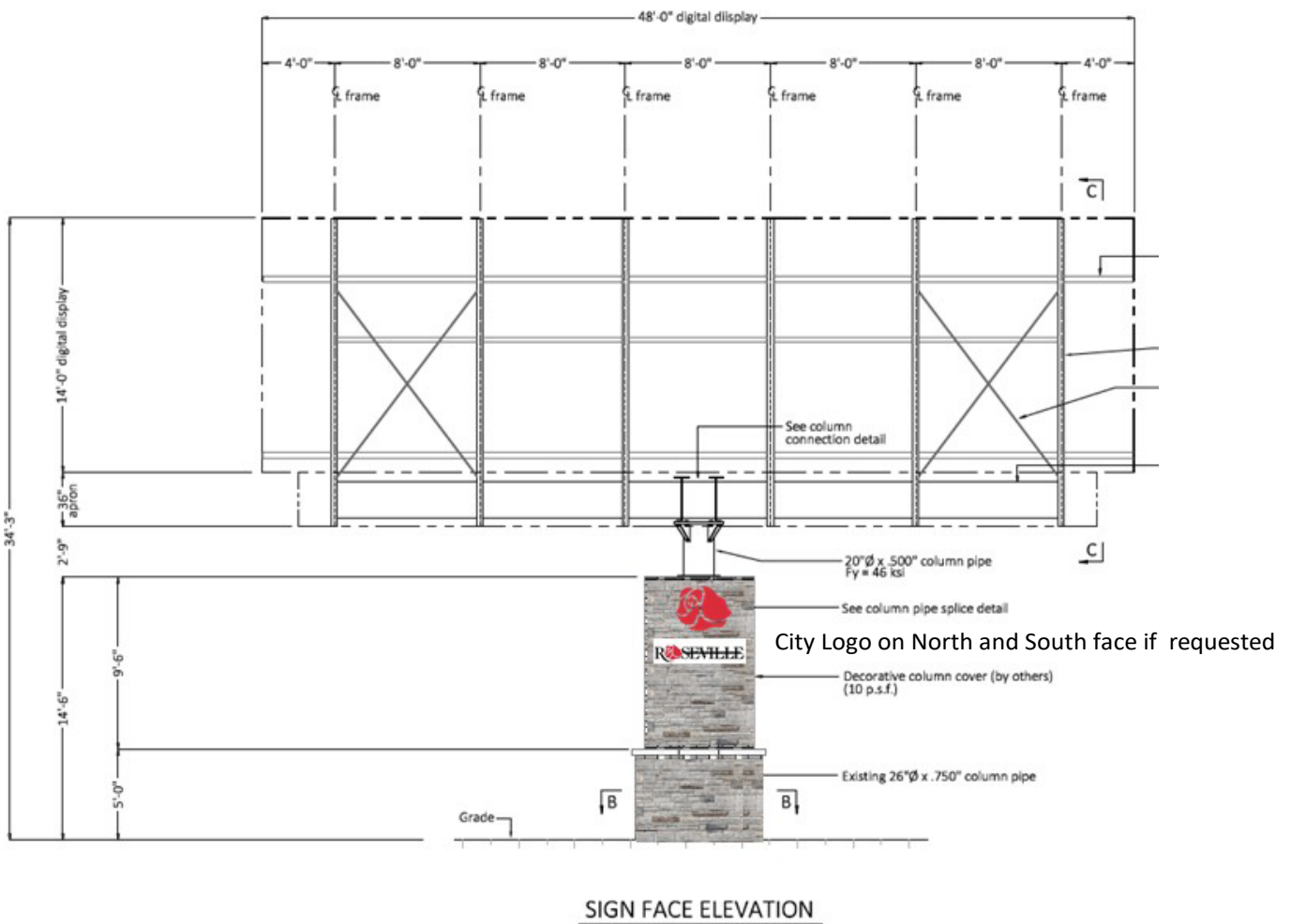
Exhibit A
List of Dynamic Display Billboard(s)

Description and Plans for the billboard structure

Clear Channel Outdoor, LLC Panel #s – 92740 and 92741

PID---- 082923110010

Address: -, 2560 LONG LAKE RD ROSEVILLE MN 55113-2526



ADMINISTRATIVE POLICY

USE OF DIGITAL BILLBOARD MESSAGING TIME

PURPOSE

To establish clear guidelines and an equitable process for managing the City's allocated messaging time on digital billboards provided under agreement with billboard operators in accordance with City ordinance and permit conditions.

As part of the City's agreement(s) with digital billboard operators, the City is allocated a specific amount of message display time each month. These messages must promote City-approved information, services, or events, and must comply with all applicable ordinance and permit conditions.

PROCEDURES

The Administration Department will manage the messaging program, including message selection, scheduling, content development, and coordination with departments and digital billboard operators.

MESSAGE PRIORITIZATION GUIDELINES

Messages should align with City goals and public service priorities. Priority will be given to:

1. Emergency alerts (e.g., public safety, severe weather, road closures) – including alerts from external government agencies when necessary. These messages are allowed and will count against the City's allotted monthly time.
2. City-wide initiatives (e.g., elections, census participation, budget engagement)
3. Major community events organized or sponsored by the city
4. Time-sensitive city programs or services (e.g., utility billing assistance deadlines, registration deadlines)
5. Department requests for outreach or awareness (as approved by Communications)

In the event of an emergency or urgent citywide issue, scheduled messages may be preempted without notice.

Messages promoting political campaigns, religious events, private business promotions, or non-city-sponsored events will not be permitted.

EXTERNAL AGENCY REQUESTS

City billboard messaging time is reserved exclusively for City of Roseville content. Messaging requests from external agencies, including government partners such as school districts, counties, watershed districts, and state agencies, will not be accepted except in the case of emergency alerts. Emergency alerts issued by verified government agencies may be approved for display and will count against the City's monthly allotment. This exception ensures critical public safety information can be shared promptly while maintaining the City's control over general promotional use of the space.

LEGAL COMPLIANCE

All messaging must comply with applicable local, state, and federal laws and may not include language or images that could be construed as discriminatory, defamatory, or in violation of community standards.

MESSAGE STANDARDS

- Content must be concise, easy to read, and suitable for an 8-second display.
- All messages must comply with the digital billboard operator's technical requirements and content standards.
- No animations, flashing, or rapidly changing text will be used.

REQUEST PROCESS

- Departments must submit requests to the Community Relations team at least 3 weeks in advance of the desired post.
- A standard form will be used for submissions requiring department contact, message content, target dates, and relevance.
- Community Relations will confirm inclusion and final scheduling based on availability and message priorities.

The City Manager (or designee) has final authority over message approval.

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING §1010.10 DYNAMIC DISPLAYS OF THE ROSEVILLE CITY CODE

The City Council of the City of Roseville does ordain:

SECTION 1. Section 1010.10 (DYNAMIC DISPLAYS) subsection 8 (Conversion of Billboards) is hereby amended to read as follows:

A. Dynamic Display: Any sign using a dynamic display, in whole or in part, must meet the following operational standards:

1. Duration: In all districts, the full sign image or any portion thereof must have a minimum duration of 12 seconds and must be a static display. No portion of the image may flash, scroll, twirl, change color, or in any manner imitate movement.
2. Transition: In all districts where the full sign image or any portion thereof changes, the change sequence must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.
3. Brightness: The dynamic display sign must not exceed a maximum illumination of 6,500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
4. Dimmer Control: Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
5. Freeze and Shutdown: Dynamic display signs must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must stop the dynamic display within one hour of being notified by the city that it is not meeting the standards of this section.
6. Fluctuating or Flashing Illumination: No portion of any dynamic display sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams zooms, twinkles, sparkles, or in any manner that creates the illusion of movement.
7. Video Display: No portion of any dynamic display sign may change its message or background in a manner or by a method of display characterized by motion or pictorial imager, or depict action or a special effect to imitate movement, or the presentation of pictorials or graphics displayed in a progression of frames that give the illusion of motion or the illusion of moving objects, moving patterns, or bands of light or expanding or contracting shapes.

8. Conversion of Billboards: A permit must be obtained for a dynamic display for an existing lawful pre-existing non-conforming billboard provided the following requirements are met:
- a. The sign owner enters into an agreement with the City regarding the design and operation of the new dynamic display which shall include the requirement for use of the billboard for public service announcements as provided below:
 - i. The city is provided no less than twenty hours ~~(9,000 eight-second spots)~~ per month per dynamic display in the city for community and public service messages at times approved by the city.
 - b. Provided the sign owner complies with the permit requirements of this chapter, a digital/dynamic display sign permit for the designated off-site billboard sign will be issued. Said permit will allow a digital/dynamic display billboard to occupy one hundred percent (100%) of the existing copy and graphic area. The dynamic display billboard sign shall meet all other requirements of this chapter.
 - c. The billboard proposed for conversion to dynamic display shall not be located within 500 feet from any residential use.
 - d. The dynamic display must be oriented towards, and located within 150 feet of the right-of-way, of Interstate 35W, Highway 280 or Highway 36.
 - e. The billboard proposed for conversation to dynamic display cannot exceed 35 feet in height above the grade of the existing billboard sign base.
 - f. Prior to issuance of a sign permit for the conversion to dynamic display, based on the characteristics of the billboard subject to the permit request and its ability to comply with the intent of the conditions of this section, a visual impact analysis may be required if the City Manager determines the proposed dynamic display billboard could have a detrimental visual impact on a residence, residential neighborhood, city park or other open space.

SECTION 2. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 2nd day of June 2025.

(SEAL)

CITY OF ROSEVILLE

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BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 7.g.

Department Approval



City Manager Approval



Item Description: Consider Approving Updated Residential Sanitary Sewer Backup Cleanup Assistance Policy

Background

Since 2011, the City of Roseville has had a Residential Sanitary Sewer Backup Cleanup Assistance Policy. The policy allows residential properties that have had a backup in the City main to get some assistance from the City for cleanup so they can occupy their home safely after a sewer backup. Most changes to the policy are minor updates. Two of the major changes are related to the costs. Since costs have increased, staff is recommending the maximum assistance be changed from \$5,000 to \$7,500 per occurrence and the reimbursement for backflow preventers increases from \$300 to \$500.

The other significant change was defining who qualifies for this assistance. The definition was based on properties that historically had the policy available to them. For this policy, residential properties who qualify for this cleanup assistance are defined as single family homes, duplexes, triplexes, and townhomes. Industrial, commercial, apartment buildings and condominium buildings do not qualify for this cleanup assistance. The properties that do not qualify for the assistance are less likely to need the assistance since they tend not to get impacted by sewer backups as much due to not having full basements.

The city attorney reviewed the policy and updated the format to better define City responsibility and Property Owner responsibility.

The Public Works Environment and Transportation Commission reviewed the policy at their May 27, 2025 meeting and supported the proposed changes.

Policy Objectives

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

Equity Impact Summary

This policy change supports the City's values of accountability, safety and equity by clarifying the eligibility criteria and response protocols for sanitary sewer backup assistance. It ensures that city resources are applied consistently, transparently and fairly. It helps residents understand when and how the city may be able to assist which helps

33 improve communication and trust.

34

35 The policy only applies to residential properties defined as single family homes, duplexes,
36 triplexes, and townhomes. It does not apply to apartment or condominium properties.

37 Historically, underrepresented populations tend to rent more and may not get the same
38 benefit as single family homes, duplexes, or other residential properties that qualify for the
39 cleanup assistance.

40

41 Historically, apartments and condominiums have not had many sewer backups. This is
42 mainly since many apartments are not below ground or do not have full basements like
43 single family units and are less susceptible to a backup. In the last 10 years, staff is not
44 aware of any City sewer main backups that have affected multi-unit facilities that could
45 have benefited from the assistance, if it was available.

46

47 **Budget Implications**

48 Currently, the sewer fund has a budget of \$26,000 for sewer claims and cleanup
49 assistance. Over the last five years, there have been between 5 and 10 cleanup
50 assistances annually. By increasing the cleanup amount, the cost paid out will likely
51 increase. Staff anticipates the cost of cleanup assistance to go up approximately \$10,000
52 annually.

53

54 **Staff Recommendations**

55 Staff recommends that City Council approve the updated Residential Sanitary Sewer
56 Backup Cleanup Assistance Policy.

57

58 **Requested Council Action**

59 Approve the updated Residential Sanitary Sewer Backup Cleanup Assistance Policy.

60

61

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Residential Sanitary Sewer Backup Cleanup Assistance Policy – Tracked Changes
2. Residential Sanitary Sewer Backup Cleanup Assistance Policy – Clean
3. Application Form

62

CITY OF ROSEVILLE, MINNESOTA POLICY

SUBJECT: RESIDENTIAL SANITARY SEWER BACKUP CLEANUP ASSISTANCE

POLICY NO.:

EFFECTIVE DATE: ~~July 1, 2011~~ June 2, 2025

BACKGROUND:

The majority of the sanitary sewer system is a gravity flow system, meaning wastewater discharge from properties flows downhill in a series of underground pipes without pumping. Infrequently, blockages do occur for various reasons, causing a backup of sewage in either the City mains or private service laterals and into private structures. For health and safety reasons, it is recommended that cleanup of wastewater of this nature be done as soon as possible.

Historically, property owners who have experienced sewer backups related to blockages in the City mains have been provided information by the City that cleanup should be undertaken as soon as practical by the property owner, and if damages occurred as a result of the wastewater the property owner should file a claim with the City and its insurer. Since 2011 the city has had a residential sanitary sewer backup assistance policy to assist on cleanup.

PURPOSE:

To protect the health and safety of the residents by providing timely cleanup in the event of a sewer backup from the City's sanitary sewer main, without regard to liability or fault.

POLICY:

A. Who Qualifies:

- (1) For the purpose of this policy, residential properties who qualify for this cleanup assistance shall be defined as single family homes, duplexes, triplexes, and townhomes.
- (2) Industrial, commercial, apartment buildings and condominium buildings do not qualify for this cleanup assistance.

B. City Responsibility:

- ~~A.~~ (1) It shall be the policy of the City of Roseville to contract with private vendors to provide prompt wet extraction, removal and disposal of carpeting

and carpet padding, drywall, other wall materials, insulation, and sanitizing and deodorizing of floors and walls as needed after a sanitary sewer backup into a low density residential housing unit which has been verified by the City to have occurred due to backup in the city system.

~~The property owner will be responsible for replacement of any damaged personal property or removed carpet or carpet padding.~~

~~To ensure the protection of health and safety, the City will not reimburse property owners for any expenses if the property owners choose to arrange for or perform the cleanup activity themselves.~~

~~(1) Any additional work requested by the property owner beyond what is stated above will be the responsibility of the property owner and contracted separately by the property owner at their own expense.~~

(2) The City of Roseville will pay for this limited service up to ~~\$5,000~~ 7,500 per occurrence per housing unit.

~~B.~~

~~C.~~ (3) The City's action in undertaking or executing this policy does not constitute and shall not be interpreted as an admission of liability or fault, and there are no covenants, promises, undertakings or understandings, either expressed or implied, by the City other than those stated.

~~D. (1) Any property owner claims for damage resulting from sanitary sewer backups in the City system are to be submitted to the City for consideration by the City's insurance carrier.~~

(4) The ~~city limits the~~ total City payout ~~to \$50,000~~ for cleanup services as defined above ~~that result~~ resulting from any single event, such as, but not limited to, major weather events is limited to \$50,000. The City Council may choose to revise the limit of total City payout for cleanup services as defined above ~~at any time~~.

~~E.~~ (5) If the cleanup costs for all affected properties, from any single occurrence, exceed the City imposed limit, the City will pay ~~for~~ each qualified property a percentage of the total cleanup cost, equal to the percentage calculated by dividing the City imposed limit by the sum of all City provided cleanup costs for the single event as defined above. The difference between the total cost for each property and the City-covered cost as so calculated will be billed to the property owner.

(6) The City will reimburse residential property owners for backflow prevention devices to be installed on their sanitary sewer service line. The reimbursement is limited to actual cost of the device, not to exceed \$500. The reimbursement does not cover installation costs. Proof of purchase and installation is required.

C. Property Owner Responsibility:

- (1) The property owner will be responsible for replacement of any damaged personal property or removed carpet or carpet padding.
- (2) The City will not reimburse property owners for any expenses if the property owners choose to arrange for or perform the cleanup activity themselves.
- (3) Any additional work requested by the property owner beyond what is stated above will be the responsibility of the property owner and contracted separately by the property owner at their own expense.
- (4) Any property owner claims for damage resulting from sanitary sewer backups in the City system are to be submitted to the City for consideration by the City's insurance carrier.

~~F.~~ (5) Property owners who qualify for this City provided clean up service will be required to sign a Cleanup Agreement prior to the City's cleanup contractor commencing work. This Agreement will outline the scope of the work to be performed, and will include an authorization to proceed. The Agreement will also include a statement that the property owner understands that the City is not admitting any fault or liability for the backup by offering cleanup assistance, and that the property owner also agrees to pay for the underfunded costs of cleanup if any City-established per event limit is reached. Any payment for underfunded costs not received within 90 days of billing will be certified to property's taxes.

~~G. The City will reimburse residential property owners for backflow prevention devices to be installed on their sanitary sewer service line. The reimbursement is limited to actual cost of the device, not to exceed \$300. The reimbursement does not cover installation costs. Proof of purchase and installation is required.~~

FUNDING

Sanitary sewer backup cleanup assistance will be funded utilizing sanitary sewer utility enterprise funds. The city will budget funds annually to be collected as a part of the sanitary sewer utility rate.

CITY OF ROSEVILLE, MINNESOTA POLICY

**SUBJECT: RESIDENTIAL SANITARY SEWER BACKUP CLEANUP
ASSISTANCE**

POLICY NO.:

EFFECTIVE DATE: June 2, 2025

BACKGROUND:

The majority of the sanitary sewer system is a gravity flow system, meaning wastewater discharge from properties flows downhill in a series of underground pipes without pumping. Infrequently, blockages do occur for various reasons, causing a backup of sewage in either the City mains or private service laterals and into private structures. For health and safety reasons, it is recommended that cleanup of wastewater of this nature be done as soon as possible.

Historically, property owners who have experienced sewer backups related to blockages in the City mains have been provided information by the City that cleanup should be undertaken as soon as practical by the property owner, and if damages occurred as a result of the wastewater the property owner should file a claim with the City and its insurer. Since 2011 the city has had a residential sanitary sewer backup assistance policy to assist on cleanup.

PURPOSE:

To protect the health and safety of the residents by providing timely cleanup in the event of a sewer backup from the City's sanitary sewer main, without regard to liability or fault. .

POLICY:

A. Who Qualifies:

- (1) For the purpose of this policy, residential properties who qualify for this cleanup assistance shall be defined as single family homes, duplexes, triplexes, and townhomes.
- (2) Industrial, commercial, apartment buildings and condominium buildings do not qualify for this cleanup assistance.

B. City Responsibility:

- (1) It shall be the policy of the City of Roseville to contract with private vendors to provide prompt wet extraction, removal and disposal of carpeting and carpet padding, drywall, other wall materials, insulation, and sanitizing and deodorizing of floors and walls as needed after a sanitary sewer backup into a low density

residential housing unit which has been verified by the City to have occurred due to backup in the city system.

- (2) The City of Roseville will pay for this limited service up to \$7,500 per occurrence per housing unit.
- (3) The City's action in undertaking or executing this policy does not constitute and shall not be interpreted as an admission of liability or fault, and there are no covenants, promises, undertakings or understandings, either expressed or implied, by the City other than those stated.
- (4) The total City payout for cleanup services as defined above resulting from any single event, such as, but not limited to, major weather events is limited to \$50,000. The City Council may choose to revise the limit of total City payout for cleanup services as defined above at any time.
- (5) If the cleanup costs for all affected properties, from any single occurrence, exceed the City imposed limit, the City will pay each qualified property a percentage of the total cleanup cost, equal to the percentage calculated by dividing the City imposed limit by the sum of all City provided cleanup costs for the single event as defined above. The difference between the total cost for each property and the City-covered cost as so calculated will be billed to the property owner.
- (6) The City will reimburse residential property owners for backflow prevention devices to be installed on their sanitary sewer service line. The reimbursement is limited to actual cost of the device, not to exceed \$500. The reimbursement does not cover installation costs. Proof of purchase and installation is required.

C. Property Owner Responsibility:

- (1) The property owner will be responsible for replacement of any damaged personal property or removed carpet or carpet padding.
- (2) The City will not reimburse property owners for any expenses if the property owners choose to arrange for or perform the cleanup activity themselves.
- (3) Any additional work requested by the property owner beyond what is stated above will be the responsibility of the property owner and contracted separately by the property owner at their own expense.
- (4) Any property owner claims for damage resulting from sanitary sewer backups in the City system are to be submitted to the City for consideration by the City's insurance carrier.

- (5) Property owners who qualify for this City provided clean up service will be required to sign a Cleanup Agreement prior to the City's cleanup contractor commencing work. This Agreement will outline the scope of the work to be performed, and will include an authorization to proceed. The Agreement will also include a statement that the property owner understands that the City is not admitting any fault or liability for the backup by offering cleanup assistance, and that the property owner also agrees to pay for the underfunded costs of cleanup if any City-established per event limit is reached. Any payment for underfunded costs not received within 90 days of billing will be certified to property's taxes.

FUNDING

Sanitary sewer backup cleanup assistance will be funded utilizing sanitary sewer utility enterprise funds. The city will budget funds annually to be collected as a part of the sanitary sewer utility rate.



City of Roseville Cleanup Agreement

Residential Sanitary Sewer Backup Cleanup Assistance

THIS CLEANUP AGREEMENT, effective as of the dates of signatures below, is entered into by and between the City of Roseville and _____, "Property Owner", pursuant to the Residential Sanitary Sewer Backup Cleanup Assistance Policy.

GENERALIZED SCOPE OF SERVICE

Under the Residential Sanitary Sewer Backup Cleanup Assistance Policy, the City of Roseville agrees to assist Property Owners in paying an approved contractor up to \$7,500 per occurrence, per housing unit for services mentioned below. Any costs exceeding \$7,500 will be invoiced to the property owner. If the balance due is not paid within 90 days, any remaining amount will be assessed to the property taxes.

Any payments will be made only in strict accordance with the Policy. In general, the City of Roseville will call an authorized contractor to perform prompt cleanup assistance under the Residential Sanitary Sewer Backup Cleanup Assistance Policy. **The cleanup assistance is limited to wet extraction, sanitizing, deodorizing, removal and disposal of damaged housing materials.** The Property Owner is responsible for replacement of any damaged property. The entire Policy will be available at www.cityofroseville.com.

REQUIRED INFORMATION

Property Owner's home address: _____

Property Owner's telephone number: _____

Service address (if different from Property Owner's home address): _____

By signing below, the Property Owner certifies that the Property Owner has read and understands the City of Roseville Residential Sanitary Sewer Backup Cleanup Assistance Policy. The Property Owner hereby authorizes the City to proceed with services as contained in said Policy. The Property Owner further understands and agrees that the City in no way admits or accepts liability by entering into this Agreement or by offering the benefits of this Policy. This Agreement is not intended, however, to prohibit or prevent pursuit of any other lawful remedies available to Property Owner.

Date: _____ Property Owner: _____

Date: _____ Authorized City Representative: _____

Decline Assistance

I have been offered cleanup assistance as outlined in the City of Roseville's Sanitary Sewer Backup Cleanup Assistance Policy. I decline to accept the cleanup assistance offered by the City.

Date: _____ Property Owner: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

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	\$773,278.61
112530 – 112577	\$480,896.68
Total	\$1,254,175.29

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.

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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 Attachment 1: Checks for Approval

POST DATES 01/01/2025 - 05/27/2025

POSTED
PAID

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210500	Life Ins. Employee	LINA	APRIL NEW YORK LIFE PREMIUMS	3,487.63	4133
100-00-00-210500	Life Ins. Employee	LINA	APRIL NEW YORK LIFE PREMIUMS	9.60	4133
100-00-00-210502	Employer Life Insurance	LINA	APRIL NEW YORK LIFE PREMIUMS	652.80	4133
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,285.00	4047
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	219.00	4047
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	657.00	4047
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	4047
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	1,015.00	112634
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,497.75	4075
100-00-00-210900	Long Term Disability	LINA	APRIL NEW YORK LIFE PREMIUMS	3,915.59	4133
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	4043
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,997.00	4043
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,445.36	4043
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	4043
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	350.00	4043
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	9,355.00	4068
Total Department 00-00 GENERAL				35,476.73	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	TimeSaver Off Site	Secreta CC MINUTES	293.50	4129
100-01-00-430000	Professional Services	TimeSaver Off Site	Secreta CC MINUTES	253.00	4129
100-01-00-430000	Professional Services	TimeSaver Off Site	Secreta EI MINUTES	212.50	4129
100-01-00-430000	Professional Services	TimeSaver Off Site	Secreta CC MINUTES	253.00	4129
Total Department 01-00 CITY COUNCIL				1,012.00	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA APR 25 SERVICE FEE PAID MAY 25	207.00	112728
100-02-00-430000	Professional Services	Envisio Solutions, Inc.	ENVISIO DASHBOARD ANNUAL SUBSCRIPTION	21,000.00	4140
100-02-00-430060	wellness Plan	Amy Cuddihy	WELLNESS SHOE REIMBURSEMENT	50.00	4123
100-02-00-430060	wellness Plan	Dawn O'Connor	WELLNESS SHOE REIMBURSEMENT	50.00	4134
100-02-00-430060	wellness Plan	Katy Von Fange	WELLNESS SHOE REIMBURSEMENT	50.00	4138
100-02-00-430060	wellness Plan	Nelson, Emily	WELLNESS SHOE REIMBURSEMENT	50.00	4149
100-02-00-430060	wellness Plan	Phillippi, Kristy	WELLNESS SHOE REIMBURSEMENT	50.00	4146
100-02-00-430060	wellness Plan	Rachel Boggs	WELLNESS SHOE REIMBURSEMENT	50.00	4136
100-02-00-430060	wellness Plan	Ryan N. Johnson	WELLNESS SHOE REIMBURSEMENT	50.00	4131
100-02-00-430060	wellness Plan	Vang Lee, Xao	WELLNESS SHOE REIMBURSEMENT	50.00	4150
100-02-00-430060	wellness Plan	Yer Vue	WELLNESS SHOE REIMBURSEMENT	50.00	4137
100-02-00-430099	Drug Testing	Vault Health	RANDOM DRUG & ALCOHOL SCREEN	110.74	112651
100-02-00-439000	CONTRACT MAINTENANCE	Bellefeull, Szur & Associa	SOFTWARE MAINTENANCE BS&A	8,325.00	112726
100-02-00-441100	Tuition Reimbursement	THOENNES, CHAD M.	TUITION REIMBURSEMENT	1,400.00	4151
100-02-00-441100	Tuition Reimbursement	Warsame, Abdiaziz	TUITION REIMBURSEMENT	1,500.00	4078
Total Department 02-00 ADMINISTRATION				32,992.74	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	APR 2025 SERVICE CHARGE	776.39	112713
100-04-00-439000	CONTRACT MAINTENANCE	Bellefeull, Szur & Associa	SOFTWARE MAINTENANCE BS&A	78,805.00	112726
100-04-00-439000	CONTRACT MAINTENANCE	Bellefeull, Szur & Associa	BS&A ONLINE SERVICES MAINTENANCE	2,500.00	112726
100-04-00-443600	Software Operating Charges	Metro-INET	BRUNO 0365	174.00	4141
Total Department 04-00 FINANCE				82,255.39	
Department: 06-00 LEGAL DEPARTMENT					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

POST DATES 01/01/2025 - 05/27/2025

POSTED
PAID

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	MONTHLY PROSECUTION RETAINER	15,439.00	4109
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	MONTHLY CIVIL RETAINER	17,182.20	112706
Total Department 06-00 LEGAL DEPARTMENT				32,621.20	
Department: 08-00 CENTRAL SERVICES					
100-08-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	350.00	112686
Total Department 08-00 CENTRAL SERVICES				350.00	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Ancom Technical Center	RADIO REPAIR SHIPPING	20.00	4113
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS - KAHL, HICKE, SLADE,	130.64	4116
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	CHAIR REPLACEMENTS - 4 PATROL REPORT	553.75	112714
100-10-00-421000	Motor Fuel	Mitchell Christensen	NEEDED TO ADD FUEL TO SQUAD DURING TR	20.01	4127
100-10-00-422000	Clothing	Aspen Mills Inc.	COMM ACT TEAM UNIF PANTS PORRAS	159.98	112687
100-10-00-422000	Clothing	Galls, LLC	UNIFORM BADGES (2)	378.79	4064
100-10-00-422000	Clothing	Galls, LLC	VEST NAME TAGS - JOHNSON	59.55	4064
100-10-00-422000	Clothing	Galls, LLC	VEST - RAVEN 2.0 RAZOR XT LVL IIIA -	2,080.50	4115
100-10-00-422000	Clothing	STREICHER'S	VEST CARRIER - NOLL	387.94	4114
100-10-00-422000	Clothing	STREICHER'S	GOLD NAMEPLATE HICKE	11.99	4114
100-10-00-422000	Clothing	STREICHER'S	SGT UNIFORM UPDATES - HICKE	202.98	4062
100-10-00-422000	Clothing	STREICHER'S	VEST UPDATES ENGH	23.98	4114
100-10-00-422000	Clothing	STREICHER'S	VEST ID PATCH - ENGH	19.99	4062
100-10-00-424000-PD0002	Operating Supplies	ACT 2 RECOVERY RESIDENCES	HOMELESS OUTREACH RENT APPL FEE FOR C	386.00	112738
100-10-00-430000	Professional Services	AXTELL GROUP LLC	EVAL OF POLICE RESOURCES AND OPERATIO	26,634.00	112732
100-10-00-430000	Professional Services	Language Line Services	APRIL TRANSLATION SERVICES	691.05	112709
100-10-00-430000	Professional Services	Martin McAllister, Inc.	PUBLIC SAFETY ASSESSMENT - ZEIGLER AN	1,300.00	112640
100-10-00-430000	Professional Services	People Incorporated	COLLOCATION OF MENTAL HEALTH SERVICES	12,500.00	112661
100-10-00-430000	Professional Services	People Incorporated	COLLOCATION OF MENTAL HEALTH SERVICES	4,167.00	112661
100-10-00-430000	Professional Services	THOMSON REUTERS- WEST	CLEAR INVESTIGATIIVE DATABASE SERVICE	1,367.10	112643
100-10-00-430000	Professional Services	THOMSON REUTERS- WEST	CLEAR INVESTIGATIVE DATABASE SERVICES	1,367.10	112643
100-10-00-430000	Professional Services	THOMSON REUTERS- WEST	CLEAR INVESTIGATIVE DATABASE SERVICES	65.10	112643
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	SQUAD 2303 TOW	100.00	112638
100-10-00-430000-PD0006	Professional Services	AXTELL GROUP LLC	MN LEAP ACCREDITATION GRANT CONSULTIN	27,500.00	112732
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH APRIL	34,581.67	112648
100-10-00-430001	Dispatching Services	Ramsey County	FLEET SUPPORT APR	561.60	112648
100-10-00-431000	Telephone	Verizon	DATA MAR 27- APR 26 - ACC#487223064-0	40.02	112656
100-10-00-431000	Telephone	Verizon	APRIL PHONE SERVICES ACC542259159-000	4,650.59	112719
100-10-00-431000	Telephone	Verizon	APRIL DATA ACC487223064-0004	1,080.27	112719
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	ALTERING SQUAD #2020-2020 DODGE DURAN	1,089.37	4040
100-10-00-437000	Contract Maint. - Vehicles	Enforcement Lighting	REPAIRS TO SQUAD 2103 - HEADLIGHTS F	2,500.00	112652
100-10-00-439000	CONTRACT MAINTENANCE	Centralsquare Technologies	ANNUAL RMS SERVICE AND MAINTENANCE FE	15,158.99	112723
100-10-00-439000	CONTRACT MAINTENANCE	CITY OF ST. PAUL	MAR RADIO MAINT AND SERVICES	261.23	112689
100-10-00-441100	Tuition Reimbursement	Warsame, Abdiaziz	PD TUITION REIMBURSEMENT SPRING 2025_	897.46	4139
100-10-00-448050	Employee Recognition	PATRICK OLSON	SHADOW BOX FOR SGT HOLTMEIER'S RETIRE	320.00	112737
Total Department 10-00 POLICE DEPARTMENT				141,268.65	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-421000	Motor Fuel	Neil Sjostrom	RIVIAN CHARGES	47.03	4120
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	TUBE ENDOTRACHEAL CUFFED	25.77	112658
100-13-00-423000	vehicle Supplies & Mainten	Mckesson Medical-Surgical	ZOLMED AND TEST STRIPS	82.92	112699

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

POST DATES 01/01/2025 - 05/27/2025

POSTED
PAID

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	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	112707
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	ERV IN ALARM	914.50	4071
100-13-00-441000	Training	TWIN CITIES TRANSPORT & RE	TRAINING CAR	125.00	112694
Total Department 13-00 FIRE DEPARTMENT				1,780.84	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	2,550.97	4107
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				2,550.97	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	80.83	4108
Total Department 13-18 EMERGENCY SERVICES				80.83	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	112649
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	4097
100-20-20-424000	Operating Supplies	Batteries Plus Bulbs	COUNTY ROAD D SPEED INDICATOR = BATTE	355.40	112650
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				402.87	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	CONCRETE DISPOSAL	150.00	112695
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - ACROSS FROM	329.00	112704
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	CLEARING/TRIMMING - 2835 PASCAL ST.	126.00	112704
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	STUMP GRINDING - 2978 NORTHVIEW	210.00	112704
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVALS - ARBORETUM, 570 WOODHI	1,155.00	112704
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	RAMSEY COUNTY FLEET SUPPORT	115.44	112648
Total Department 20-21 STREET DEPARTMENT				2,085.44	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,334.78	4059
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,602.94	4101
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,144.16	4103
100-20-22-439000	CONTRACT MAINTENANCE	Forest Lake Contracting, I	COUNTY ROAD D SPEED SIGN REPLACEMENT	1,260.00	4070
Total Department 20-22 STREET LIGHTING				20,341.88	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	DIESEL MOTOR FUEL	10,805.53	112716
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	9,655.89	112716
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.72	112710
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.72	112647
100-20-30-423000	Vehicle Supplies & Mainten	Batteries Plus Bulbs	VEHICLE BATTERY	97.55	112715
100-20-30-423000	Vehicle Supplies & Mainten	Crysteel Truck Equipment,	LIFTGATE CYLINDER	753.51	4063
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	VEHICLE BATTERY	138.69	4041
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	WATER SOLENOID	279.34	112690
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	SCREEN-COW	123.00	112659
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	WAND COUPLERS	160.63	4044
100-20-30-423000	Vehicle Supplies & Mainten	Rigid Hitch Incorporated	CIRCUIT BREAKERS, BUTT CONNECTORS, WI	397.63	4065
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	REPLACED RADIATOR CAP	33.26	112659
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	AIR BAG SERVICE	275.00	112659
Total Department 20-30 VEHICLE MAINTENANCE				22,811.47	
Department: 23-00 BUILDING MAINTENANCE					

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	MN Pollution Control Agenc	VSQG BASE FEE .. PERMIT	386.43	112655
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE LABOR 3/31-4/27	760.00	4121
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,848.00	4067
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - MAR 2025	3,460.18	4077
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	5,617.81	4055
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	998.55	4055
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	525.64	4055
100-23-00-439001	CONTRACT MAINTENANCE - CIT	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	112707
100-23-00-439001	CONTRACT MAINTENANCE - CIT	SANDSTROM LAND MANAGEMENT,	CITY HALL GROUNDS (APRIL 2025)/ROSEVI	1,943.50	4074
100-23-00-439003	Contract Maint.- City Gara	API Garage Door	DOOR #8 PW 3/26/2025: REMOVED AND REP	587.50	112660
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	CITY OF ROSEVILLE CITY HALL WO# 26945	1,415.00	4071
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	3/31 SEVERAL VAV BOX ISSUES IN PUBLIC	2,847.00	4071
Total Department 23-00 BUILDING MAINTENANCE				30,441.84	
Total Fund 100 General Fund				406,472.85	
Fund: 101 General Fund Donations					
Department: 13-00 FIRE DEPARTMENT					
101-13-00-448000-FD0037	Fire Therapy Dog	Aspen Mills Inc.	ASHES BADGE	164.85	112633
Total Department 13-00 FIRE DEPARTMENT				164.85	
Total Fund 101 General Fund Donations				164.85	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,632.55	112686
Total Department 09-00 COMMUNICATIONS				4,632.55	
Total Fund 110 Telecommunications				4,632.55	
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	54.52	112712
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	(168.81)	112712
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL LEAGUE UMPIRE PAYMENT	2,666.50	4073
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL LEAGUE UMPIRE PAYMENT	3,332.00	4130
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL UMPIRE PAYMENT	3,332.00	4130
200-40-41-430000-PR0227	Professional Services	Austin Beatty	ADULT SAND VOLLEYBALL REFEREE PAYMENT	120.00	4142
200-40-41-430000-PR0227	Professional Services	Breanna Burmester	ADULT SAND VOLLEYBALL REFEREE PAYMENT	180.00	4132
200-40-41-430000-PR0227	Professional Services	BROOKE WOOD	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	112734
200-40-41-430000-PR0227	Professional Services	DEVANIE ANDRE	ADULT SAND VOLLEYBALL REFEREE PAYMENT	120.00	4148
200-40-41-430000-PR0227	Professional Services	Kathie Urbaniak	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	4117
200-40-41-430000-PR0227	Professional Services	Kristie Knapp woelfel	ADULT SAND VOLLEYBALL REFEREE PAYMENT	56.00	112722
200-40-41-430000-PR0227	Professional Services	LILLY BOWMAN	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	112733
200-40-41-430000-PR0227	Professional Services	MICHAEL, GARY JOHNSON	ADULT SAND VOLLEYBALL REFEREE PAYMENT	60.00	4147
200-40-41-430000-PR0227	Professional Services	MYA MARTENSON	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	4144
200-40-41-430000-PR0227	Professional Services	Patrick Hubbard	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	112705
200-40-41-430000-PR0227	Professional Services	SOPHIE R JACQUES	ADULT SAND VOLLEYBALL REFEREE PAYMENT	224.00	112735
200-40-41-430000-PR0227	Professional Services	THOMAS IMHOF	ADULT SAND VOLLEYBALL REFEREE PAYMENT	112.00	4143
200-40-41-430000-PR0253	Professional Services	FLOURISH CLEANING	CLEANING SERVICES AT PARK BUILDINGS	4,049.43	112736
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	1,139.26	4100

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Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
Total Department 40-41 RECREATION FEE PROGRAMS				15,836.90	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	554.52	112712
200-40-42-424000-PR0298	Operating Supplies	FUN JUMPS ENTERTAINMENT, I	FUN JUMPS DEPOSIT - SHC	461.56	112697
200-40-42-424000-PR0299	Operating Supplies	Taho Sportswear, Inc.	PARADE SHIRTS	264.00	4098
200-40-42-430000-PR0115	Professional Services	Metro Sound & Lighting, In	AUDIO MAINTENANCE FOR ROG	309.99	112641
200-40-42-438000	Rental	On Site Companies-OSSTC	HOWARD JOHNSON PORTABLE	68.71	112636
200-40-42-438000	Rental	On Site Companies-OSSTC	CONCORDIA TOURNAMENT PORTABLES	182.00	112636
Total Department 40-42 RECREATION NON FEE PROGRAMS				1,840.78	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	490.38	4056
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	112707
Total Department 40-50 NATURE CENTER				1,661.61	
Department: 40-53 SKATING CENTER					
200-40-53-373500-PR5502	Daily Skating	MIDWAY SPEEDSKATING CLUB	REIMBURSEMENT FOR SPEEDSKATE RENTAL F	5,550.00	112665
200-40-53-424000	Operating Supplies	Able Hose & Rubber Inc	RUBBER FOR CLEARING WATER ON OVAL	249.35	4060
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	160.67	4072
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	509.46	4124
200-40-53-424000	Operating Supplies	MIDC Enterprises	BALL VALVE	212.27	112693
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	328.32	112645
200-40-53-424000	Operating Supplies	Voss Lighting	LIGHTING	773.76	4046
200-40-53-424000	Operating Supplies	Voss Lighting	LIGHTING	517.76	4046
200-40-53-424000-PR5507	Operating Supplies	Ice Sports Industry-ISI	BADGES FOR SKATE SCHOOL	18.00	112637
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	251.00	112653
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - MAR 2025	982.44	4077
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	12,231.07	4104
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	112707
Total Department 40-53 SKATING CENTER				25,178.98	
Total Fund 200 Recreation Fund				44,518.27	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112710
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112710
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112710
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112710
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112710
204-40-43-423000	Vehicle Supplies & Mainten	Cushman Motor Co Inc	WIPER BLADE	89.17	4111
204-40-43-424000	Operating Supplies	Bryan Rock Products, Inc.	RBDA	2,217.00	112688
204-40-43-424000	Operating Supplies	Certified Laboratories, In	MOP HANDLE, EYEWEAR, FUEL SURCHARGE	239.25	4112
204-40-43-424000	Operating Supplies	Certified Laboratories, In	GRENADIER II, STING-X PRO AEROSOL, WH	880.40	4112
204-40-43-424000	Operating Supplies	Fikes, Inc.	1.5MIL / 2.0MIL BLACK ROLL CASES	315.14	4124
204-40-43-424000	Operating Supplies	GRAINGER	ROPE TIE DOWN, 8' L, 250 LB,S-HOOK (4	68.96	112690
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	112707
204-40-43-430000	Professional Services	Jeff's S.O.S. Drain & Sewe	LOCATE/MARK BROKEN AND SETTLED IN MAI	225.00	4118
204-40-43-430000	Professional Services	USDA APHIS General	PERSONNEL, SUPPLIES & MATERIALS, PROG	9,243.77	112717
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	STUMP GRINDING	84.00	112704

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Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - OWASSO BALLF	329.00	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS: COTTONTAIL AND CENTRAL	1,613.00	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - RESERVOIR WO	399.50	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - BY 1662 CO R	962.50	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - HANC PARKING	143.00	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS - ARBORETUM, 570 WOODHI	464.50	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL - WOODHILL PARK	483.00	112704
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL - ACORN PARK	1,200.00	112704
204-40-43-431000	Telephone	Verizon	DATA MAR 27- APR 26 - ACC#487223064-0	356.92	112656
204-40-43-431000-PR0627	Telephone	Verizon	DATA MAR 27- APR 26 - ACC#487223064-0	35.09	112656
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	3,842.36	4105
204-40-43-438000	Rental	Oakdale Rental Center	BED EDGER / TRENCHMASTER (2)	54.00	112698
Total Department 40-43 RECREATION MAINTENANCE				23,837.75	
Total Fund 204 PARK MAINTENANCE				23,837.75	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	ALLIANCE BUILDING COMPANY	REFUND CONSTRUCTION DEPOSITS - B23-19	5,000.00	112739
Total Department 00-00 GENERAL				5,000.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-431000	Telephone	Verizon	DATA MAR 27- APR 26 - ACC#487223064-0	52.17	112656
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				52.17	
Department: 56-55 CD - NEIGHBORHOOD ENHANCEMENT PROGRAM					
260-56-55-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	2,136.36	112686
Total Department 56-55 CD - NEIGHBORHOOD ENHANCEMENT PROGRAM				2,136.36	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	PC MINUTES	172.00	4129
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	VB MINUTES	172.00	4129
Total Department 56-57 PLANNING DEPARTMENT				344.00	
Total Fund 260 Community Development				7,532.53	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Definitive Technology Solu	WASTE TONER	58.50	112721
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	112707
265-05-00-430000	Professional Services	SANDSTROM LAND MANAGEMENT,	CITY HALL GROUNDS (APRIL 2025)/ROSEVI	400.00	4074
265-05-00-431000	Telephone	CenturyLink	SERVICE 5/10/25 - 6/9/25, ACCT 333531	53.76	112696
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	597.54	4057
Total Department 05-00 DEPUTY REGISTER				2,573.84	
Total Fund 265 License Center				2,573.84	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Advanced Graphix, Inc.	GRAPHICS FOR SQUADS 2504, 2505, 2506,	5,117.50	4128
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSIONS- STRIP OF SQUAD 210	16,827.42	4092
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSION - STRIP OF SQUAD 190	18,400.88	4092

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Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSION - STRIP OF SQUAD 210	12,480.44	4092
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSION - PARTS AND STRIP OF	18,400.88	4092
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSION - STRIP OF 2103 AND	12,485.70	4092
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD CONVERSION - PARTS FOR COMMANDE	5,792.63	4092
400-10-00-453000	Other Improvements	Galls, LLC	SABRE MK-9 SPRAY - NON-LETHAL SUPPLIE	1,125.00	4115
400-10-00-453000	Other Improvements	Kiesler's Police Supply, I	ADAPTER FOR GLOCK TO HOLOSUN - FIREAR	68.99	112718
400-10-00-453000	Other Improvements	SOS OFFICE FURNITURE	CHAIR REPLACEMENTS - 4 PATROL REPORT	2,100.00	112714
Total Department 10-00 POLICE DEPARTMENT				92,799.44	
Total Fund 400 Equipment Revolving				92,799.44	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-443500	Minor Equipment	WHP TRAININGTOWERS	TRAINING MAZE	2,998.00	112730
401-13-00-443500	Minor Equipment	WHP TRAININGTOWERS	TRAINING MAZE	3,544.00	112730
401-13-00-453000	Other Improvements	FIRE INNOVATIONS, LLC	ESCAPE BELTS	5,167.71	112663
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	NEW FIRE GEAR	24,300.00	4119
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	NEW FIRE GEAR	17,406.70	4119
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	NEW FIRE GEAR	41,310.00	4119
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	NEW FIRE GEAR	29,591.39	4119
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	NEW FIRE GEAR	359.78	4119
401-13-00-453000	Other Improvements	NELSON TACTICAL	HIGHCOM GUARDIAN PLATE	383.87	112731
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	12,144.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	20,280.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	2,418.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	1,590.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	2,418.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	1,772.00	112730
401-13-00-453000	Other Improvements	WHP TRAININGTOWERS	TRAINING MAZE	6,744.00	112730
Total Department 13-00 FIRE DEPARTMENT				172,427.45	
Total Fund 401 Fire Equipment				172,427.45	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology solu	COPIER RENTAL	3,463.48	112657
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	365.20	112724
Total Department 08-00 CENTRAL SERVICES				3,828.68	
Total Fund 409 CENTRAL SERVICES FUND				3,828.68	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-424200	Repairs & Maintenance	WILD CONSTRUCTION	SIDING REPLACEMENT PROJECT DOWN PAYME	28,180.77	112662
Total Department 40-40 RECREATION ADMINISTRATION				28,180.77	
Total Fund 411 Recreation Improvements				28,180.77	
Fund: 413 MAINTENANCE FACILITY					
Department: 20-00 PUBLIC WORKS GENERAL					
413-20-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP	UPDATE DESIGN	1,234.24	112720
413-20-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP	UPDATE DESIGN	1,893.85	112720

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Fund: 413 MAINTENANCE FACILITY					
Department: 20-00 PUBLIC WORKS GENERAL					
Total Department 20-00 PUBLIC WORKS GENERAL				3,128.09	
Total Fund 413 MAINTENANCE FACILITY				3,128.09	
Fund: 414 PASSPORT / LICENSE CENTER					
Department: 05-00 DEPUTY REGISTER					
414-05-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP UPDATE DESIGN		3,702.70	112720
414-05-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP UPDATE DESIGN		5,681.53	112720
414-05-00-430000	Professional Services	Kennedy & Graven, Chartere MAINTENANCE/LICENSE FACILITY		227.70	112706
Total Department 05-00 DEPUTY REGISTER				9,611.93	
Total Fund 414 PASSPORT / LICENSE CENTER				9,611.93	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-424000	Operating Supplies	MIDC Enterprises	IRRIGATION HEADS AND SPRAYERS	293.38	112693
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				293.38	
Total Fund 417 STREETSCAPE				293.38	
Fund: 585 TIF District #17-Twin Lakes					
Department: 57-00 EDA - GENERAL					
585-57-00-430000-ED1800	Professional Services	Ehlers & Associates, Inc.	TIF 17 REVIEW	1,300.00	112703
Total Department 57-00 EDA - GENERAL				1,300.00	
Total Fund 585 TIF District #17-Twin Lakes				1,300.00	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	2.53	112675
600-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	3.03	112675
600-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	1.23	112673
600-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	2.59	112673
600-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	9.81	112740
600-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	111.53	112740
600-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	2.99	112680
600-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	6.70	112680
600-00-00-202000	Accounts Payable	CHI NANG LY BLIATIA	UB refund for account: 017157-000	19.67	112670
600-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	1.17	112678
600-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	6.13	112678
600-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	3.39	112677
600-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	9.34	112677
600-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	0.40	112676
600-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	4.36	112676
600-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	2.77	112669
600-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	3.06	112669
600-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	5.64	112671
600-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	5.81	112671
600-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	1.05	112668
600-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	1.50	112668
600-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.02	112667
600-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.18	112667

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Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	RAMSIS GOBRAN	UB refund for account: 000765-000	1.25	112682
600-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	2.46	112674
600-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	5.50	112674
600-00-00-202000	Accounts Payable	SHELDON MILBRIDGE	UB refund for account: 020567-000	2.06	112672
600-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	0.53	112681
600-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	2.84	112681
600-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	2.25	112683
600-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	19.59	112683
600-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	0.40	112684
600-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	4.36	112684
Total Department 00-00 GENERAL				246.14	
Department: 50-00 SANITARY SEWER					
600-50-00-334000-PW2404	Cities	Hydro Klean	2024 SEWER LINING - PAY REQUEST 8	29,735.73	4125
600-50-00-334000-PW2406	Cities	Hydro Klean	2024 SEWER LINING - PAY REQUEST 8	26,387.62	4125
600-50-00-423000	Vehicle Supplies & Mainten	MacQueen Equipment	LOOSE WHEEL HUBS SEWER CAMERA	233.75	4095
600-50-00-424000	Operating Supplies	General Industrial Supply	MECHAN I X 4X GLOVE X- LARGE/14 " BLA	158.64	4126
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	BRIAN DEAN	I&I GRANT REBATE - ADJUSTMENT	487.00	112666
600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAI	CACHE BARNES	I&I GRANT REBATE	5,000.00	112664
600-50-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	364.05	4093
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,373.16	4058
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4145
600-50-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	GALTIER LS GENERATOR REPAIR	572.58	112711
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	307,853.32	4096
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	2,140.80	112644
Total Department 50-00 SANITARY SEWER				376,079.74	
Total Fund 600 Sanitary Sewer				376,325.88	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.07	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.16	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.20	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.17	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.01	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.12	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	3.79	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.24	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	2.98	112675
610-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	0.20	112675
610-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	0.14	112673
610-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	2.64	112673
610-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	6.17	112740
610-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	113.30	112740
610-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	0.37	112680
610-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	6.80	112680
610-00-00-202000	Accounts Payable	CHI NANG LY BLIATIA	UB refund for account: 017157-000	29.39	112670
610-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	0.34	112678
610-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	6.22	112678

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	FREIDA FLEISCHHACKER	UB refund for account: 019690-000	0.67	112685
610-00-00-202000	Accounts Payable	FREIDA FLEISCHHACKER	UB refund for account: 019690-000	12.32	112685
610-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	0.51	112677
610-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	9.49	112677
610-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	0.24	112676
610-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	4.42	112676
610-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	0.17	112669
610-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	4.15	112669
610-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	3.11	112669
610-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	0.32	112671
610-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	5.90	112671
610-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	0.08	112668
610-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	1.52	112668
610-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.01	112667
610-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.19	112667
610-00-00-202000	Accounts Payable	RAMSIS GOBRAN	UB refund for account: 000765-000	1.98	112682
610-00-00-202000	Accounts Payable	RYAN WOOD	UB refund for account: 024736-000	304.76	112679
610-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	0.30	112674
610-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	3.68	112674
610-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	5.58	112674
610-00-00-202000	Accounts Payable	SHELDON MILBRIDGE	UB refund for account: 020567-000	20.62	112672
610-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	0.16	112681
610-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	2.88	112681
610-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	1.08	112683
610-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	19.90	112683
610-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	0.24	112684
610-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	4.42	112684
Total Department 00-00 GENERAL				582.01	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	REG 3 TFT P/C USG PIT REG 3 HPT P/C U	2,144.40	4069
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	NEPTUNE REP/R900 MIU UPGRADE FEE	2,199.00	4122
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	LF 3/4 CC X FLR BALL CORP	311.19	4069
610-51-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	54643-00-X LANCE, HIGH PRESSURE, 1/2"	869.85	4042
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	CONCRETE AND ASPHALT DISPOSAL	90.00	112639
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	1,437.86	112635
610-51-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	364.05	4093
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	22.68	112654
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	3,611.37	4102
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4145
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER ETHERNET	516.65	112701
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	WATER PIT AND METER REPLACEMENTS	428.34	4110
Total Department 51-00 WATER FUND				13,768.48	
Total Fund 610 Water Fund				14,350.49	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(56.45)	4106
Total Department 00-00 GENERAL				(56.45)	

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	STUD/BALL	88.73	4045
620-52-51-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	PARTS INVOICE - WHEEL AND PINS	31.16	112708
620-52-51-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	33RS 84E CHAIN	64.00	112708
620-52-51-424000	Operating Supplies	Langers Tree Service	4 CU YARDS DARK BROWN MULCH	195.08	112700
620-52-51-424000	Operating Supplies	Langers Tree Service	WOODCHIPS FOR GOLF COURSE	38.00	112700
620-52-51-424000	Operating Supplies	Uline	PORTA STREAM II SALINE 180 OZ	137.26	4066
620-52-51-424000-PR5304	Operating Supplies	Roseville Cedarholm Golf C	SUMMER GOLF LEAGUE PRIZE MONEY	1,500.00	112743
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOL BEVERAGES FOR RESALE	322.90	4090
620-52-51-425000	Merchandise for Sale	Hornungs Pro Golf Sales, I	MERCHANDISE FOR RESALE	279.07	4094
620-52-51-433000	Advertising	St. Paul Pioneer Press	CEDARHOLM ADVERTISING	50.00	112692
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	877.55	4106
620-52-51-438000	Rental	DLL Finance LLC	INSTALLMENT AT CEDARHOLM GOLF COURSE	1,875.00	112725
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	CO2 CYLINDER SERVICE	51.00	112729
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	CO2 CYLINDER SERVICE	51.00	112729
Total Department 52-51 CEDARHOLM GOLF COURSE				5,560.75	
Total Fund 620 Golf Course				5,504.30	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	1.83	112675
640-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	1.54	112673
640-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	66.52	112740
640-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	3.99	112680
640-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	3.66	112678
640-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	5.57	112677
640-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	2.60	112676
640-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	1.83	112669
640-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	3.46	112671
640-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	0.89	112668
640-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.11	112667
640-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	3.28	112674
640-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	1.69	112681
640-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	11.68	112683
640-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	2.60	112684
Total Department 00-00 GENERAL				111.25	
Department: 54-00 STORM WATER					
640-54-00-430000	Professional Services	Gopher State One Call	LOCATE TICKETS	364.05	4093
640-54-00-430000	Professional Services	Timesaver Off Site Secreta	PWET MINUTES	253.00	4129
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	580.34	4048
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	1,799.17	4049
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	38.97	4050
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	39.30	4051
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	17.76	4052
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	20.55	4053
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	8.69	4054
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	21.09	4099
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4145
640-54-00-439000	CONTRACT MAINTENANCE	Ramsey County Prop Rec & R	RCD4 PHASE 2 REPAIR	928.78	112742

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-439000	CONTRACT MAINTENANCE	Ramsey County Prop Rec & R	RCD4 PHASE 2 REPAIR	250.75	112741
640-54-00-439000	CONTRACT MAINTENANCE	WM Corporate Services, Inc	RECERTIFICATION FEE	150.00	112646
640-54-00-453000-PW2510	Other Improvements	SANDSTROM LAND MANAGEMENT,	TREE PLANTING	5,213.00	4074
640-54-00-490000-PW2508	Payments to Contractors	WSB & Associates, Inc.	WILLOW POND SEDIMENT CORES	1,506.50	4061
Total Department 54-00 STORM WATER				12,965.04	
Total Fund 640 Storm Drainage				13,076.29	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ANDREA CHRISTENSON	UB refund for account: 025886-000	1.01	112675
650-00-00-202000	Accounts Payable	BARRY & BETH SULLIVAN	UB refund for account: 015810-000	0.88	112673
650-00-00-202000	Accounts Payable	BRAD JENSEN	UB refund for account: 007446-000	37.88	112740
650-00-00-202000	Accounts Payable	BROCK & CADRIAN THOMPSON	UB refund for account: 025039-000	2.28	112680
650-00-00-202000	Accounts Payable	DENISE FRIGAARD	UB refund for account: 006145-000	2.08	112678
650-00-00-202000	Accounts Payable	ISABELLA SALOMAO NASCIMENT	UB refund for account: 023879-000	3.17	112677
650-00-00-202000	Accounts Payable	JERRY HARVEY	UB refund for account: 013049-000	1.48	112676
650-00-00-202000	Accounts Payable	JOHN SIMPSON	UB refund for account: 006291-000	1.04	112669
650-00-00-202000	Accounts Payable	KATHERINE & NICHOLAS CONNE	UB refund for account: 022838-000	1.97	112671
650-00-00-202000	Accounts Payable	MARC STROM	UB refund for account: 025645-000	0.51	112668
650-00-00-202000	Accounts Payable	MARK LINDGREN	UB refund for account: 001564-000	0.06	112667
650-00-00-202000	Accounts Payable	SCOTT WALTER	UB refund for account: 019733-000	1.87	112674
650-00-00-202000	Accounts Payable	SHERRY SETHER	UB refund for account: 003481-000	0.96	112681
650-00-00-202000	Accounts Payable	TERESA GLOPPEN	UB refund for account: 018448-000	6.65	112683
650-00-00-202000	Accounts Payable	THOMAS GRAHN	UB refund for account: 005448-000	1.48	112684
Total Department 00-00 GENERAL				63.32	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-434000	Printing	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	3,050.81	112686
Total Department 65-00 SOLID WASTE RECYCLE				3,050.81	
Total Fund 650 ENVIRONMENTAL				3,114.13	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS AP 25	9,645.87	4091
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEE APR 25	1,880.94	4091
Total Department 00-00 GENERAL				11,526.81	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430050	Sewer Department Claims	LEAGUE OF MN CITIES INS TR	CLAIM # 415429 - STRENKE	15,300.00	112702
710-61-00-430050	Sewer Department Claims	LEAGUE OF MN CITIES INS TR	CLAIM # 422520	9,753.01	112642
710-61-00-441000	Training	OECS - 170064	CITY SAFETY AND RISK MANAGEMENT FOR J	600.00	112727
Total Department 61-00 RISK MANAGEMENT				25,653.01	
Total Fund 710 Risk Management				37,179.82	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	TimeSaver Off Site Secreta	EDA MINUTES	172.00	4129
Total Department 57-00 EDA - GENERAL				172.00	

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Fund: 725 EDA Operating Fund					
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Golden Shovel Agency	MARKETING SERVICES	1,050.00	4135
725-57-56-430000	Professional Services	Golden Shovel Agency	MARKETING SERVICES	1,050.00	4135
725-57-56-430000	Professional Services	GOLDEN SHOVEL AGENCY	MARKETING SERVICES	1,050.00	4076
Total Department 57-56 EDA - PROGRAM				3,150.00	
Total Fund 725 EDA Operating Fund				3,322.00	

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	3,497.23	
		100-00-00-210502	Employer Life Insurance	652.80	
		100-00-00-210600	Union Dues Deduction	7,746.75	
		100-00-00-210900	Long Term Disability	3,915.59	
		100-00-00-211100	ICMA Def Comp	9,959.36	
		100-00-00-211101	Mission SQ Roth	350.00	
		100-00-00-211202	HRA Employer	9,355.00	
		100-01-00-430000	Professional Services	1,012.00	
		100-02-00-430000	Professional Services	21,207.00	
		100-02-00-430060	Wellness Plan	450.00	
		100-02-00-430099	Drug Testing	110.74	
		100-02-00-439000	CONTRACT MAINTENANCE	8,325.00	
		100-02-00-441100	Tuition Reimbursement	2,900.00	
		100-04-00-430000	Professional Services	776.39	
		100-04-00-439000	CONTRACT MAINTENANCE	81,305.00	
		100-04-00-443600	Software Operating Charges	174.00	
		100-06-00-430000	Professional Services	32,621.20	
		100-08-00-431100	Postage	350.00	
		100-10-00-420000	Office Supplies	704.39	
		100-10-00-421000	Motor Fuel	20.01	
		100-10-00-422000	Clothing	3,325.70	
		100-10-00-424000-PD0002	Operating Supplies	386.00	
		100-10-00-430000	Professional Services	48,191.35	
		100-10-00-430000-PD0006	Professional Services	27,500.00	
		100-10-00-430001	Dispatching Services	35,143.27	
		100-10-00-431000	Telephone	5,770.88	
		100-10-00-437000	Contract Maint. - Vehicles	3,589.37	
		100-10-00-439000	CONTRACT MAINTENANCE	15,420.22	
		100-10-00-441100	Tuition Reimbursement	897.46	
		100-10-00-448050	Employee Recognition	320.00	
		100-13-00-421000	Motor Fuel	47.03	
		100-13-00-423000	Vehicle Supplies & Maintenance	108.69	
		100-13-00-439000	CONTRACT MAINTENANCE	1,500.12	
		100-13-00-441000	Training	125.00	
		100-13-13-436000	Utilities	2,550.97	
		100-13-18-436000	Utilities	80.83	
		100-20-20-420000	Office Supplies	47.47	
		100-20-20-424000	Operating Supplies	355.40	
		100-20-21-424000	Operating Supplies	150.00	
		100-20-21-439000	CONTRACT MAINTENANCE	1,935.44	
		100-20-22-436000	Utilities	19,081.88	
		100-20-22-439000	CONTRACT MAINTENANCE	1,260.00	
		100-20-30-421000	Motor Fuel	20,461.42	
		100-20-30-422000	Clothing	91.44	
		100-20-30-423000	Vehicle Supplies & Maintenance	1,950.35	
		100-20-30-437000	Contract Maint. - Vehicles	308.26	
		100-23-00-424000	Op Supplies-City Hall	386.43	
		100-23-00-430000	Professional Services	4,608.00	
		100-23-00-436001	Utilities-City Hall	9,077.99	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

POST DATES 01/01/2025 - 05/27/2025

POSTED
PAID

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		100-23-00-436003	Utilities-City Garage	1,524.19	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	9,995.73	
		100-23-00-439003	Contract Maint.- City Garage	587.50	
		100-23-00-439010	Contract Mani. - HVAC	4,262.00	
		101-13-00-448000-FD0037	Fire Therapy Dog	164.85	
		110-09-00-431100	Postage	4,632.55	
		200-40-41-415100	Unemployment Insurance	(114.29)	
		200-40-41-430000-PR0212	Professional Services	9,330.50	
		200-40-41-430000-PR0227	Professional Services	1,432.00	
		200-40-41-430000-PR0253	Professional Services	4,049.43	
		200-40-41-436000-PR0253	Utilities	1,139.26	
		200-40-42-415100	Unemployment Insurance	554.52	
		200-40-42-424000-PR0298	Operating Supplies	461.56	
		200-40-42-424000-PR0299	Operating Supplies	264.00	
		200-40-42-430000-PR0115	Professional Services	309.99	
		200-40-42-438000	Rental	250.71	
		200-40-50-436000-PR0119	Utilities	490.38	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-373500-PR5502	Daily Skating	5,550.00	
		200-40-53-424000	Operating Supplies	2,751.59	
		200-40-53-424000-PR5507	Operating Supplies	18.00	
		200-40-53-430000	Professional Services	251.00	
		200-40-53-436000	Utilities	13,213.51	
		200-40-53-439000	CONTRACT MAINTENANCE	3,394.88	
		204-40-43-422000	Clothing	14.00	
		204-40-43-423000	Vehicle Supplies & Maintenance	89.17	
		204-40-43-424000	Operating Supplies	4,298.94	
		204-40-43-430000	Professional Services	9,468.77	
		204-40-43-430000-PR0400	Professional Services	5,678.50	
		204-40-43-431000	Telephone	356.92	
		204-40-43-431000-PR0627	Telephone	35.09	
		204-40-43-436000	Utilities	3,842.36	
		204-40-43-438000	Rental	54.00	
		260-00-00-230000	Deposits	5,000.00	
		260-56-17-431000	Telephone	52.17	
		260-56-55-431100	Postage	2,136.36	
		260-56-57-430000	Professional Services	344.00	
		265-05-00-424000	Operating Supplies	58.50	
		265-05-00-430000	Professional Services	1,864.04	
		265-05-00-431000	Telephone	53.76	
		265-05-00-436000	Utilities	597.54	
		400-10-00-452000	Vehicles / Equipment	89,505.45	
		400-10-00-453000	Other Improvements	3,293.99	
		401-13-00-443500	Minor Equipment	6,542.00	
		401-13-00-453000	Other Improvements	165,885.45	
		409-08-00-438100	Rental-Copier Machines	3,463.48	
		409-08-00-438101	Postage Meter	365.20	
		411-40-40-424200	Repairs & Maintenance	28,180.77	
		413-20-00-430000	Professional Services	3,128.09	
		414-05-00-430000	Professional Services	9,611.93	
		417-20-20-424000	Operating Supplies	293.38	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		585-57-00-430000-ED1800	Professional Services	1,300.00	
		600-00-00-202000	Accounts Payable	246.14	
		600-50-00-334000-PW2404	Cities	29,735.73	
		600-50-00-334000-PW2406	Cities	26,387.62	
		600-50-00-423000	Vehicle Supplies & Maintenance	233.75	
		600-50-00-424000	Operating Supplies	158.64	
		600-50-00-424200-PW2507	PRIVATE SANITY SEWER REPAIRS	5,487.00	
		600-50-00-430000	Professional Services	364.05	
		600-50-00-436000	Utilities	1,373.16	
		600-50-00-438000	Rental	1,773.09	
		600-50-00-439000	CONTRACT MAINTENANCE	572.58	
		600-50-00-445000	Metro Waste Control Board	307,853.32	
		600-50-00-453000-PW2302	Other Improvements	2,140.80	
		610-00-00-202000	Accounts Payable	582.01	
		610-51-00-424000	Operating Supplies	7,052.30	
		610-51-00-430000	Professional Services	364.05	
		610-51-00-431000	Telephone	22.68	
		610-51-00-436000	Utilities	3,611.37	
		610-51-00-438000	Rental	1,773.09	
		610-51-00-443600	Software Operating Charges	516.65	
		610-51-00-453006-PW2601	Water Meters	428.34	
		620-00-00-209001	Use Tax Payable	(56.45)	
		620-52-51-423000	Vehicle Supplies & Maintenance	183.89	
		620-52-51-424000	Operating Supplies	370.34	
		620-52-51-424000-PR5304	Operating Supplies	1,500.00	
		620-52-51-425000	Merchandise for Sale	601.97	
		620-52-51-433000	Advertising	50.00	
		620-52-51-436000	Utilities	877.55	
		620-52-51-438000	Rental	1,875.00	
		620-52-51-439000	CONTRACT MAINTENANCE	102.00	
		640-00-00-202000	Accounts Payable	111.25	
		640-54-00-430000	Professional Services	617.05	
		640-54-00-436000	Utilities	2,525.87	
		640-54-00-438000	Rental	1,773.09	
		640-54-00-439000	CONTRACT MAINTENANCE	1,329.53	
		640-54-00-453000-PW2510	Other Improvements	5,213.00	
		640-54-00-490000-PW2508	Payments to Contractors	1,506.50	
		650-00-00-202000	Accounts Payable	63.32	
		650-65-00-434000	Printing	3,050.81	
		710-00-00-210503	DENTAL	11,526.81	
		710-61-00-430050	Sewer Department Claims	25,053.01	
		710-61-00-441000	Training	600.00	
		725-57-00-430000	Professional Services	172.00	
		725-57-56-430000	Professional Services	3,150.00	
---	TOTALS BY FUND ---				
		100	General Fund	406,472.85	
		101	General Fund Donations	164.85	
		110	Telecommunications	4,632.55	
		200	Recreation Fund	44,518.27	
		204	PARK MAINTENANCE	23,837.75	
		260	Community Development	7,532.53	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		265	License Center	2,573.84	
		400	Equipment Revolving	92,799.44	
		401	Fire Equipment	172,427.45	
		409	CENTRAL SERVICES FUND	3,828.68	
		411	Recreation Improvements	28,180.77	
		413	MAINTENANCE FACILITY	3,128.09	
		414	PASSPORT / LICENSE CENTER	9,611.93	
		417	STREETSCAPE	293.38	
		585	TIF District #17-Twin Lakes	1,300.00	
		600	Sanitary Sewer	376,325.88	
		610	Water Fund	14,350.49	
		620	Golf Course	5,504.30	
		640	Storm Drainage	13,076.29	
		650	ENVIRONMENTAL	3,114.13	
		710	Risk Management	37,179.82	
		725	EDA Operating Fund	3,322.00	
		Total For All Funds:		1,254,175.29	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

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

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works (Streets / Pathways)	Goodpointe Technology	Pavement Condition Survey	(a) \$	18,000	\$ 17,275	2025 Budget

Key

- (a) Annually the City contracts with GoodPointe Technology to conduct a survey of a certain amount of centerline mileage of the City's streets. They are also used to survey of pathways every four years with half of bituminous pathways done in year 1 and the remaining in year 2, then half of the concrete sidewalks done in year 3 and the other half in year 4. For 2025 the plan is to have them inspect 28 miles of roadway and 23 miles of concrete sidewalk. This cost will be split from approved 2025 budgets in the amount of \$10,000 from Streets and \$8,000 from Pathways.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve 2025-2026 Business License Renewals

Background

Chapter 301 of the City Code requires all applications for business and other license renewals be submitted to the City Council for approval. The City has received renewal applications for the businesses listed on Attachment 1 for the 2025-2026 license year. The number of applications submitted are:

- 25 Cigarette/Tobacco Products Licenses
- 4 Age Restricted Cigarette/Tobacco Products Licenses
- 2 Private Gas Pump Licenses
- 16 Gas Station Licenses
- 26 Massage Therapy Establishment Licenses
- 4 Veterinary Examination Licenses

The following businesses have had violations in the past 2 years. The appropriate administrative fines have been paid.

- Quick Mart, 2815 Rice St. Tobacco Failure on 08/12/2023
- Cub Foods, 1201 W Larpenteur Ave. Tobacco Failure on 11/11/2023
- Noble Tobacco, 1681 Rice St #105. Tobacco Failure on 8/12/2023 and 3/29/2025
- Speedway, 2295 Rice St. Tobacco Failure on 7/16/2022 and 12/17/2022 and 3/29/2025
- Holiday, 1215 Larpenteur Ave W. Tobacco Failure on 10/12/2024 and 3/29/2025

Policy Objectives

Required by City Code.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The correct fees were paid to the City at the time the applications were made.

Staff Recommendations

Staff has reviewed the applications and has determined that the applicants listed on Attachment 1 meet all City requirements. Staff recommends approval of the licenses pending any outstanding items.

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Cigarette/Tobacco Products License

B-Dale Corner Store
Murphy Petro Inc.
2164 Dale St

Chuchao Liquor
Kong Mong Liquor
700 County Rd B W

Clark #2376
Hule Co
2719 Lexington Ave

Cub Foods #6694
Jerry's Enterprise, Inc
1201 Larpenteur Ave

Cub Stores Holdings, LLC
dba Cub Wine & Spirits
2100 Snelling Ave #42

Cub Stores Holdings, LLC
dba Cub Foods
2100 Snelling Ave

Gas Plus 12
Kath Fuel Oil Service
1583 W County Rd C

Grab N Go
Rodit & Company Inc.
1595 Highway 36 West #602

Holiday
Holiday Gas 2021, LLC
1215 Larpenteur Ave. W

MGM Liquor
Spirits and More, LLC
1149 Larpenteur Ave W

Quickmart LLC
2815 Rice St

Rosedale BP
Jade Inc.
2441 Fairview Ave N

Roseville Marathon
DMTS, LLC
2216 County Rd D W

Roseville Winner
Rod Petroleum Inc.
2163 N. Snelling Ave

Speedway #4115
Northern Tier Retail LLC
2785 N. Hamline Ave

Speedway #4210
Northern Tier Retail LLC
2172 Lexington Ave

Speedway #4502
Northern Tier Retail LLC
2380 W. County Rd D

Speedway #4520
Northern Tier Retail LLC
2295 Rice St

Speedway #7030
Northern Tier Retail LLC
2151 N Dale Street

Top Ten Liquors
Yayin Gadol, LLC
1611 County Rd C W

Total Wine & More
Minnesota Fine Wines & Spirits LLC
2401 Fairview Ave N Suite 105

Tri-City BP
S&Z Inc
3110 Cleveland Ave N

Walgreens #15560
2700 Lincoln Drive

Walgreens #13685
2635 Rice St

Walmart #3404
1960 Twin Lakes Parkway

Age Restricted Cigarette/Tobacco Products License

Discount Smoke Shop/Roseville Smoke Shop Inc
2113 Snelling Ave N

Noble Tobacco, LLC
1681 Rice St

Roseville Tobacconist Cigars & E-Cigs
2217 Snelling Ave N

Roseville Smoke Shop Inc.
1732 Lexington Ave N

Gas Pumps – Private License

Midland Hills Country Club
2001 Fulham Street

Ryder Truck Rental
Ryder Systems, Inc.
2580 Long Lake Rd

Gasoline Station License

B-Dale Corner Store
Murphy Petro Inc.
2164 Dale St

Clark #2376
Hule Co
2719 Lexington Ave

Gas Plus 12
Kath Fuel Oil Company
1583 W County Rd C

Holiday
Holiday Gas 2021, LLC
1215 Larpenteur Ave. W

Quickmart LLC
2815 Rice St

Rosedale BP
Jade Inc.
2441 Fairview Ave N

Roseville Marathon
DMTS, LLC
2216 County Rd D W

Roseville Winner
Rod Petroleum
2163 N. Snelling Ave

Speedway #4115
Northern Tier Retail LLC
2785 N. Hamline Ave

Speedway #4210
Northern Tier Retail LLC
2172 Lexington Ave

Speedway #4502
Northern Tier Retail LLC
2380 W. County Rd D

Speedway #4520
Northern Tier Retail LLC
2295 Rice St

Speedway #7030
Northern Tier Retail LLC
2151 N Dale Street

Tom's Mobile Service
1935 Rice ST

Dave's Roseville Auto Care
Troy's Automotive, LLC
2171 Hamline Ave N

Tri-City BP
S&Z Inc
3110 Cleveland Ave N

Massage Therapy Establishment License

AA Massage
696 County Road B W

Birch Tree Bodywork, LLC
2499 Rice St. #71

Elements Massage
2100 Snelling Ave N, #66B

Emphasis Skin and Body
3101 Old Highway 8 NW #201

Footy Rooty Roseville
1607 Coutny Rd C West

Grace Healed Me
2353 Rice St #105

Healing Shores Reiki & Massage LLC
2332 Lexington Ave N

Healing Wings Massage & Energy Work LLC
2489 Rice St #100

HeartSpark! Bodywork for the Mind & Spirit
2201 Lexington Ave N #101

Heaven Tree Massage
2353 Rice St #130

Juut Salon Spa
1641 County Rd C

Massage by Craig
2310 County Rd D w

Massage by Jennifer
2191 Snelling Ave N

Massage Xcape, Inc.
1767 Lexington Ave N

New Dragon Acupressure Massage
509 Rosedale Center, Space 698

Optimal Wellness Wave, LLC
2489 Rice St #130

Oriental Lake Spa
2216 County Rd D W, Suite F

Red Clover Clinic
2233 Hamline Ave N, #433

Restora Massage
2353 Rice St.

Robert Tessman
2201 Lexington Ave #101

Steiner Naturopathy
2353 Rice St, #208

Sunshine Spa
1315 Larpenteur Ave W, Suite J

Terrassage Body Works, Inc.
1721 County Rd B2 W #106

Woodhouse Spa Rosedale
1595 Highway 36 W #945

Yun Massage
1736 Lexington Ave N

Zen Asian Spa
2334 Lexington Ave N

**Veterinarian Examination & Inoculation Center
License**

Como Park Animal Hospital
621 Larpenteur Ave W

Petco #602
2575 N. Fairview Ave

St. Francis Animal & Bird Hospital
VetCore of Minnesota
1227 Larpenteur Ave W /
1235 Larpenteur Ave W

Suburban Animal Hospital
2581 Cleveland Ave N

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve License Agreement for Bristols Lot, Block 1, Lot 1 (560 Ryan Avenue)

Background

560 Ryan Avenue is a vacant lot in Roseville where the property owner has submitted a building permit application to construct a single-family home. The only available access to the property is via a portion of unimproved public right-of-way known as "Kent Street," which abuts the lot.

Rather than requiring the property owner to construct approximately 160 feet of public street within the unimproved right-of-way, which would serve no broader public benefit as it is not anticipated for future street extension and could result in unnecessary tree removal, the City is proposing a License Agreement. This agreement would allow the property owner to install a private driveway, sanitary sewer service, and water service connections within the unimproved right-of-way to serve the new home.

The License Agreement ensures that these private improvements may remain within the right-of-way while preserving the City's rights and access to the property for future public use or maintenance, if necessary.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition. By allowing a License Agreement it avoids unnecessary maintenance costs by not requiring a public street and other improvements be constructed to access a single lot.

Equity Impact Summary

The License Agreement has no negative impacts to historically disadvantaged communities.

Budget Implications

There are no immediate or future costs associated with approving the License Agreement.

Staff Recommendations

33 Staff recommends approval of License Agreement for 560 Ryan Avenue.

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35 **Requested Council Action**

36 Approve License agreement for Bristols Lot, Block 1, Lot 1, Ramsey County, Minnesota.

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Prepared by: Erik Henricksen, Assistant City Engineer

- Attachments:**
- 1. License Agreement
 - 2. Bristols Lot Final Plat

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LICENSE AGREEMENT

THIS LICENSE AGREEMENT made, effective as of the execution dates indicated below, by and between the City of Roseville, a Minnesota municipal corporation, located at 2660 Civic Center Drive, Roseville, Ramsey County, Minnesota, 55113 (“Licensor”), and Todd W. Hansen and Gina L. Young, residing at 700 Bucher Avenue, Shoreview, Ramsey County, Minnesota 55126 (“Licensees”).

WHEREAS, Licensees are the fee owners of real property located in the City of Roseville, Ramsey County, Minnesota, legally described on the attached Exhibit A (the “Licensee Property”); and

WHEREAS, the Licensee Property adjoins property dedicated to the City of Roseville for right-of-way purposes which property is legally described on attached Exhibit B (the “ROW”); and

WHEREAS, pursuant to the plats of Smith’s Lakeview Addition and Montgomery’s Lake View Addition, full, absolute and exclusive control over the ROW has been dedicated to the Licensor; and

WHEREAS, the Licensee Property is not currently connected to City water or sewer; and

WHEREAS, City water and sewer mains are located within the Ryan Avenue right-of-way; and

WHEREAS, Licensees desire to use the ROW to connect the Licensee Property to the City water and sewer mains within Ryan Avenue; and

WHEREAS, the Licensee Property is also in need of access to Ryan Avenue, which is the nearest open public street; and

WHEREAS, Licensor is willing to allow Licensees to use the ROW to connect the Licensee Property to City water and sewer within Ryan Avenue and to construct a driveway within the ROW so that the Licensee Property may have access to Ryan Avenue, subject to the terms and agreements of the parties set forth herein; and

NOW, THEREFORE in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Licensors hereby grants to Licensees a non-exclusive license for access and utility connection purposes only to use, subject to all the terms and conditions of this License Agreement, the ROW. The locations of the driveway and the sanitary sewer service line to be installed by Licensees is depicted on the attached Exhibit C.

2. Licensees agree that the use of the ROW is with Licensors's permission and is not open, continuous, notorious or in any other manner supportive of a claim of adverse possession, prescriptive easement or other entitlement to the ROW. The parties acknowledge that this Agreement is a license to use the ROW for the purposes described herein and does not confer any estate or interest in real property or the ROW to Licensees.

3. The ROW shall be used by Licensees solely for access to the Licensee Property and connection of the Licensee Property to City sewer and water within the Ryan Avenue right-of-way during the period beginning upon execution of this Agreement and continuing until this Agreement is terminated. There shall be no parking of vehicles or storage of equipment, materials, or other personal property by Licensees within the ROW. Licensees shall comply with all applicable laws, ordinances, and governmental regulations affecting the ROW and the use of the ROW. Licensees shall not use the ROW for the transportation, storage, handling or disposal of any Hazardous Substance, Hazardous Waste, pollutant or contaminant as those terms are defined in 42 U.S.C. § 9601 et. seq. ("CERCLA") or Minnesota Statutes Chapter 115B ("MERLA").

4. Licensees, at their expense, during the term of this Agreement, shall keep in full force and effect a policy or policies of "occurrence" based general liability insurance, providing coverage for personal property damage, personal injury and contractual liability. Licensees shall provide the Licensors with a certificate of liability insurance, effective at the commencement of Licensee's use of the ROW, with a minimum coverage of Licensors's minimum statutory tort liability and names Licensors an additional insured. The sufficiency of the certificate of liability insurance is subject to the review and approval of Licensors. The policy or policies shall provide that at least 30 days' written notice must be given to Licensors prior to cancellation thereof. The above-mentioned certificate of liability insurance must be submitted to Licensors, prior to the commencement of Licensee's use of the ROW.

5. Licensees acknowledge that Licensors may have utilities or other facilities within the ROW and understands that Licensors's property rights are superior to Licensees' rights under this Agreement. Licensees acknowledge that Licensors and the authorized representatives of Licensors may enter the ROW at all times for the purposes of inspecting the same and conducting such investigations, testing, measurements and assessments as may be desired by Licensors or to conduct any other activities as may be desirable in the sole discretion of Licensors.

6. Licensee shall hold Licensors harmless from and indemnify and defend Licensors, its employees, agents, and officials from and against any claim or liability arising in any manner from Licensees' use or improvement of the ROW, or relating to the death or bodily injury to any person

or damage to any personal property on or upon the ROW, including the person and personal property of Licensees and all persons in or upon the ROW at Licensees' invitation or sufferance. Licensees agree to pay all sums of money in respect to any labor, service, materials, supplies or equipment furnished or alleged to have been furnished to Licensees for the ROW and not furnished on order of Licensor and not allow any lien to attach to the ROW. Licensees may contest any lien for such services, materials, supplies, or equipment, on the condition that Licensees first provide Licensor cash, bond or other security against such lien which Licensor reasonably determines to be sufficient.

7. Licensees accept the ROW "AS IS" and "WHERE IS," and with all defects whether known or unknown. Licensor disclaims any warranty that the ROW is suitable for Licensees' use. Licensees shall, at all times throughout the term of this Agreement, and at their sole expense, clean, keep, plow and maintain the driveway within the ROW in a condition of good and safe repair. Repair and maintenance needed to the ROW, in the discretion of the Licensor, shall be the sole responsibility and expense of the Licensees. Licensor shall have no duty to maintain the ROW. If the Licensor determines that any repair and maintenance is needed to the ROW, Licensor shall send notice to Licensees stating the repairs and maintenance needed and the date said repairs and maintenance must be completed. In the event Licensees fail to complete said repairs and maintenance within the time stated in the notice, Licensor may terminate this Agreement.

8. Licensees shall not make any improvements to the ROW without the Licensor's prior written consent. Licensee may commence the construction of the improvements only after obtaining and providing to Licensor the requisite approvals, licenses, permits, and indemnifications. If it is determined by Licensor that the improvements are interfering with the function of the ROW, the improvements must be removed by Licensees at no cost to Licensor when directed by Licensor. It shall also be understood that Licensor maintains the right to remove the improvements. In the event that Licensor needs to remove the improvements, it may assess those costs against the Licensor Property. However, in the event that this Agreement is terminated, the improvements made by Licensees shall remain, unless ordered to be removed by Licensor. Under no circumstances shall the Licensees be entitled to any compensation from Licensor for the cost of any improvements made to the ROW.

9. This Agreement may be terminated by Licensor in the event that Licensor decides to: 1) open and improve the ROW as a public street; 2) in the event that Licensor decides to vacate the ROW; 3) if Licensees are in default of any of the terms of this Agreement; or 4) if Licensor determines it to be in the public interest to do so. Licensees may terminate this Agreement at any time by giving written notice to the Licensor, specifying the date of termination, such notice to be given not less than 30 days prior to the date specified in such notice for the date of termination.

10. Upon termination of this Agreement, Licensees' use of the ROW shall be immediately terminated. The ROW shall be left by Licensees in the same or better condition as it was at the beginning of the term of this Agreement. If the ROW is left in lesser condition, the Licensor may repair the ROW itself and Licensees shall be responsible for Licensor's costs and expenses incurred for the repairs.

11. Licensees acknowledge that Licensor is willing to enter into this Agreement and provide the Licensees use of the ROW only because Licensees, in addition to performing their obligations hereunder, have stipulated and agreed that they waive any claim they may have based on Licensor's termination of this Agreement whether based on the value of any improvements, the value of the license, or for any other reason known or unknown at this time.

12. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

13. This Agreement and Exhibits constitute the entire agreement between Licensor and Licensees. There are no other agreements, either oral or written, between Licensor and Licensees. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

14. Any notice provided for or concerning the Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

15. Time is of the essence in the performance of the terms and obligations of this Agreement.

16. This Agreement does not create the relationship of principal and agent or of partnership or of joint venture or of any association between Licensor and Licensees, the sole relationships of the parties hereto being that of Licensor and Licensees under this Agreement.

17. This Agreement shall run with the Licensee Property and shall inure to the benefit of and be binding upon the parties to this Agreement and their respective heirs, successors, and assigns.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below:

LICENSOR:
City of Roseville

Dated: _____, 2025.

By: _____
Dan Roe
Its: Mayor

By: _____
Patrick Trudgeon
Its: City Manager

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

This instrument was acknowledged before me on _____, 2025 by Dan Roe and Patrick Trudgeon, to me known to be the persons described in the foregoing instrument, and who did say they are, respectively, the Mayor and City Manager of the City of Roseville, and that said instrument was signed on behalf of the City.

Notary Public

LICENSEES:

Dated: _____, 2025.

By: _____
Todd W. Hansen

Dated: _____, 2025.

By: _____
Gina L. Young

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 2025 by Todd W. Hansen and Gina L. Young, Licensees.

Notary Public

This Instrument Drafted By:
Kennedy & Graven, Chartered (SJS)
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

EXHIBIT A

Legal Description of the Licensee Property

Bristols Lot, Block 1, Lot 1, Ramsey County, Minnesota.

EXHIBIT B

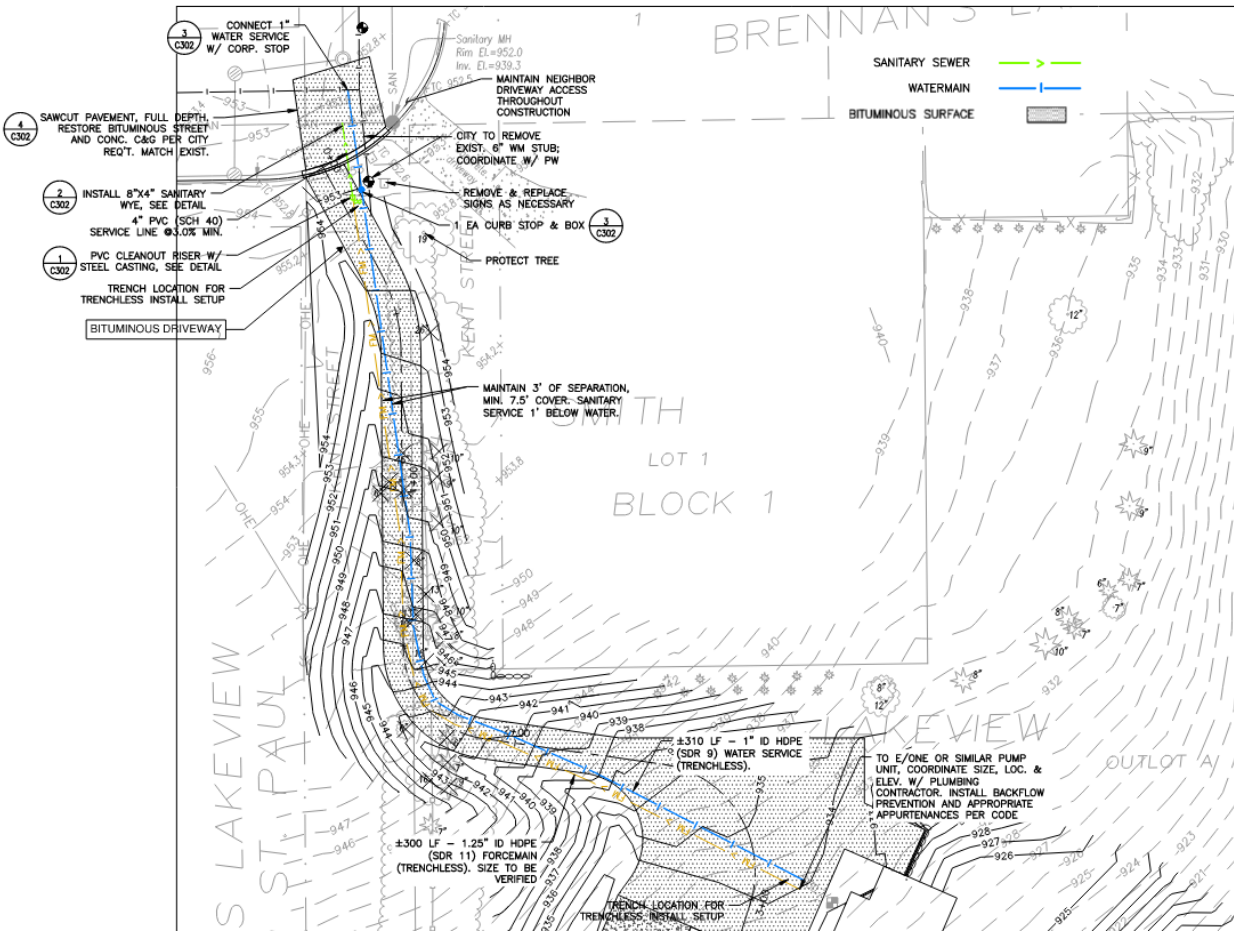
Legal Description of the ROW

Kent Street as dedicated on the plat of Smith Lakeview Addition, County of Ramsey, State of Minnesota.

That portion of Kent Street that is adjacent to Lot 1, Block 2, Montgomery's Lake View Addition, County of Ramsey, State of Minnesota.

EXHIBIT C

Depiction of the Locations of the Driveway, Water Service, and Sanitary Sewer Service Line



BRISTOLS LOT

KNOW ALL MEN BY THESE PRESENTS: That Todd Hansen and Gina Young, husband and wife, owners of the following described property situated in the City of Roseville, County of Ramsey, State of Minnesota:

Outlot A, Smith Lakeview Addition, Ramsey County, Minnesota, except that part of Outlot A described as follows: Beginning at the southeast corner of Lot 2, Block 3, Brennan's Lakeview, Ramsey County, Minnesota; thence on an assumed bearing of South 00 degrees 49 minutes 15 seconds East, along the southerly extension of the east line of said Lot 2, a distance of 30.00 feet; thence South 89 degrees 14 minutes 47 seconds West, parallel to the south line of said Lot 2, a distance of 61.85 feet to the east line of Lot 1, Block 1, Smith Lakeview Addition; thence North 00 degrees 33 minutes 34 seconds West, along said east line of Lot 1, a distance of 30.00 feet to the south line of said Lot 2; thence North 89 degrees 14 minutes 47 seconds East, along said south line, a distance of 61.71 feet to the point of beginning.

Have caused the same to be surveyed and platted as **BRISTOLS LOT** and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Todd Hansen and Gina Young, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

Todd Hansen

Gina Young

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Todd Hansen and Gina Young, husband and wife.

(Signature)

(Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Trace C. McCoy, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Trace C. McCoy, Licensed Land Surveyor
Minnesota License No. 44531

STATE OF MINNESOTA
COUNTY OF WRIGHT

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____, by Trace C. McCoy, Licensed Land Surveyor, Minnesota License No. 44531.

(Signature)

(Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

City of Roseville

We do hereby certify that on the _____ day of _____, 20____, the City Council of the City of Roseville, Minnesota, approved this plat.

City Clerk

Mayor

Property Tax, Records and Election Services Department

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Ramsey County Auditor/Treasurer
By _____
Deputy

County Surveyor

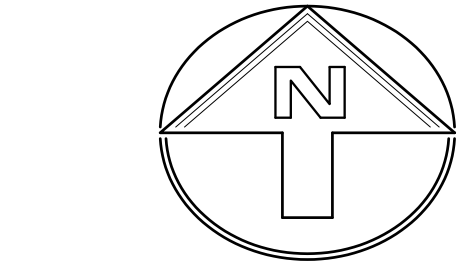
Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this _____ day of _____, 20____.

Daniel D. Baar, L.S., Ramsey County Surveyor

County Recorder, County of Ramsey, State of Minnesota

I hereby certify that this plat of **BRISTOLS LOT** was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock _____.M. and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

Deputy County Recorder



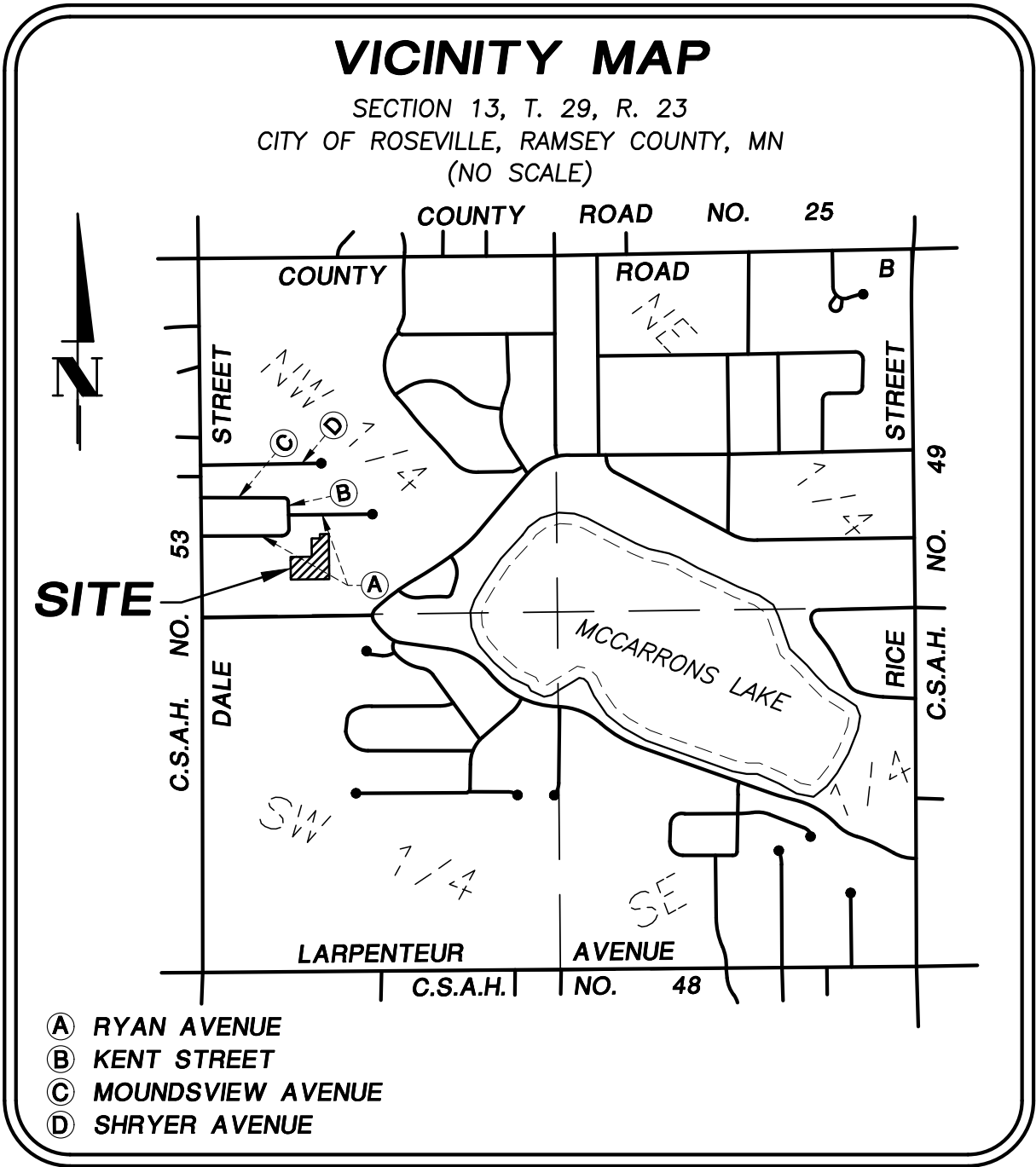
0 30 60 90
GRAPHIC SCALE IN FEET
SCALE: 1 INCH = 30 FEET IF PRINTED FULL SIZE

- DENOTES 1/2 INCH IRON MONUMENT FOUND
- DENOTES 1/2 BY 14 INCH IRON PIPE SET, MARKED BY LICENSE NO. 44531
- ⦿ DENOTES FOUND RAMSEY COUNTY CAST-IRON MONUMENT

BEARING ORIENTATION:
THE SOUTH LINE OF THE NORTHWEST
1/4 OF SECTION 13, T. 29, R. 23 IS
ASSUMED TO BEAR N 89°17'04" E.

(DISTANCE) DISTANCE IN PARENTHESIS DENOTES
DATA AS SHOWN ON THE PLAT OF
SMITH LAKEVIEW ADDITION

[DISTANCE] DISTANCE IN BRACKETS DENOTES
DATA FROM THE EXCEPTION IN THE
PARCEL DESCRIPTION



N 89°17'04" E
---650.72---
SOUTH LINE OF THE NORTHWEST
1/4 OF SECTION 13, T. 29, R. 23
(FOUND RAMSEY COUNTY
CAST-IRON MONUMENT)

N 89°17'04" E
---4574.23---

EAST QUARTER CORNER OF
SECTION 13, T. 29, R. 23
(FOUND RAMSEY COUNTY
CAST-IRON MONUMENT)



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Approve Applying for 2026-2027 Community Crime Intervention and Prevention (CCIP) Programs Grant

Background

The Roseville Police Department is seeking Council authorization to apply for funding through the Office of Justice Programs (OJP) 2026-2027 Community Crime Intervention and Prevention (CCIP) programs grant to continue funding for the department's embedded Homeless Outreach Worker, which operates within the Community Action Team (CAT).

Since 2021, RPD's Homeless Outreach Worker has played a critical role in supporting individuals and families experiencing homelessness or housing instability by navigating complex housing and social service systems, addressing systemic barriers, and working toward stable housing solutions.

The Homeless Outreach program began in 2021 through a partnership with AmeriCorps, initially funding a part-time housing navigator embedded within the Roseville Police Department. Recognizing the growing need for dedicated housing support services, the City Council approved transitioning the role to a full-time city position in July 2022. Since then, the program has become an essential resource for individuals and families experiencing homelessness or housing instability—providing critical, person-centered assistance in navigating complex systems to access shelter, services, and long-term housing solutions. In 2024, RPD was awarded a \$301,400 CCIP grant to continue and strengthen this work by funding the Homeless Outreach Worker position, a dedicated outreach vehicle, an intern, and other resources to enhance support efforts. This grant is active through December 31, 2025.

With the current grant set to expire, RPD intends to reapply for the 2026–2027 CCIP grant cycle. Administered by the Minnesota Department of Public Safety's OJP, the program funds community-based violence prevention and intervention initiatives that provide direct services to individuals. Agencies may request up to \$500,000 over the two-year period, with no City match required.

In addition to continued funding for the Homeless Outreach Worker, RPD plans to request funding for a dedicated support staff position to assist with administrative tasks such as data tracking, records management, resource coordination, and logistical support. Currently, these responsibilities are handled by an intern; however, a long-term support role will improve efficiency and allow the Homeless Outreach Worker to dedicate more time to direct client engagement and field-based outreach.

Policy Objectives

The Roseville Police Department is committed to sustaining outreach services that support individuals and families experiencing homelessness or housing instability. Continued funding for these efforts directly supports the City's community aspiration to foster a sense of safety, stability, and belonging within Roseville's diverse and high-quality neighborhoods.

Equity Impact Summary

Homelessness affects some of Roseville's most vulnerable residents, including youth, seniors, individuals with mental health or substance use challenges, and those impacted by economic hardship. While people from all backgrounds experience housing instability, data consistently show that Black, Indigenous, and People of Color (BIPOC) are disproportionately affected due to longstanding systemic inequities.

This initiative aims to reduce barriers to stable housing by providing direct, person-centered outreach and support. By continuing to fund the Homeless Outreach Worker position and expanding service capacity, the Roseville Police Department is working to address both the immediate needs and root causes of homelessness in our community—promoting equity, safety, and dignity for all residents.

Budget Implications

The Roseville Police Department remains committed to pursuing grant opportunities that reduce financial impacts on Roseville residents and businesses while supporting critical community services. By securing continued funding through the 2026–2027 CCIP grant cycle, the embedded Homeless Outreach Worker position—and the added support role—can remain fully grant-funded through the end of 2027. This helps sustain essential outreach efforts without requiring additional City funding during the grant period.

Staff Recommendations

Staff recommends authorizing the Roseville Police Department to apply for funding through the Office of Justice Programs' 2026-2027 Community Crime Intervention and Prevention (CCIP) grant.

Requested Council Action

Authorize the Roseville Police Department to apply for grant funding through the Office of Justice Programs' 2026 Community Crime Intervention and Prevention (CCIP) program.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Grant Request for Proposals



Department of Public Safety
Minnesota Office of Justice Programs

2026 – 2027 COMMUNITY CRIME INTERVENTION AND PREVENTION (CCIP) PROGRAMS GRANT

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Community Crime Intervention and Prevention Program (CCIP)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: May 15, 2025
- Application Due Date: June 30, 2025 at 4:00 PM

1.2 Program Description

The Minnesota Office of Justice Programs (OJP), MN Department of Public Safety, is requesting proposals to fund Community Crime Intervention and Prevention (CCIP) grants. CCIP grants are designed to meet the goals specified under [Minnesota Statute §299A.296](#) "to fund community-based programs that operate crime or violence prevention and intervention programs that provide direct services to community members. Programs must be culturally competent and identify specific outcomes that can be tracked and measured to demonstrate the impact the program has on community crime and violence." The purpose of this request for proposals is to fund community-based and school-based programs that operate crime or violence prevention and intervention programs that provide direct services to community members.

This grant program can fund a wide variety of programs and services offered by local governments, tribal nations, community, and faith-based organizations. These may include: pretrial programs, probation programs, youth intervention services, truancy programs, elder abuse prevention, neighborhood watch, resident engagement, and a variety of services to address the factors that contribute to a community's crime and delinquency. All applicants are encouraged to be innovative, culturally competent, and include substantial involvement by members of the community served by the program.

1.3 Background Information & Resources

Priority

Priority will be placed on programs serving Minnesota communities that:

- Demonstrate substantial involvement by members of the community served by the program
- Collaborate with local government or law enforcement
- Serve geographical areas that have the highest crime rates
- Or serve geographical areas that have the largest concentrations of economically disadvantaged people.

Understanding Prevention and Intervention

Prevention and intervention strategies play a crucial role in addressing individual's needs, especially those facing personal, familial, school, legal, or chemical challenges. While prevention and intervention are both proactive approaches, they differ significantly in their timing and intention. The CCIP grant aims to fund both prevention and intervention programs.

- **Prevention** aims to stop potential problems before they arise. By educating, informing, or implementing safety measures, prevention hopes to create environments where potential issues are minimized or entirely avoided.

- **Intervention** steps in once a problem has manifested. It seeks to address and hopefully rectify the existing situation. Intervention methods are diverse, ranging from individual counseling sessions to support groups for those facing specific challenges. The overarching goal of intervention is to bring positive change in the face of a present challenge.

Program Areas

Grantees are required to address and measure at least one of the following six areas:

1. Juvenile Justice Intervention

- Community-based programs designed to intervene with juvenile offenders who are identified as likely to engage in repeated criminal activity in the future unless intervention is undertaken
- Community-based collaboratives that coordinate multiple programs and funding sources to address the needs of at-risk children and youth, including, but not limited to, collaboratives that address the continuum of services for juvenile offenders and those who are at risk of becoming juvenile offenders
- Community-based programs designed to provide services for children and youth who are juvenile offenders. Of particular interest are programs that provide:
 - juvenile restitution
 - prearrest or pretrial diversion, including mediation
 - probation innovation
 - teen courts
 - legal services
 - community service and engagement
 - post-incarceration alternatives to assist youth in returning to their communities

2. Community-led Prevention and Intervention

- Neighborhood groups providing innovative community-based crime prevention programs
- Programs operated by community violence prevention councils
- Other community- and school-based crime prevention programs that encourage substantial involvement by members of the community served by the program
- Community-based programs that attempt to prevent and educate on the risks of sex trafficking and/or lessen the effects of sex trafficking
- Restorative practices

3. School-based and School-focused Prevention

- Community- and school-based programs designed to enrich the educational, cultural, or recreational opportunities of at-risk children and youth, including programs designed to keep at-risk youth from dropping out of school and encourage school dropouts to return to school
- Programs designed to reduce truancy, provide credit recovery, and increase school completion
- Programs that are proven successful at increasing the rate of school success or the rate of postsecondary education attendance for high-risk students

4. Community-based Youth Prevention and Employment

- Community-based afterschool and summer programs designed to discourage young people from involvement in unlawful drug or street gang activities, such as neighborhood youth centers
- Homeless assistance programs and housing services for young people that reduce incidences of homelessness and provide access to basic needs which reduce crimes of desperation,

reduce crime victimization including sexual assault and exploitation, and promote housing stability, employment and income

- Youth and young adult employment training and internships that provide training, on-the-job learning, and paid employment in the during non-school hours

5. Violence Prevention and Intervention

- Programs that intervene in volatile situations to mediate disputes before they become violent
- Programs that provide services to individuals and families harmed by gun violence or other forms of general crime. Services can include but are not limited to restorative practices and accessing resources.
- Programs that prevent or reduce incidences of abuse, neglect, and financial exploitation of youth, older adults and vulnerable populations

6. Mentoring

- Programs for mentoring at-risk youth, including impoverished and marginalized youth who are susceptible to gang involvement, criminal activity, exploitation, and incarceration
- Programs that mentor youth and adults who are reentering their communities after confinement by the justice system which provide support and guidance, access to resources, healthy relationships, and reduce recidivism
- Effective mentoring programs collaborate with corrections and probation, thoughtfully select and match mentors and participants, train mentors, and support the mentoring pair and constructively conclude the mentoring partnership

1.4 Resources

Model programs and resources on evidence-based and practice-based approaches

[Crime Prevention Promising Practices](#)

[Juvenile Justice and Delinquency Prevention's Model Programs Guide](#)

[School-based and School-focused Prevention](#)

[School-wide Positive Behavioral Interventions and Supports](#)

[Developing Culturally Responsive Approaches to Serving Diverse Populations](#)

[Models for Change Evidence-based Practices](#)

[Results First Clearinghouse Database](#)

[Center for American Progress Strategies for Community-Based Violence Intervention](#)

[Johns Hopkins Center for Gun Violence Solutions](#)

[Youth Mentoring Resources](#)

[Mentoring as a Component of Reentry](#)

1.5 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See [Executive Order 19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

1.6 Grant Period and Funding

Funding

Funds are authorized by [Minnesota Statute §299A.296](#) as modified by Minnesota Laws of 2023, Chapter 52. Up to \$27,000,000 will be available for the two-year cycle. Award amounts will be capped at \$500,000 per application; however, final award amounts may be lower than requested. Agencies may submit more than one proposal. This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Community Crime funding will be divided into two funding groups for review:

1. Applicants or the lead¹ agency with an agency budget of \$3 million or less
2. Applicants or the lead¹ agency with an agency with a budget over \$3 million

¹ Lead Agency is defined as receiving over 90% of the grant funds and might not be the fiscal agent

Project Dates

This is a two-year grant period, running on or around January 1, 2026, through December 31, 2027.

1.7 Eligible Applicants

Eligible applicants are nonprofit agencies; Tribal nations; and local units of government, including cities, counties, and townships; local educational agencies. Eligible applicants must be registered with the Minnesota Secretary of State.

1.8 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to michael.hreha@state.mn.us or casey.cashman@state.mn.us. Answers will be posted on the [Funding Opportunities](#) page on the OJP website within seven business days.

RFP Information Sessions

OJP will offer two online information sessions. Staff will provide a brief background on the Community Crime Intervention and Prevention grant program, provide an overview of the RFP and application requirements, provide an overview of the application review process, and answer questions.

Prospective applicants are encouraged to participate in at least one information session. Questions and answers from both information sessions will be posted on the [Funding Opportunities](#) page.

Session I: Thursday, May 22, 2025 2:00 p.m. [Registration Required](#) via Teams

Session II: Wednesday, May 28, 2025 9:00 a.m. - [Registration Required](#) via Teams

RFP Part 2: Eligible Projects, Requirements and Resources

2.1 Project Requirements

Commitment to Accessibility, Diversity, Equity, and Inclusion

Organizations funded under this grant must have a commitment to conduct activities or provide

services in an accessible, welcoming, and respectful manner. This commitment to cultural competency should be described and demonstrated how it is promoted and maintained across the organization. Activities must be conducted in a culturally sensitive and respectful way that honors and values diverse life experiences for those seeking services, and for program staff, leadership, and advisory boards. OJP asks organizations to make efforts to ensure their leadership and staff are representative of the diversity of Minnesotans and the communities served.

Cultural Humility

All projects are also expected to strive toward cultural humility within their communities. Cultural humility involves entering a relationship with another person with the intention of honoring their beliefs, customs, and values.

Cultural humility involves an ongoing process of self-exploration and self-critique combined with a willingness to learn from others. It means entering a relationship with another person with the intention of honoring their beliefs, customs, and values. It means acknowledging differences and accepting that person for who they are. Humility prioritizes learning from a cultural group, being aware of what one does not know and has not lived and one's own biases. Humility demands continuous self-reflection, deference to others, and openness to experiences much different from one's own. Rather than presuming to understand or relate to a community or individual because you have achieved a level of “cultural competence” through training and experience, cultural humility demands that one starts from a place of seeking to understand the person or community before them.

Evidence-informed and Promising Practices

While prioritizing programs that use evidence-based practices (those that have been rigorously evaluated and demonstrated effectiveness), we also recognize the importance of supporting innovative and community driven strategies. Many effective approaches emerge from the lived experiences of communities of color, Indigenous communities, and other historically marginalized groups. These approaches, often rooted in cultural traditions and local expertise, align with practice-based evidence (PBE). PBE encompasses strategies developed over time through practice, experience, and community validation.

Projects may be research-based, drawing on published literature including both qualitative and quantitative studies, or they may be promising strategies that demonstrate strong community support, responsiveness to local needs, and alignment with emerging best practices. Projects implementing established research-based interventions and those incorporating promising, community driven approaches that reflect practice-based evidence and lived experience will be given equal weight in the review process.

Commitment to Using a Trauma-informed Approach

Activities conducted under this grant must be provided in a way that recognizes, understands, and responds to the effects of trauma experienced by survivors. A trauma-informed approach emphasizes physical, mental, and emotional health and safety, and helps survivors rebuild a sense of control and empowerment. Services need to be flexible to respond to the impact of different types of traumas and on meeting survivors' self-defined needs toward recovery and healing.

Program Evaluation

Program evaluation is an important component of this grant program. It can help grantees understand,

verify, or increase the effectiveness of the activities funded under this grant. Program evaluation can also provide data to highlight the impact of the activities funded in this grant and can show how the grantee is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events.

Appropriate costs for internal or external evaluations need to be included in the budget. These costs could be reflected in budget categories like Contracted Services (for external evaluations), Personnel, or Indirects (for evaluations done internally). Evaluations often account for anywhere between 5-10% of the overall budget. Proposals not including evaluation costs should provide a clear explanation of what their evaluation costs are and how they're funded.

Confidentiality

Grantees are prohibited from disclosing, revealing, or releasing personally identifying information or information collection in connection with services utilized, requested, or denied unless: (1) the service participant has signed a release of information, (2) a law mandates disclosure, or (3) a court has ordered disclosure. Releases must be unique to the individual receiving services and circumstances, be voluntary, and cannot be presented as routine practice.

RFP Part 3: Application Process and Instructions_

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 4:00 p.m. on June 30, 2025.

Applications cannot be submitted after this time. No paper submissions will be accepted. E-grants does not allow for partial applications to be submitted; incomplete applications will be canceled after the deadline and will not be reviewed.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the OJP online grants management system. [E-grants](#) can also be accessed via the [OJP](#) website, in addition to the e-grants [Application Guide](#). If you have never applied for a grant with OJP, create a user account by clicking on the purple "New User" option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

3.3 Terms and Conditions, Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants, the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Community Crime Intervention and Prevention Program Guidelines. These address federal and state requirements such as worker's compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants, the applicant is confirming that they can honor these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the [OJP Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference,

part of the formal grant contract agreement.

3.4 Application Content

An application must include the following to be considered for review (e-grants will not let the application be submitted if any of these are missing):

- A. Project Information form
- B. Narrative - Addressing questions in the template, must be uploaded
- C. Work Plan - Addressing the items requested, must be uploaded
- D. Budget - Calculations must be included
- E. Application Uploads (if including contract/s or Memorandum of Understandings (MOU))
- F. Indirect Documentation Form (if including indirect costs in budget)
- G. Organization Financial Information

A. Project Information Form

Input this information directly into the form in e-grants; it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent (this is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent's federal and state identification numbers
- Contact information for the person/s responsible for programming, financials, and contracts
- Lead Agency's (the organization receiving over 90% of grant funds and may not be the fiscal agent/applicant) annual budget amount
- Brief project description and project's geographic information
- State if this is a new, expansion or continuation of a project/program

B. Narrative

- Download the [Narrative template](#) and make a copy of the template to complete your project's narrative
- The maximum length of the narrative document is 10 pages, with 1" margins, single spaced, and with 11-point font size
- Prepare your narrative by answering each item in the order they are listed in the template. Please note: Narratives that do not follow the template do not score well in the review process
- Proposals are scored based on your responses to these questions.
- Do not include any additional pages or supplemental materials; these will not be provided to reviewers
- When ready to submit, upload the narrative as an attachment in e-grants
- The narrative template is composed of the following items:
 - Organizational Overview (6 points)
 - Current CCIP Grantees/ New Applicants (12 points)
 - Target Population & Cultural Humility (18 points)
 - Project Description (33 points)
 - Evaluation and Outcomes (9 points)
 - Budget Overview (6 points)

C. Work Plan

The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly progress reporting. You'll be able to see a combined list of all activities on the final tab of the workbook.

- Download the [Work plan template](#) and make a copy of the template to complete your project's work plan
- Find your Focus Area(s) in the 6 sheets (bottom of the document)
- Prepare your work plan by adding the activities related to this proposal
- Do not include any additional sheets or focus areas or supplemental materials; these will not be provided to reviewers
- When ready to submit, upload the work plan as an attachment in e-grants

D. Budget

Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover a two-year period, and all expenses must be listed and directly chargeable to the grant. When estimating costs, please show your calculations by including quantities, unit costs, hourly rates, and other details. Only include grant funded expenses in the budget descriptions.

- Enter budget information directly into e-grants. Directions for entering the budget are available in the [Application Guide](#). The [Budget Development Guidelines](#) will show you examples and specific requirements for each of the line items
- Budget line items may include: Personnel, Payroll Taxes & Fringe, Contract Services, Direct Client Assistance, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used
- Community Crime Intervention and Prevention (CCIP) [Budget Allowability Guide](#)
- Staff positions identified in budget must be clearly linked to activities in the work plan
- Grant staff funded at less than 1.0 FTE with CCIP funds must keep detailed time tracking records of hours worked on grant activities

E. Application Uploads

If you are partnering with another organization on the project and/or acting as a lead agency with another organization, please upload partnership contract or MOU.

F. Indirect Costs and Documentation

[Indirect costs](#), often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. Indirect costs can be requested in one of the following ways:

1. By using the federally allowed de minimis rate of 15% of Modified Total Direct Costs (MTDC). MTDC calculation excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$50,000.
2. By using your federally negotiated indirect cost rate.

Complete either the de minimis or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement

G. Organizational Financial Information Form

This Information will be entered into e-grants form.

- Grantee Information (entity type)
- Fiscal Information (accounting basis, fiscal year)
- Financial Documentation (based on annual revenue amount)
- Administrative Systems & Internal Controls (upload organizational chart)
- Grant Management Experience

RFP Part 4: Application Review Process

This is a competitive application process. The funding will be divided into two funding groups for review:

1. Applicants or the lead agency with an agency budget of \$3 million or less
2. Government agencies and nonprofit organizations with budgets over \$3 million

A review committee made up of community members will read and rate applications. The reviewers will meet and discuss the proposals and then put forth their recommendations.

1st Level Review – Community Reviews

Reviewers include community members, subject matter experts, teachers or educators, state and local government employees, crime victim advocates, youth workers and law enforcement officers. The reviewers will meet and discuss the proposals and then put forth their recommendations. Community Reviewers will read and rate applications using the following scoring rubric (90-point scale).

Community Crime Intervention & Prevention (CCIP) Grants 2026-2027 - Application Review	
Application Number:	
Applicant Name:	
Reviewer Name:	
Project Description:	
Rating and Score Guide	Description
Excellent (3)	Outstanding level of quality; exceeds all aspects of the minimum requirements; No significant weaknesses.
Good (2)	Good Response, meets requirements; some weaknesses, but correctable.
Unsatisfactory (1)	Fails to meet minimum requirements; needs major revision to make it acceptable.
Missing information (0)	Missing information or didn't answer the question(s).

2026-2027 COMMUNITY CRIME INTERVENTION & PREVENTION PROGRAM GRANTS RFP

Organizational Overview	Points Awarded (0-3)	Weight	Total Points Possible: 6
How well does the proposed project fit within the mission of the organization/agency?	3		3
Does the project description and/or project goals directly relate to the outcomes listed in the RFP (Reduce crime, etc, etc)	3		3
Organizational Overview Scoring Subtotal			6
Organizational Overview Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			

ONLY For <u>CURRENT</u> OJP Grantees	Points Awarded (0-3)	Weight	Total Points Possible: 12
Did the applicant provide a clear description of how past OJP funding was used, including time periods and funded project(s)?	3		
Did the applicant provide two or three key successes CCIP funding has allowed them to achieve? Did they use both numerical data and anecdotes.	3		
Did the applicant thoughtfully reflect on potential improvements or changes to their approach in prevention/intervention work with new CCIP funding?	3		
Did the applicant identify what is missing in their community in terms of crime prevention/intervention programming and how their program would fill that gap?	3		
	Total:		0
Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			

ONLY For <u>NEW</u> Applicants	Points Awarded (0-3)	Weight	Total Points Possible: 12
Did the applicant describe any recent changes - such as increased demand, shifts in the people they serve, or new program needs - that prompted them to apply for CCIP funding at this time?	3		3
Did the applicant provide a strong history or experience in delivering crime prevention/intervention programming?	3		3
Did the applicant highlight unique, innovative, or special aspects of their approach to community crime prevention/intervention?	3		3
Did the applicant clearly identify a gap in their community's prevention/intervention programming and explain how their program would fill that gap?	3		3
	Total:		12
Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			

Target Population & Cultural Competence	Points Awarded (0-3)	Weight	Total Points Possible: 18
Did the applicant provide a clear description of the demographics of the population they intend to serve? (e.g., age, ethnicity, socio-economic background)	3	X2	6
Does the program address the needs of BIPOC people or other underserved populations?	3		3
Did the applicant provide sufficient detail on key staff positions assigned to the project and percentage of time dedicated to this grant project.	3		3
Does the key staff, organizational leadership and board, represent or reflect the population served?	3		3
Did the applicant describe training and development opportunities for staff to provide services that are culturally informed and affirming of the lived experience of persons served through the grant?	3		3
	Total:		18
Target Population & Cultural Competence - Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			

Project Description	Points Awarded (0-3)	Weight	Total Points Possible: 33
Did the applicant describe the proposed program and how it will prevent or intervene with community crime?	3	X2	6
Was the outreach, referral and enrollment process, any participant requirements, and length of program participation described?	3	X2	6
If applicable, did applicant identify which risk/needs assessments, curricula, etc. will be used with participants?	3	X2	6
Is it described what evidence-based, promising or proven practices, or practice-based approaches will be incorporated into the project?	3	X2	6
Are any formal partnerships and/or contracts listed and included in the project? Did applicant explain their roles, responsibilities, and contributions, if applicable?	3		3
Did the applicant explain how the proposed staffing model aligns with the number of participants they intend to serve, and the amount of funding requested? Were any relevant details (staff hours, volunteer hours, partner/contractor hours, etc.) included to help demonstrate the feasibility of the plan?	3	X2	6
	Total:		33
Project Description - Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			

2026-2027 COMMUNITY CRIME INTERVENTION & PREVENTION PROGRAM GRANTS RFP

Evaluation and Outcomes	Points Awarded (0-3)	Weight	Total Points Possible: 9
Did the applicant outline clear and measurable methods to assess the success and impact of the project?	3		3
Did the applicant outline specific metrics, data collection methods, and evaluation strategies to be used in the project? When will evaluation information be collected? (If ongoing or expanding project, did the applicant provide meaningful current outcomes?)	3		3
Does the applicant include a plan for engaging participants in shaping and evaluating the program?	3		3
	Total:		9
Evaluation and Outcomes - Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			
Work Plan	Points Awarded (0-3)	Weight	Total Points Possible: 6
For each objective, does the work plan include: a brief description of the activity, purpose, frequency & outputs, timeline and identify person/s responsible (including external partners).	3		3
Does the Work Plan reflects details provided in Project Description section; activities are clear and feasible and will help reduce further involvement in the criminal or juvenile justice system.	3		3
	Total:		6
Work Plan - Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			
Budget	Points Awarded (0-3)	Weight	Total Points Possible: 6
Did the applicant provide a clear summary of how the requested funding will be used?	3		3
Does the budget overview description align with the program description and the work plan?	3		3
	Total:		6
Budget - Comments:			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			
Total Score <u>out of 90 Points:</u>			90
Overall Notes:			

2nd Level Review – OJP Staff

A final staff review will consider scores from community reviewers, past grantee performance including timeliness and completeness of past grant financial and progress reporting, geographic locations and RFP priorities. The Commissioner of Public Safety will make the final funding decisions and award notification will be made via email to applicants.

Become a grant reviewer!

Grant reviewers are community members who evaluate applications for a variety of competitive grants we implement throughout the year. We use reviewer scores and recommendations to help determine which proposals are awarded grants. [Apply to become a grant reviewer here!](#)

RFP Part 5: Post Award Requirements

Pre-Award Risk Assessment and Financial Review

In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them.

Minnesota's Commitment to Diversity and Inclusion in Procurement

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).

Grant Contract Process

After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Grant Program Guidelines, as well as the final work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.

Progress and Financial Reporting

Grantees will be required to submit quarterly progress and expense reports. Supporting source documentation must be made readily available upon request.

Grant Payment

This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.

OJP Grant Manual

Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

Expiring Grant Funds

A portion of the total grant award will expire on June 30, 2027. See the Special Conditions page of the grant contract for details.

Grantee Orientation

Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/2/2025

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Janitorial Services Contract

Background

The City of Roseville's contract for janitorial services for City facilities expires on December 31, 2025. The current service provider is Linn Building Maintenance, Inc. For the past 10 plus years, Linn has provided janitorial services for City facilities including City Hall Offices/Police Department, Fire Station, Harriet Alexander Nature Center, Skating Center, Maintenance Facility, Dance Studio and the License Center/Passport area. The 2025 cost for cleaning these facilities is \$15,246.19 per month or \$182,954.33 annually.

Staff requested quotes from multiple vendors based on the current service level. Three quotes were received:

Vendor	Current Vendor (Linn) 2025 Annual Rate	Proposed 2026 Rate	Proposed 2027 Rate	Proposed 2028 Rate	2026 % Change from 2025 Rate
Environmental Control	\$ 182,954.33	\$ 167,760.00	\$ 167,760.00	\$ 176,148.00	-8.3%
Linn	\$ 182,954.33	\$ 190,296.00	\$ 198,000.00	\$ 211,860.00	4.0%
Crosstown	\$ 182,954.33	\$ 226,800.00	N/A	N/A	24.0%

Based on the low quote, staff is recommending approval of the low quote from Environmental Control for a 3-year agreement. The three-year agreement keeps the 2026 and 2027 prices at the same rate and the 2028 rate is a 5% increase. There is a 60-day termination notice required if the City chooses to cancel the contract for any reason.

Policy Objectives

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

Equity Impact Summary

There should be no equity impacts with this contract.

Budget Implications

27 The total annual cost of \$167,760.00 will be split amongst the operating budgets for City
28 Hall Facilities, Fire, License Center, and various budgets within Parks and Recreation. The
29 distribution of costs between the departments does change. Some department budgets
30 increase, while others decrease. Overall, there is an 8.3% cost decrease in 2026 with long-
31 term savings, at least through 2028, based on our current vendor's pricing.

32
33 **Staff Recommendations**

34 Staff recommends the City Council approve the 3-year Janitorial Services Contract with
35 Environmental Control.

36
37 **Requested Council Action**

38 Motion to approve the 3-year Janitorial Services Contract with Environmental Control.

39
40

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Proposed Contract

41



ENVIRONMENTCONTROL
A BUILDING SERVICE COMPANY

A PROPOSAL

Incorporating the Attributes
of Environment Control

Environment Control, Inc.

Prepared By: Herly Salazar
445 Minnesota Street, Suite 1500
St. Paul, Minnesota 55101
1 (715) 299-1732

Independently Owned and Operated

FOR THE CLEANING NEEDS OF

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7053

Date Created: 03 / 12 / 2025



Dear Ted,

Thank you for your interest in Environment Control and for the opportunity to work with City of Roseville .

We are a locally owned and operated company but also have the strong support of a national organization with **six decades** of experience in the commercial cleaning industry. This unique structure combines the care and concern of a local owner with the extensive experience and backing of a national organization. We believe our excellent management practices, our strong approach to leadership, and our proven systems can be a significant asset to you and your employees.

Our program assures the transition from your current service is seamless and stress-free. We pride ourselves in our comprehensive commitment to you and your satisfaction. This includes:

- The best value for your cleaning budget. We continually push the envelope on excellence and efficiency and pass these benefits on to you.
- A service that is attentive to your individual needs. Our current customer satisfaction is proof (see testimonials).
- Managing, so you don't have to.
- Protection of your facilities, including optimum insurance protection and personalized care.

The relationships we have developed with our current customers provide the best proof of our commitment to you, so we encourage you to reach out to them. Thanks again for this opportunity!

Sincerely,

Herly Salazar

Executive Summary

To be the finest cleaning company

We celebrate the diversity of our 400+ employees and believe they make our company stronger and better. Our leadership team is diverse. We hire people who like the idea of hard work and fair pay. We believe in doing business honestly and treating people fairly.



Tom Hanson Chief Executive Officer

Tom began working for EC as a cleaner during high school. He left for college but worked off and on for EC through his grad school years. Over the course of 40+ years, Tom has also done it all. He became Executive Vice President of EC in 1996, managing all of the company's Support & Development functions, including human resources, information systems, sales and marketing, and ongoing research & development. In 2002, Tom took on the management of EC Operations and Sales in 2006. In 2014, upon John Lamb's retirement, Tom took on the role of CEO of the company.



David Harris Chief Operating Officer

David has worked with Environment Control since 1992. He has moved through the ranks, doing it all: cleaner, Special Services team member, Special Services manager, Operations Manager in Madison, Operations manager of our Fox Valley branch, Regional Business Development Manager, Director of Sales. In 2013 David was promoted to Vice President of Sales in recognition of his accomplishments. In 2017, David took up the challenge of leading company Operations as Chief Operations Officer. David has a wealth of skills and experience in all aspects of cleaning operations, sales, and business development.



Tom Osting Vice President of Operations, Support & Development

Tom was hired in 1992 as a cleaner while attending UW-Madison where he then earned a BA in Actuarial Science and Risk Management. He led our HR and Recruiting departments for over 20 years and demonstrated his gifts at navigating through the complexities of employment principles and business law. He now oversees Operations in addition to HR and our Support and Development teams and continues to lead as an expert at financial management and planning.



Maria Torres Director of Recruitment

Maria came to Environment Control in 2015 as a part time recruiter and since then has truly helped us build a strong network of referrals for recruitment. In 2022 she was Promoted to Director of Recruitment, managing our recruitment efforts across all of our branch locations. Maria is bilingual and loves to provide jobs to people. She projects Love and care for those who come seeking job opportunities.

It's About Lives

Our success is measured by the positive influence we have in the lives of those we impact each day:



Our Customers

Through consistent quality service, prompt attention, and an honest commitment.



Our Employees

Through providing opportunity, respect, and development at every level.



Our Vendors

Through fair treatment and respectable business practices.

It's these people who have given our business significance and the ability to provide a superior service for six decades.

What can we do for you?



Office Handyman

Lock Set/Door Handle Replacement
Window Blind Installation and Replacement
Desk and Furniture Moving/Set Up
General Minor Repairs

Staffing Assistance

On-Demand/Temporary/Short/Long-Term
Corporate Errand Services/Event Set-up

Day Porter Services

2 - 8 Hour Shifts Per Day

Office Maintenance

Dish Washing/Break Area Restocking
Supply Stocking - Copiers/Printers/Storage
Lighting Purchasing/Re-lamping/Battery
Water Softener Salt Replenishing
Furnace / Air Filter Replacement
Plant Watering/Maintenance

Grounds Maintenance

Pressure Washing
Parking Lot/Ramp Cleaning
Litter Pick-up Patrol

Facility Maintenance

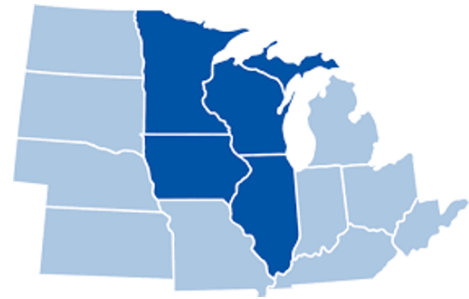
Hard Floor Strip and Refinishing / Re-Coat
Hard Floor High Speed Burnishing
Carpet Hot Water Extraction Cleaning
Restroom Deep Cleaning
Construction Cleanup
Emergency Flood Cleanup
Industrial Kitchen Cleaning
Upholstery Cleaning
Warehouse Cleaning
Window Cleaning Interior/Exterior



Partnership

Currently we clean over 350 buildings in the Upper Midwest consisting of commercial office space, manufacturing, educational, industrial space, and healthcare locations. Cleaning over 12 million square feet per night with over 450 employees in 3 different states; we know what it takes to **serve** our customers no matter how large or small their facility is.

Our focus is on helping our clients achieve their goals; we understand that you are looking for a **partner who proactively manages their service in a consistent manner**. A partner that anticipates your needs and appreciates the vital relationship between a consistently clean environment and tenant satisfaction, worker productivity, and the enhanced value of their property.



Operations Managers



Sheila Conway
Sr. Operations Manager



Eduardo Garcia
Sr. Operations Manager

Territory:

Madison Area & Surrounding
Counties, Northern Illinois, Twin
Cities



Moraima Berrios
Sr. Operations Manager



Ricardo Rodriguez
Operations Manager

Territory:

Greater Milwaukee, Racine,
Kenosha



Miguel Torress
Sr. Operations Manager



Elizabeth Knapp
Operations Manager

Territory:

Fox Valley, Green Bay, Stevens
Point, Wausau

The Remedy for Your Cleaning Needs

There is a general feeling in the business community that no janitorial service is reliable. Environment Control is changing that opinion. Consider our unique program in light of your janitorial needs and imagine how you would benefit from the following:

Concern of a Local Owner

Although EC is a national organization, you deal directly with the individual who has the most to gain or lose—the local managing owner. Our integrity, reputation, personal income, and investment are subject to your satisfaction. Our only security is to provide you with a consistent quality service.

Select Employees

Qualified employees are a requirement for quality service. It takes an aggressive recruiting program to find, hire, train, and ultimately place them in your building. To aid in the screening process, each applicant passes through a series of evaluations, including an interview and reference checks. During this process, we look for important qualities, such as common sense, thoroughness, dependability, and a proven work record.

Professional Training and Supervision

We do not assume that any new employee knows how to clean. Janitorial work is not unskilled labor. Our training program combines videos, written manuals, visual aids, and actual on-the-job training. ***After the formal training period, regular supervision and written inspections help the employee maintain quality.***

Consistent Quality Control

Environment Control's unique Quality Assurance Program monitors our service in five critical areas:

1. **Inspection Reports**
We regularly verify the quality of our work after the cleaning is complete. This reporting is shared with you and archived for our records.
2. **Quality Control Reports**
We ask our customers to rate the quality of our service each quarter. This rating provides objective feedback regarding your individual satisfaction.
3. **Personal Visits**
We take the initiative to visit your building during office hours to discuss your needs.
4. **Customer Requests**
We electronically track our customer communication and requests to ensure timely completion.
5. **Accountability**
We record and review each of the above categories with both management and cleaners to confirm consistent service excellence.

A Commitment to Customer Satisfaction

For over six decades, Environment Control has continually refined its leadership and systems to provide the ***highest level of service at a competitive price.*** Our business has prospered because of our performance, and we want to include you on our list of satisfied customers. Because you are not bound to a long-term contract, our only security is your continued satisfaction. We would appreciate the opportunity to put this program into action for you.

Employee Selection and Training

Employee Selection

Our Human Resources department continually recruits to ensure that we attract the very best employees. Our screening begins with a phone interview, followed by a formal interview where work history is verified, a national criminal background check is run, and personal references are confirmed. During this process, we look for qualities such as common sense, thoroughness, dependability, and a proven work history. Also, every employee must be able to clearly communicate in both written and oral form. **Ultimately, we are not comfortable until you are comfortable with the character and caliber of the employees we place within your facility.**

New Hire Orientation

Every new employee begins by filling out all federally required documentation including an I-9 and W-2. We never assume that any new employee knows how to clean. Janitorial work is not unskilled labor. All employees view our training videos that demonstrate Environment Control's proven "5 Principles of Cleaning" and "4-Step Cleaning System." Basic company policies are discussed such as security, privacy laws (HIPAA), dress code, attendance, and proper on-the-job conduct. Completion of this training process includes written worksheets that verify the employee's comprehension of our terms, procedures, and employment expectations.



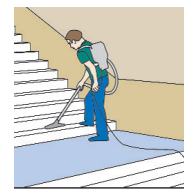
Safety Training

All new employees are required to complete the following safety training as part of their orientation: Universal Precautions, Hazcom (including GHS training), Bloodborne Pathogen exposure, and general safe practices training. Annually, all employees must review the same training as a refresher course. In addition, employees will be instructed on the best site specific safety practices while working in your facility.

On-the-Job/Continued Employee Development

New employees are given a minimum of three nights of on-site training with a certified trainer or manager at their assigned facility. New employees receive a hands-on demonstration of how to apply the EC cleaning techniques, processes, and principles to their specific cleaning route. The trainer instructs each new employee on issues that are unique to your facility including specific cleaning requirements and requests, security procedures, SDS binder location, emergency evacuation routes, etc. A new EC employee must demonstrate their readiness to do the required job before continuing without constant supervision.

Our thorough program includes frequent inspections and a methodical launch plan for new employees that allow us to ensure cleaning standards and your expectations are met consistently.



Quality Assurance Software Program

Ensuring Consistent Service

- Our software system for monitoring quality provides clear visibility and transparency.
- Easily submit requests by phone or online from your personalized service portal, and instant messages notify our management team.
- Our Resolution Tracker documents the progress of your requests; each step is noted and easily accessible as an audit trail.
- Current and past inspection records are archived and available in “real time.”
- GPS verifies location during inspection, and photo features allow visuals for optimum communication.

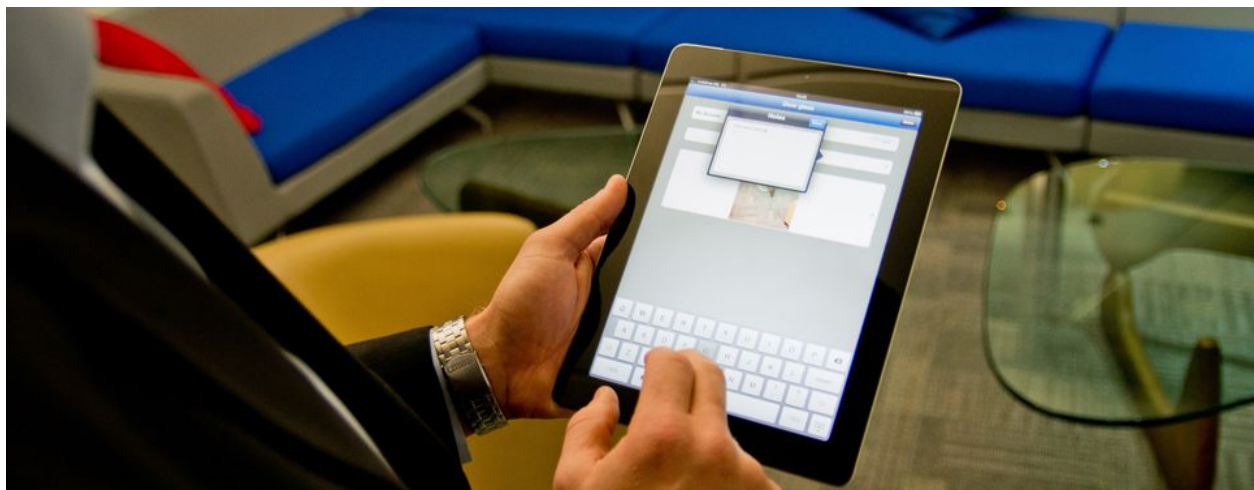
Getting Started is Easy

- There is nothing to install, ever.
- You will receive a username and password for logging in with your web browser.
- Instantly access the program from anywhere, anytime.
- All data is secure and encrypted.
- Your personalized zone gives you the option of instant access to your account, its history, and pending requests.

This cutting-edge technology was designed from more than six decades of experience.

Metrics that are measurable:

- Customers should expect a response within 2 hours of submitting a request
- Resolution to customer concerns should be achieved within 24 hours
- Management inspections that identify deficiencies should be corrected within 36-48 hours



INTRODUCING ORANGEQC

Environment Control is pleased to offer OrangeQC to our customers at no extra cost! OrangeQC is a new web-based work ticketing and quality assurance program designed specifically for the janitorial industry. With OrangeQC you can:

- Quickly submit a work request, or ticket, from your desk or mobile device; the program immediately sends a notification directly to our management team's mobile devices
- Attach up to ten JPEG photo images to your ticket
- Receive email notifications as we update and complete work on your ticket
- Maintain and review your ticket history
- View dashboard and drill-down performance metrics such as ticket resolution times and cumulative inspection results
- Export ticket and inspection reports in PDF format

DESIGNED FOR MOBILE USE

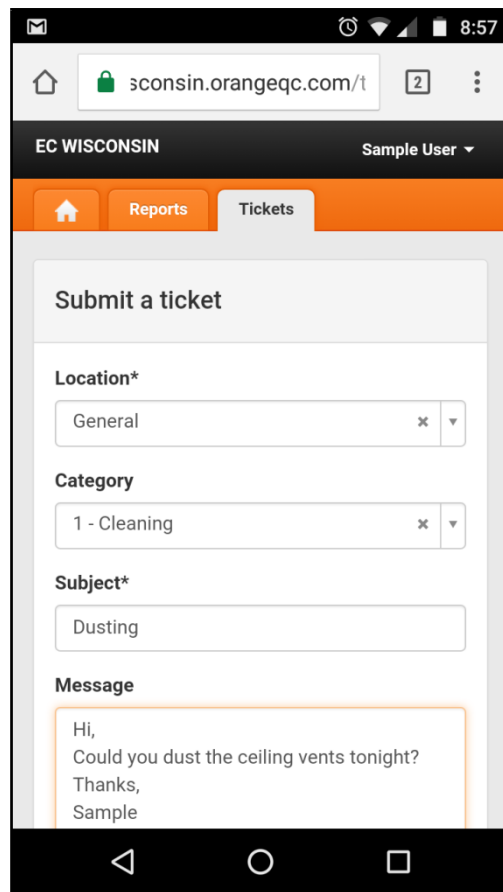
OrangeQC was designed from the beginning to be used on mobile devices. It is easy to use and manage, with no special requirements other than a smart phone or tablet with connection to the Internet. OrangeQC employs the latest mobile web technology to give our team the ability to respond efficiently to your concerns while on the go. As a customer user, you can easily access the OrangeQC mobile app or website on your smartphone, or use the desktop version on your computer.

IMPROVING & EXTENDING ACCESS

OrangeQC allows both us and our customers to be more mobile. It also helps us reduce our software-related costs, and enables us to extend its user-friendly janitorial-specific capabilities to all of our customers.

QUICK SETUP

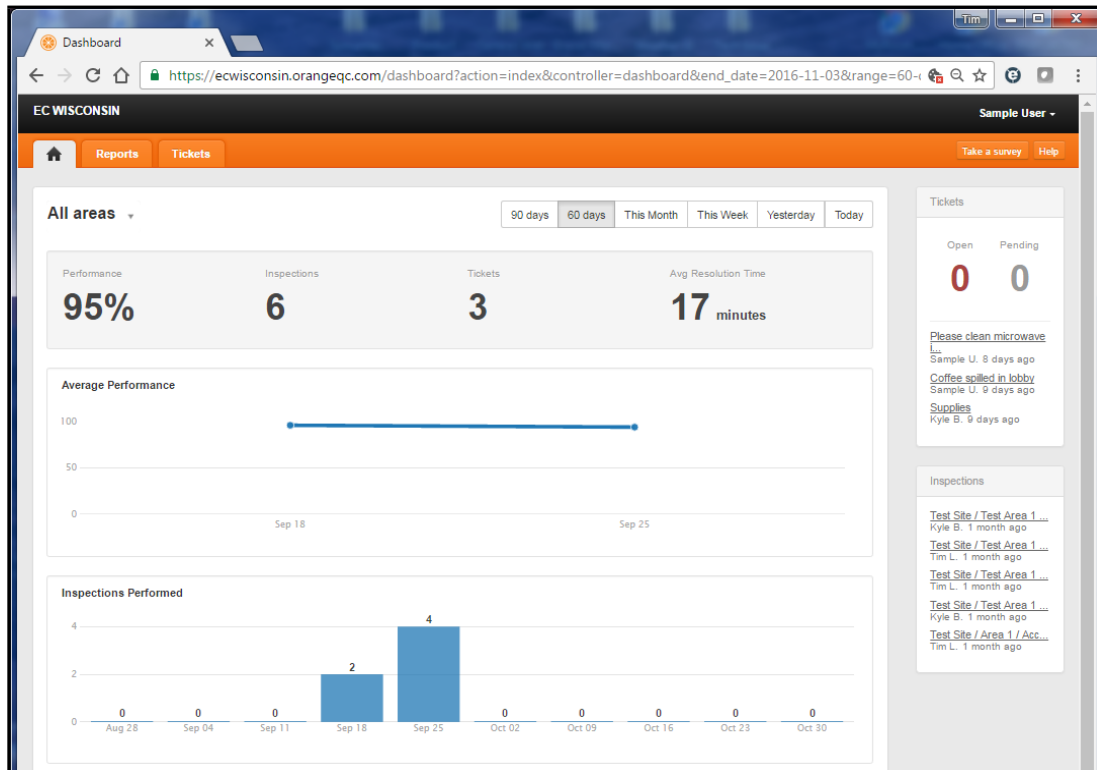
Getting started with OrangeQC is easy. Simply provide names and email addresses of any staff you authorize to communicate with us regarding our service. We'll set up the accounts, and send login information and instructions to your new users by email.



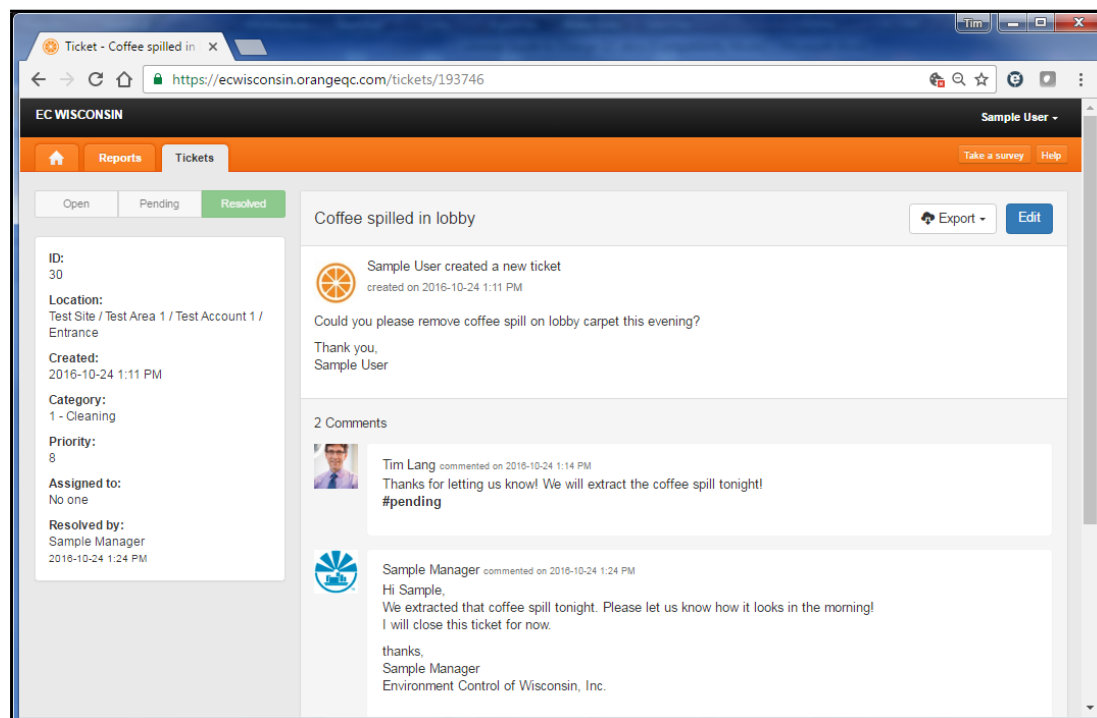
The screenshot shows a mobile web browser interface for the OrangeQC application. The address bar displays 'sconsin.orangeqc.com/t' with a tab count of 2. The page header includes 'EC WISCONSIN' and a user profile 'Sample User'. Below the header is a navigation bar with 'Home', 'Reports', and 'Tickets' tabs. The main content area is titled 'Submit a ticket' and contains a form with the following fields: 'Location*' (a dropdown menu with 'General' selected), 'Category' (a dropdown menu with '1 - Cleaning' selected), 'Subject*' (a text input field containing 'Dusting'), and 'Message' (a text area containing the text: 'Hi, Could you dust the ceiling vents tonight? Thanks, Sample'). The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps buttons.

We think you'll find OrangeQC easy to use. Please let us know what you think!

The OrangeQC Home Dashboard



A Sample OrangeQC Ticket - Detail View



Inspection and Quality Control Program

Our Inspection and Quality Control Reports are the foundation of our comprehensive quality management program and are tools we use to ensure that your facility is kept consistently clean. These electronic reports, in conjunction with personal visits by local management, provide a unique combination of verbal and written communication. Together they ensure we provide consistent quality service, while quickly identifying those areas that need additional attention.

Personal Visits

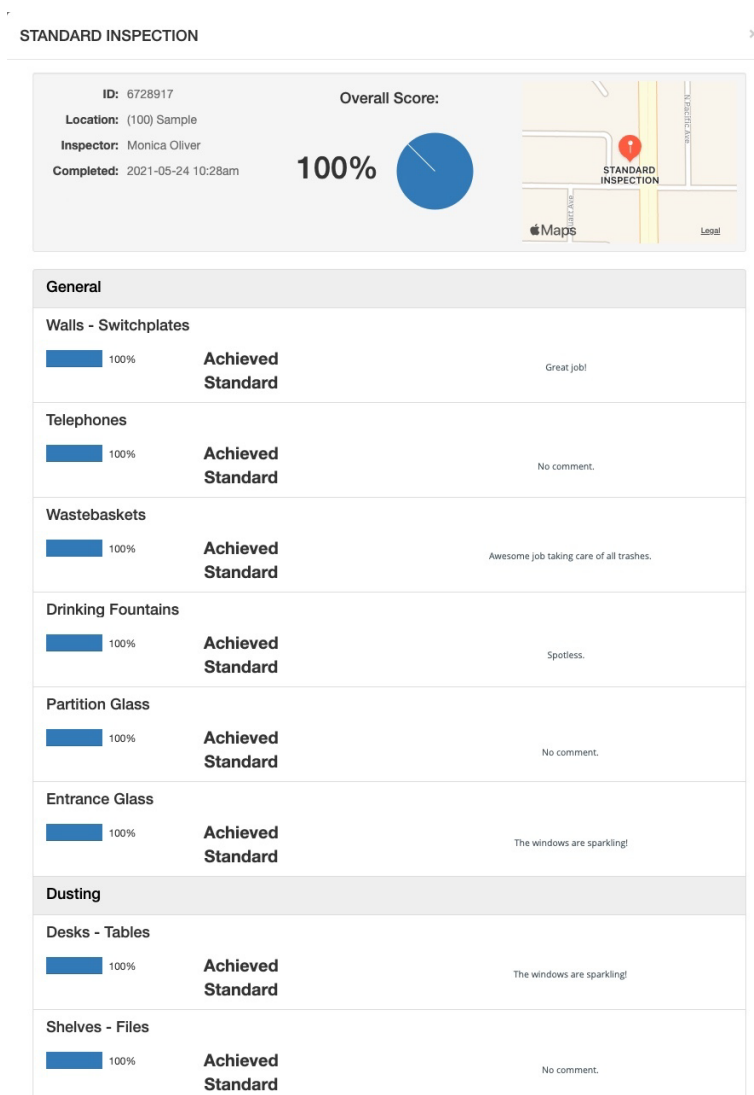
We take the initiative to visit your building during office hours to discuss your needs.

Inspection Reports

Used in conjunction with regular inspections by our management team, the information gathered through our mobile devices tells us if the work being performed at your facility is consistent with the terms of our Service Agreement. The inspection is distributed as follows:

- The "Customer" copy is emailed to our clients for their records.
- The "Employee" copy is directed to the employee assigned to your facility to provide feedback on work quality and to ensure any corrective actions are taken, if necessary.
- An electronic copy is retained for follow-up inspections. The score is used in the equation to determine employee overall performance, salary increases, and bonuses.

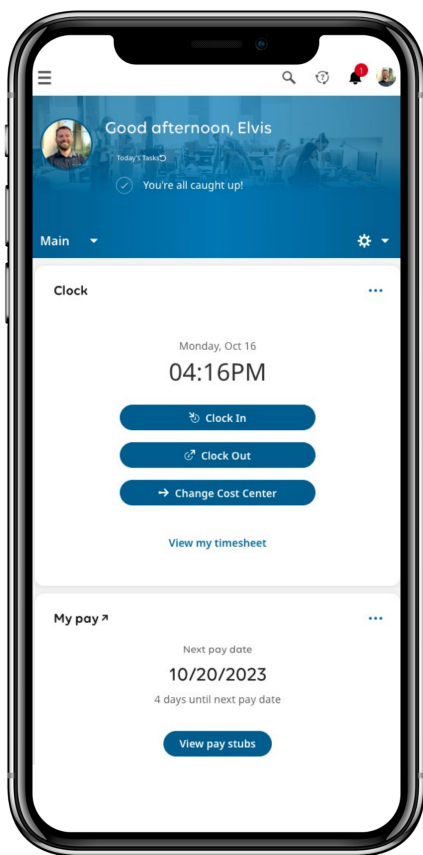
GPS tracking documents the location of the inspections, and photo features allow visuals for optimum communication.



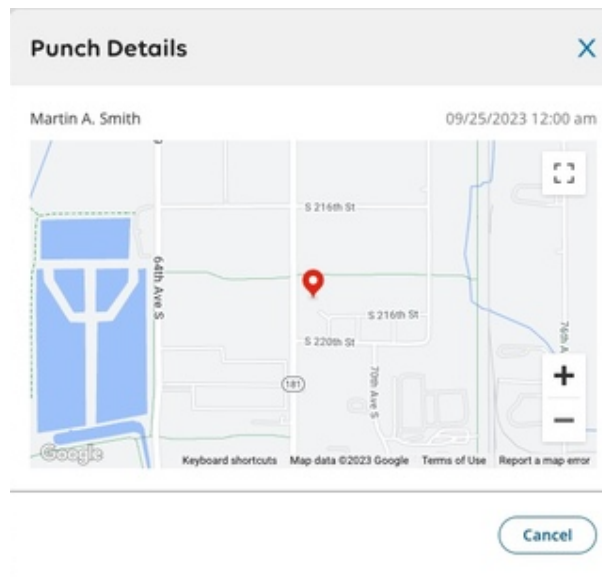
Timekeeping and Efficiency

Accountability is most effective when it starts with relationship. We deeply care about our employees and this reality makes it clear that our desire is for each employee's success. Our exceptional systems help managers and employees work together as a cohesive team.

- Caller ID Confirmation
- Geofencing
- Absence Tracking
- Employee Scheduling
- Labor KPI's
- Security Monitoring
- Employee Communication
- Employee Onboarding



Our employees use telephone timekeeping software that allows us to track time spent at your office and ensures proper coverage. They use either your telephone or the system's mobile application to clock in allowing management to confirm the employee's current location.



Supervisors monitor detailed, instant roll-call reports throughout the night to ensure your building is always cleaned, and to communicate timely reminders about your facility directly to employees upon clock in.

CLEANING CHEMICALS

Our **main chemical line** that we provide cleaning services with is from **Spartan Chemical**. At additional cost we can accommodate the use of a specific product line should your business needs require an alternative. We have partnerships with Spartan, Diversey, 3M, Ecolab, and Betco.

Additionally, if you require the use of green or environmentally preferred products, we offer a full product line of green seal certified products as part of our green cleaning program for LEED-certified facilities.

Currently we clean several LEED-certified facilities across the state from Bronze-to-Gold we are able to help our customers achieve the highest level of LEED certification. We have developed our cleaning program with the assistance of the following organizations.



VACUUM CLEANERS

The main vacuum cleaners we use are certified by the Carpet & Rug Institute. Our primary vacuum is the Pro-Team Super Coach vacuum with **HEPA filtration**; which is the healthiest way to vacuum. These highly versatile vacuums go from vacuuming carpeting to hard floors, upholstery, stairs, and ceiling vents. Capturing dust, dirt, and debris versus moving it around with a traditional broom is the healthiest way to clean.



MOPPING EQUIPMENT

Although we utilize *traditional* mop buckets for most facilities, we do have some alternative mopping equipment that provide the following benefits:

- *3M Easy Shine - uses fresh cleaning solution in a back pack mopping system that provides a **water savings of 75%** of fresh water and 100% reduction of waste water as dirt is collected in micro fiber pads versus a dirty bucket of mop water.*
- *3M Easy Scrub - allows us to mop with fresh water where utility sinks are not present or a smaller mopping system is needed. This system offers some of the same benefits as the 3M Easy Shine, but in a more compact version.*



SUPPLY SERVICES

Our national buying power allows us to pass along great savings to you. Our consistent awareness of your facility allows us to provide excellent products for your needs.

Should you choose to have Environment Control supply consumable products to you, we will keep your facilities well stocked, consistently!

Services

- Restroom supplies; paper towels, toilet tissue, air fresheners, urinal screens, feminine hygiene products.
- Hand hygiene; hand soap, hand sanitizer, lotion and moisturizers
- Plastic trash can liners
- Break room supplies; kitchen roll towels, cutlery, plates, napkins, beverage containers
- Facility supplies; dispensers, trash containers, floor matting
- Additional services; light bulbs and changing programs, air filters and replacement services, water softener supply and replenishing programs, ice melt products

Solutions

- Full line of green or environmentally preferred products
- Hands free dispensers for paper towels, soap, and hand sanitizer to reduce cross contamination
- Dispensing solutions for wall mount units, in counter solutions, and dispenser conversion kits to change multi-fold wall dispenser's to roll towels
- High capacity roll towels and core-less toilet tissue products to reduce waste, costs, and the hassle of product shortages

Convenience

- One stop shop for services and products - maximize your buying power by bundling services
- National buying power with local support and service
- Inventory, ordering, delivery, and billing all included
- Product solutions that provide usage and cost reductions
- A partnership that provides healthy and economical solutions for your business

We have established relationships with local and national suppliers for these items. If you select this service, ***for your convenience, as part of our program, we will coordinate ordering, delivery, and billing when materials are needed.***



Customers We Service



Bid Specifications

Areas to be Cleaned

Entrances, Waiting Room / Lobby, Offices, Cubicles, Work Spaces, Restrooms, Locker Rooms, Gym, Support Areas, Hallways / Corridors, Lunch Rooms, Conference Rooms, Floors, High Touch Points.

Frequency of Cleaning

5 days per week - Maintenance Facility, City Hall, Police Department, Fire Department, License Center, Nature center.

Monday, Thursday and Friday - Oval Center

CITY OF ROSEVILLE CLEANING SCHEDULE

<i>City Hall, License Center, Public Works, Fire Station, Police Station & Dance Studio</i>	<i>Frequency</i>
ENTRANCES	
Spot wipe interior partition glass removing prints and smudges	Daily
Spot wipe glass doors removing prints and smudges	Daily
Vacuum walk off mats.	Daily
Dust mop all hard surface floors.	Daily
Damp mop all hard surface floors.	Daily
Dust all high and low surfaces within normal reach	Weekly
Squeegee both sides of partition glass and wipe sills	Weekly
Squeegee both side of glass doors and wipe frames	Weekly
Spot wipe all walls, light switches, and doors removing fingerprints, smudges and spills	Weekly
Pickup trash in area outside entrance to include: papers, bottles, cans, wrappers, and other debris	Weekly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
LOBBY	
Vacuum carpeted floors and spray and blot any carpet spots	Daily
Dust mop all hard surface floors.	Daily
Damp mop all hard surface floors.	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe all walls, light switches, and doors removing fingerprints, smudges and spills	Weekly
Brush or vacuum chairs/upholstered furniture in need	Monthly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Spot wipe interior partition glass removing prints and smudges	Daily
Vacuum carpeted floors and spray and blot any carpet spots	Daily
Damp wipe countertops	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe all walls, light switches, and doors removing fingerprints, smudges and spills	Weekly
Brush or vacuum chairs/upholstered furniture in need	Monthly

RESTROOMS	
Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available	Daily
Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed.	Daily
Spray sinks, faucets, and vanity with restroom cleaner. Clean and wipe dry. Spray and wipe all mirrors streak free	Daily
Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner	Daily
Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed	Daily
Spray and spot wipe as needed on doors, walls, and partitions removing any splatter or smudges	Daily
Dust any horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc.	Daily
Sweep or dust mop hard surface restroom floor	Daily
Damp mop hard surface restroom floor using disinfecting cleaner	Daily
Report any restroom repairs needed to the Maintenance Department	Daily
Dust and clean all restroom return air vents	Monthly
Hand wash all restroom partitions on both sides	Monthly
HALLWAYS	
Clean drinking fountains removing water marks, scale, and splashes on sides and front. Damp wipe surrounding walls.	Daily
Vacuum carpeted floors and spray and blot any carpet spots	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Spot wipe all walls, light switches, and doors removing finger prints, smudges, and spills	Weekly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
LOCKER ROOM(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Damp wipe locker room benches using a disinfecting cleaner	Daily
Dust all high and low surfaces within normal reach	Weekly
Fully clean shower(s): wipe walls, polish chrome, and mop floor	Weekly
Dust tops of all lockers	Weekly
Hand wash all ceramic tile walls and wipe dry	Quarterly

BREAK ROOM(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Clean and sanitize all sinks and wipe dry	Daily
Damp wipe countertops	Daily
Damp wipe cleared areas of table tops	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Spray and wipe microwave oven(s) inside and out	Weekly
Damp wipe cafeteria and lunch room chairs	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
CONFERENCE ROOM(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Damp wipe cleared areas of table tops	Daily
Dust and spot wipe open areas on desks and other Medium height office furniture	Weekly
Dust all high and low surfaced within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Brush or vacuum chairs/upholstered furniture in need	Monthly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
Damp wipe countertops	Weekly
WORK ROOM	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
Vacuum or brush edges and corners of carpeted floors	Quarterly

DEFENSIVE TACTICS	
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Wipe down all exercise equipment with a disinfecting cleaner	Weekly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
Spray and wipe all vertical cabinet surfaces	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Clean and sanitize all sinks and wipe dry	Daily
Damp wipe countertops	Daily
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Mop-on or spray-on finish restorer and buff sealed floors using an electric high-speed burnisher	Weekly
Spray and wipe microwave oven(s) inside and out	Weekly
TRAINING CENTER	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Damp wipe cleared areas of table tops	Weekly
Brush or vacuum edges and corners of carpeted floors	Monthly
Brush or vacuum chairs/upholstered furniture in need	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
LUNCHROOM(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Damp wipe cleared areas of table tops	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Damp wipe cafeteria and lunch room chairs	Weekly
Brush or vacuum edges and corners of carpeted floors	Monthly

MEETING ROOM(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Dust all high and low surfaced within normal reach	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Damp wipe cleared areas of table tops	Weekly
Perform additional miscellaneous tasks	Weekly
Brush or vacuum edges and corners of carpeted floors	Monthly
GENERAL OFFICE	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Dust and spot wipe open areas on desks and other medium height office furniture	Weekly
Dust all high and low surfaced within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
Brush or vacuum edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
JAIL CELL(S)	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed	Daily
Apply bowl cleaner into toilets and urinals, Carefully swab. Spray and wipe exterior surfaces using restroom cleaner	Daily
Spray and spot wipe as needed on doors, walls, & partitions removing any splatter or smudges	Daily
Clean and sanitize all sinks and wipe dry	Daily

<i>Locations: Harriet Alexander Nature Center</i>	<i>Frequency</i>
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ENTRANCES	
Spot wipe interior partition glass removing prints and smudges	Daily
Damp mop all hard surface floors	Daily
Broom sweep entire area of hard surface floor including corners and edges	Daily
Dust all high and low surfaces within normal reach	Weekly
Squeegee both sides of glass doors and wipe frames	Daily
Vacuum walk of mats	Daily
RECEPTION /WAITING AREA	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Vacuum or brush edges and corners of carpeted floors	Daily
Damp mop all hard surface floors	Daily
Broom sweep entire area of hard surface floor including corners & edges	Daily
Damp wipe countertops	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe all walls, light switched, and doors removing fingerprints, smudges, and spills	Weekly
RESTROOMS	
Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available.	Daily
Fills all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed	Daily
Spray sinks, faucets, and vanity with restroom cleaner. Clean and wipe dry. Spray and wipe all mirrors streak free	Daily
Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner	Daily
Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed	Daily
Spray and spot wipe as needed doors, walls, and partitions removing any splatter or smudges	Daily
Dust any horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc.	Daily
Sweep or dust mop hard surface restroom floor	Daily
Damp mop hard surface restroom floor using disinfecting cleaner	Daily
Report any restroom repairs needed to the Maintenance Department	Daily
Dust and clean all restroom return air vents	Monthly
Hand wash all restroom partitions on both sides	Daily

CLASSROOMS	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum carpeted floors and spray and blot any carpet spots	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Clean and sanitize all sinks and wipe dry	Daily
Damp wipe countertops	Daily
Damp wipe cleared areas of table tops	Daily
Vacuum or brush edges and corners of carpets floors	Monthly
SHOWROOM	
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Vacuum or brush edges and corners of carpets floors	Monthly
KITCHEN	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Clean and sanitize all sinks and wipe dry	Daily
Damp wipe countertops	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe all walls, light switches, and doors removing fingerprints, smudges, and spills	Weekly
Spray and wipe microwave oven(s) inside and out	Daily
LABS	
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
GENERAL OFFICE	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Vacuum or brush edges and corners of carpets floors	Daily
Vacuum carpeted floors and spray and blot any carpet spots	Daily
HALLWAYS	
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Spot wipe glass doors removing prints and smudges	Daily
Dust all high and low surfaces within normal reach	Weekly
Squeegee both sides of glass doors and wipe frames	Daily
Spray and wipe glass in picture frames	Daily
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily

Clean drinking fountains removing water marks, scale, and splashes on sides and front. Damp wipe surrounding walls	Daily
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<i>Location: Skating Center</i>	<i>Frequency</i>
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HALLWAYS	
Dust mop all hard surface floors	Daily
Damp mop all hard surface floors	Daily
Spot wipe interior side of exterior windows within reach	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Weekly
Squeegee exterior perimeter glass on the inside only and wipe all frames	Weekly
Spot wipe all walls, light switches, and door removing fingerprints, smudges and spills	Weekly
Dust ceiling diffusers and vents within reach using a five-foot extended wand while standing on the floor	Monthly
RESTROOMS	
Prepare to safely clean each restroom by putting on protective gloves and having splash glasses available	Daily
Fill all dispensers in need including hand towels, toilet tissue, hand soap, etc. Wipe/polish dispensers as needed	Daily
Sparay sinks, faucets, and vanity with restroom cleaners. Clean and wipe dry. Sparay and wipe all mirrors streak free	Daily
Apply bowl cleaner into toilets and urinals. Carefully swab. Spray and wipe exterior surfaces using restroom cleaner	Daily
Empty all waste receptacles including sanitary boxes. Damp wipe inside as needed. Replace liners and polish exterior as needed	Daily
Spray and wipe as needed doors, walls, and partitions removing any splatter or smudges	Daily
Dust and horizontal surfaces in need such as partition tops, dispenser tops, ledges, ceiling vents, etc.	Daily
Sweep or dust mop hard surface restroom floor	Daily
Damp mop hard surface restroom floor using disinfecting cleaner	Daily
Report any restroom repairs needed to the Maintenance Department	Daily
Dust and clean all restroom return air vents	Monthly
Hand wash all restroom partitions on both sides	Monthly

GENERAL OFFICE	
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Spot wipe interior side of exterior windows within reach	Daily
Spot wipe all walls, light switches, and door removing fingerprints, smudges and spills	Weekly
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Dust all high and low surfaces within normal reach	Monthly
Brush or vacuum chairs/upholstered furniture in need	Monthly
Vacuum or brush edges and corners of carpeted floors	Weekly
Dust ceiling diffusers and vents within reach using a five-foot extended wand while standing on the floor	Monthly
MEETING ROOM(S)	
Vacuum carpeted floors. Spray and blot any carpet spots	Daily
Empty waste baskets and remove collected trash to designated area. Replace liners when torn or soiled	Daily
Damp wipe cleared areas of table tops	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe interior partition glass removing prints and smudges	Daily
Spot wipe all walls, light switches, and door removing fingerprints, smudges and spills	Weekly
Spot wipe interior side of exterior windows within reach	Daily
Dust horizontal blinds in closed position using a dust wand	Monthly
Vacuum or brush edges and corners of carpeted floors	Monthly
Dust ceiling diffusers and vents within reach using a five-foot extended dust wand while standing on the floor	Monthly
STAIRS	
Broom sweep stairs	Daily
Spot mop or wipe any spills found on the stairs or landings	Daily
Dust all high and low surfaces within normal reach	Weekly
Spot wipe all walls, light switches, and door removing fingerprints, smudges and spills	Weekly

Linn Building Maintenance will provide the following maintenance services for the New Roseville Fire Department

ADMINISTRATION OFFICES DAILY

1. Empty all wastebaskets/recycling and replace trash liners as needed

ADMINISTRATION OFFICES WEEKLY

1. Vacuum carpeting wall to wall 1X per week

RESTROOMS MONDAY/WEDNESDAY/FRIDAY

1. Clean and refill lavatory dispensers
2. Spot wash all lavatory walls and partitions
3. Clean and disinfect all wash basins
4. Clean all lavatory mirrors
5. Clean and polish all door push plates and bright work
6. Sanitize and clean entire toilet including seats
7. Sanitize and clean all urinals. **Make sure to clean tile walls and partitions next to urinals**
Added 1-12-17
8. Empty all sanitary napkin disposal units
9. Empty all wastebaskets and replace liners as needed
10. Sweep all lavatory floors
11. Damp mop and disinfect all lavatory floors
12. **Disinfect and deck brush shower walls and shower floors bi weekly every other Wednesday. Basement bathrooms will not be cleaned on this Wednesday** Added 1-12-17

RESTROOMS MONTHLY

1. Wipe down all partitions and ledges
2. Clean all baseboard tops and corners
3. Dust and clean all restroom air returns
4. **Clean and sanitize lower restroom shower 1x per month on Fridays** Added 1-12-17

DEPARTURE DUTIES

1. Properly arrange furniture on completion of work
2. Leave only designated night-lights on
3. Lock all doors that are the responsibility of LBM
4. Maintain janitor's closet in a neat and orderly fashion
5. An LBM route manager will inspect all work

Linn Building Maintenance will provide the following maintenance services for the New Roseville Fire Department

ADMINISTRATION OFFICES DAILY

1. Empty all wastebaskets/recycling and replace trash liners as needed

ADMINISTRATION OFFICES WEEKLY

1. Vacuum carpeting wall to wall 1X per week

RESTROOMS MONDAY/WEDNESDAY/FRIDAY

1. Clean and refill lavatory dispensers
2. Spot wash all lavatory walls and partitions
3. Clean and disinfect all wash basins
4. Clean all lavatory mirrors
5. Clean and polish all door push plates and bright work
6. Sanitize and clean entire toilet including seats
7. Sanitize and clean all urinals. ~~Make sure to clean tile walls and partitions next to urinals~~
Added 1-12-17
8. Empty all sanitary napkin disposal units
9. Empty all wastebaskets and replace liners as needed
10. Sweep all lavatory floors
11. Damp mop and disinfect all lavatory floors
12. ~~Disinfect and deck brush shower walls and shower floors~~ weekly every ~~Wednesday~~
~~Wednesday. Basement bathrooms will not be cleaned on this Wednesday~~ Added 1-12-17

RESTROOMS MONTHLY

1. Wipe down all partitions and ledges
2. Clean all baseboard tops and corners
3. Dust and clean all restroom air returns
4. ~~Clean and sanitize lower restroom shower 1x per month on Fridays~~ Added 1-12-17
weekly

DEPARTURE DUTIES

1. Properly arrange furniture on completion of work
2. Leave only designated night-lights on
3. Lock all doors that are the responsibility of LBM
4. Maintain janitor's closet in a neat and orderly fashion
5. An LBM route manager will inspect all work

Facility Specific Needs

-
-
-
-
-
-

Floor Care Services

Windows:

Per request

Hard Surface Floors:

Per request

Carpet Cleaning:

Per request

Agreed upon Standards

- Spot clean small water-soluble spots are defined as spots that are 6" or less in diameter
- Leave office and furniture in neat and orderly fashion
- Shut off all lights in the building
- Maintain supply and equipment storage areas and leave in an orderly manner
- Provide a report of unusual occurrences, malfunctions, or damages to your property whenever noticed
- Close and/or lock doors that we have been shown that need to be closed and/or locked
- Any customer equipment that we are required to use will be cleaned and put back in its proper place once finished for the shift. Any customer provided equipment such as auto scrubbers will be the responsibility of the customer to care for and keep in operable condition.

In the event that customer provided auto scrubbers are not in working condition, Environment Control of Wisconsin, Inc. will bring in supplemental / temporary equipment at the charge of \$250 per month per scrubber until the customer provided scrubber is repaired and in operable condition.



What makes Environment Control Different?

- **We do not require contracts** from our customers
 - We believe if we provide a truly exceptional cleaning program, you will want us to provide you with our janitorial services. We feel we have to earn your business every month.
- **We are locally owned and operated** and have been providing quality cleaning services that has been focused on **consistency** since 1972.
 - For us cleaning goes beyond aesthetics, we clean for health; to protect your employee's and visitors' well-being.
- **We are a managed service**
 - All of our employees are direct hire; we train, develop, and supervise our own employee's.
- **We have two levels of managers that work second shift** - Unit Manager & Area Manager
 - Unit managers manage a small tight geographical area with 30-40 employees. They are focused on employee engagement and are required to see all employees each week.
 - Area Managers manage multiple Unit Managers and are focused on quality control and department development. This approach has improved employee retention and consistency.
- **We have a rigorous multi-tiered inspection process**
 - Operations managers inspect quality in the daytime hours and check in with our client's key contacts to ensure they are happy with services. They put through quality inspections on how the property looks in the daytime.
 - Area Managers provide evening inspections after the cleaning process has been completed to ensure that the required service level has been met.
 - Unit Managers provide written paper inspections and *provide feedback directly to the employees to discuss areas of improvements needed.*
- **Employee continued development, promotion from with-in, employee raise program**
 - A proven training program that doesn't end until the employee demonstrates their ability to meet the standard
 - We have a defined path where our employees know the positions they can advance to and a path to get there with our team's development program.
 - Most cleaning companies only give their employees raises when they come to you for more money. **We have a raise program where employees earn raise points based on their contributions to the company.** Once the employee achieves a certain number of points they receive a raise.



Proposal Conditions

Frequency of Services	Monday-Friday
Time of Day for Service	
Holiday Service Included? (6 main holidays)	No
Access Cards / Keys Needed	4
Use of Customer Phone for Timekeeping	Yes
Janitorial Closets Available	Yes
Additional Background Checks Required	Regular Background Check
Specialty Program Performed (Monday - Friday)	Per request
Payment Terms	Upon receipt

Corporate Office:

Madison - 2902 Agriculture Drive, Madison WI 53718

Satellite Offices:

Milwaukee - 710 Larry Court, Waukesha WI 53186

Fox Valley - 2420 N Locust Street, Appleton WI 54914

Illinois - 1600 Golf Road, Suite 1200 Rolling Meadows Illinois 60008

Twin Cities - 445 Minnesota Street, Suite 1500 St Paul MN 55101

Areas not Included

- Personal room
- Shop
- Sally room
- Mechanical room
- IT room
- Storage closets

Pricing Expiration Date:	5/31/2025

Labor market and wage changes affect our costs significantly; this proposal will remain active and open until the date listed above. If a decision on proposal award has not occurred prior to the above date, the pricing for this proposal will expire. If you decide to move forward with us after the expiration date, then please reach out to us for revised pricing.

Service Authorization Agreement

Service Authorization Agreement ("SAA"), between Environment Control Environment Control, Inc. ("EC"), and:

Customer Name:	City of Roseville
Address:	2660 Civic Center Drive
Phone:	651-792-7053
Email:	ted.fish@cityofroseville.com
Authorized Contact:	Ted Fish
Effective Start Date:	TBD

Description of Facility (attach schematic if available):

Contracted Monthly Services:	Monthly Charges
Maintenance Facility	\$2,193.00
Police Department	\$1,925.00
City Hall	\$5,775.00
Oval Center	\$947.00
Licence Center	\$920.00
Park & Rec/School of dance	\$483.00
Nature Center	\$986.00
Fire Department	\$751.00
Total	\$13,980.00

This is a 3-year agreement with a price increase of 5% that will apply at the beginning of year 3

- Payment Terms: Monthly invoices are sent at the beginning of each month of service and payment is due upon receipt. A 1.5% late fee may be assessed for payments received later than thirty (30) days from the invoice date. In the event of non-payment for forty-five (45) days, EC reserves the right to terminate this agreement without advance notice.
- EC is not an employment agency or temporary service provider. We make a major investment in recruiting and training our employees; accordingly, do not attempt to hire any of them, whether you solicit them or not, during the term of this contract and for 6 months following its termination. If you do make such a hire contrary to the terms of this contract, either directly or indirectly (as liquidated damages) twenty percent (20%) of the gross annual wages for the individual hired in his or her new capacity with your company. After all, had EC not recruited and trained the person well, you would not be interested in hiring them.
- Pricing: Pricing is guaranteed for the length of time specified, with exceptions for any modifications to specifications and schedules, the area/square footage to be serviced or facility occupation levels. Also, any changes in federal, state or local laws or regulations, or any other significant external factors materially affecting wages or other operating costs may require price adjustment.
- Payments are expected to be made in full. **Payment cannot be withheld, partial or in full for any reason.**
- EC will base continuation of service entirely upon our customers satisfaction with EC's service. If for any reason, our customer believes it is in the best interest to discontinue service with EC, a 60-day notice of termination is required. Similarly, EC agrees to give our customer a 60-day notice if EC is unable to continue service for any reason.

The attached SAA Terms and Conditions (Attachment "A") and the preceding Proposal document are incorporated into this Agreement by this reference.

ATTACHMENT "A" **SAA TERMS AND CONDITIONS**

(At-Will Contract/60-Day Termination Notice Required)

Contract Terms: Environment Control ("EC") does not try to hold onto customers by imposing long notice periods to end a contract. It prefers to earn your trust and keep you satisfied on a continual basis. Accordingly, this Contract has been set up as a month-to-month perpetual service agreement. Under this type of agreement, either party may terminate the relationship at any time, with or without cause, by giving the other party a written, sixty (60) day Notice of Termination. This notice provision is based on a simple principle of fairness. If EC gives you notice of intention to terminate the Contract, you will need 30 to 60 days to find a new janitorial service. Conversely, if you wish to terminate the Contract, EC will need some time to redeploy the staffing and equipment commitments it has made to you in good faith. We promise to service you as long as you need during this transition. If you want a shorter or longer notice period, and are willing to give EC the same courtesy, then we will replace the Sixty (60) day notice period with a longer or shorter one and make it a part of this Contract. To make this change, both parties must initial here:

Notice period shall be days.

What is Required of You: To safely and efficiently perform the service commitments in this Contract, it is helpful to receive from you as much accurate information about your facility as we can. This requirement is not intended to be a burden to you, but only a request that you share with us what you reasonably know about the facility. This may include the existence of secured or unsecured cash kept on the premises, art and valuables, firearms, hazardous materials, or building vulnerabilities like unique surfaces that may require special care. EC is not responsible for latent or observable defects, or natural wear and tear of materials and surfaces existing in your building. Advanced notice of any potential defect or building vulnerability will allow us to consider whether to adjust our insurance coverage to mitigate for any increased risk, which in turn may add further protection for you and our staff in a responsible way. Obviously, this Contract only covers the facility description and Statement of Work as it exists on the date that this Contract is signed. If you subsequently wish to increase or decrease the facility space being serviced, or adjust service requirements, this Contract will need to be modified in writing to increase or decrease the service fees involved. Also, we make a major investment in recruiting and training our employees; accordingly, we request that you not attempt to hire any of them, whether you solicit them or not, during the term of this Contract and for six (6) months following its termination. If you do make such a hire contrary to the terms of this Contract, either directly or indirectly through an associate company, unless otherwise specifically prohibited by state or federal law, you agree to pay EC (as liquidated damages), twenty-five percent (25%) of the annual wages for the individual hired in his or her new capacity with your company. After all, had EC not recruited and trained the person well, you would not be interested in hiring them. Regarding your payment for our services, by signing this Contract, you are agreeing to pay for our services in a timely manner. We will send you an invoice at the beginning of each month. Payment is due and payable upon receipt of this invoice, and a 1.5 percent late payment fee per month (18 percent per annum) will be assessed for any payment made after thirty (30) days from the date of invoice. EC also reserves the right to suspend or terminate its services if payment has not been received on or before forty-five (45) days from the date of invoice. Upon termination under these circumstances, you agree to cooperate with us to determine all outstanding accounts and to pay these amounts immediately. The termination of this Contract for failure to pay shall not negate your responsibility to pay for services and supplies already expended by EC on your behalf. You agree to assume all legal costs associated with the collection of any delinquent fees due and owing under this Contract, including reasonable attorneys' fees and costs. For your information, and from time-to-time EC provides other potential customers with general listings of

existing clients (without contact information). It is your responsibility to inform EC if you specifically wish to excuse your name or brand in this manner.

3-year agreement with a 5% price increase that begins at the start of year 3.

What EC Provides: EC will implement its comprehensive quality management program for your facility and share its Inspection and Quality Control Reports with you on a regular basis. These written reports, in conjunction with personal visits by local management, provide a unique opportunity for both of us to communicate with each other and to determine that your specific cleaning needs are being met to your satisfaction. EC will also provide you with contact information. If you have a question or are dissatisfied about some aspect of our service, we want to know about it so we can resolve it quickly.

Protection of Mutual Banking Information and Accounts: Once you and EC exchange banking information for purposes of electronic transfers of payments for EC services, EC will NEVER inform you of a change in bank information by phone or email. While EC has not changed its bank contacts in decades, if this were ever to occur, Environment Control would utilize the following protocol: (i) send you notice of the pending change of bank information by registered mail approximately thirty (30) calendar days prior to the implementation of the change, and (ii) follow-up such notice of change by delivering to you a written authorization via hand delivery from an employee of Environment Control holding proper identification. Only then, will you be authorized to change banking information of Environment Control for payment transfer purposes. For your own protection, please note that any funds distributed to an unauthorized account will be made solely at the transferring party's risk of loss.

Miscellaneous Provisions: This Contract may not be modified, nor any waiver made, unless it is put in writing and signed by both parties to this Contract; but this modification or waiver may be signed in one or more counterparts, including facsimile signatures, and all such counterparts shall constitute one and the same instrument. It is also understood that events do occur from time to time which are not under the control of either party, such as local or statewide increases in minimum wages, payroll taxes, or workers compensation insurance. You acknowledge, when such events beyond EC's control do occur, that EC has the right to make a timely modification to this Contract to adjust for such an event. This Contract is not assignable by either party without the express written consent of the other party. Governing law shall be that of the State of Wisconsin and proper venue for any legal action shall be Dane County, Wisconsin. This Contract contains the entire contract between us and supersedes all other contracts, oral or written, that we may have had on the same subject prior to entering into this Contract. In the event that a dispute arises between us regarding this Contract, we agree to resolve such disputes utilizing the Arbitration model pursuant to the rules set forth by the American Arbitration Association. The signatories to this Contract represent that they are authorized by their companies to enter into this Contract. The invalidity or unenforceability of any particular provision of this Contract shall not affect any other provision and the remaining provisions shall be interpreted as though the invalid or unenforceable provision was omitted. EC is an Independent Contractor of Customer and is not an employee.

Our Commitment - Protecting You



The protection of your facility is a top priority for Environment Control. We take great care to ensure your assets are secure through preventative measures including:

Insurance Protection

We use only A-rated national carriers and carry policies that exceed industry standards.

Entry Protection

We keep your keys! The care of your facility is never passed on to another vendor.

Employment Protection

We exercise diligent hiring practices, including third-party background checks, thorough screenings, and reference verification.

Our group buying power and excellent claims history give you the protection of outstanding insurance coverage.

- \$1 million of General Liability Coverage (\$1 million each occurrence, plus a \$10 million Excess Liability Umbrella)
- Lost Key Coverage
- Third-Party Crime Coverage
- Care, Custody and Control Coverage
- State Required Workers' Compensation
- Professional Third-Party Review of Your Insurance Requirements
- Availability of Bid and Performance Bonds



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison WI 53713	CONTACT NAME: Tara Karls PHONE (A/C, No, Ext): 608-327-8931 FAX (A/C, No): E-MAIL ADDRESS: tara.karls@m3ins.com PRODUCER CUSTOMER ID #: ENVIC-3														
INSURED Environment Control of Wisconsin, Inc. 2902 Agriculture Drive Madison WI 53718	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Society Insurance Company</td><td>15261</td></tr><tr><td>INSURER B : United Wisconsin Insurance Com</td><td>29157</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Society Insurance Company	15261	INSURER B : United Wisconsin Insurance Com	29157	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES**CERTIFICATE NUMBER:** 1232864451**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC			CBP 546855	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			CAP 546856	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DEDUCTIBLE ☒ RETENTION \$ 0			UXL 546858	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	UH WCP 100074273	1/1/2024	1/1/2025	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.

Signature

Presented to: City of Roseville

Accepted by:

Printed Name

Signed Name

Title

Date

Proposed by:

Herly Salazar

Printed Name

Herly Salazar

Signed Name

Sales Representative

Title

2025-05-16

Date

FUTURE MEETING AGENDA HIGHLIGHTS

June 2, 2025

June 16, 2025 – City Council Meeting

- Consideration of Aldine R-O-W Vacation
- Joint Meeting with Finance Commission
- Receive Axtell Group Police Department Allocation Study
- Receive Report from BKV regarding Civic Campus Master Plan
- Set Date of Sale of Issuance of General Obligation Equipment Note to purchase Electric Fire Engine

June 23, 2025 Rosefest Parade 6:15 PM



July 7, 2025 – City Council Meeting

- Discuss Street Light Policy
- Review 2026 Changes in Property Tax Base, Legislative Changes and Hold Discussion on City Council 2026 Budget Goals

July Meetings

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

August Meetings

- August 11
- August 25

			<u>Future Agenda Review - Longer Term Initiatives</u>		5/29/2025
			(items that likely require council discussion/action)		
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
Discuss Street Light Policy			Groff	7/7/2025	
Discuss Close Proximity Build Ordinance			Staff	7/14/2025	
Discuss penalties for license holders of mulitple businesses			Council	3rd Quarter 2025	Liquor/Tobacco License Presumptive Penalties
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