



City Council Agenda

Monday, June 16, 2025

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting and Seating Order: Schroeder, Groff, Bauer, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Parks and Recreation Month Proclamation 2025
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Presentation by Nine North Executive Director Jeff Ongstad
- 6:25 p.m. b. Consider Approval of Aldine ROW Vacation
- 6:55 p.m. c. Joint meeting with Finance Commission
- 7:40 p.m. d. Establish a Date of Sale for the Issuance of the City's 2025 General Obligation Equipment Certificates to finance the purchase of an Electric Fire Engine
- 7:55 p.m. e. Receive The Axtell Group's report on the Evaluation of Roseville Police Department Resources and Operational Efficiency
- 8:40 p.m. f. Receive Update on Civic Campus Master Plan
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9:25 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from May 19, 2025 City Council Meeting
b. Approve Minutes from June 2, 2025 City Council Meeting
- 9:30 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 1 Temporary Gambling Permit
c. Climate Equity Action Plan Project Award
d. Award Solar Installation Project at 706 Shryer Ave W
e. Authorize Grant Agreement with the State of Minnesota for Implementation of Resilience Strategies with Rosebrook Park Updates
f. Approve the renewal of a short-term rental license for 1885 Shady Beach Avenue
g. Approve the Short-Term Rental License for 1206 Oakcrest Avenue.
h. Approval of Updated Joint Powers Agreement with the Minnesota Internet Crimes Against Children (ICAC) Task Force
i. Approve Applying for COPS Hiring Program Grant Funding Through the Department of Justice

- 9:35 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 a. Future Agenda
- 9:45 p.m. **12. Adjourn**



Parks and Recreation Month July 2025

Whereas: Parks and recreation programs are an essential part of the Roseville Community; and

Whereas: Parks and recreation are vitally important to establishing and maintaining the quality of life in Roseville, ensuring the health of all citizens, and contributing to the economic and environmental well-being of Roseville and the larger community; and

Whereas: Our parks and recreation programs build healthy, equitable and active communities that aid in the prevention of chronic disease, promote social bonds by uniting neighbors and also improve and ensure the physical, mental and emotional health of all citizens; and

Whereas: Parks and recreation contribute to making Roseville an equitable community by offering diverse programs and services that are appealing and accessible to all of Roseville, educating community members about diverse cultures and providing a gathering spot where neighbors can come together, interact and build bonds; and

Whereas: Our parks and recreation programs increase Roseville's economic prosperity through increased property values, increased tourism, the attraction and retention of residents and businesses, and crime reduction; and

Whereas: Our parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

Whereas: Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas: The U.S. House of Representatives has designated July as Parks and Recreation Month; and

Whereas: Roseville, Minnesota, recognizes the benefits derived from parks and recreation resources.

Now, Therefore Be It Resolved that the City Council of the City of Roseville does hereby proclaim July 2025 as Parks and Recreation Month in the City of Roseville.

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

Mayor Daniel J. Roe



Fact Sheet

Roseville City Council Meeting

6/16/2025

General Information

-  Roseville is part of a 9 City Joint Powers Agreement in the northern suburbs.
-  The 9 cities include Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony.
-  This JPA operates the North Suburban Communications Commission and the North Suburban Access Corporation.
-  The NSCC handles such matters as Cable Franchise Renewal, Cable Complaints, and Cable Franchise Oversight.
-  The NSCC is funded by a portion of each city's Cable Franchise Fees.
-  The NSAC handles the production of programs, meetings, videos, and distribution of that content.
-  The NSAC is funded by Cable PEG fees as well as earned income.
-  The NSAC, formally known as CTV, now does business as NineNorth.
-  Both are governed by the same board with an appointed member from each city.
-  Your member is Council Member Julie Strahan.
-  Both also have the same Executive Director, Jeff Ongstad.
-  The NineNorth Studios are located in Roseville at 2670 Arthur Street.
-  NineNorth's website is www.ninenorth.org.

NineNorth and Roseville

-  NineNorth operates 3 HD channels and 4 SD channels in Roseville on Comcast Cable.
-  They are NineNorth (HD 859, SD 15), NineNorth Sports (HD 799, SD 14), NineNorth Government Roseville (HD 798, SD 16), and NineNorth Access (SD 19).
-  NineNorth airs over a thousand hours of local programming per year.
-  Of that number, 284 were directly focused on Roseville in 2024.

- 💧 NineNorth provides production of all Roseville City Meetings. This totaled 95 meetings in 2024 alone.
- 💧 We also cover major Roseville events such as the Rose Parade, Rosefest, and numerous other events.
- 💧 We produce Candidate Forums for local races, along with applicable State House and Senate races.
- 💧 We offer Candidate Speak Outs, where candidates can let their views be known.
- 💧 We also produce “Spotlight” stories on people, places, history, and events in our 9 cities including 44 stories focusing on Roseville in the last year.
- 💧 Overall, we have had a 400% increase in our production of “Spotlight” stories in the last year.
- 💧 NineNorth also does facility assessments for Roseville facilities, offering suggestions on equipment upgrades and facility efficiency.
- 💧 NineNorth regularly checks the condition of City equipment and has back up equipment to loan if the city equipment needs repair.

💧 2025 and Beyond

- 💧 We have reached an agreement with Comcast on an extension of our current Franchise agreement that will extend it until 2032. The Commission has recommended acceptance of the Extension, and it has been sent to the Cities for their approval.
- 💧 As part of NineNorth’s Objectives and Goals for 2025, we are anticipating another 50% increase in our coverage of community and civic events for Roseville and the other member cities.
- 💧 In addition to expanding our public digital newsletter, we are adding a “City Staff/Officials” newsletter to better inform City Staff and Officials on what we’re doing and how we can help. We’re planning on the first issue going out in July.
- 💧 We’ve recently updated our studios to 4K with a new production switcher and cameras. This will give us increased capabilities to serve our member cities better.
- 💧 We are actively using and testing AI tools to expand our capabilities, and to speed up our production workflow to produce even more content.
- 💧 If you’d like a tour of our facility or you have any questions, call me at 651-792-7512 or e-mail me at jongstad@ninenorth.org.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Consider Approval of Aldine ROW Vacation

Background

At the April 21, 2025 City Council meeting, the council tabled vacation area V, the proposed vacation of Aldine right-of-way (ROW) between Roselawn Avenue and Ryan Avenue.

At the previous council meeting, the right-of-way was understood to include a 30-foot easterly portion, dedicated through the Mid Oaks plat in 1938, and a 20-foot westerly portion that appeared to have been established through condemnation proceedings in 1951. Because there was no clear record of the condemnation being formally recorded, the proposed vacation resolution presented to the City Council included language to vacate the 20-foot westerly portion out of an abundance of caution, essentially functioning as a quit-claim action to release any potential interest the City may have had.

Following the public hearing, further investigation was conducted by staff and the adjacent property owners in coordination with the Ramsey County Recorder's Office. This effort confirmed that no right-of-way or easement over the western 20 feet was ever recorded and, as such, the City does not legally hold right-of-way over that portion of land, and it is considered private property. Consequently, only the 30-foot easterly portion of the corridor is public right-of-way. County/City GIS data has been updated to reflect this clarified status. Based on this determination, the vacation is only considering vacating the 30-foot easterly portion as dedicated in the Plat of Mid Oaks.

Based on feedback from Council, staff developed a feasibility memo (Attachment 6) on the ROW corridor and if a pathway could be installed. The memo documents that a pathway, either a concrete sidewalk or a bituminous trail, could be installed within the ROW. Based on the current 30 feet of ROW, there would be adequate room to install a pathway but there would be significant impact to trees due to necessary grading. The pathway would be 590 feet in length and provide a trail connection at a ¼ mile spacing instead of the ½ mile spacing between Fairview and Snelling. A pathway would provide shorter connections between neighborhoods and the Roselawn pathway. Without the connection, the walk is approximately 1,900 feet (~3.3x) further via Fairview Avenue or approximately 2,700 feet (~5x) further via Snelling Avenue. The cost to install a pathway would range from \$84,000 to \$177,000 plus additional costs for crosswalk treatments if enhancements were determined to be needed. Based on Pathway Master Plan scoring criteria, the preference

points are 7. The current plan has pathway scores that go from 5-25 so this is on the lower end.

Public written comments received at or prior to the April 21 meeting are included in Attachment 4 and public comments made at the April 21 meeting are included in the minutes (Attachment 3). Additional comments received after the council meeting are included in Attachment 5. There is both support to vacate the ROW and support to keep the ROW and use this ROW for a pathway.

The vacation resolution was 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. The official public hearing was opened then closed by Council. Staff anticipates the Council would open up public comment on this item per normal policy. Staff re-notified residents with a postcard notice of the new meeting date for discussion of this items.

If the right-of-way is vacated, the area will revert to the underlying property owners which, in this case, are the residents directly to the east, while utility easements would be retained over the vacated area. 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 with regard to vegetation control and debris management.

Since this is a City-initiated vacation, a four-fifths vote is required to approve vacation of this right-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

Although the ROW is currently not dedicated as a pathway segment, if the corridor is not improved as a pathway, current non-motorized users will be more negatively impacted due to the longer distances required to be travelled. If the ROW is improved, it will meet ADA requirements and it will be more accessible to all users.

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.

If council decides to install a pathway in the ROW, there will be future pathway costs.

Staff Recommendations

Staff recommends that the City Council approve one of the following actions:

1. Motion to approve resolution vacating Aldine Street Right-of-Way.

a. Only a utility easement would be retained. No pathway could be installed.

2. Motion to approve retaining right-of-way and designate a public pathway and to update the Pathway Master Plan.

a. This would retain the right-of-way for a future pathway and would be added to the Pathway Master Plan. It does not give authorization to construct the pathway. The determination when to construct the pathway, how to construct the pathway and how to fund it would be made at a future date.

If the vacation is not approved, and no other motion is made and approved, the status of Vacation Area V will remain as-is. This defers future use of this right-of-way to a future date.

Requested Council Action

Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Street that is located between the properties located adjacent to 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. [Vacation Area V – Attachment 1]

A four-fifths vote is required for approval of the resolution, as the vacation is City-led, not petitioned.

Alternative action

- Consider a motion to approve retaining right-of-way and designate a public pathway and to update the Pathway Master Plan.

If the vacation is not approved, and no other motion is made and approved, the status of Vacation Area V will remain as-is.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Resolution for Vacation Area V
2. Map of Vacation Area V
3. April 21, 2025 Meeting Minutes Excerpt
4. Comments received before April 21 Council Meeting
5. Commend received after April 21 Council Meeting
6. Feasibility Memo
7. Presentation
8. Pathway Master Plan
9. 7.b Bench Handout 1 - Aldine Support Vacating ROW petition
10. 7.b Bench Handout 2 - Aldine petition- Support Path
11. 7.b Bench Handout 3 - Online Form Submittal - Bland

**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 16th day of June, 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 adjacent to 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

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 adjacent to 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 is hereby vacated, with the exception that an easement for utility purposes within the vacated area is reserved.
2. City staff and consultants are hereby authorized and directed to file a notice of completion of vacation proceedings.

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

37 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 16th day of June, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 16th day of June, 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.

Depiction of the Vacated Area



Excerpt from



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, April 21, 2025

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Groff, Strahan, Schroeder, Bauer, and Roe. City Manager Patrick Trudgeon and City Attorney Rachel Tierney were also present.

2. Pledge of Allegiance**3. Approve Agenda**

Groff moved, Strahan seconded, approval of the agenda as presented.

Roll Call

Ayes: Groff, Strahan, Schroeder, Bauer, and Roe.

Nays: None.

4. Public Comment

Mayor Roe called for public comment by audience members on non-agenda items.

Mr. Rich Nymoen, 2825 Arona, Roseville, addressed the City Council about housing affordability issues. He blamed zoning restrictions and upside-down property tax systems and called for zoning reform and land value tax districts to help young adults afford homes.

Mayor Roe thanked Mr. Nymoen for his comments.

5. Recognitions, Donations, and Communications**a. Volunteer Month Proclamation**

Mayor Roe read the Volunteer Month Proclamation.

Strahan moved, Schroeder seconded, proclaiming Volunteer Month, April 21, 2025.

The council expressed gratitude for the city's long tradition of volunteering.

Roll Call

Ayes: Groff, Strahan, Schroeder, Bauer, and Roe.

Nays: None.

b. Proclaim May 2025 Mental Health Awareness Month

Mayor Roe read the Mental Health Awareness Month Proclamation.

6. Items Removed from the Consent Agenda

7. Business Items

a. Public Hearing and Approve Resolutions Approving the Vacation of Multiple Streets, Easements, and Rights-of-Way

Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request For Council Action and related attachments dated April 21, 2025.

Mr. Freihammer presented the four areas for easement vacation. He explained the process and the intent to vacate the rights-of-way while maintaining utility easements.

Mayor Roe reviewed the public hearing protocol and opened and closed the hearing at approximately 6:28 p.m. to receive public input on the above-referenced Vacation K, County Road C, with no one appearing for or against.

Schroeder moved, Groff seconded, adoption of Resolution No. 12151 (Attachment 1) entitled, "Resolution Approving the Vacations of a Portion of Eustis Street."

Roll Call

Ayes: Groff, Strahan, Schroeder, Bauer, and Roe.

Nays: None.

Mayor Roe reviewed the public hearing protocol and opened and closed the hearing at approximately 6:30 p.m. to receive public input on the above-referenced Vacation U, Aldine Street. No one appeared for or against.

Strahan moved, Bauer seconded, adoption of Resolution No. 12152 (Attachment 2) entitled, "Resolution Approving the Vacation of a Portion of Aldine Place that lies within the Plat of Ridgewood."

Roll Call

Ayes: Groff, Strahan, Schroeder, Bauer, and Roe.

Nays: None.

Mayor Roe reviewed the public hearing protocol and opened the hearing for Vacation V, County Road C, at approximately 6:32 p.m.

Mayor Roe noted emails were received from Ms. Rachel Brown, Mr. Kevin Watson, and Ms. TamMcGehee.

Public Comment

Ms. Stefanie Kiihn Aschenbrenner, 2016 Herschel Street

Ms. Kiihn Aschenbrenner addressed the City Council and indicated she supported maintaining the pathway for neighborhood use.

Ms. Linda Strahan, Wheeler and Ryan

Ms. Strahan concurred with Ms. Kiihn Aschenbrenner. She noted it was another quiet place in Roseville, a nice place to walk.

Ms. Cindy Gallaher, 2009 Herschel Street

Ms. Gallaher explained that she lived in Roseville and used the path for 35 years. She indicated she was grateful for it and hoped a solution could be found so that people could pass through the area safely for another 35 years or longer.

Ms. Sara Quinn, 89 Mid Oaks Lane

Ms. Quinn expressed her concern about the impact on mature oak trees and the safety of a formal pathway.

Mr. Tim Brown and Mrs. Cindy Erickson, 93 Mid Oaks Lane

Mr. Brown explained that he and his wife were excited to see that the City Council was moving forward with these vacations and freeing this up for the residents to maintain, because it is sometimes a mess. He noted they did not favor the trail, mainly because of concerns about removing mature oak trees.

Ms. Olivia Gault, 2021 Herschel Street

Ms. Gault indicated she loved the path and hoped it could remain a path, not a formal sidewalk/trail. She noted the trail has been an excellent resource for the residents in the area.

Ms. Rachel Brown, 1705 Roselawn Avenue West

Ms. Brown explained that the property owners maintained the informal trail and not the city, which weaved between eight properties. She indicated her property overlooks the cornfields, which are research fields of the U of M, not a park. While she appreciated that children could walk from Mid Oaks to Brimhall school, she felt that planning a path for the small number of children to walk to school is not sensible. She noted she has lived at the property for 25 years and has felt from the moment they moved in that eventually they would fix the garage and gravel driveway problems that were created when the house was built. She indicated she was eager to work with the City to ensure that the easements required for the property would be appropriate once the land was vacated.

Ms. Brown indicated that the eight property owners want this now because it is not just a trail to walk by homes a few times a week; it is their property 24/7, as well as their backyards and sideyards. She noted she has been gracious and kind to people who walk by, but this is 293 feet of her property where people walk by whenever they want, which is intrusive. She wanted to thank the series of eight

property owners who have been learning so much and working together as a community.

Mr. Kevin Watson, 2001 Aldine Street

Mr. Watson felt this was a tremendous connection for this neighborhood, the Ridgewood neighborhood, and the Mid Oaks neighborhood. He thought it was a nice amenity. He noted that, looking at the city's strategic plan, pedestrian connections were one of the priorities. He thought environmental sustainability, encouraging people to walk, was one of the city's priorities, and inclusivity was another. He thought this was a way for people who did not always have a vehicle or other means of transportation to get around. This was a pathway for them to get to or through the neighborhood. He indicated he sent a video to the city council to show them that this path was well-used. He asked the City Council to keep the trail as a connection, a pedestrian connection, and to talk to the neighbors.

With no one else appearing to speak, Mayor Roe closed the public hearing at approximately 6:53 p.m.

Council Discussion

Councilmember Strahan commented on keeping the pedestrian connection open. She noted her support making it a pathway as her sister-in-law lived in the area and they often utilized the area.

Mayor Roe and the Council members discussed the need for further clarification on the resolution language with staff.

Councilmember Groff expressed concerns about the proposed pathway's safety, particularly the lack of sidewalks and crosswalks on Rose Lawn and Mid Oaks Lane.

Councilmember Schroeder echoed Councilmember Groff's concerns, emphasizing the importance of not harming trees and maintaining the area's natural beauty.

Mr. Freihammer discussed the City's responsibility to maintain any developed pathways and the potential for adjacent property owners to keep the edges. He clarified that the current corridor was not a formal pathway but a utility corridor, and any maintenance would depend on the Council's decision.

Mayor Roe and Councilmember Groff discussed the history of maintaining City pathways and the potential for property owners to keep the edges.

Mr. Freihammer explained that the City currently maintains utility corridors and could prioritize maintenance based on need.

Mayor Roe noted concerns with the language for this Vacation as it differed from others. Mr Freihammer noted this was the result of how the original Right of Way was conceived.

Councilmember Bauer agreed that additional wording for this Vacation would make it clear and was in favor of tabling the motion to allow for the wording change.

The Council discussed whether to table the decision on the pathway or take action immediately, with Councilmember Strahan proposing to table it for further discussion.

Strahan moved, Groff seconded, tabling the decision pending further discussion and clarification by the City Attorney's Office and staff.

Roll Call

Ayes: Groff, Strahan, Schroeder, Bauer, and Roe.

Nays: None.

Mayor Roe opened the public hearing at approximately 7:26 p.m. for Vacation of shoulders and Rights-of-Way.

Public Comment

Ms. Olivia Gault, 2021 Herschel Street

Ms. Gault expressed confusion about the proposed changes and the maintenance responsibilities for dead trees along the pathway.

Ms. Janet Risinger, 1797 Shryer

Ms. Risinger emphasized the importance of maintaining the pathway as a sidewalk for children walking to school and questioned who would be responsible for tree maintenance.

Ms. Cindy Gallaher, 2009 Herschel Street

Ms. Gallaher pointed out discrepancies in property ownership and maintenance responsibilities along the pathway.

Mr. Kevin Watson, 2001 Aldine Street

Mr. Watson suggested educating neighbors about their property rights and responsibilities along the pathway.

With no one else appearing to speak, Mayor Roe closed the public hearing at approximately 7:31 p.m.

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: [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: [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 [REDACTED]
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 [REDACTED]
Subject: Vacation of Area V - Aldine ROW Extension

Some people who received this message don't often get email from [REDACTED] [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

From: noreply@civicplus.com
To: *RVCouncil; Rebecca Olson; Pat Trudgeon
Subject: Online Form Submittal: Contact City Council
Date: Tuesday, April 29, 2025 12:55:55 PM

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

Contact City Council

Please complete this online form and submit.

Subject	Vacate Aldine ROW letter of support
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Contact Information

Name:	Melinda Erickson and Tim Brown
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Address:	93 Mid Oaks Lane
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City:	Roseville
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State:	MN
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Zip:	55113
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How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
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Email Address:	
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Phone Number:	
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Please Share Your	April 29, 2025
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Comment, Question or Concern	
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Dear Mayor Roe and City Council members,

We write today to ask for your vote to vacate the Aldine Street right-of-way (ROW) while retaining the existing utility easement when the matter comes before the City Council.

In 2022, the City Council authorized Staff to begin the vacation process for various ROW (4/11/22). According to the meeting

packet materials, current transportation and pathway plans were used to identify the list of ROW no longer needed by the City. ROW vacation benefits to the City and adjacent property owners were noted to include more owner control of property use and clarity regarding responsibility for vegetation control and debris management.

A turnback of the Aldine ROW that includes a 20-foot pathway easement would place an undue burden on property owners and would not align with the purpose of the City's ROW vacation actions. Property owners would be forced to assume responsibility and risk without receiving the rewards of property ownership. The Aldine ROW also has about a dozen mature oak trees, which would be vulnerable during and after construction of a potential future pathway.

The 2021 City of Roseville Pathway Master Plan (Plan) includes detailed maps of existing and proposed paths. Proposed pathways were vetted and prioritized according to a well-defined process. Plan maps (pages 44-49) illustrate pathway placement and spacing norms across Roseville and a few short sidewalk segments between residential properties. There are no long pathways, existing or proposed, between residential properties. The Aldine ROW is not in the 2021 Plan, presumably because there are already two off-street paths with controlled intersection crossings within about ¼ mile of the Aldine ROW. Inserting a spontaneous pathway on the Aldine ROW would create both a dangerous, uncontrolled crossing at Roselawn and a singular departure from Roseville's normal pathway placement and spacing.

Roseville's mission statement says in part that the City will provide ethical and efficient government, and that the City aspires to prioritize environmental conservation. Methods for upholding the mission statement are laid out in processes and planning documents. The City-proposed Aldine ROW vacation has been impeded by misinformation and emotion. Fortunately, the City has established processes and thoughtful plans in-place to aid unbiased, fact-based decision-making when faced with disagreement.

As career civil servants ourselves, we respect and appreciate the effort and expertise of City staff, the value of established processes and precedent, and the significance of forward-looking planning documents. We are also grateful to you, the citizen elected officials of Roseville, who have agreed to impartially and equitably act in good faith on behalf of all Roseville residents.

Please vote to vacate the Aldine Street right-of-way retaining the existing utility easement, as the City originally proposed and in alignment with the 2021 City of Roseville Pathway Master Plan.

Sincerely yours,

Melinda Erickson and Tim Brown
93 Mid Oaks Lane

CC: City Manager Trudgeon and Public Works Direct
Freihammer

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

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, April 22, 2025 9:05 AM
To: *RVCouncil <city.council@cityofroseville.com>; Rebecca Olson <rebecca.olson@cityofroseville.com>; Pat Trudgeon <pat.trudgeon@cityofroseville.com>
Subject: Online Form Submittal: Contact City Council

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

Contact City Council

Please complete this online form and submit.

Subject	Proposed vacation of trail from Aldine to Roselawn
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Contact Information

Name:	Olivia Gault
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Address:	2021 Herschel Street
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City:	Roseville
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State:	MN
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Zip:	55113
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This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Email

Remember to fill in the
corresponding contact
information.

Email Address:

[REDACTED]

Phone Number:

[REDACTED]

Please Share Your
Comment, Question or
Concern

Dear Mayor Roe, City Council Members, and City Staff,

First, I want to thank you all for serving Roseville. Attending last night's City Council meeting, and listening to and watching your deliberations made me proud to be a Roseville resident. Your approach to governing is respectful, inclusive of the whole community, and proactive.

Second, I am wondering how we (Woodside neighborhood residents) will know what your ultimate decisions are regarding the city vacating the pathway from Aldine to Roselawn? The other two paths (from Aldine to Ridgewood, and Wheeler to Skillman) seem as if they are on track.

Frankly, we (neighbors not bordering the Aldine to Roselawn path) were shocked by the animosity of those eight property owners along the path. We certainly want to be respectful of people's privacy, and do not want to impose on their properties, but I do hope some version of the path will remain. Toward that goal, it would be helpful to have it made clear exactly where the path is and isn't. For example, the middle zone of the path seems quite well narrowed and demarcated by Rachel Brown's wire fence and fences along the backyards of the Mid Oaks residents. (I believe they have already claimed some of the 50-foot right of way.) However, when I am walking south and emerge onto Rachel's driveway area, where her wire fence ends, I cannot get to Roselawn without walking on her yard, as the house bordering Roselawn (I believe the address is 99 Mid Oaks) has a chain link fence sticking out in a rectangle where the path should be.

Thank you so much for including the community and allowing us all to have a voice in your process.

Sincerely,
Olivia Gault

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From: noreply@civicplus.com
To: *RVCouncil; [Rebecca Olson](#); [Pat Trudgeon](#)
Subject: Online Form Submittal: Contact City Council
Date: Sunday, May 18, 2025 9:47:14 AM

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

Contact City Council

Please complete this online form and submit.

Subject	Aldine ROW vacation
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Contact Information

Name:	Melinda Erickson
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Address:	93 Mid Oaks Lane
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City:	Roseville
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State:	MN
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Zip:	55113
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This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
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Email Address:	
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Phone Number:	
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Please Share Your	May 19, 2025
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Comment, Question or Concern	
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Dear Mayor and City Council Members,

As Aldine Street right-of way (ROW) footpath users and adjacent homeowners, we're writing again to ask for your vote to vacate the ROW while retaining the existing utility easement.

Our second choice would be that the City keep a specific and specified portion of the ROW to build a path that conforms to

standards detailed in the 2021 City of Roseville Pathway Master Plan (Plan). The Plan describes path essentials such as preferred location on ROW, accessibility by all, and sufficient width for both bikers and pedestrians. ROW also provides clarity of the City's responsibility for tree trimming, dead tree removal, other long-term maintenance activities and costs, and liability. City liability should be clear because a new path will create a dangerous mid-block intersection at Roselawn, a high-volume, fast-moving traffic road during rush hour when kids travel to and from school. As a homeowner, a ROW turnback that includes a path easement is a worst-case scenario: new responsibility, risk, liability, and costs while receiving no beneficial use of "our" property.

In contrast, a ROW turn-back would clarify our full responsibility and allow our beneficial use. The dozen beautiful oak trees and many other mature trees in the ROW would be preserved. In our opinion, we already have enough asphalt, including two existing off-street paths, along both Fairview and Snelling, each just ¼ mile away. We value protecting every mature tree in the ROW more than we value the convenience of using the neighborhood shortcut: Oaks over Asphalt.

A 'footpath petition' reportedly has many signatures intended to show wide support for the neighborhood shortcut. Unfortunately, the online petition version included misconceptions and misstatements regarding this process. Also, during the April 21 public comment period some shortcut advocates voiced opposition to a paved path. We also support Oaks over Asphalt in the Aldine ROW, but we disagree regarding a City-sanctioned neighborhood shortcut for privileged use by only the able-bodied. Additionally, a formal City shortcut on the Aldine ROW would create an irregular, singular occurrence in the entire City of Roseville: the first and only long City path sited between numerous (8) residential properties (Plan maps, pages 44-49).

Roseville's mission statement says in part that the City will provide ethical and efficient government, and that the City aspires to prioritize environmental conservation. Please put the mission statement into action by respecting Plan spacing and siting norms, valuing the substantial investments already made building accessible paths along Fairview and Snelling, safeguarding mature trees, and spending limited City resources – our taxes – on higher-priority paths than a neighborhood shortcut just ¼ mile from two existing paths. Please vote to vacate the Aldine Street right-of-way with a utility easement, as the City originally proposed.

Sincerely yours,

Melinda Erickson and Tim Brown

93 Mid Oaks Lane

CC: City Manager Trudgeon and Public Works Direct
Freihammer

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Public Works Department

Memo

To: Roseville City Council

From: Jesse Freihammer, Public Works Director

Date: June 10, 2025

Re: Feasibility Memo: Pathway Installation within Aldine Street Right-of-Way Corridor

1. Executive Summary

The City of Roseville Public Works Department is evaluating the feasibility of constructing a public pathway within the Aldine Street right-of-way corridor between Ryan Avenue West and Roselawn Avenue West. This analysis was initiated in response to the City Council tabling a resolution on April 21, 2025 to vacate certain portions of Aldine Street (public right-of-way) following a public hearing where residents expressed differing opinions regarding the proposed vacation. While residents abutting the right-of-way supported the vacation to eliminate pedestrian traffic near their homes and obtain rights to the land, others advocated for preserving pedestrian access and incorporating the corridor into the City's pathway network.

This memo assesses the feasibility of formalizing a pathway through the corridor and includes planning context, constructability analysis, cost implications, and environmental and neighborhood impacts.

2. Purpose

This memo is intended to address the request by the City Council on the April 21, 2025 council meeting to provide a feasibility analysis regarding the potential installation of a public pathway within the Aldine Street right-of-way corridor. The north-south pathway would connect Roselawn Avenue W to Ryan Avenue W, with a focus on addressing concerns raised during a public hearing regarding the vacation of this right-of-way and the desire of some residents to maintain the currently informal walking path as well as residents who expressed a desire for a full vacation with no pathway installation.

3. Background

Aldine Street right-of-way is an unimproved right-of-way that extends from Ryan Avenue W to Roselawn Avenue W. The right-of-way was initially identified for vacation by the City on April 11, 2022, as there are no plans to construct a road through the area. Additionally, the 2021 Pathway Master Plan had not identified this corridor as a pathway connection as both Fairview Avenue and Snelling Drive have existing north-south pathways that meet the goals and intent of the plan. This, along with numerous other rights-of-way identified by staff as no longer necessary for public benefit were brought before the Council over five (5) phases since 2022, with a sixth and final phase still planned to be presented to Council at a future date.

The Aldine Street corridor, presented for vacation with the fifth phase of vacations on April 21, 2025, is generally wooded and features a well-worn path, used by local residents for walking, but not officially designated or maintained as a public pathway. During the public hearing regarding the Aldine Street vacation, residents expressed concerns about the loss of this informal pathway and requested that portions of the right-of-way be preserved as a pathway easement.

While some residents support the idea of keeping the right-of-way intact and converting it to an improved pathway (concrete or bituminous), others preferred to keep the pathway “natural” and unpaved, while others, particularly those with properties abutting the proposed vacation area, expressed opposition to any public access, preferring to retain the property rights that would be granted if the right-of-way was vacated. As a result of these differing viewpoints, the City Council tabled the resolution to vacate the right-of-way and directed staff to prepare this feasibility memo.

4. Right-of-Way Overview and Constraints

The Aldine Street right-of-way corridor extends approximately 590 feet in a north–south alignment between Ryan Avenue W and Roselawn Avenue W. The corridor lies between 1705 Roselawn Avenue W, 1706 Ryan Avenue W, and the rear lots of 77, 85, 87, 89, 91, and 93 Mid Oaks Lane. Historically, the corridor has remained unimproved and is primarily wooded, with a well-worn informal footpath that has developed over time through use.

Initially, the right-of-way was understood to include a 30-foot easterly portion, dedicated through the Mid Oaks plat in 1938, and a 20-foot westerly portion that appeared to have been established through condemnation proceedings in 1951. Because there was no clear record of the condemnation being formally recorded, the proposed vacation resolution presented to the City Council included language to vacate the 20-foot westerly portion out of an abundance of caution, essentially functioning as a quit-claim action to release any potential interest the City may have had.

Following the public hearing, further investigation was conducted by staff and the adjacent property owners in coordination with the Ramsey County Recorder’s Office. This effort confirmed that no right-of-way or easement over the western 20 feet was ever recorded, and as such, the City does not legally hold right-of-way over that portion of land and it is considered private property. Consequently, only the 30-foot easterly portion of the corridor is public right-of-way. County/City GIS data has been updated to reflect this clarified status.

The public right-of-way is currently encumbered by public utilities that accommodate existing sanitary sewer and storm sewer infrastructure, as well as private utilities such as the overhead electric that extends along the full-length of the eastern boundary of the corridor. These utilities and required easements will remain in place regardless of whether the right-of-way is vacated or retained.

The 30-foot easterly portion of the corridor is densely wooded, with numerous mature trees that would be affected by any pathway development. The informal path currently in use traverses both the now known private property and this wooded area but is not improved, maintained, or part of the City's 2021 Pathway Master Plan.

While a 30-foot right-of-way currently exists, a formal pathway typically requires a 20-foot wide easement in order to properly maintain the improvement. If a pathway were installed, the right-of-way would still be vacated after the improvement was installed and a pathway easement would be retained through the vacation process. This would be similar to other vacations the city has approved since 2022 where existing, formal pathways existed.

5. Constructability Analysis

The existing conditions of the Aldine Street corridor, while not ideal for immediate pathway installation, do present an opportunity to construct an improved pathway. The corridor is mostly flat and lies within a 30-foot-wide right-of-way corridor that could facilitate the construction of a pathway. However, several challenges must be considered for pathway installation.

First, the only alignment that can be considered is within the 30 feet of the right-of-way platted with Mid Oaks, and not in areas where the pathway meanders into private property unless easements are granted by those property owners. The construction of an improved path would require the removal of trees, many of which are large and mature. Staff conducted a tree survey of size and count within this portion of right-of-way, seen in the table below. Tree classification, or the species of trees, was not determined during this survey.

Size	4"-8"	10"-14"	15"-18"	20"	24"	27"	30"	36"
Quantity	32	10	9	1	8	2	2	2

The removal of these trees could generate concern regarding the loss of canopy and neighborhood aesthetic. While it is unknown how many trees would ultimately be impacted without a formal survey and initial grading plan, based on staff's experience a majority of the trees would be anticipated to be impacted.

In terms of construction, the pathway would need to meet the standards of the 2021 Pathway Master Plan for off-road paths and its considerations for accessibility, e.g. requiring an improved surface such as concrete or bituminous. Additionally, an appropriate width that accommodates both pedestrian and potentially cyclist traffic (multimodal) must be considered. While the 2021 Pathway Master Plan identifies widths that vary between 6-12 feet, the typical minimum width is 8 feet to accommodate multimodal use, with a 12 feet width being the maximum. This would involve grading throughout the corridor to ensure a proper base section for the pathway while also maintaining adequate drainage, with more impactful grading near Roselawn Avenue W in order to match the existing grade of the

street. In addition, bituminous pathways typically have two-foot clear zones on either side of the path for safety and maintenance.

Once the path reaches Roselawn Avenue W, there isn't a pathway to directly connect to on the north side of Roselawn. Pedestrians and cyclists would either need to use the painted parking lane/shoulder along Roselawn or cross to the existing pathway on the south side of Roselawn, which is in the city of Falcon Heights. Providing a safe and accessible mid-block crossing of Roselawn Avenue W at that location would require further design efforts to identify the appropriate treatment and ensure the improvements meet the city's current Crosswalk Policy.

6. Cost Considerations

A preliminary estimate for the construction of an improved pathway along the Aldine Street right-of-way would vary based on the final design, materials, and width chosen. The City typically installs 8- to 10-foot-wide multimodal pathways for these types of connections, but could elect to install a 6-foot wide concrete sidewalk. General construction costs are estimated as follows:

- 6-foot-wide concrete sidewalk: Estimated at \$80–\$100 per linear foot
- 8–12-foot-wide bituminous pathway (multimodal): Estimated at \$100–\$130 per linear foot

For a 590-foot pathway, the estimated cost for installation would range between \$47,000 and \$77,000, depending on material choice and width.

Additional costs would include tree removal (estimated at \$25,000–\$75,000), signage/amenities (estimated at \$2,000–\$5,000), and ADA-compliant curb ramps (estimated at \$5,000–\$10,000 each). With engineering costs factored in, the installation of a pathway is estimated to cost between \$84,000 and \$177,000. The wide range of costs is contingent upon the various unknown factors not readily available at the time of this feasibility memo. Additional considerations such as tree plantings, fencing, minor stormwater conveyance, and intersection lighting were not able to be considered at this stage.

In addition to pathway construction, costs for potential mid-block crossing improvements at Roselawn Avenue W must be considered. These improvements might include curb bump-outs, median refuges, or other more intensive enhancements, with costs ranging between \$45,000 and \$80,000 based on the complexity of the treatment. If mid-block crosswalk enhancements were installed, the total cost for a pathway could be between \$129,000 and \$257,000.

7. Environmental and Natural Resource Impacts

The Aldine Street corridor is heavily wooded, particularly within the 30-foot right-of-way, where large, mature trees are present. Removal of these trees would be necessary to accommodate a pathway, and such actions would impact the neighborhood and adjacent land owners.

In terms of stormwater, the introduction of impervious surfaces would increase runoff, but the corridor is already served by existing storm sewer infrastructure, meaning no major drainage issues

are anticipated, yet additional stormwater improvements may be necessary such as drain tile or other conveyance piping. This project would be exempt from Rice Creek Watershed District stormwater management standards since it is a pathway in right-of-way and under 10,000 square feet of impervious.

8. Neighborhood and Community Impacts

The Aldine Street corridor directly abuts several residential properties, and any change to the unimproved right-of-way will have seemingly significant implications for these homeowners. Some residents, particularly those with properties directly adjacent to the right-of-way, have voiced strong opposition to retaining public access. They express concerns about reduced privacy and increased pedestrian traffic behind their homes. Many prefer the vacation of the right-of-way, as it would expand their property lines and eliminate public access.

Conversely, surrounding residents have advocated for the pathway, particularly those who currently use the informal walking path. They view the installation of a formal pathway as an improvement to pedestrian connectivity. Without the potential 590' pathway, pedestrians and cyclists wishing to get to Roselawn Avenue would need to travel roughly a third of a mile (or 3.3 times further) via Fairview or a half mile (nearly 5 times further) via West Snelling Drive. It is understandable why there is currently a worn dirt pathway as the corridor does provide a direct connection to Roselawn Ave W, albeit does not currently direct people to a safe crossing as outlined as a one of the benefits per the Pathway Master Plan if people were trying to access the existing pathway on the southside of Roselawn Avenue.

To illustrate the preference of a potential pathway installation within the Aldine Street right-of-way, staff calculated its score in accordance with the six criteria outlined under Section 6 of the 2021 Pathway Master Plan. The six criteria are:

1. Connects to multiple destinations
2. Volume of usage
3. Connects to regional system
4. Addresses a gap or barrier in the transportation network
5. Connects to transit, and
6. Connects high-density residential to transit or parks

Based on these criteria and the applicable scoring, with a higher score giving higher preference to the installation, the Aldine Street pathway scored a total of 7 points. The current plan has pathways scoring in a range from 25 points to 5, therefore the proposed path would be a lower preference installation.

While the score does not determine whether a pathway should or should not be installed in any right-of-way corridor, this evaluation simply provides the preference of installation between approved pathways within the plan.

9. Options and Staff Summary

Given the feedback from residents and the various factors outlined in this memo, the following options are available for City Council consideration:

a. Proceed with Full Vacation of the Aldine Street Right-of-Way

This option would eliminate public access through the corridor, granting the land to adjacent property owners, subject to utility easements. It would address concerns regarding privacy and property rights but remove the opportunity for future pedestrian access.

b. Retain Right-of-Way and Designate a Public Pathway; Update Pathway Master Plan

This would preserve the 30-foot right-of-way and initiate an update to the Pathway Master Plan. A formal pathway would be scored and prioritized through the evaluation process and constructed in the future, requiring tree removal, grading, and capital funding. Once constructed, the right-of-way would be vacated and a pathway easement retained.

c. Do Nothing - Retain Right-of-Way with No Pathway Improvements

The City could maintain the right-of-way without pursuing pathway improvements at this time. This option would preserve the land for potential future use while deferring the financial and design decisions until a later date.

Correspondence Summary:

All public correspondence received through the date of this memo's finalization is included in Appendix A for reference. This includes written comments, emails, or petitions submitted by residents in support of or in opposition to either pathway installation or vacation.

Aldine ROW Vacation

Public Works



PORTION OF ALDINE STREET THAT LIES WITHIN THE PLAT OF MID OAKS



ROSEVILLE
Prepared by:
Engineering Department
May 21, 2025

 Right-of-Way Vacation Area

City of Roseville, Engineering Department,
2003 Civic Center Drive, Roseville, MN

[illegible]

0 25 50 75 100

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resin: Kureha/V Adhesives.pdf

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Aldine ROW Vacation

Feasibility Memo

Summary

1. Only have 30' of potential ROW for a pathway
2. There is some support and some opposition to using this ROW for a pathway
3. Segment is 590' long. The 30' segment has significant amount of trees and would be impacted if a pathway was constructed.
4. Costs – Could be either a sidewalk or trail. Costs vary between \$84,000 - \$177,000 plus additional cost for crosswalk treatments if enhancement were determined to be needed.
5. 590' long pathway would provide ¼ mile connection. Without the connection the walk is approximately 1,900 feet (~3.3x) further via Fairview or approximately 2,700 feet (~5x) further via Snelling.
6. Based on Pathway Master Plan scoring criteria, the preference points are 7. The current plan has pathway that go from 5-25 so this is on the lower end.

Aldine ROW Vacation

Requested Council Action

Consider approval of a resolution approving the right-of-way vacation of a portion of Aldine Street that is located between the properties located adjacent to 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. [Vacation Area V – Attachment 1]

A 4/5th vote is required since this is a city-initiated vacations.

Alternative action

Consider a motion to approve retaining right-of-way and designate a public pathway and to update the Pathway Master Plan

If the vacation is not approved, and no other motion is made and approved, the status of Vacation Area V will remain as-is.

6. PREFERENCE LIST OF PATHWAY SEGMENTS

Previous versions of the Pathway Master Plan included a list of priority projects and ranking based on qualitative evaluation criteria as defined by the Pathway Advisory Committee (a defunct group of citizens that served as a steering committee for the Pathway Master Plan). Committee members identified the list of priority projects and individually scored them based on the evaluation criteria. The scores were then weighted and added up to provide a composite score and rank for each project. While the ranking process was beneficial, there was concern that scoring system provided inconsistent results, and that future updates could result in different ranking results.

As part of the 2017 Pathway Master Plan update, the PWETC revised the scoring system and evaluation criteria for use in this plan. The updates were intended to be simplified, quantitative, and easily replicated for future use. The PWETC assessed and consolidated the 10 previous evaluation criteria down to 6 criteria. The PWETC then modified the scoring for each criterion and established quantifiable measurement tools using readily available GIS data and City maps. In addition, the PWETC revised the list of projects for evaluation to eliminate previously completed pathway segments and divide up longer segments to reduce the potential for over-scoring due to project length. Based on the updated evaluation criteria, City staff utilized GIS data to apply the scoring system to the updated list of preferred projects.

The following evaluation criteria were used by the PWETC to rank projects based upon the applied scoring system.

Evaluation Criteria

1) Connects multiple destinations.

Provides safe and convenient access to businesses, schools, churches, work, parks and other community amenities and destinations.

Add one point for each type of destination within 1/4 mile of pathway

- 1-Each-Institutional use (school, university) within 1/4 mile
- 1-Each-Park/Open Space use within 1/4 mile
- 1-Each-Public facilities within 1/4 mile
- 1-Total-Industrial/Office use (employment centers) within 1/4 mile
- 1-Total-Commercial use within 1/4 mile

Measurement tool: City's Future Land Use Map

2) Volume of usage.

The pathway corridor has shown a consistent need for facility development based on its ability to serve the surrounding population and employment base.

Total population within 1/4 mile of pathway

- 3-Population is 3,000 or greater

- 2-Population is 2,000 to 2,999
- 1-Population is 500 to 1,999
- 0-Population is less than 500

AND

Total employment within 1/4 mile of pathway

- 3-Employment is 3,000 or greater
- 2-Employment is 2,000 to 2,999
- 1-Employment is 100 to 1,999
- 0-Employment is less than 100

Measurement tool: US Census Block Dataset

3) Connects to regional system.

Provides linkage to the larger network of pathways that extend beyond Roseville. The pathway serves longer trips within Roseville and into neighboring cities.

- 3-Regional corridor (county road, regional/state trail, RBTN route)
- 2-Local pathway that directly connects to regional corridor or Parks & Recreation System Master Plan Trails and Parks Constellation Link.
- 1-Pathway provides local connection only

Measurement tool: City's Pathway map and regional bikeways mapping

4) Addresses a gap or barrier in the transportation network.

Addresses a pathway network gap along the transportation network and/or crosses a major barrier. Eliminates a major barrier or safety concern in the pathway network that may inhibit bicycle or pedestrian travel.

- 5-Provides enhanced safe crossing (grade separated or improved intersection) of major highway (I-35W, TH 36, Snelling Avenue) or railroad
- 4-Completes pathway along A-Minor Arterial roadway
- 3-Completes pathway along Other Arterial roadway
- 2-Completes pathway along Major Collector roadway
- 1-Completes pathway along a Local roadway

Measurement tool: City's Roadway Functional Classification Map

5) Connects to Transit

Connects bus stops, transit hubs, or provides a connection to other transit.

- 3-Transit Center or park and ride within 1/4 mile of pathway
- 2-A-BRT Station within 1/4 mile of pathway
- 1-Bus stop within 1/4 mile of pathway

Measurement tool: GIS, transit routes and stops

6) Connects High-Density Residential to Transit or Parks (Max 5 Points)

Improves access for densely populated areas to the City's transit and park facilities.

- 2-Per 100 units-Pathway connects multi-family residential or mixed use area to transit stop or park within 1/8 mile walking distance
- 1-Per 100 units-Pathway connects multi-family residential or mixed use area to transit stop or park within 1/4 mile walking distance

Measurement tool: GIS, City's Existing Land Use Map, transit routes and stops

Scoring Results

The following table shows the cumulative results of scoring the preference list of pathway projects using the evaluation criteria established by the PWETC. See Attachment 6 for a more detailed Project Preference List and Scoring Results. Segments with * next to the project name are new segments added to the plan. Segments with # next to the project name are segments that are shown on the Parks & Recreation System Master Plan Trails and Parks Constellation link.

Segments that are highlighted in green are pathway segments on arterial roadways with volumes greater than 4,000 ADT which do not have a pathway on either side of the roadway.

Project Preference List			
Map Ref.	Project Name	Total Points	Pathway Master Plan and Parks Constellation Plan Rank
Pathway Master Plan Segment on Arterial Roadway with more than 4,000 ADT, with no pathway on either side of the roadway.			
Parks and Recreation Master Plan Constellation Link			
28	Snelling Avenue*	25	1
4A	County Road C (A)	23	2
9	Snelling Avenue South of Highway 36	22	3
16	Rosedale to HarMar Connection	22	3
12C	Lexington Avenue (C)	22	3
12A	Lexington Avenue (A)	21	6
12B	Lexington Avenue (B)	19	7
4B	County Road C (B)	19	7
3A	County Road C-2 (A)	18	9
4C	County Road C (C)	18	9
4D	County Road C (D)	18	9
6	Cleveland Avenue	17	12
13	Rice Street	17	12
25A	Hamline Avenue A	17	12
10	Victoria Street (north of C)	16	15
CC-3	Constellation Link C3	16	15
36	Snelling Service Dr E	16	15
2	County Road C-2 West of Snelling	15	18
8	TH 51 connection to Old Snelling (Arden Hills)	15	18
25B	Hamline Avenue B	15	18
3B	County Road C-2 (B)	15	18
CD-1	Constellation Link D1	15	18
27	Tamarack Park Connection*#	14	23
CC-2	Constellation Link C2	14	23
CK-2	Constellation Link K2	14	23
35	Fairview Ave, west side B2 to C2	14	23
29	Commerce Street*	13	27
CF-3	Constellation Link F3	13	27
CI-1	Constellation Link I1	13	27
37	Lydia Avenue	13	27
5	County Road C Sidewalk	12	31

Project Preference List			
Map Ref.	Project Name	Total Points	Pathway Master Plan and Parks Constellation Plan Rank
Pathway Master Plan Segment on Arterial Roadway with more than 4,000 ADT, with no pathway on either side of the roadway.			
Parks and Recreation Master Plan Constellation Link			
7	Fairview Avenue C (north of B-2)	12	31
31	Pascal Street*	12	31
CC-1	Constellation Link C1	12	31
CF-2	Constellation Link F2	12	31
18	Judith to Iona Connection#	11	36
CA-1	Constellation Link A1	11	36
CH-1	Constellation Link H1	11	36
CHI	Constellation Connection H to I	11	36
CN-1	Constellation Link N1	11	36
1	County Road D	10	41
11	Dale Street South	10	41
19	Lovell to Minnesota Connection	10	41
21	Millwood to County Road C2 Link	10	41
24	Alta Vista Drive	10	41
30	Albert Street*	10	41
CB-2	Constellation Link B2	10	41
CG-1	Constellation Link G1	10	41
CG-2	Constellation Link G2	10	41
CH-2	Constellation Link H2	10	41
CL-1	Constellation Link L1	10	41
CL-3	Constellation Link L3	10	41
CM-2	Constellation Link M2	10	41
CM-4	Constellation Link M4	10	41
CN-3	Constellation Link N2	10	41
34	Marion Street	10	41

Project Preference List			
Map Ref.	Project Name	Total Points	Pathway Master Plan and Parks Constellation Plan Rank
Pathway Master Plan Segment on Arterial Roadway with more than 4,000 ADT, with no pathway on either side of the roadway.			
Parks and Recreation Master Plan Constellation Link			
23	Cohansey St to HANC Connection	9	57
CA-2	Constellation Link A2	9	57
CB-1	Constellation Link B1	9	57
CE-3	Constellation Link E3	9	57
CG-3	Constellation Link G3	9	57
CK-1	Constellation Link K1	9	57
CL-4	Constellation Link L4	9	57
CM-1	Constellation Link M1	9	57
CM-3	Constellation Link M3	9	57
33	Tamarack Park	9	57
20	Villa Park Connections	8	67
CF-1	Constellation Link F1	8	67
CF-4	Constellation Link F4	8	67
CL-2	Constellation Link L2	8	67
17	Heinel Drive Connection	7	71
CE-2	Constellation Link E2	7	71
CJ-1	Constellation Link J1	7	71
32	Eustis Street	7	71
14	Langton Lake Loop	6	75
22	Eustis to St. Croix Connection	6	75
CE-1	Constellation Link E1	6	75
CA-3	Constellation Link A3	5	78
CD-2	Constellation Link D2	5	78

The results of the scoring exercise will be used by the City to assist in prioritizing future pathway projects as part of the annual capital improvement program update. However, it is important to note the list of preferred projects will not be implemented based on the ranking results, as this list is intended to be updated periodically. In addition, there are several factors that can affect the timing and cost of developing pathway projects. These factors include coordination with planned roadway improvements (when it may be most feasible to construct new pathway segments), the availability of right-of-way, utilities, constructability, and magnitude of project in terms of both length and cost. For example, if a proposed pathway project is located along a roadway that is programmed for reconstruction, then coordinating the pathway improvements with the road improvements is the best opportunity to implement the project (regardless of project ranking). Likewise, the ability for a proposed pathway project to obtain external funding could also accelerate the development of such a project.

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 City for supporting the vacation of the Aldine ^{Right of Way} 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 McLohee	77 Mid Oaks Lane
2. Tamara McLohee	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. Murre

1706 Ryan Ave W

12.

13.

14.

15.



Online Form Submittal: Contact City Council

From noreply@civicplus.com <noreply@civicplus.com>
Date Tue 4/29/2025 1:25 PM
To *RVCouncil <city.council@cityofroseville.com>; Rebecca Olson <rebecca.olson@cityofroseville.com>; Pat Trudgeon <pat.trudgeon@cityofroseville.com>

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

Contact City Council

Please complete this online form and submit.

Subject Keeping Public Path on Right of Way between Aldine and Roselawn

Contact Information

Name: Olivia Gault
Address: 2021 Herschel Street
City: Roseville
State: MN
Zip: 55113

This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information.

Email

Email Address: oogault@gmail.com

Phone Number: 6514707747

Please Share Your Comment, Question or Concern

Re: 50-foot Utility Right of Way between Aldine Street and Roselawn Avenue

Date: April 29, 2025

Dear Mayor Roe, Roseville City Council, and Roseville City Staff,

We are seeking action concerning the 50-foot-wide Utility Right of Way (ROW) between Aldine Street and Roselawn Avenue. This is a vital and actively used part of our neighborhood that offers a route to travel by foot not only for active walkers but children traveling to and from Brimhall Elementary by foot. This informal neighborhood pathway has been in use along this corridor for over 35 years. We would like some kind of public path to remain.

The City has proposed vacating the land (i.e., giving it to the property owners who border it, transferring it from public land to private ownership); Roseville would maintain utility right-of-way but the ability to walk from Aldine to Roselawn would be eliminated and the crossing considered trespassing. This concept of vacating the property was presented at the Roseville City Council meeting on April 21, 2025. The property owners bordering the ROW presented a jointly-signed letter asking that the ROW access be ended, giving all the land to them: a swath 30-feet wide to the eastside neighbors (those bordering Mid Oaks) and a swath 20-feet wide to the two westside neighbors.

Many neighbors spoke at the meeting in favor of keeping some kind of walkway. We, the 98 undersigned, would like to add to their voices by asking the City Council to designate some portion of the ROW to the Roseville Pathway Master Plan with the addition of a fitting path to keep the corridor open for all walkers. We understand that if this proposal is undertaken, there will be a future planning process about how to construct and maintain a public walkway, and time for public input.

Thank you for your consideration. And please let us know if there is any additional information we can provide at this time.

Sincerely,

98 signatures (sorted by street, representing 62 Roseville properties)

Tim Brickman 1993 Aldine St. brick011@umn.edu
 Sandra K. Armstrong 1993 Aldine St. skabordetella@gmail.com
 Kathryn Watson 2001 Aldine St. Watson.kathryn.a@gmail.com
 Kevin Watson 2001 Aldine St. Watson.Kevin.p@gmail.com
 Kyle Johnson 2009 Aldine St. Kyle@sitzkrirg.com
 Chris Elias 2015 Aldine St. christinejelias@gmail.com
 Mark Elias 2015 Aldine St.
 Louetta Gengenbach 1194 Beacon St. Louettag46@gmail.com
 Phil Cross 910 County Road B W cgi.minneapolis@gmail.com
 Sara Wright 1712 Eldridge Ave. W swright800@aol.com
 Emily Portz 1755 Eldridge Ave. W Timme100@gmail.com

Isaac Portz 1755 Eldridge Ave. W portzia@gmail.com
 James L. Boyce 1780 Eldridge Ave. W mrjboyce@aol.com
 Tara Holm 1788 Eldridge Ave. W geng0005@umn.edu
 Douglas Holm 1788 Eldridge Ave. W Tdi.holm@gmail.com
 Ryan Schroeder 1988 Fairview Ave. hexagon17@proton.me
 Chriss Joyce 1994 Herschel St. Chriss.joyce@gmail.com
 Meredith Joyce 1994 Herschel St. meredith78@gmail.com
 Jenny Lindberg 1995 Herschel St. Lljennylin@gmail.com
 Thomas Wei 2000 Herschel St. Tomrvmn@yahoo.com
 Margaret J Scott 2001 Herschel St. pscott2001@gmail.com
 Cindy Gallaher 2009 Herschel St. cgallahe@umn.edu
 Daniel Gallaher 2009 Herschel St. dgallahe@q.com
 Stefanie Kiihn Aschenbrenner 2016 Herschel St.
 Stefkii@yahoo.com
 Robert Aschenbrenner 2016 Herschel St.
 rcaschenbrenner@gmail.com
 Olivia Gault 2021 Herschel St. oogault@gmail.com
 Donald Gault 2021 Herschel St. dosgault@gmail.com
 Mary Alexander 14 Mid Oaks Road Maryora@hotmail.com
 Eleni Skevas 17 Mid Oaks Lane eskevs@yahoo.com
 Daniel Ruen 20 Mid Oaks Lane danielruen@icloud.com
 Kyle Fitzwater 32 Mid Oaks Lane stpaulkyle@aol.com
 Steven Rosnow 32 Mid Oaks Lane stevenrosnow@gmail.com
 Adam Lovaas 37 Mid Oaks Lane Lovadak@gmail.com
 Nicole Lovaas 37 Mid Oaks Lane Nicolelovaas@gmail.com
 Sonja Rehmann 44 Mid Oaks Lane sonja.smidt@gmail.com
 Pamela Sandborg 50 Mid Oaks Lane pamelas@sandborg.net
 Donald A Sandborg 50 Mid Oaks Lane
 don.sandborg@gmail.com
 Ann Kelly 1597 Ridgewood Lane N anniemkelly@comcast.net
 Michael Kelly 1597 Ridgewood Lane N
 Kelly.michaell@comcast.net
 Katherine Swanson 1625 Ridgewood Lane N
 Katherine.a.swanson@gmail.com
 Torrey A Swanson 1625 Ridgewood Lane N
 torrey_swanson@hotmail.com
 Patricia Veach 1661 Ridgewood Lane N veach001@umn.edu
 Linda Pribyl 1637 Ridgewood Lane N
 Lindalp2010@comcast.net
 Bruce Calhoun 1666 Ridgewood Lane N
 calhoun1963b@gmail.com
 Susan Calhoun 1666 Ridgewood Lane N
 calhoun1963s@gmail.com
 Maureen Ohland 1598 Ridgewood Lane S
 maureen.ohland@gmail.com
 Peter Ohland 1598 Ridgewood Lane S
 Kirk Anderson 1629 Ridgewood Lane S
 performancetuner3@gmail.com
 Mary Ellen Bland 1639 Ridgewood Lane S Bland@csp.edu
 Cynthia Bland 1639 Ridgewood Lane S Blandc@uwstout.edu
 Joseph Donaghue 1642 Ridgewood Lane S
 Joseph.donaghue@usa.net

Sara Mairs 1649 Ridgewood Lane S sara.mairs@gmail.com
Dan Steinhacker 1649 Ridgewood Lane S
Dsteinhacker@gmail.com
Sue Reinart 1667 Ridgewood Lane S Sgreinart@yahoo.com
John Reinart 1667 Ridgewood Lane S john@reinart.com
Paul Husby 1700 Ridgewood Lane S HUSBY002@gmail.com
Joshua Rogers 1710 Ridgewood Lane S
joshua.rogers.dev@gmail.com
Jon Matejcek 1710 Ridgewood Lane S
Jonpatrick65@gmail.com
Dan Drake 1749 Roselawn Ave. W drakeddan@gmail.com
Lauchlan Resman 1763 Roselawn Ave. W
Nesslerresman@gmail.com
Ben Resman 1763 Roselawn Ave. W benresman@gmail.com
Ounheuan Thephrasouvanh 1732 Ryan Ave. W
Khamphit Thephrasouvanh 1732 Ryan Ave. W
Souk Thephrasouvanh 1732 Ryan Ave. W
Krista Pinewski 1738 Ryan Ave. W krista.pinewski@gmail.com
Sara Szabo 1754 Ryan Ave. W tiacharlymom@comcast.net
William G Parnell 1760 Ryan Ave. W bill.parnell61@gmail.com
Erin Parnell 1760 Ryan Ave. W erp913@gmail.com
Mary C Parnell 1760 Ryan Ave. W maryparnell60@gmail.com
Lauren Anderson 1778 Ryan Ave. W and02726@umn.edu
David Surinach 1778 Ryan Ave. W
surinachdaniel@hotmail.com
Emma Barry 1312 Shryer Ave. W Esreinart@gmail.com
Jack Barry 1312 Shryer Ave. W Jkbarry0@icloud.com
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heidikernkeepsakes@gmail.com
Owen Orthmann 1707 Shryer Ave. W oorthmann@gmail.com
Mandy Lifo 1713 Shryer Ave. W Mandylifo@gmail.com
Zachary Lifo 1713 Shryer Ave. W zach68@gmail.com
Mary Iosbaker-Azzouzi 1737 Shryer Ave. W Azzouzi1@aol.com
Deborah Wiswell 1731 Shryer Ave. W
Debbiewiswell@comcast.net
James Hernandez 1731 Shryer Ave. W
Susan Leem 1751 Shryer Ave. W leemish@yahoo.com
Alan Beaudot 1751 Shryer Ave. W altron6@gmail.com
Janet Risinger 1797 Shryer Ave. W janet.ruth@comcast.net
Maria Gisselquist 1881 Shryer Ave. W
Maria.Gisselquist@gmail.com
Shana Crosson 1881 Shryer Ave. W Crossons@gmail.com
Julie Alt 1730 Skillman Ave. W Julie.a.alt@gmail.com
Joseph Pribyl 1738 Skillman Ave. W joseph.pribyl@gmail.com
Michelle Pribyl 1738 Skillman Ave. W Mbaltus001@yahoo.com
Thomas Townsend 1738 Skillman Ave. W
Thomasbtownsend@gmail.com
Simon Townsend 1871 Skillman Ave. W
simonbtownsend@gmail.com
Dean Christopherson 1955 N Snelling Ave.
Deanbchristopherson@gmail.com
Linda Strahan 1988 Wheeler St. llbstrahan@gmail.com

Enzo DeLuca 2000 Wheeler St. N

Samantha DeLuca 2000 Wheeler St. N

Dena Tremane 2016 Wheeler St.

Adam Tremane 2016 Wheeler St. Trem0048@gmail.com

Suzanne Van Deusen 2017 Wheeler St.

Suz.vandeusen@gmail.com

Dave Van Deusen 2017 Wheeler St.

dave.vandeusen@gmail.com

Unless restricted by law, all correspondence to and from Roseville City government offices, including information submitted through electronic forms such as this one, may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

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

From: noreply@civicplus.com
To: *RVCouncil; Rebecca Olson; Pat Trudgeon
Subject: Online Form Submittal: Contact City Council
Date: Monday, June 16, 2025 9:50:15 AM

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

Contact City Council

Please complete this online form and submit.

Subject	Aldine path to Roselawn
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Contact Information

Name:	mary Bland
-------	------------

Address:	1639 ridgewood ln s
----------	---------------------

City:	Roseville
-------	-----------

State:	MN
--------	----

Zip:	55113
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This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
---	-------

Email Address:	mblandcoco@gmail.com
----------------	----------------------

Phone Number:	6512952730
---------------	------------

Please Share Your Comment, Question or Concern	We have used the path from Aldine to Roselawn for 50 years(how long lived at this address). When walking on this path I think we have a little it of heaven right here. So many of us use this path that it would be a shame to close it. Please consider keeping it open for the benefit for all those who enjoy it. PLEASE
--	--

Unless restricted by law, all correspondence to and from Roseville City government offices, including information submitted through electronic forms such as this one, may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Joint meeting with Finance Commission

Background

Each year the City Council meets with various commissions to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered.

Since the last joint meeting on June 17, 2024, the Finance Commission has conducted the following discussions or activities:

- Reviewed excess cash reserve fund for 2024
- Received and reviewed 2024 audit reports
- Reviewed and made recommendation on refunding water meter deposits
- Reviewed and made recommendation on the 2025-2044 Capital Improvement Plan
- Reviewed and provided recommendations on the 2025 Budget, Tax Levy and Utility Rates
- Reviewed the Utility Rate Study
- Reviewed and obtained understanding of Fiscal Disparities
- Reviewed and obtained understanding of how the city staff budget is built
- Reviewed 2024 Investment Portfolio performance

Attachment 1 was prepared by Commissioner Bester with regard to questions the commission had on the audit and equity investments.

Attachment 2 is the 2025 work plan for the Commission.

Policy Objectives

Not applicable.

Equity Impact Summary

No equity impact.

Budget Implications

Not applicable.

34 **Staff Recommendations**

35 Receive updates on 2024 accomplishments and ongoing 2025 commission work.

36
37 **Requested Council Action**

38 For information purposes only. No formal Council action is required. The Finance
39 Commission is appreciative of any guidance the City Council provides.

40
41 **Prepared by:** Michelle Pietrick, Finance Director

Attachments: 1. Bruce Bester attachment for Joint meeting
2. Annual Workplan 2025

42

Introduce Finance Commissioners

Chair Bruce Bester
 Vice Chair Sadiq Dahir
 Commissioner Siafa Barclay
 Commissioner Kevin Davy
 Commissioner Ray Kanzenbach
 Commissioner Joe Tupy
 Commissioner Anna Vervoort

Reviewing the Annual Comprehensive Financial Report (ACFR)

On May 13 the Finance Commission was scheduled to receive and review the Annual Comprehensive Financial Report (ACFR) with Redpath auditor Rebecca Peterson and City Finance Director Michelle Pietrick.

My feeling has been that the auditors briefing was rather top level, lacking the amount of detail that I was accustomed to receiving in audit and finance committees in my past.

So I attended the City Council meeting on 5/12/25 and observed that the report presented to City Council was essentially the same as the report presented to the Finance Commissioners. At that meeting Council made it clear that Finance Commission should take a lead on a deeper dive into the information contained in the ACFR.

The Finance Commission is pleased to accept that assignment and that responsibility. It is part of our Charter

We did take the deep dive on May 13, thus we present to you some of the questions we asked and some of the findings. Much of this you probably know, perhaps some you do not.

1. Let's start with % of levy collected, a question presented by Commissioner Kanzenbach at our meeting. This is found on page 127 of the ACFR. It is now included in our Finance Commission Recommendation Tracking Report. The uncollected amount increased by some \$2.2 million per year when comparing 2024,23,22 to the previous 3 years 2021, 20, 19.

1a. If \$2.2 million had been collected and added to unrestricted fund balance our Unrestricted Fund Balance for the General Fund would have increased from 38%, near low end of our range, to 46% near the upper end of our range. Page 17

What we learned - The reported levy collections for 2022, 23,24 should have been 98.4%, 98.0%, and 97.6% respectively. Levy dollars from Fiscal Disparities were inadvertently omitted from the report on page 127.

2. Principal property taxpayers - page 126 of ACFR.

Rosedale Shopping Center pays \$719,978 vs \$ 1,679,439 in 2015. That is 43% of what they paid in 2015.

We are blessed to have a healthy successful regional mall in our city, but the property tax rate is interesting.

By comparison Har Mar pays \$443,921 in 2024.

Rosedale shopping Center is 1,218,000 sf vs Har Mar 430,000 sf.

Property tax per sf Rosedale .59 and Har Mar 1.03

St Paul Fire and Marine pays 62% more in 2024 vs 2015.

What we learned - Not all of the parcels of Rosedale Shopping Center were included in the 2024 property tax data.

The column - Taxes Levied is City Taxes only - not county or school districts.

Despite the reporting error(s) the Percentage of Property Taxes Levied on top 10 payers has decreased , indicating that we have a broadening tax base.

3. Page 122 - Roseville has a strong commercial sector. The commercial vs residential assessed property values are in a ratio of nearly 50/50. It is common for cities to have ratios of 70% residential 30% commercial.

4. Investment earnings - pages 21 and 53 of ACFR.

Investment earnings increased significantly in 2024 (pg21) because it included \$2,700,000 in earnings for Fire Relief.

In the past these earning were netted into the Fire Relief obligation.

If it were netted to Fire Relief, Investment Income would be \$1,618,761, similar to previous years.

5. If netted as in the past, the reported portfolio interest rate interest would be in the range the 2.42% portfolio earnings as reported in our March 2025 Finance Commission meeting.

We understand that the reported portfolio earnings rate is a snapshot of year end investments, and does not include things such as overnight sweep investments, nevertheless it is a close approximation of the portfolio earnings rate.

This harkens back to the Finance Commission recommendation regarding limited investment in equities as a strategy to increase overall investment earnings and a strategy to soften the levy burden.

More on Point 15 below.

6. This year the net increase in fair value of investments was \$600,470. Last year the increase was \$1,799,369.

Both of these increases are a welcome change from the (\$5,943,702) MTM decrease in 2022. Page 21.

7. As was reported to you an adjustment to the financial statements was made by the auditors.

The \$2,214,200 adjustment to EDA notes receivable is deemed to be a deficiency in internal controls.

Pg 10 of Redpath report.

Redpath's first audit of Roseville's financials was 2017. Eight years.

8. We wish to acknowledge and compliment Finance Director Michelle Pietrick and her team for the work they do to prepare the ACFR - in its entirety. Not every city can say and do this, and do it in such a timely manner.

This positions us well when it comes time to prepare the annual budget.

Budgeting is harder to do when you don't have the results of the previous year fully buttoned up.

9. Debt and bonding...

Roseville's debt load is low in an absolute sense and low when compared to other cities

Surely we will issue debt for construction of the MOC, and we have a major league bond pro on our committee!

But I suggest that we consider borrowing for long lived assets. That will allow future users of the assets to share in the costs.

We fund most of the CIP with cash. This put extra burden on the levy to fund these purchases which will benefit both current and future beneficiaries.

Debt to equity ratio for the city is $48,902,829 / 228,794,028 = .21$

MN Statutes limit debt to 3% of assessed property value.

3% of \$6,709,886,784 = \$201,296,604. Page 122-123

\$9,830,000 counts against this limit. Equals .14% of assessed.

Many cities have debt loads of 10% or more. We are quite conservative.

Bonded debt is \$11,680,000. Page 27

We are paying off bonded debt rapidly. The majority of our existing bonded debt will be paid by 2027.

10. Flux analysis - Examples of questions raised and rapid fire responses. Page 21.

Revenue questions - Oper Contrib, Cap Grants, Invest Earn, Fair Value Inv.

Expense questions - Publ Safety, Econ Dev, Water

11. Self insurance of workers compensation fund - page 65 and page 109

Page 65 reports IBNR only? Yes.

At first glance the incurred losses seems very low for an entity our size

We understand that workers comp wages are charged to the operating departments.

Is it fair to say that workers comp claims paid were \$104,298 for the year 2024 (page 65).

How does that reconcile with \$4,299 paid claims on page 109?

What we learned - We received a payment of \$100,000 which reconciles page 65 and 109.

Workers comp wage payments are charged to operating Departments, but there are only a few such.

This indicates that safety is working well at the City of Roseville.

Nevertheless, it would be interesting to know the amount of workers comp wages charged to operating depts.

12. Budget vs actual comparison - Applies to only the General Fund and legally adopted funds - Recreation, Community Development and Economic Development Authority. (Page 84)

A city wide budget vs actual for all government and business type activities would be useful and informative.

What we learned - Additional budget vs actual presentations are not required by Auditing/Accounting Standards.

Budgets are not used in the Business Type Proprietary Funds. Budgets are used to help determine utility rates.

Budgets also used in CIP planning.

13. Page 20 - Total Assets for 2024 should be \$277,696,857. Difference is \$10,000. See also page 30.

14. We are about to move into the budget development cycle our Finance Commission calendar.

We are concerned about the financial pressures we are likely to encounter. Inflation will drive up most all of our costs

Commitments to staff, and new staffing requests are likely add to this pressure. Many of our businesses and residents have

limited growth opportunities in their household or business budgets. These same constituents will be faced with a

new sales tax increase that they voted to approve to fund the campus redesign and construction of Maintenance Operating Center.

We understand that one of the beginnings of the budget development process is requesting and receiving departmental budget input and needs statements. We ask whether providing departments with some sort of budget targets would help.

What we learned - City Council is providing City Manager with input / guidance in the budgeting process.

15. Regarding the recommendation for limited investment in equities. See separate package of info.

S&P 500 average return over 43 years = 10.7%

Last 10 years average return on Roseville investment = 2.24%. (See note 5 above)

Last 10 years average return S&P 500 = 12.21%

Latest Roseville investments = 4%

A difference of 8% on \$500,000 investment is \$40,000 . Over 10 years potential difference is \$400,000

We are aware that P/E ratios are high. So are corporate profits. This could impact the potential for continued strong growth

After deliberation Finance Commissioners agree as follows:

For that reason the Commission recommends a temporary pause in it's recommendation to invest in equities.

The recommendation to invest in limited sums of equities remains, while we assess the market for opportunities.

16. Population information on page 132. It is interesting to note that population of the city has remained very much the same.

With addition of significant multi family housing projects the population in 2024 is 35,892 vs 35,306 in 2015.

Roseville Finance Commission Agenda Item

DATE: June 10, 2025

ITEM: 5.b.

ITEM DESCRIPTION: Continued discussion on Joint meeting with City Council

Background

The Finance Commission has a joint meeting with the City Council on June 16, 2025, for the purposes of reviewing the Commission's activities during the past year, to receive any Commission guidance or recommendations, and to discuss the Commission's workplan for the current year.

Since the last joint meeting on June 17, 2024, the Finance Commission has conducted the following discussions or activities:

- Reviewed excess cash reserve fund for 2024
- Received and reviewed 2024 audit reports
- Reviewed and made recommendation on refunding water meter deposits
- Reviewed and made recommendations on the 2025-2044 Capital Improvement Plan
- Reviewed and provided recommendations on the 2025 Budget, Tax Levy and Utility Rates
- Reviewed the Utility Rate Study
- Reviewed and obtained understanding of Fiscal Disparities
- Reviewed and obtained understanding regarding how the city staff budget is built
- Reviewed 2024 Investment Portfolio performance

The Finance Commission should determine who will be presenting the various topics – past accomplishments, current workplan, etc.

Recommendation

Discussion on topics and preparation of recommendations for City Council consideration at a Joint City Council-Finance Commission meeting.

Attachments

None

History of S&P 500 Index Values

	Closing Value	Annual Change	
6/9/2025	6,006	1.6%	S+P 500 is up 2.1% so far this year
5/30/2025	5,912	6.3%	
4/30/2025	5,561	-0.9%	
3/31/2025	5,612	-5.7%	
2/28/2025	5,954	-1.4%	
1/31/2025	6,041	2.7%	
12/31/2024	5,882	23.3%	
12/29/2023	4,771	24.2%	
12/31/2022	3,840	-19.4%	
12/31/2021	4,766	26.9%	
12/31/2020	3,756	16.2%	
12/31/2019	3,231	28.9%	
12/31/2018	2,507	-6.2%	
12/31/2017	2,674	19.4%	
12/31/2016	2,239	9.5%	
12/31/2015	2,044	-0.7%	
12/31/2014	2,059	11.4%	
12/31/2013	1,848	29.6%	
12/31/2012	1,426	13.4%	
12/31/2011	1,258	0.0%	
12/31/2010	1,258	12.8%	
12/31/2009	1,115	23.5%	
12/31/2008	903	-38.5%	
12/31/2007	1,468	3.5%	
12/31/2006	1,418	13.6%	
12/31/2005	1,248	3.0%	
12/31/2004	1,212	9.0%	
12/31/2003	1,112	26.4%	
12/31/2002	880	-23.3%	
12/31/2001	1,148	-13.0%	
12/31/2000	1,320	-10.1%	
12/31/1999	1,469	19.5%	
12/31/1998	1,229	26.7%	
12/31/1997	970	30.9%	
12/31/1996	741	20.3%	
12/31/1995	616	34.2%	
12/31/1994	459	-1.5%	
12/31/1993	466	6.9%	
12/31/1992	436	4.6%	
12/31/1991	417	26.4%	
12/31/1990	330	-6.5%	
12/31/1989	353	27.0%	
12/31/1988	278	12.6%	
12/31/1987	247	2.1%	
12/31/1986	242	14.7%	
12/31/1985	211	26.3%	
12/31/1984	167	1.2%	
12/31/1983	165	17.0%	
12/31/1982	141	14.6%	
12/31/1981	123		

Average annual change

10.7%

2025 not included in this annual info

# of up years	33	76.74%
# of down years	9	20.93%
# of no change	1	2.33%
	43	100.00%

EXPECTED STOCK MARKET RETURNS

Factors: P/E x profit/GDP x GDP

P/E Ratios average since 1950 18.2

Current 24.3 (33% above average)

1/2020 24.9

1/2010 20.7

1/2000 29.0

1/1990 15.1

1/1980 7.4

1/1970 15.8

ANNUAL RETURNS OF S&P 500 BY DECADE (including dividends)

1940s 8.9%

1980s 17.4%

1950s 19.3%

1990s 18.1%

1960s 7.7%

2000s (1.0)%

1970s 5.7%

2010s 13.4%

2020-2024 14.5%

Average 9.3%

Since 1872

Average 7.1%

10-Year average annual returns for all years since 1872

Minimm (4.1%); Average 6.9% Maximum 17.6%

5-Year returns when P/E is 24 or higher - 9 periods

11, 10, 10, 6, 4, 2, (2), (5), (5) average 3.4%

Public Forecasts Next 10-Years

Compilation of Morningstar	4%-7%
Vanguard	4-6-1/2%
Schwab	6%

After-tax corporate profits to GDP

12/24	12.22%
12/22	10.60%
12/20	10.87%
12/18	9.64%
12/16	9.61%
12/14	10.53%
12/12	10.87%

SUMMARY

P/Es are very high. Profits are close to record highs to GDP. GDP growth is about average.

Roseville Finance Commission

2025 Meeting Topics & Calendar

Month	2025 Discussion Topics (Tentative)
January 14	▪ CANCELLED
February 11	▪ Maintenance and Operations Center update
March 12 Wednesday	▪ Select Chair, Vice-Chair, and Ethics Commission Representative ▪ Review 2024 Investment Portfolio performance ▪ Capital Investment Policy review updates ▪ Maintenance and Operations Center update
April 8	▪ Oath of Office by new Commissioner ▪ Review 2024 preliminary year-end cash reserve levels ▪ Maintenance and Operations Center update
May 13	▪ Discuss items for Joint City Council-Finance Commission meeting ▪ Review 2024 Audit Reports ▪ Maintenance and Operations Center update
June 10	▪ Finalize discussion items for joint City Council-Finance Commission meeting ▪ Maintenance and Operations Center update
July 8	▪ 2026-2045 Capital Improvement Plan review #1 ▪ Maintenance and Operations Center update
August 27 * Wednesday	▪ Discuss the 2026 City Manager Recommended Budget & Tax Levy ▪ 2026-2045 Capital Improvement Plan review #2 ▪ Maintenance and Operations Center update
September 9	▪ Establish Recommendation on 2026 City Manager Recommended Budget & Tax Levy ▪ Establish Recommendation on 2026-2045 Capital Improvement Plan ▪ Maintenance and Operations Center update
September 15	▪ Present Budget Recommendation to City Council ▪ Maintenance and Operations Center update
October 14	▪ Update on the Council-adopted 2026 preliminary Budget & Tax Levy ▪ Review and adopt a recommendation on the 2026 proposed utility rates ▪ Maintenance and Operations Center update
November 12 Wednesday	▪ Adopt 2026 Meeting Calendar ▪ Adopt 2026 Work Plan ▪ Maintenance and Operations Center update

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Establish a Date of Sale for the Issuance of the City's 2025 General Obligation Equipment Certificates to finance the purchase of an Electric Fire Engine

Background

At the January 22, 2024, City Council meeting, the Council approved the purchase of an electric fire engine. In the council report it was noted that general obligation equipment notes would need to be issued to finance this purchase as the fire equipment and vehicle capital fund does not have sufficient resources to pay for this purchase. Staff have been working with Ehlers to prepare the equipment certificate sale. Attachment 2 has the pre-sale report prepared by Ehlers which includes estimated debt service schedules.

When a city plans to issue bonds, it is best practice to review outstanding debt issues to determine if there are any potential cost savings that can be achieved for the City by refinancing. A review of the City's debt issues identified no cost savings of refinancing existing debt issues.

It takes approximately 30 days to fully conduct the sale process. The Council is advised to take action at its June 16, 2025, meeting to set a bond sale date for Monday, July 21, 2025. Results of the sale will be presented and the winning bid awarded at the Council's meeting that evening. The receipt of the bond proceeds would take place August 12, 2025.

The City's Bond Counsel, Taft Stettinius & Hollister LLP, has drafted the resolution setting the date of sale for \$1,880,000 in General Obligation Equipment Certificates as found in Attachment 1.

Policy Objectives

To advance the City's strategic priority of Reliable and Sustainable Infrastructure by setting a sale date for general obligation bonds that will fund the purchase of an electric fire truck. This investment aligns with Goal #1 (*Develop and implement a funding strategy that prioritizes key capital improvements that are planned, regularly assessed and evolve based on city values and changing community needs*), by implementing a funding strategy for capital improvements that reflect city values—particularly sustainability, safety, and accountability—and respond to evolving community needs. It also supports Goal #3 (*City infrastructure supports the sustainability goals of the city*), by incorporating green alternatives in asset replacement and furthering the City's sustainability goals.

34

35 **Equity Impact Summary**

36 No equity

37

38 **Budget Implications**

39 There will be an impact on the 2026 budget and debt levy for the debt service payments.

40

41 **Staff Recommendations**

42 Staff recommends that the Council approve the attached resolution setting the date of sale
43 for the issuance of the City's 2025 General Obligation Equipment Certificates on July 21,
44 2025.

45

46 **Requested Council Action**

47 Motion to approve the attached resolution setting the date of sale for the issuance of the
48 City's 2025 General Obligation Equipment Certificates for July 21, 2025.

49

50 **Prepared by:** Michelle Pietrick, Finance Director

Attachments:

1. Roseville GO Equipment Certificates 2025A resolution
2. Presale Report 2025A

51

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA

HELD: JUNE 16, 2025

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Roseville, Ramsey County, Minnesota, was duly held at City Hall on June 16, 2025, at 6:00 P.M., for the purpose, in part, of providing for the issuance and sale of \$1,880,000 General Obligation Equipment Certificates, Series 2025A.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$1,880,000 GENERAL
OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2025A

A. WHEREAS, the City Council (the "Council") of the City of Roseville, Minnesota (the "City") has heretofore determined that it is necessary and expedient to issue the City's \$1,880,000 General Obligation Equipment Certificates, Series 2025A (the "Certificates"), to finance the acquisition of a fire truck for the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Certificates in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

1. Authorization. The Council hereby authorizes Ehlers to assist the City for the sale of the Certificates.

2. Meeting; Proposal Opening. The Council shall meet at 6:00 P.M. on July 21, 2025, for the purpose of considering proposals for and awarding the sale of the Certificates.

3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Certificates and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
RAMSEY COUNTY
CITY OF ROSEVILLE

I, the undersigned, being the duly qualified and acting City Manager of the City of Roseville, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as the minutes relate to providing for the issuance and sale of \$1,880,000 General Obligation Equipment Certificates, Series 2025A.

WITNESS my hand on June 16, 2025.

City Manager

June 16, 2025

PRE-SALE REPORT FOR

City of Roseville, Minnesota

**\$1,880,000 General Obligation Equipment Certificates,
Series 2025A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Stacie Kvilvang, Senior Municipal Advisor
Jason Aarsvold, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$1,880,000 General Obligation Equipment Certificates, Series 2025A

Purposes:

The proposed issue includes financing for a new fire engine. Debt service will be paid from ad valorem property taxes.

Authority:

The Certificates are being issued pursuant to Minnesota Statutes, Chapter(s):

- 412
- 475

This will be the only equipment certificate for the City. Since the amount of it is less than .25% of the estimated market value of taxable property in the City, a public hearing is not required.

The Certificates count against the Net Debt Limit of 3% of the estimated market value of taxable property in the City. The pay 2025 taxable value within the City is \$6,900,143,300 so the amount of debt could not exceed \$207,000,000. The amount of outstanding debt that counts against this limit, inclusive of the Bonds being issued, is \$7,890,000 and therefore falls well below the statutory limit.

The Certificates will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Certificates are being issued for a term of 7 years. Principal on the Certificates will be due on February 1 in the years 2027 through 2033. Interest will be due every six months beginning August 1, 2026.

The Certificates will be subject to prepayment at the discretion of the City on February 1, 2031 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Certificates as “bank qualified” obligations. Bank qualified status broadens the market for the Certificates, which can result in lower interest rates.

Rating:

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AAA". The City will request a new rating for the Certificates.

If the winning bidder on the Certificates elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Certificates and long-term financial capacity, as well as the tax status considerations related to the Certificates and the structure, timing and other similar matters related to the Certificates, we are recommending the issuance of Certificates as a suitable option.

Method of Sale/Placement:

We are recommending the Certificates be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Certificates from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Certificates are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Certificates we have been directed to use the net premium to reduce the size of the issue. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Certificates intended to achieve the City's objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Certificates.

These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Certificates may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Certificates. The City is currently receiving arbitrage services from Ehlers in relation to the Certificates.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will

be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Taft Stettinius & Hollister LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: Standard & Poor's Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	June 16, 2025
Conference with Rating Agency and Due Diligence Call to Review Official Statement:	Week of July 14, 2025
Distribute Official Statement:	Week of July 10, 2025
City Council Meeting to Award Sale of the Certificates:	July 21, 2025
Estimated Closing Date:	August 12, 2025

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

EHLERS' CONTACTS

Stacie Kvilvang, Senior Municipal Advisor	(651) 697-8506
Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Tess Kuhn, Public Finance Analyst	(651) 697-8518
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Roseville, Minnesota

\$1,880,000 General Obligation Equipment Certificates, Series 2025A

Assumes Current Market BQ AAA Rates plus 50bps

7 Years

Sources & Uses

Dated 08/12/2025 | Delivered 08/12/2025

Sources Of Funds

Par Amount of Bonds	\$1,880,000.00
---------------------	----------------

Total Sources	\$1,880,000.00
----------------------	-----------------------

Uses Of Funds

Total Underwriter's Discount (1.200%)	22,560.00
---------------------------------------	-----------

Costs of Issuance	56,000.00
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Deposit to Project Construction Fund	1,800,000.00
--------------------------------------	--------------

Rounding Amount	1,440.00
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Total Uses	\$1,880,000.00
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City of Roseville, Minnesota

\$1,880,000 General Obligation Equipment Certificates, Series 2025A

Assumes Current Market BQ AAA Rates plus 50bps

7 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/12/2025	-	-	-	-	-
08/01/2026	-	-	64,569.85	64,569.85	-
02/01/2027	215,000.00	3.450%	33,302.50	248,302.50	312,872.35
08/01/2027	-	-	29,593.75	29,593.75	-
02/01/2028	255,000.00	3.450%	29,593.75	284,593.75	314,187.50
08/01/2028	-	-	25,195.00	25,195.00	-
02/01/2029	265,000.00	3.500%	25,195.00	290,195.00	315,390.00
08/01/2029	-	-	20,557.50	20,557.50	-
02/01/2030	270,000.00	3.500%	20,557.50	290,557.50	311,115.00
08/01/2030	-	-	15,832.50	15,832.50	-
02/01/2031	280,000.00	3.550%	15,832.50	295,832.50	311,665.00
08/01/2031	-	-	10,862.50	10,862.50	-
02/01/2032	290,000.00	3.600%	10,862.50	300,862.50	311,725.00
08/01/2032	-	-	5,642.50	5,642.50	-
02/01/2033	305,000.00	3.700%	5,642.50	310,642.50	316,285.00
Total	\$1,880,000.00	-	\$313,239.85	\$2,193,239.85	-

Yield Statistics

Bond Year Dollars	\$8,757.56
Average Life	4.658 Years
Average Coupon	3.5767955%
Net Interest Cost (NIC)	3.8344016%
True Interest Cost (TIC)	3.8551074%
Bond Yield for Arbitrage Purposes	3.5677445%
All Inclusive Cost (AIC)	4.5891453%

IRS Form 8038

Net Interest Cost	3.5767955%
Weighted Average Maturity	4.658 Years

City of Roseville, Minnesota

\$1,880,000 General Obligation Equipment Certificates, Series 2025A

Assumes Current Market BQ AAA Rates plus 50bps

7 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2026	-	-	-	-	-
02/01/2027	215,000.00	3.450%	97,872.35	312,872.35	328,515.97
02/01/2028	255,000.00	3.450%	59,187.50	314,187.50	329,896.88
02/01/2029	265,000.00	3.500%	50,390.00	315,390.00	331,159.50
02/01/2030	270,000.00	3.500%	41,115.00	311,115.00	326,670.75
02/01/2031	280,000.00	3.550%	31,665.00	311,665.00	327,248.25
02/01/2032	290,000.00	3.600%	21,725.00	311,725.00	327,311.25
02/01/2033	305,000.00	3.700%	11,285.00	316,285.00	332,099.25
Total	\$1,880,000.00	-	\$313,239.85	\$2,193,239.85	\$2,302,901.84

Significant Dates

Dated	8/12/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$8,757.56
Average Life	4.658 Years
Average Coupon	3.5767955%
Net Interest Cost (NIC)	3.8344016%
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All Inclusive Cost (AIC)	4.5891453%

IRS Form 8038

Net Interest Cost	3.5767955%
Weighted Average Maturity	4.658 Years

City of Roseville, Minnesota

\$1,880,000 General Obligation Equipment Certificates, Series 2025A

Assumes Current Market BQ AAA Rates plus 50bps

7 Years

Detail Costs Of Issuance

Dated 08/12/2025 | Delivered 08/12/2025

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$25,000.00
Bond Counsel	\$15,000.00
Rating Agency Fee	\$15,000.00
Miscellaneous	\$1,000.00
TOTAL	\$56,000.00

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Receive The Axtell Group's report on the Evaluation of Roseville Police Department Resources and Operational Efficiency

Background

On October 14, 2024, the City Council authorized the Roseville Police Department (RPD) to solicit proposals for a comprehensive evaluation of department resources and operational efficiency. The goal of the study was to assess RPD's current operations, identify areas for improvement, and ensure the department continues to meet the evolving needs and expectations of the Roseville community.

Following a competitive RFP process, The Axtell Group was unanimously selected by a review committee consisting of city and police leaders. On December 2, 2024, the City Council approved entering into a Professional Services Agreement with The Axtell Group to conduct the evaluation.

Since beginning their work in early 2025, The Axtell Group has completed a robust and data-informed assessment of the Roseville Police Department. Their methodology included structured interviews with department personnel, a detailed review of department documents and workload data, an anonymous department-wide staff survey, and direct community engagement through focus groups and outreach events.

The evaluation highlights both the department's strengths and ongoing challenges, providing a series of recommendations to enhance operational efficiency, improve resource alignment, and strengthen community trust and responsiveness.

Representatives from The Axtell Group will present a summary of their findings and recommendations.

Policy Objectives

Roseville is committed to providing ethical, efficient, and responsive local government that reflects the community's aspirations. A key part of this is ensuring public safety services are equitable, effective, and aligned with the evolving needs of all residents.

The comprehensive evaluation of the Roseville Police Department's (RPD) staffing and operations supports this goal by identifying opportunities to enhance service delivery, improve resource allocation, and strengthen operational efficiency. The assessment also prioritizes meaningful community engagement to foster trust, transparency, and collaboration between RPD and the people it serves.

In addition, the findings and recommendations from this study will help guide the city's ongoing strategic planning process. By incorporating data-driven insights and community-informed perspectives, the city can more effectively align its long-term goals, priorities, and resource investments to ensure a safe, inclusive, and sustainable future for all Roseville residents.

This initiative will help ensure RPD remains responsive, forward-looking, and well-positioned to support a strong, safe, and resilient community.

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Equity Impact Summary

The evaluation of Roseville Police Department's (RPD) staffing and operations is a key step toward advancing equity and inclusion in public safety. The study is designed to ensure that policing strategies and resource allocations reflect the diverse needs of Roseville's community and promote fair, responsive, and equitable service delivery across all neighborhoods. This effort aligns with the city's broader commitment to equity and supports the goal of building a safe, inclusive, and connected community.

Budget Implications

At this time, no immediate budget action is required. The City Council is being asked only to receive the Evaluation of Police Resources and Operational Efficiency completed by The Axtell Group.

Staff is currently reviewing the findings and identifying critical needs and top priorities based on the study's recommendations. While some recommendations may be addressed through operational adjustments, others will have budget implications. Staff plans to present to Council an implementation plan at the July 7, 2025 Council Meeting. Specific budget requests will be made as part of the broader planning and budgeting process.

Staff Recommendations

Staff recommends that the City Council formally receive the Evaluation of Police Resources and Operational Efficiency report prepared by The Axtell Group. No action is requested at this time beyond accepting the report for informational purposes.

Requested Council Action

Receive the report prepared by The Axtell Group.

Prepared by: Erika Scheider, Chief of Police

- Attachments:**
- 1. Roseville Police Department Evaluation Axtell Group
 - 2. Axtell Group Presentation



The Axtell Group

BUILDING YOUR BANK OF TRUST

Attachment 1



Roseville Police Department

Evaluation of Police Resources and Operational Efficiency

May 2025



Prepared By:

The Axtell Group

Todd Axtell, President & CEO

576 Warwick St. St. Paul, MN 55116

theaxtellgroup.com



The Axtell Group

BUILDING YOUR BANK OF TRUST

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Executive Summary

The Axtell Group conducted a comprehensive evaluation of police resources and operational efficiency of the Roseville Police Department (RPD) in 2024–2025. This evaluation was undertaken during a time of transformation in public safety, when law enforcement agencies across the country are being called to adapt to rising service demands, increasingly complex community needs, and growing expectations for transparency, wellness, and accountability. The findings presented in this report reflect both the challenges and successes of a modern police department operating in a dynamic suburban community.

Roseville, Minnesota is a first-ring suburb located in the Twin Cities metropolitan region. With a population of approximately 36,800 residents, Roseville is characterized by its strong commercial base, vibrant park system, and culturally diverse population. The city attracts nearly 14 million visitors annually due in large part to destinations such as the Rosedale Center and the Guidant John Rose Minnesota OVAL. These features make Roseville a regional destination and require the Roseville Police Department to maintain a uniquely responsive, well-trained, and community-focused police service.

The RPD is a professional, well-regarded agency led by Chief Erika Scheider. The department is composed of dedicated, capable, and well-trained employees who demonstrate creativity, compassion, and resilience in their service to the community. The agency continues to maintain high service standards despite being busier than ever. Calls for service, police reports, and the overall complexity of law enforcement responsibilities have grown significantly. While RPD has adapted well, the strain of this growth is being felt across operations, particularly within patrol, investigations, and professional support staff functions.

To support this evaluation, The Axtell Group employed a rigorous, data-informed methodology. This included structured interviews with personnel, a comprehensive document and workload review, an anonymous department-wide employee survey, and direct community engagement. The employee survey, which garnered participation from 50 individuals across ranks and roles, included 46 multiple-choice questions and two open-ended response sections.

“READY-MADE, UNIVERSALLY APPLICABLE PATROL STAFFING STANDARDS DO NOT EXIST. RATIOS, SUCH AS OFFICERS-PER-THOUSAND POPULATION, ARE TOTALLY INAPPROPRIATE AS A BASIS FOR STAFFING DECISIONS.

DEFINING PATROL STAFFING ALLOCATIONS AND DEPLOYMENT REQUIREMENTS IS A COMPLEX ENDEAVOR WHICH REQUIRES CONSIDERATION OF AN EXTENSIVE SERIES OF FACTORS AND A SIZABLE BODY OF RELIABLE, CURRENT DATA.”

HOW MANY POLICE OFFICERS SHOULD A LAW ENFORCEMENT AGENCY EMPLOY?

THE BEST ANSWER: IT DEPENDS.

CPSM

Center for Public Safety Management

<https://www.cpsm.us/police-staffing-standards-are-a-myth-experts-say/>

The employee survey and interviews provided crucial insight into how officers and staff perceive their working environment, the department's operational efficiency and opportunities for growth. Themes that emerged from the survey such as the impact of staffing levels on wellness and training access, support for the department's mission, and suggestions for leadership structure — informed the findings and recommendations presented in this report.

The community's voice was also a central part of the evaluation. Feedback from community meetings, direct engagement with the Roseville Multicultural Advisory Committee (MAC), and interviews with city leaders consistently reinforced public trust in the department while identifying opportunities to further improve community visibility, communication, and equity in service delivery. Importantly, the community voiced support for increased officer wellness, stronger behavioral health partnerships, and adequate staffing to match service expectations.

RPD continues to make strong progress in strategic areas, including grant acquisition, crisis response, officer recruitment, and community outreach. The department secured over \$1.5 million in grants for fiscal years 2024 and 2025, supporting critical areas such as accreditation, crisis response, and evidence management and storage. Programs like the Social Worker Pilot and dedicated retail crime officers at Rosedale Mall have yielded measurable results, enhancing both community safety and operational insight.

However, the evaluation also identified areas where resource constraints are impeding progress. Notably, the patrol deployment model has not been significantly adjusted in more than 20 years, despite rising service demands and operational complexity. The number of officers on duty at any given time is largely unchanged since the early 2000s. Staffing levels in patrol, records, and property and evidence are not scaled to reflect current workloads and responsibilities, which now include longer report writing times, more complex field investigations, behavioral health interventions, expanded legal documentation requirements, and more.

A general theme reported by department staff in the employee survey and during interviews was that the department was understaffed in most positions.

Right: Table shows employee survey results where 94% of respondents felt there were not enough personnel to meet operational demands.

Are the current staffing levels sufficient in your area to meet the operational and service demands of the department?
Answered: 50 Skipped: 0



Furthermore, internal functions such as records management, data analysis, and training are under strain. The transition to a county-wide RMS platform has impacted efficiency, while the absence of a full-time training coordinator limits the department's ability to consistently deliver hands-on, interactive learning environments.

While the department meets mandated training requirements, the delivery model often depends on self-directed learning and lacks the structure needed to maximize effectiveness and impact, without significantly impacting daily operations, staffing and deployment needs.

The department is also in the process of seeking accreditation through the Minnesota Law Enforcement Accreditation Program (MNLEAP). This commendable step demonstrates RPD's commitment to excellence but will add further administrative and procedural responsibilities throughout the department at a time when staff capacity is already stretched.

Based on the findings from this evaluation, The Axtell Group has the following recommendations for the department to consider:

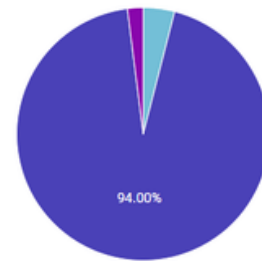
- **Update the Patrol Deployment Model:** Increase patrol staffing levels to better align with current call volume, time-of-day service demands, and increased field complexities. This report includes a potential growth plan.
- **Enhance Supervisory Coverage:** Increase patrol sergeant staff levels to ensure 24/7 patrol sergeant coverage and limit use of the Officer in Charge (OIC) program to exceptional circumstances.
- **Invest in a Full-Time Training Coordinator:** Improve training consistency, record-keeping, and the development of multi-year strategic training plans.
- **Strengthen Records and Property Operations:** Add staffing and specialized supervision in these areas to reduce backlogs and align with national best practices.
- **Increase Technology Support:** Address limitations in the RMS platform and secure dedicated IT support to reduce service delays and internal staff and service disruptions.
- **Build Strategic Staffing Resilience:** Account for long-term absences, leave usage, and collateral duty assignments when calculating functional staffing capacity.
- **Augment Internal Communication and Employee Engagement:** Actively involve employees in organizational decision-making and strengthen communication of department goals utilizing a strategic communication plan.
- **Support Employee Wellness and Morale:** Expand wellness initiatives to support an extremely busy staff and ensure work-life balance remains a guiding consideration in future staffing and deployment models.

A general theme reported by department staff in the employee survey and during interviews was that the department was understaffed in most positions

Right: Table shows the result of a question posed during the employee survey - 94% (47 of 50 respondents) felt the department was frequently understaffed and short of personnel

Are there enough personnel to cover all necessary roles without frequent understaffing?

Answered: 50 Skipped: 0



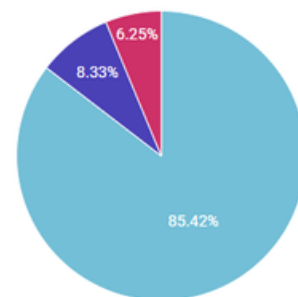
Yes No No opinion Not applicable to my role

Employees consistently reported throughout the assessment that they felt supported by their immediate supervisor(s)

Throughout the assessment, department personnel were supportive of coworkers, supervisors and the department

Do you feel supported by your direct supervisor?

Answered: 48 Skipped: 2



Yes No No opinion Not applicable to my role

The Roseville Police Department is a high-functioning, community-oriented agency that has demonstrated agility, accountability, and professionalism. This evaluation highlights that the department is not just succeeding — it is doing so under increasingly challenging conditions. By addressing key structural and operational pressures, the city and department leadership have the opportunity to ensure that RPD continues to thrive into the future. The findings and recommendations of this report are intended to support that evolution by strengthening the agency's capacity to serve, protect, and lead in an ever-changing public safety landscape.

The Roseville Police Department

Roseville, Minnesota, embodies a unique suburban charm complemented by its close proximity to the bustling cities of Minneapolis and St. Paul. This strategic placement enhances its appeal as a vibrant residential and commercial hub. Home to approximately 36,810 people, Roseville spreads across 13.8 square miles, featuring a blend of residential areas and extensive public parks. The city is celebrated for its large park system, which includes nearly 700 acres of green spaces, such as the Harriet Alexander Nature Center and the Guidant John Rose Minnesota OVAL—the largest outdoor refrigerated ice rink in North America. These parks not only offer recreational opportunities but also play a significant role in community engagement and environmental stewardship.

The Rosedale Center, a major retail destination in Roseville, draws about 14 million visitors annually, bolstering the city's economy through consumer spending and providing numerous jobs. Roseville's demographic diversity enriches the city's cultural fabric and fosters a dynamic community life celebrated through various events and programs.

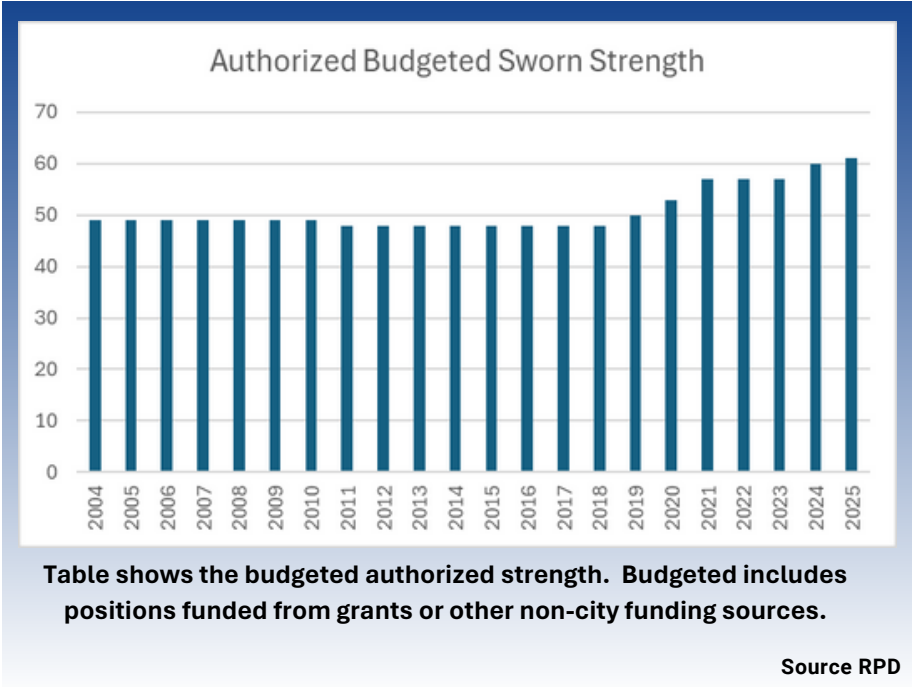
The economic landscape in Roseville benefits from its location at the crossroads of major highways, making it an attractive site for businesses and facilitating easy access to the greater Twin Cities area. This strategic advantage is supported by a robust infrastructure that caters to a mix of retail, service, light industry, and corporate sectors. These elements contribute to a vibrant local economy that exceeds the residential population during workdays, highlighting Roseville's role as a key employment center.

The Roseville Police Department (RPD), under the leadership of Chief Erika Scheider since 2020, upholds the city's safety and public order. The RPD, with a staffing strength of 60 sworn and 15 (as of April 2025) professional support staff, operates across several divisions. These divisions are tailored to address diverse public safety concerns and the complexities of law enforcement within a growing and multicultural urban environment.

RPD's community policing efforts are transparent and active, with many initiatives strengthening ties between the department and the community. The department also employs data-sharing initiatives to aid in transparency and foster an environment of trust and mutual respect among residents.

In 2024, Roseville’s city budget amounted to \$69.6 million, with the police department constituting approximately 17% of this budget. Specifically, police and fire funding represent about 23% of the total city budget, emphasizing the city's commitment to public safety and comprehensive municipal services (see Roseville-Budget-2024)[1].

The city also provides substantial funding to support other critical public welfare functions such as road maintenance and parkland improvements, which are essential for maintaining high standards of living and ensuring community well-being.



Financially, the allocation of nearly \$12 million in 2024 to the police department underscores the prioritization of safety and security in Roseville’s fiscal planning. These funds are crucial in sustaining day-to-day operations and strategic initiatives aimed at enhancing the efficiency and effectiveness of the department.

Roseville stands as a model of how thoughtful urban planning and committed public service can harmoniously blend to create a safe, welcoming, and dynamic community.

The RPD’s dedication to innovation in community policing continues to enhance its capability to meet the evolving needs of its diverse population, securing its reputation as a safe and progressive city for all who live, work, and visit. This dedication not only maintains public trust but also helps to ensure that Roseville remains a top choice for families and businesses looking for a place to call home.

[1] Roseville 2024 Budget available online at <https://cityofroseville.com/DocumentCenter/View/36640/Roseville-Budget-2024>

Roseville Police Department

Evaluation of Police Resources and Operational Efficiency

BENCHMARKING DATA FOR ROSEVILLE EVALUATION OF POLICE RESOURCES AND OPERATIONAL EFFICIENCY, 2025

AGENCY	CITY POPULATION	POLICE DEPARTMENT BUDGET	SWORN STAFFING	PROFESSIONAL STAFFING
Burnsville Police Department	64,857	\$22,280,682	84	21
Minnetonka Police Department	54,500	\$14,731,800	64	14
Edina Police Department	53,342	\$17,287,417	57	31
Maplewood Police Department	40,000	\$12,430,113	56	12
Brooklyn Center Police Department	33,780	\$11,187,701	50	12
Roseville Police Department	35,451	\$13,210,946	60	15
Coon Rapids Police Department	63,514	\$16,395,843	73	11
Fridley Police Department	30,156	\$8,835,100	47	15
St. Louis Park Police Department	50,010	\$13,737,747	63	23
Richfield Police Department	36,284	\$12,799,639	48	17
Eagan Police Department	66,948	\$19,108,700	78	16
Oakdale Police Department	28,300	\$7,104,052	39	10

Table shows benchmark comparison of the Roseville Police Department. Note - approximately \$1.5 million of the RPD budget was funded by non-city funds.

The Axtell Group research team found the RPD is staffed by highly dedicated and well-trained professionals who show exceptional creativity in addressing the expanding demands of their service. Despite the department being busier now than at any previous time—evidenced by metrics such as calls for service, reported criminal incidents, requests for community engagement, and the increasing mandates related to training, police tactics, and reporting,

department personnel have managed to maintain a high standard of service. This achievement speaks volumes about their commitment and capability.

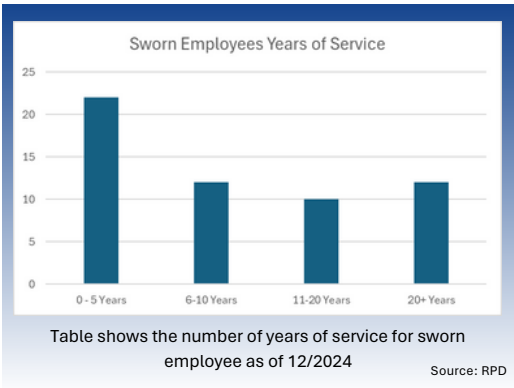
The department has been particularly adept at securing funding from outside sources to bolster its ranks in several critical areas. These areas include responding to people in crisis, tackling auto thefts, and expanding homeless outreach initiatives. Such funding has enabled the department to add staff and enhance its operational capabilities significantly. For instance, efforts like the Rosedale Mall Initiative have not only improved safety and security but have also fostered stronger community relations through proactive engagement. This initiative alone led to a remarkable increase in police service demonstrated through increased incident calls and arrests, highlighting the need for additional resources and likely underreporting criminal incidents.

Furthermore, the department has successfully secured more than \$1.5 million in grants for the fiscal years 2024/2025. These funds support a range of initiatives from enhancing department professionalism through an accreditation grant to expanding evidence storage to accommodate new legal requirements such as the extreme risk protection order. The Social Worker Pilot Program, also funded through these efforts, underscores the department's innovative approach to community policing, integrating social work to better address situations involving individuals in crisis.

The department has made significant strides in recruiting efforts using an expanded intern program, resulting in multiple former interns transitioning into full-time officers. Broader recruiting results demonstrate the department's strong internal culture and the high regard in which it is held, allowing it to also attract lateral candidates who choose Roseville over other potential postings.

Despite these successes, there are areas where the department struggles due to limited agency growth. Patrol staffing levels have remained largely unchanged for more than two decades, increasing by two patrol officers in 2020, despite a consistent and significant increase in service calls and crime rates, and an increase in the time required to handle nearly every type of call for service. Functionally flat staffing in patrol, as well as records and property and evidence, has been additionally strained by the successes of initiatives like the Rosedale retail crime officers and the Community Action Team. The investigative team has been similarly overwhelmed, creating a critical need for expansion.

The current patrol supervisory model also does not align with recommended best practice staffing models and is inadequate when evaluating RPD’s complex service demands and the tenure of front-line employees. This is particularly pertinent in an urban setting where incidents involving weapons and individuals in crisis are more frequent, posing increased risks and complexities.



The remainder of this report will provide a detailed analysis and recommendations for each departmental area, including considerations for adjustments to staffing levels, deployment protocols, and policies to help the Roseville Police Department ensure that it can continue to meet the evolving needs of the community it serves, maintaining safety and efficiency without compromising on the quality of its core police services.

AGENCY	DEPARTMENT GENERAL EMPLOYEES	SWORN EMPLOYEES	PROFESSIONAL STAFF
Burnsville Police Department	105	84	21
Minnetonka Police Department	78	64	14
Edina Police Department	88	57	31
Roseville Police Department	73	60	13
Maplewood Police Department	68	56	15
Brooklyn Center Police Department	62	50	12
Coon Rapids Police Department	84	73	11
Fridley Police Department	62	47	15
St. Louis Park Police Department	86	63	23
Richfield Police Department	65	48	17
Eagan Police Department	94	78	16
Oakdale Police Department	49	39	10

Table shows benchmarking data comparing total employee strength to similar agencies

Budget Detail

The City of Roseville has demonstrated a strong commitment to public safety, evidenced by a significant budget increase. The adopted 2025 police department budget stands at \$13,210,946, marking an increase of \$4,718,917 over the 2021 actual budget. This increase reflects the department's proactive approach to addressing evolving community needs through innovative and comprehensive services.

In response to the increasing complexities of public safety, the department has been particularly resourceful in leveraging community partnerships and other funding sources to launch initiatives that extend beyond traditional police services. These initiatives include proactive auto theft prevention, services for the unsheltered, and long-term solutions for individuals struggling with mental health and/or addiction. These efforts illustrate the department's commitment to enhancing the breadth and effectiveness of its services, ensuring they meet the nuanced demands of the community.

However, while the department has excelled in securing external funding to support certain initiatives, the sustainability of such funding remains uncertain. The reliance on grants and one-time funds, such as the Minnesota Public Aid received in 2023 specifically for public safety enhancements, poses a risk of potential funding discontinuities.

The below cites the values of police-sourced revenues received by the City of Roseville from 2021 to 2025, which have helped offset a substantial portion of the budgetary increases:

- 2021: \$773,870.39
- 2022: \$910,841.62
- 2023: \$2,955,127.31
- 2024: \$1,648,205.42
- 2025: \$1,437,000.00

These figures indicate a strategic utilization of resources, with a peak in 2023 due to one-time state funding, which underscores the department's historic capability to secure and manage significant financial aids for public safety.

Roseville Police Department
Evaluation of Police Resources and Operational Efficiency

Evaluation of the police department budget suggests the police department leadership team should continue to meticulously track the expiration dates of all police-sourced revenue streams, including grants and contracts. Reliance on external funding sources creates fragility to the overall operational plan, which relies on non-city funded FTE's. Proactive measures should be taken to renew these funding sources wherever possible.

In cases where renewal or extension is not feasible, it is imperative for police leadership to collaborate with city leaders to preemptively address any potential funding gaps in future budgets. This strategic foresight will help maintain the continuity of the innovative and essential programs that have been pivotal in enhancing community safety and policing effectiveness in Roseville.

Roseville Police Department
Budget Detail

**Police
Administration**

	2020	2021	2022	2023	2024	\$ Increase	% Increase
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<u>Police Administration Expenditures</u>							
Personnel Services	\$ 1,019,064	\$ 853,238	\$ 977,143	\$ 1,018,160	\$ 1,097,410	\$ 79,250	7.8%
Supplies & Materials	12,395	18,411	13,130	21,600	25,100	3,500	16.2%
Other Services & Charges	124,918	139,739	155,059	395,750	422,925	27,175	6.9%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 1,156,377</u>	<u>\$ 1,011,388</u>	<u>\$ 1,145,332</u>	<u>\$ 1,435,510</u>	<u>\$ 1,545,435</u>	<u>\$ 109,925</u>	<u>7.7%</u>
FTE's	8.00	8.00	8.00	8.40	9.00		

**Patrol
Division**

	2020	2021	2022	2023	2024	\$ Increase	% Increase
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<u>Police Patrol Expenditures</u>							
Personnel Services	\$ 5,570,990	\$ 6,017,915	6,795,440	6,330,600	6,835,850	\$ 505,250	8.0%
Supplies & Materials	214,542	272,205	340,610	334,500	349,000	14,500	4.3%
Other Services & Charges	455,912	590,532	613,295	651,550	756,754	105,204	16.1%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 6,241,444</u>	<u>\$ 6,880,652</u>	<u>\$ 7,749,345</u>	<u>\$ 7,316,650</u>	<u>\$ 7,941,604</u>	<u>\$ 624,954</u>	<u>8.5%</u>
FTE's	38.00	41.00	46.00	48.00	48.00		

**Investigations
Division**

	2020	2021	2022	2023	2024	\$ Increase	% Increase
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<u>Police Investigations Expenditures</u>							
Personnel Services	\$ 481,186	\$ 439,503	\$ 369,166	\$ 1,325,000	\$ 1,401,250	\$ 76,250	5.8%
Supplies & Materials	19,385	26,175	19,016	40,500	38,000	(2,500)	-6.2%
Other Services & Charges	16,618	21,988	23,298	26,600	41,200	14,600	54.9%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 517,189</u>	<u>\$ 487,666</u>	<u>\$ 411,480</u>	<u>\$ 1,392,100</u>	<u>\$ 1,480,450</u>	<u>\$ 88,350</u>	<u>6.3%</u>
FTE's	9.00	10.00	10.00	10.00	10.00		

**Community
Services**

	2020	2021	2022	2023	2024	\$ Increase	% Increase
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<u>Police Community Services Expenditures</u>							
Personnel Services	\$ 162,285	\$ 105,432	\$ 127,086	\$ 145,940	\$ 212,100	\$ 66,160	45.3%
Supplies & Materials	3,428	5,201	9,676	10,600	10,600	-	0.0%
Other Services & Charges	3,195	1,690	3,702	16,735	31,735	15,000	89.6%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 168,908</u>	<u>\$ 112,323</u>	<u>\$ 140,464</u>	<u>\$ 173,275</u>	<u>\$ 254,435</u>	<u>\$ 81,160</u>	<u>46.8%</u>
FTE's	3.00	2.50	2.30	1.80	2.00		

Source: City of Roseville 2024 Budget available at
<https://www.cityofroseville.com/DocumentCenter/View/36640/Roseville-Budget-2024>

Minnesota Law Enforcement Accreditation Program

The Roseville Police Department has officially embarked on the path to achieving accreditation through the Minnesota Law Enforcement Accreditation Program (MNLEAP). This strategic move is driven by a commitment to reach and maintain the highest standards of law enforcement service. To facilitate this important process, the department has successfully secured grant funding to hire an accreditation manager, who will lead the effort to align the department's policies and operations with MNLEAP's rigorous standards.

The accreditation process will add responsibilities to most positions in the department – which are already operating at or beyond their capacity. This commitment to becoming accredited, while admirable, will impact staff capacity and was considered in this evaluation of the department's available resources and operational efficiency.

Benefits of Accreditation

The pursuit of MNLEAP accreditation is not just a ceremonial marker of compliance; it carries substantial benefits that permeate various facets of the RPD's operations. Accreditation acts as a powerful testament to the department's dedication to best practices in law enforcement. It publicly affirms the department's dedication to procedural justice, ethical conduct, and active community engagement, all of which are fundamental to building and maintaining public credibility.

Aligning with MNLEAP standards serves as an effective risk management strategy, helping to mitigate potential operational risks and future legal liabilities. This proactive approach safeguards both department personnel and the broader community, promoting a safer environment for all.



The accreditation process itself is a catalyst for continuous improvement. It instills a culture of self-reflection and constant enhancement, encouraging the department to regularly assess and refine its practices and policies. This ongoing evolution is critical in responding adaptively to the dynamic demands of law enforcement and to community expectations.

Lastly, achieving accreditation is a mark of professional excellence, placing the RPD at the forefront of law enforcement performance in Minnesota. It signals a steadfast commitment to advancing the quality of policing, not just within the confines of the department but across the state, setting a benchmark for other agencies.

The Path to Accreditation

The accreditation process began with the formal decision by the department's Chief Law Enforcement Officer to pursue this esteemed status, followed by the submission of a letter of intent and a comprehensive application to the Minnesota Chiefs of Police Association. With these steps, the department set into motion a detailed self-analysis to ensure that its operations comply with MNLEAP's standards.

Key to this process is the role of the accreditation manager, whose responsibilities include coordinating all accreditation-related activities. This includes overseeing a thorough review of current policies and procedures, ensuring they meet the accreditation standards, and guiding the department through necessary revisions or the development of new policies.

An organized and accessible documentation system is essential, as it houses the evidence of the department's compliance with the standards. This system not only supports the department's efforts during the accreditation process but also serves as a crucial resource during the MNLEAP on-site assessment.

Staff involvement is critical, necessitating regular training sessions and updates to ensure all personnel are informed and engaged in the accreditation efforts.



These activities are pivotal in maintaining transparency and accountability within the department.

Prior to the official on-site evaluation by MNLEAP, the department may also conduct a mock assessment.

The MNLEAP Accreditation process evaluates and measures hundreds of department processes, standards, policies and procedures through a digitized file maintained by the department.

This preliminary step is instrumental in identifying any areas of non-compliance and allows the department to make necessary adjustments before the final assessment.

The accreditation process culminates with the on-site assessment, where a team of MNLEAP assessors will meticulously review the department's adherence to the established standards through document inspections, staff interviews, and direct observations of day-to-day operations.

By embarking on the MNLEAP accreditation process, the RPD is making a commitment to excellence in law enforcement. This initiative not only enhances the department's operational capabilities but also significantly contributes to the safety and quality of life in the community it serves. Achieving and maintaining accreditation will mark a significant milestone in the department's ongoing journey towards excellence in policing.

"In a 2020 update from the DOJ's Office of Community Oriented Policing Services (COPS Office), accreditation was emphasized for its role in improving law enforcement and building community trust."

Source:

[https://www.justice.gov/opa/page/file/1343021/dl?](https://www.justice.gov/opa/page/file/1343021/dl?utm_)
[utm_](https://www.justice.gov/opa/page/file/1343021/dl?utm_)



Source - <https://www.cityofroseville.com/17/Police>

The Research Process

The Axtell Group (TAG) used a data-driven approach to understand the department's alignment with statutory requirements, community expectations, and current demands for police services. This review incorporated quantitative and qualitative data collection, analysis, and community engagement to produce a robust understanding of the department's capabilities and areas for improvement. Below is a detailed description of each phase of the research process, including the addition of a specifically designed employee survey.

Research Process Overview

1. Conceptualization

TAG collaborated with RPD leadership and city officials to establish clear objectives for the assessment. The primary focus was to evaluate the department's structure, operational effectiveness, and community impact.

2. Design and Planning

The research team developed a framework for the assessment, identifying key performance indicators that reflect the department's operational capacity. This included response times, crime rates, community engagement levels, and other department materials/documents/metrics.

3. Data Collection

Empirical Data Gathering

- **Interviews:** TAG conducted structured interviews with RPD personnel across various ranks, including command staff, frontline officers, and professional staff to gather insights into their daily operations and challenges.
- **Community Engagement:** The team hosted community meetings to collect feedback from residents, focusing on their perceptions and experiences with the RPD.

- **Document Review:**

Comprehensive analysis of RPD documents, including policy manuals, training records, and operational data, provided a deeper understanding of the department's practices.

- **Employee Survey:** TAG designed and administered a specialized survey to all RPD employees to

gauge their perspectives on internal operations, workplace culture, and department leadership. A total of 50 employees completed the survey, offering valuable insights that were crucial for the assessment.



4. Data Analysis

Using both the qualitative information from interviews and community feedback, and the quantitative data from the employee survey and documented reports, TAG applied statistical and thematic techniques to identify trends, patterns, and anomalies in RPD's operations.

5. Evaluation and Synthesis

The collected data was evaluated against established best practices in law enforcement and benchmarked with similar-sized departments to assess RPD's effectiveness and efficiency.

6. Reporting and Recommendations

TAG compiled the findings into this report to detail assessment results, highlight areas of strength, and identify critical areas for improvement. This report also includes strategic recommendations tailored to enhance RPD's service delivery and community relations.



7. Dissemination

This final report was presented to city and police department leaders, providing them with actionable insights and a roadmap for future development.

This research-centered approach not only underscored the complexities of providing policing services in a diverse urban setting but also highlighted the importance of continuous improvement and community-centered policing strategies.

Through this assessment, TAG hopes to support the department's culture of transparency and accountability, ultimately contributing to further improving public safety outcomes, employee safety, employee retention and enhanced community trust.

- The assessment team evaluated more than 350,000 lines of spreadsheet data
- Approximately 50 employees were interviewed
- More than 300 pages of policy were reviewed
- Several community events and external stake-holder meetings held



The Community's Voice

The Axtell Group research team began its community engagement process by first understanding the prior work conducted by the City of Roseville. This included the comprehensive research outlined in the Roseville Community Aspirations Report (Envision Roseville) and community surveys[2]. This provided a foundation of understanding of the community the Roseville Police Department serves[3].

The Envision Roseville Final Report (November 2023) clearly reflects a community-wide aspiration for a public safety model grounded in trust, compassion, and proactive engagement. Residents want to live in a city where all individuals feel safe and respected, and where the police department prioritizes meaningful community relationships, especially with underrepresented and marginalized populations. Programs like the Community Action Team, embedded social workers (now funded city employees as of April 2025), and initiatives such as “Letters Instead” have been positively received and are seen as steps in the right direction toward a more holistic approach to policing.

However, while these aspirations are commendable and many initiatives are underway, the current supervisory model and patrol staffing levels within the Roseville Police Department are not structured to fully realize the community’s vision. The department continues to operate a limited number of frontline supervisors. This supervisory model, combined with the department’s current patrol strength, results in a predominantly reactive style of policing – and not one where long-term or permanent solution finding can be a part of daily call response. Officers often have limited capacity for the kind of sustained, proactive, and relationship-based engagement that the community has voiced strong support for.

This report details how the city and department can move closer to the community’s articulated vision. The department must be resourced not only to meet immediate calls for service but to invest time in preventative outreach, problem-solving partnerships, and trust-building activities. Without adjustments to the supervisory structure and increased staffing levels to support proactive fieldwork, the department will continue to be constrained in its ability to fully deliver the inclusive and preventative public safety model that Roseville residents desire.

[2] <https://www.cityofroseville.com/DocumentCenter/View/36441/Final-Envision-Report>

[3] <https://www.cityofroseville.com/3687/Envision-Roseville>

The City of Roseville leadership embarked on the development of a 2025 strategic plan. The core values embodied by the City of Roseville were considered and incorporated into the recommendations of this report.

Source: RPD



To build upon and update information gleaned and reported by the city, TAG conducted additional and focused community engagement to strengthen the cornerstone of the research methodology. Recognizing the importance of diverse community perspectives in evaluating the effectiveness of the department's community relations efforts, TAG undertook several initiatives to integrate the community into the assessment process:

1. Community Feedback Program Evaluation

TAG reviewed the existing community feedback mechanisms within the RPD to understand how the department gathers and responds to community concerns. This evaluation helped identify areas where the department could enhance its responsiveness and engagement strategies.

2. Community Meeting Engagement

TAG hosted a community meeting designed to bring together a broad spectrum of stakeholders. The meeting included representatives from local businesses, educational

Community feedback meeting hosted by TAG, March 4, 2025



institutions, residential groups, religious organizations, and non-profit entities. The discussions in this meeting provided invaluable insights into the community's perception of public safety and expectations from the police service.

3. Targeted Interviews

To deepen the understanding of the community-police relationship, TAG conducted interviews with community leaders, including elected and appointed officials. These interviews offered a more nuanced view of the community's priorities and challenges in relation to policing.

4. Specialized Committee Interaction

The assessment also included a roundtable discussion with the Roseville Multicultural Advisory Committee (MAC). This interaction was crucial in gauging the effectiveness of the department's efforts to address the needs of culturally diverse groups within Roseville.



Community feedback
meeting hosted by TAG,
March 4, 2025

Each of these engagement efforts significantly enriched TAG's assessment, providing a well-rounded view of the community's interaction with and expectations of the RPD. The information gathered from these engagements was instrumental in shaping TAG's recommendations in this report, ensuring that recommendations are reflective of and responsive to the community's desires.

The RPD's dedication to engaging with and understanding its community was evident throughout this assessment. Such commitment is commendable and was reflected in TAG's commensurate approach to ensuring that the community's voice was heard and integrated into the research and findings. The mutual commitment of the RPD and the community underscores a shared goal of enhancing public safety and trust, making Roseville a model for community-centered policing.

Community feedback has been categorized into five thematic sections:

- The strengths of RPD
- Suggested areas of enhancement
- Leadership assessment
- General feedback
- Additional suggestions for improvement

1. Strengths of the Roseville Police Department

Community Engagement: The RPD has been effective in fostering authentic community relations through the presence of its officers at public events, which enhances the community's sense of safety. The establishment of the Community Action Team and strong collaborations with educational institutions are particularly noteworthy, reflecting a commitment to proactive community involvement.

Trust and Transparency: The department has succeeded in building trust within the community through consistent efforts toward transparent communication and inclusive engagement practices. These actions have been pivotal in ameliorating historical mistrust, with a focus on equity in law enforcement practices.

2. Suggested Areas of Enhancement

Staffing and Training: Feedback indicated a critical need for the RPD to address existing staff shortages, particularly in specialized roles such as detectives. There is also a pronounced demand for enhanced training focusing on disability awareness, mental health, and cultural understanding to better equip officers to serve a diverse community.

Communication and Visibility: TAG received community suggestions that the RPD improve the dissemination of information about police activities and crime data through community newsletters and online dashboards for important department metrics. Community members also expressed wanting increased officer visibility and interaction during non-enforcement activities.

3. Leadership Assessment

Effective Leadership: RPD leadership is highly regarded for its proactive and visible role. Community members appreciate the strong partnerships with local schools and organizations, highlighting the leadership's commitment to resourcefulness, supportive engagement, and building trust.



Multicultural Advisory
Committee Meeting hosted
by TAG - March 6, 2025

4. General Feedback on RPD

Policing Approach: The RPD's approach to policing, characterized by dignity and empathy, has been well received. There is a strong desire among residents for the department to continue emphasizing the humanization of law enforcement personnel and to continue its proactive approach to crime resolution.

Suggested Focus Areas: Community members recommended continued enhancements in communication, greater community involvement, expanded implicit bias and mental health training, and improved efficiency through data analytics.

5. Additional Suggestions and Feedback

Community Relationships and Appreciation: TAG received feedback about the importance of sustaining and enhancing relationships with educational institutions and the broader community. Encouraging partnerships with social workers and other community resources to address crime was also highlighted.

Officer Well-being: Promoting the well-being and career satisfaction of police officers is a priority, with suggestions including the implementation of wellness programs and the recruitment of a more diverse workforce to better reflect the community's demographic makeup.

Accessibility of Crime Data: Community members expressed a desire for better access to crime data, suggesting that such information should be readily available through multiple platforms to ensure transparency and enhance community awareness.

Adequate Staffing for Effective Policing: There was a strong desire for the RPD to be adequately staffed to not only respond to calls for service efficiently but also to prevent crimes, hold offenders accountable, and provide lasting solutions to chronic crime challenges.

High Standards and Supervision: The community emphasized the need for the RPD to police according to the highest standards of professional law enforcement and to maintain adequate supervision to lead officers effectively in their duties.

Summary of Themes from Community Meetings

Experience with RPD Leadership and Frontline Officers: Both the leadership and frontline officers of the RPD are noted for their proactive, visible, and engaging roles within the community. Their efforts have fostered positive relationships, particularly School Resource Officers and the Community Action Team.

Trust in RPD: Trust has been established through effective communication, active and authentic community involvement, and a transparent approach, addressing the historical mistrust of law enforcement through equitable practices.

Strengths and Areas for Enhancement: The RPD's strengths include its robust community engagement and empathetic policing approach. However, there are areas for growth such as addressing staffing shortages, increasing training in sensitivity and diversity, and improving communication and visibility within the community.

Focus Areas for Further Development: Community feedback recommended enhancing internal and external communication strategies, providing continuous training for mental health and implicit bias, expanding community-based teams, utilizing data analytics for resource management, and increasing the diversity of the police department.

Additional Community Suggestions: Community members suggested maintaining strong relationships with educational and community organizations and focusing on officer well-being and career development.

These synthesized recommendations are intended to inform ongoing strategies for community engagement and organizational improvement within the RPD. The collected feedback should be used as a foundational element for future policy adjustments and initiatives aimed at enhancing public confidence and trust in law enforcement.

FINDINGS AND RECOMMENDATIONS

The following sections present the findings and recommendations resulting from The Axtell Group's assessment of the Roseville Police Department. These sections are organized by each of the department's primary operational areas. Within each area, The Axtell Group research team has identified key observations and developed targeted recommendations for the city and the police department to consider. These recommendations are grounded in best practices, data analysis, and input from department personnel. The goal of the recommendations is to provide city and department leaders options as they look to enhance efficiency, sustainability, and service delivery across the organization.



Administration

Division

Employee Staffing Levels/Leave Benefits Analysis

The Axtell Group research team analyzed several RPD personnel data metrics to understand the potential impact of current staffing levels, absences, and separations on operational effectiveness. Analysis revealed that the department averages seven long-term absences annually due to on-duty injuries, FMLA leaves, and military obligations. Additionally, the department experiences an average of 7.2 separations per year, with peaks of nine employees in 2022 and 2024.

Recent national trends, beyond Roseville, have intensified the challenges associated with law enforcement staffing. Agencies across the country are experiencing higher-than-usual levels of attrition due to a combination of factors, including early retirements, career changes, and resignations. These trends accelerated significantly in the wake of the COVID-19 pandemic and the societal and professional impacts following the death of George Floyd.

The policing profession has faced increased scrutiny, shifting public expectations, and growing demands for transparency and reform—all of which have contributed to recruitment difficulties and retention concerns. Roseville is not immune to these broader dynamics, and like many departments nationwide, must now manage the dual pressures of maintaining core service delivery while adapting to an evolving workforce landscape.

Minimum Continuous Service Time Required From Date of Employment	Annual Vacation Hours	Vacation Days per Year (12-hour days)
Less than 5 Years	80	6.67
5 years or more but less than 10	120	10.00
10 years or more but less than 11	128	10.67
11 years or more but less than 12	134.4	11.20
12 years or more but less than 13	144	12.00
13 years or more but less than 14	153.6	12.80
14 years or more	160	13.33

TABLE SHOWS THE ANNUAL VACATION HOURS ACCRUED AND THE EQUIVALENT NUMBER OF VACATION DAYS, CALCULATED BASED ON A 12-HOUR WORKDAY, SEGMENTED BY DIFFERENT TIERS OF SERVICE YEARS.

SOURCE RPD

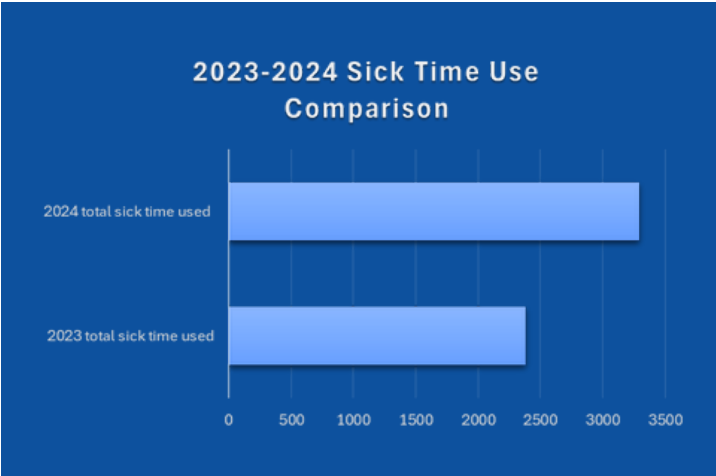
The RPD has experienced officer separations having officers leave for other departments but also to leave law enforcement altogether seeking a better work-home life balance. Separated employees have shared that they were leaving to find a schedule that allowed them to be more active participants in their kid’s activities, family holidays, and a more flexible work schedule.

Despite the challenges of staffing shortages and increased turnover, the Roseville Police Department has worked tirelessly to provide consistent and trusted service to the community. However, this level of performance has come at a cost to the department’s personnel. Employee separations and long-term absences have placed significant strain on remaining staff, who are often required to absorb additional duties and responsibilities to maintain service levels. This strain is compounded by a staffing model that has remained largely unchanged for the past two decades, offering little redundancy across most roles. As a result, the sustained demand on a limited workforce has impacted employee wellness and contributed to mounting fatigue within the organization.

The management of employee sick time and other leave benefits has emerged as a critical challenge for law enforcement agencies, including the RPD. TAG’s analysis, which utilized data from the Year-To-Date (YTD) sick hours transactions for 2023 and 2024, underscores the significance of integrating comprehensive leave management into the department's staffing strategy. This integration is essential to maintaining uninterrupted and efficient law enforcement coverage and service levels for the city.

Data Overview: In 2023, the RPD reported a total of 2,531.25 sick hours used by department staff, averaging approximately 56.25 hours per employee for the year. This figure rose in 2024 to 3,286.85 sick hours, with an average of 64.45 hours per employee. These numbers not only reflect the direct impact of health on workforce availability but also suggest a growing trend in sick leave usage, possibly indicating broader health and wellness challenges within the department or the intense pressures associated with law enforcement duties.

Complexities in Leave Management: The department's capacity to effectively absorb these absences is complicated by a variety of types of leave, including scheduled vacations, planned and unplanned family leave, long-term injuries, and military deployments.



Roseville Police Department

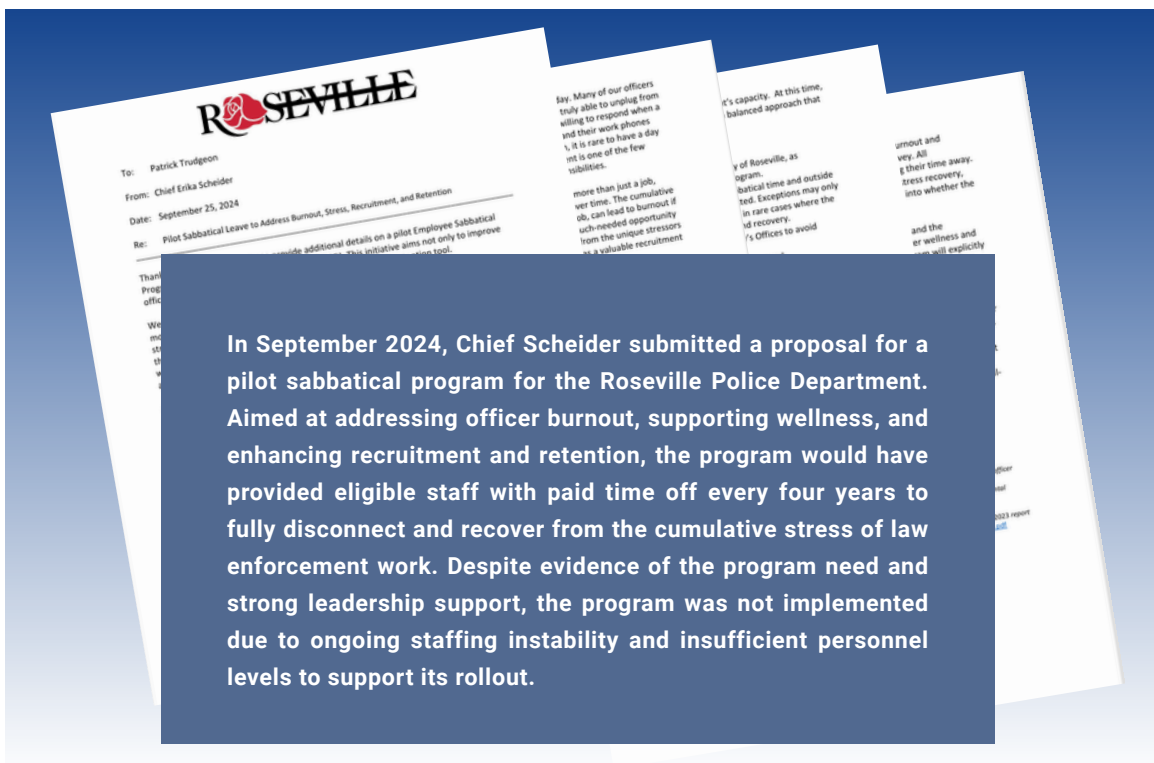
Evaluation of Police Resources and Operational Efficiency

Different types of leave add layers of complexity to maintaining adequate staffing levels, necessitating robust planning and forecasting to ensure operational efficacy and responsiveness.

Adding to these complexities is the upcoming changes in Minnesota's leave policies, set to take effect on January 1, 2026, which will introduce new paid family and medical leave (PFML) requirements. The new PFML will provide up to 20 weeks of paid leave per year for family and medical reasons, which are expected to significantly impact the department's staffing dynamics. This change necessitates substantial financial and operational planning, as it represents a significant increase in the potential duration and number of absences that the department must manage.

It's important to note that the City of Roseville has already implemented the policy of providing six weeks of paid family leave under several provisions. The department has found that employees are often extending this six weeks of city leave to up to 12 weeks leave using vacation and sick time. This has proven to already be impactful – absent the pending 20 week requirement.

Collective Bargaining and Leave Policies: Furthermore, each department employee (except the chief of police) is represented under collective bargaining agreements that dictate specific leave parameters relating to vacations and holidays. These agreements are crucial for a comprehensive understanding of the leave landscape, influencing how leave is accrued, taken, and compensated.



Recommendations

Given these complexities, the RPD and the city leadership should consider the following strategic measures:

Enhanced Forecasting and Staffing Models: Develop predictive models (where possible) that consider various leave types and their impact on staffing levels to ensure continuous coverage can be achieved and consistent service levels delivered.

Note - This may not be possible with many types of leaves including employee injury and unplanned FMLA. Labor contracts may also limit staffing options. Because of these limitations, The Axtell Group research team factored leave considerations into staff level recommendations.

Flexible Staffing Strategies: Implement adaptive staffing strategies that can accommodate sudden fluctuations in workforce availability.

This may include cross-training personnel, temporary reassignment of non-front line staff, employing reserve or part-time non-sworn staff, and exploring shared services with neighboring jurisdictions.

Health and Wellness Programs: Continue to invest in programs aimed at reducing the incidence and duration of sick leave, which could foster better health outcomes and lower sick time usage.

Regular Review of Leave Policies: Continuously update leave policies in response to changing state laws and collective bargaining agreements, aligning them with both operational needs and employee rights.

Stakeholder Engagement: Maintain an ongoing collaborative dialogue with employees, union representatives, and community stakeholders to best ensure transparency and fairness in leave policies and staffing plans.

Conclusion

The convergence of high sick leave usage, regular staff separations, and forthcoming state-mandated leave benefits stresses the need for the RPD to enhance its staffing strategy significantly. By proactively addressing these challenges, the department can bolster its resilience, adaptability, and ultimately, its effectiveness in meeting the public safety needs of Roseville, ensuring that operational efficiency and service quality are not compromised.

Department Command Structure

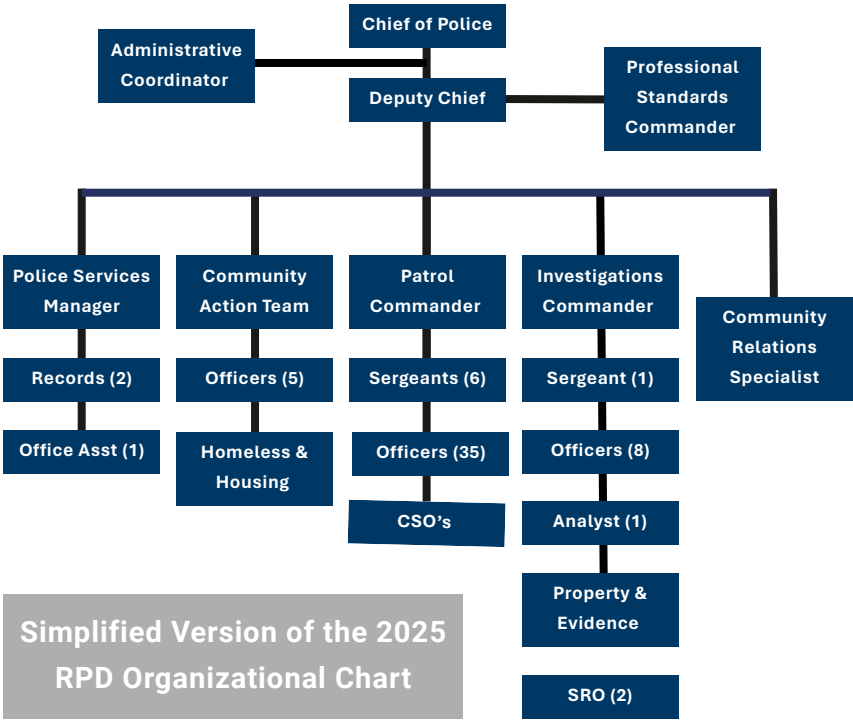
The Axtell Group research team reviewed job duties, work products, span of control, department priorities, and conducted employee interviews. This review included a comprehensive review of command responsibilities. Analysis revealed significant insights into the department's administrative operations, particularly following a recent restructuring of the leadership hierarchy.

As part of an effort to enhance leadership efficiency and manage an increasing administrative workload, the department recently redefined the roles of its lieutenants, transitioned them to the title of commanders, and introduced an additional commander role focused on professional standards.

This change was made to better equip the department to handle the growing complexity of administrative duties, evolving service demands, state and legal mandates, accreditation, and the integration of new technology programs.

TAG's evaluation of current command responsibilities more than supported the addition of the newly created commander position. This position will assist and expand leadership's ability to conduct long-range planning, assess and evaluate daily department performance to make timely adjustments to staffing, policy, procedures, trend information, and community needs.

At the time of this assessment, the specific responsibilities and tasks for the newly added commander position were still being refined as part of a transitional phase in the department's administrative structuring. The assessment team included this new role in the overall departmental evaluation to understand its impact and effectiveness in supporting the goals of the department.



Overall findings pointed to several challenges within the administrative and support functions of the department, which are detailed in this report. These challenges highlight areas where further adjustments and enhancements are necessary to ensure that the department's leadership restructuring translates into tangible improvements in operational efficiency and service delivery.

Additionally, the department's accreditation initiative will create additional command oversight responsibility that logically fits in the newly created professional standards commander position.

Recommendations

Restructure Command Workflow and Job Roles: Continue to analyze current command workflows and job roles to optimize work distribution and administrative efficiency. Adjust responsibilities to match departmental needs and employee capabilities.

Streamline Administrative Tasks: Allocate administrative tasks more efficiently by leveraging the department's administrative coordinator role (established in 2022) to manage workload and improve focus on strategic initiatives.

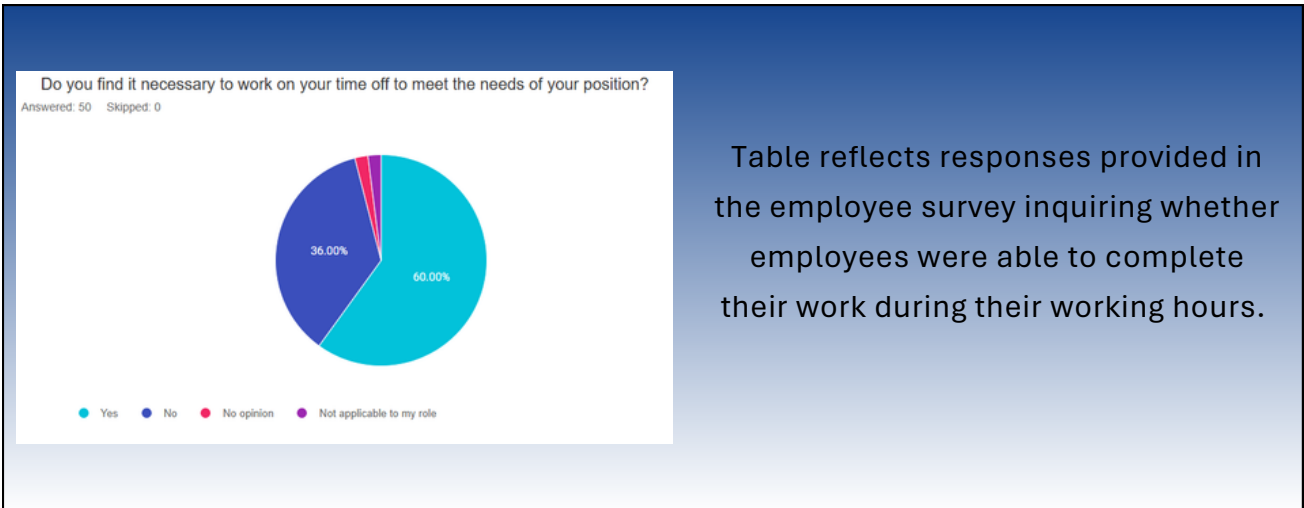
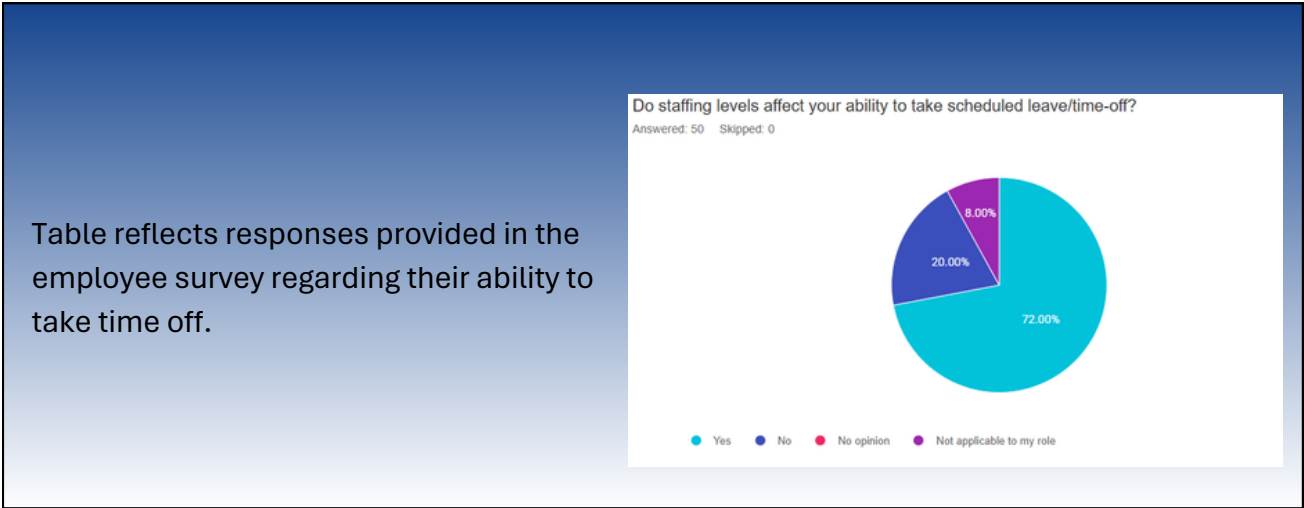
Develop and Communicate a Plan that Operationalizes the Department Mission: TAG recommends that the RPD consider developing a comprehensive departmental operational plan that outlines clear guidance for all levels of the organization on how to operationalize its mission,

"To safeguard the community, protect life and property, reduce crime, and enforce the law impartially, while providing outstanding service and working in partnership with the community to keep Roseville safe."

Leadership Team Development Plan: The RPD should consider engaging an executive leadership development resource to help the executive leadership team translate its vision and mission into actionable strategies, enhancing operational efficiency across its divisions, and refining communication methods to ensure that frontline staff are fully informed of the department's strategic direction. The primary focus of this recommendation is to help the RPD executive leadership team operationalize the department's mission and vision with alignment toward their core objectives, ultimately leading to more effective policing and community engagement.

This plan should include specific strategies, objectives, and measurable goals that align daily operations to the overarching mission. Additionally, it should provide actionable steps for each unit and supervisor within the department to ensure that their activities consistently support and reinforce broader department direction. This strategic approach will facilitate a unified effort across the department to effectively implement the mission and enhance the safety and well-being of the Roseville community.

Additionally, there may be an opportunity to align specific department planning with the ongoing City’s strategic planning process to compliment and achieve identified city aspirations[4].



[4] <https://rosevillemn.portal.civicclerk.com/event/2560/files/report/2694>

Police Services Unit

The RPD police services unit is essential to managing and maintaining accurate, accessible, and secure records. This unit is a fundamental support function for all other operations of the department. The unit is responsible for the systematic organization and timely retrieval of all police-related documents, including arrest reports, incident reports, and investigative materials, which are necessary for ongoing investigations, prosecution, and court proceedings.



Additionally, the unit collects and shares crime statistics and other required departmental information with state and federal governing bodies, such as the State of Minnesota's Bureau of Criminal Apprehension (BCA), the Minnesota POST Board, and the Federal Bureau of Investigation (FBI). These activities are required and are used by law enforcement oversight agencies to compile crime statistics that aid in policy decisions and trend analysis. The unit also serves as a critical link between the police department and the public, handling requests for information under public records laws, and enhancing transparency necessary to build and maintain public trust in law enforcement activities.

Operational Analysis

The police services unit is composed of a Police Services Manager who oversees two records technicians and an office assistant. This structure was originally intended to streamline records management and administrative support functions. However, over time, the responsibilities assigned to the Police Services Manager have expanded far beyond their initial scope. In addition to general administrative oversight, the position now includes substantial responsibilities in grant administration, general fund budgeting, departmental hiring processes, vendor onboarding, and numerous IT-related functions. The cumulative workload of this role now exceeds the capacity of a single full-time employee, and the manager's detachment to a specialized background in records management further complicates efforts to effectively supervise or support the records function.

The records unit, staffed with only two technicians, has not seen an increase in personnel in more than 20 years despite the significant evolution of departmental needs and state and federal reporting mandates. The current configuration lacks any built-in redundancy. When even one records technician is out, essential records functions remain incomplete exposing a major operational vulnerability. At the same time, a combination of internal and external factors has dramatically increased the complexity, volume, and urgency of tasks assigned to the unit.

One major area of strain stems from the administration of grants. While the department has been successful in securing multiple grants, the administrative and reporting requirements tied to those awards have dramatically increased the workload of the Police Services Manager. This, in turn, has placed additional strain on the records and support staff who are frequently required to assist with grant-related tasks. The situation is exacerbated by the fact that the manager is often called upon to assist with front-desk responsibilities, handling walk-ins and phone calls, further reducing the time available to focus on strategic or supervisory tasks.

Additionally, calls for service have increased substantially, with 2024 posting a record number of cases in the department's history. Each case requires follow-up review and coding by records staff prior to submission to the Bureau of Criminal Apprehension or the FBI. This demand has been intensified by the department's implementation of the National Incident-Based Reporting System (NIBRS), which requires far more detailed data entry than previous systems. Records staff must also now conduct background checks and process security documentation for all contractors or vendors accessing police facilities. Given the aging condition of the building, the frequency of such visits has increased, adding yet another administrative burden to the records team.

The department's transition to a new county-wide records management system (RMS) has also not met the expected efficiencies—in fact, this has been a significant operational hurdle. While the shift was mandated due to the discontinuation of the previous system, and alternative options were unavailable due to budget restraints and intergovernmental agreements, the result has been a net increase in staff workload. Rather than streamlining tasks, the new RMS has introduced cumbersome processes and limited support, forcing records staff to spend more time on tasks that previously required less effort.

Other trends have had a compounding effect. Retail crime—particularly incidents at the local mall—has surged. Following the mall's financial commitment to fund two dedicated officers and supplemental overtime shifts, arrests jumped from 26 in 2023 to 235 in 2024.

These cases generate a substantial amount of evidence, all of which must be logged, stored, and processed by the records and property units. Each incident often involves surveillance footage, body-worn camera recordings, and squad camera video—all of which must be reviewed, formatted, and shared with prosecutors and courts. In fact, the Roseville City Attorney’s Office has indicated it plans to hire an additional prosecutor just to handle the increased volume of retail-related cases originating in Roseville.

Staffing and onboarding have added yet another layer of responsibility. In 2024 alone, the department hired 13 new officers—a record high—along with numerous community service officers, interns, cadets, and ICPOET candidates[5]. Every hiring process requires extensive coordination by the support staff to ensure compliance with local, state, and federal regulations. As of early 2025, onboarding continues with five lateral officers, three ICPOET candidates, a new social worker, and additional CSOs. The support staff has also onboarded three interns and is preparing for a summer internship selection process.

The implementation of the city’s BS&A financial tracking system has also had a substantial, and largely unanticipated, impact on the police services office team. Staff reported the department’s invoice processing workload has increased by four to five times since the system was adopted. Records show the Police Services Manager alone manually processed more than 1,800 invoices and receipts under the new system. Also, with any new technology, the process wasn’t always smooth or efficient when you factor system errors and associated backlogs.

In addition to financial administration, the support team has also absorbed a wide array of technical duties once managed by the city’s IT department, (further addressed in this report). Changes in the Metro-Inet agreement have shifted responsibility for technology infrastructure to internal police department staff. Support personnel now manage building access credentials, computer replacements, and employee database administration.

Cell phones and squad technology—previously supported by IT—are now managed in-house, much of it by the police services unit staff. One staff member oversees more than 70 department-issued cell phones and an additional 20+ squad vehicles, each equipped with a variety of technology systems.

[5]<https://dps.mn.gov/divisions/ojp/grant-programs/grant-program-areas/intensive-comprehensive-peace-officer-education-and-training-program-icpoet>

Responsibilities include billing, troubleshooting, hardware replacement, and software updates. Body-worn and squad cameras, once supported by a dedicated IT liaison, are now the sole responsibility of police support staff. Even RMS technical issues, once assisted by IT, are now handled internally unless they relate to the network itself. This shift is not a reflection on Metro-Inet but rather illustrates the operational impact of this change.

Compounding all of this is the limited workplace flexibility available to the department's records and support staff. Due to operational demands and the need for front office coverage, nearly all staff are required to work on-site. While the department has approved limited telework requests in cases where staff have difficulty focusing in the office, the open floor plan, frequent disruptions from lobby visitors, and emotionally charged or hostile phone calls make it difficult for employees to maintain productivity. Recently, two individuals suspected in an international fraud scheme entered the lobby and began aggressively confronting records staff, requiring command staff intervention. Unfortunately, incidents of this nature occur regularly and significantly impact the ability of staff to focus on their duties.

Taken together, these challenges demonstrate that the department's current records and support staffing structure is unsustainable. The lack of dedicated oversight, the overextended role of the Police Services Manager, and the absence of redundancy in records staffing have placed the unit at risk of operational failure. To ensure continued effectiveness, the department must establish a dedicated Records Supervisor with specialized experience and increase staffing within the unit to handle both existing demands and future growth. Without these strategic changes, the records function will remain misaligned with operational needs and be unable to support the department's mission and the expectations of the Roseville community.

Recommendations

Hire a Records Unit Supervisor:
Appoint a dedicated records supervisor with expertise in records management and data practices to provide the necessary leadership and specialized oversight.

**BENCHMARKING DATA FOR ROSEVILLE EVALUATION OF
POLICE RESOURCES AND OPERATIONAL EFFICIENCY
(PROFESSIONAL STAFF DETAIL), 2025**

AGENCY	SENIOR ADMIN ASSISTANT	SERVICES MANAGER/ADMIN OFFICE SUPERVISOR	CRIME ANALYSTS	PROPERTY TECHNICIAN	RECORDS STAFF	OTHER
Burnsville Police Department	1	1	2	1	9	7
Minnetonka Police Department	1	1	2	1	3	6
Edina Police Department	1	1	1	1	3	24
Maplewood Police Department	0	1	1	1	4	5
Coon Rapids Police Department	1	1	0	1	6	2
Fridley Police Department	2	1	3	0	6	3
Roseville Police Department	1	1	1	1	2	7
Eagan Police Department	1	1	1	1	6	6
Oakdale Police Department	0	2	0	1	3	4

Increase Records Staff Capacity: Add an additional records technician to manage the increased service demands and ensure operational continuity during staff absences. This position need would be satisfied and not needed if the department added the above supervisor position as an additional staff position supporting the records function.

Focused Training and Development: Implement internal targeted training programs to enhance staff capabilities in managing the new RMS and complying with NIBRS protocols.

Focused RMS training on frequent or repetitive errors/omissions could be provided by the records unit to the department in the form of informational bulletins, roll call visits or formal content delivery at department in-service training sessions. This goal targets efficiency and operational confusion that will improve data quality.

Develop a Report Standard and Rejection Protocol: The transition to a new records management system and the implementation of the National Incident Based Reporting System (NIBRS) have introduced operational confusion in the RPD concerning reporting requirements. To address these challenges, the department should consider developing and implementing a standardized reporting process that is comprehensively understood by all employees involved in the reporting chain. This includes those responsible for completing the initial report, approving reports, adding investigative reports, and the acceptance and processing of reports to the Bureau of Criminal Apprehension (BCA).

Additionally, to ensure that complete data is captured in each case, the department should establish a clear process that defines when a report requires correction and the subsequent steps for making these corrections. This process should include guidelines for identifying errors, mechanisms for report revision, and protocols for re-approval to ensure accuracy and compliance with NIBRS standards. Implementing these measures will streamline reporting procedures, reduce errors, and enhance the overall efficiency and reliability of departmental data management.

Conclusion

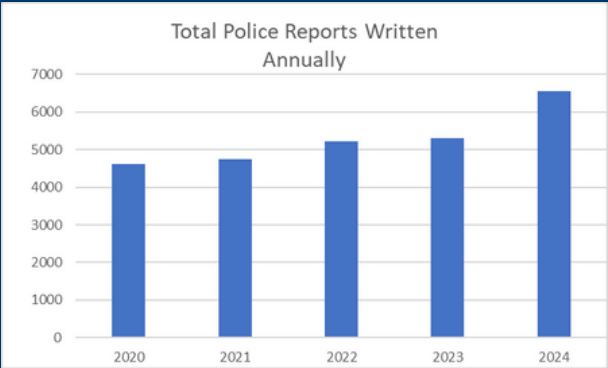
The police services unit is indispensable to the RPD, playing a key role in the administration of providing policing services and maintenance of public safety. By realigning its managerial structure, enhancing its staffing capacity, investing in specialized training, and identifying standardized protocols when working with other units, the police services unit can effectively address the current challenges and adapt to the evolving demands of law enforcement record management. These changes will not only optimize current processes but also ensure the unit is well-prepared to meet future challenges, maintaining its critical support role within the RPD.

Records Management System

Typically, The Axtell Group research team does not include an assessment of records management technology within the scope of a department evaluation. However, during this evaluation, the transition to the county preferred RMS system emerged as a significant concern in a majority of employee interviews and data analytics. This recurring theme prompted the research team to specifically focus on understanding the impacts associated with the change in the records management system. This targeted focus aimed to identify both the challenges and opportunities presented by the new system, ensuring a comprehensive understanding of its implications on department operations.

Operational Analysis: The RPD transitioned to the Ramsey County records management system (RMS) in 2023, aligning with a broader initiative across the county to enhance data sharing among local law enforcement agencies. This decision to change to the current vendor was made with considerable reservations and was almost a forced decision due to support limitations with the previous vendor and city budget restraints to seek other vendors. The migration to the Zuercher platform was a fiscally conservative decision and intended to streamline county operations and facilitate easier access to shared information. However, since its implementation, the department has faced significant challenges that have impacted the department’s ability to efficiently achieve this mission. Observed issues include inconsistent data entry among users, limited common understanding of system requirements by users, and challenges in mining complete data from the system for reporting or analysis — all challenges that have persisted since the transition.

Background: The introduction of the Zuercher RMS platform was part of a strategic effort to improve inter-agency collaboration within Ramsey County by standardizing data collection and management. While the intent was to enhance operational efficiency and data accuracy, the transition has introduced functional inefficiencies that have burdened the department's resources and have complicated routine procedures.



Roseville officers, detectives and records staff created and processed approximately 2000 more police reports in 2024 than in 2021

Source: RPD

System Integration and Performance Issues

User Interface and System Response: Officers and staff have reported, and the department has tried to address significant difficulties with the system’s interface, which includes perceived complex navigation and slow response times. Officers report that actions within the system are met with processing delays, regularly two to five seconds and sometimes up to 10 seconds with every click or screen change. System delays have significantly and cumulatively extended the time spent on all administrative tasks.

Data Entry Redundancy: There is a lack of integration between the RMS and the existing Computer Aided Dispatch (CAD) system that requires officers to duplicate data entry efforts. This not only slows tasks and increases workload but also increases the risk of data entry errors.

Operational Analysis

Inaccuracy in Critical Reporting: The system's limited ability to capture use-of-force data has resulted in gaps in data collection related to use-of-force incidents. System limitations impacting complete data collection raise transparency and accountability concerns within the department, and such limitations are inconsistent with the beliefs and values of the RPD. Additionally, the vendor provided training when the system was launched appears to have caused misperception on the proper data entry steps and requirements for data entry resulting in repetitive handling of cases at the time of submission and lost data collection.

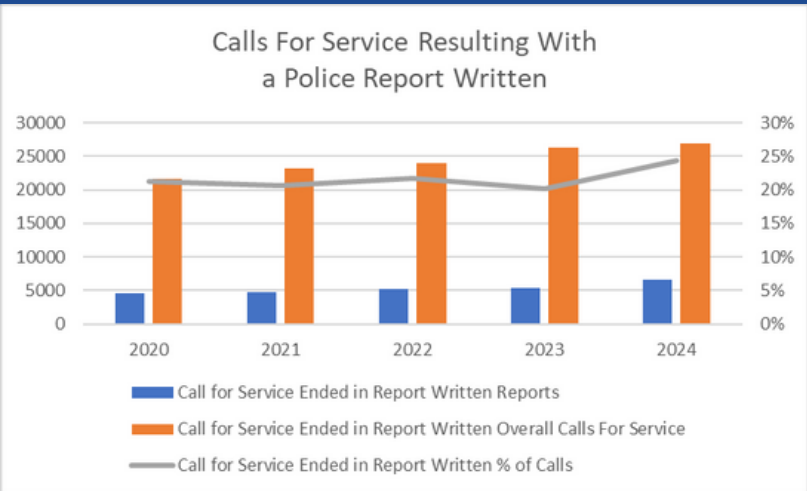


Table does not include incidents coded-traffic stops, off duty, test calls, contracted overtime, drunk driver, proactive foot, police proactive, traffic safety initiative.

Citation Processing Inefficiencies: The process for issuing citations is cumbersome, inefficient, and prolonging traffic interactions with the public. This has a negative effect on the department's service delivery standards.

Recommendations

Enhanced Training and Support: Develop and implement a department-wide comprehensive records management training program tailored to all levels of users within the department. This training should concur with the recommended bulletins, or other initiatives suggested from the records staff to provide feedback and guidance on repetitive errors or omissions. This program should focus on system navigation, efficient data entry practices, and troubleshooting common issues to improve user competence, confidence, and efficiency.

System Optimization or Augmentation: Engage the platform vendor to discuss specific optimization strategies that could alleviate the current challenges. If these challenges persist and system improvements are not feasible, consider evaluating additional solutions that might better meet the department's needs.

Review and Revise Data Integration Strategies: Assess the feasibility of enhancing the integration between the RMS and CAD systems to reduce redundancy, improve efficiency, and streamline data flow, ensuring that critical data such as use of force incidents are accurately captured and reported.

Policy Update and Process Improvement: Revise department policies to mandate the use of the RMS in a way that ensures all critical data, particularly mandatory data fields and use of force data, are accurately and promptly recorded. Additionally, streamline the traffic citation process to reduce the time officers spend during traffic stops.

Online Reporting System Enhancement: RPD currently processes approximately 500 online reports annually through a system intended to enhance department efficiency and capacity. However, since the implementation of the current records management system, this program has stepped back into a manual process, placing additional burdens on records technicians. These technicians are manually creating police reports in the records management system, which significantly increases workload, and as a result all of the intended efficiency gains are lost.

To address this issue, the department should consider prioritizing efforts to repair the broken link between the online reporting system and the records management system. This would restore the intended functionality and efficiency of the online reporting process, thereby reducing the manual data entry burden on records staff.

Should attempts to repair the system prove unfeasible or unduly time-consuming, the department can also consider temporarily suspending the online reporting system or evaluating potential vendors to implement a more integrated online reporting solution. This approach ensures that the system aligns with departmental needs and integrates seamlessly with existing department software infrastructure, ultimately supporting the RPD's goal of enhancing service delivery and operational efficiency.

Conclusion

By addressing these areas, the RPD can enhance its operational efficiency, reduce the administrative burden on its staff, and improve its ability to serve the community efficiently. These steps will also support the department's mission by ensuring that its data management systems contain complete and accurate data, are reliable, user-friendly, and fully capable of meeting current policing needs.

The research team felt it was important to note that the department is expending substantial resources on solving the current challenges in partnership with the Ramsey County agencies and the Zuercher vendor parent company. As noted in the recommendations, the RPD might find the only solution is to seek a vendor that can meet their needs, including bringing needed efficiencies to an already over-tasked workforce.

Technology and Data Security

Nearly the entirety of the RPD's operations are deeply integrated with technology, from computers and printers within the building and vehicles to mobile units, body-worn and other camera systems, ticket writers, and various other systems. The Axtell Group research team assessed the departments technology from the lens of how it aided in effectiveness and efficiency.

Operational Analysis

Technology is integrated into all aspects of department operations; therefore, ensuring the department's technology platforms are reliable is paramount to the delivery of efficient and effective law enforcement services.

The city transitioned to utilizing an outsourced technology support service many years ago. This change, while broad in scope, has over time increased the department workload and recently has had a demonstrable adverse impact on the department's efficiency and operations.

The outsourced support service model, used primarily due to the absence of on-site support, has not been able to keep up with the department's immediate response and support needs. Essential devices and systems require rapid troubleshooting and repairs, which are impeded by the delayed response times associated with an outsourced provider. Additionally, the department staff are now facilitating all computer replacements and only have oversight support from the IT arrangement.

When there are IT challenges or outages, in the absence of dedicated, in-house support, the department has made its own solution, identifying and depending on certain employees who possess greater-than-average technology knowledge and troubleshooting ability. These employees, already assigned primary job responsibilities, have become the department's "go-to" for urgent IT issues.

This less-than-ideal arrangement leads to significant work disruptions as these individuals are required to interrupt their primary duties to address IT problems, impacting their workload and the efficiency of the overall operation. For example, an inoperative police vehicle system can delay officers from returning to service, problems with report printing or data access systems can slow or temporarily stop the intake of property, issuance of citations, and production of reports.

Recommendations

Establish a Full-Time IT Specialist: To address these challenges, we recommend that the RPD consider employing a full-time onsite specialist. This position would focus exclusively on maintaining and enhancing the department's technology platforms, ensuring that systems operate smoothly and efficiently. The presence of an in-house specialist would drastically reduce downtime caused by technical failures and streamline the resolution process, eliminating the need to rely on non-IT staff or wait for external support.

A full-time IT specialist would also bring a number of additional benefits, including:

- **Proactive System Maintenance:** Regular updates and maintenance of hardware and software to prevent issues before they happen. Many of these tasks have shifted to lesser qualified personnel whom already have fulltime job responsibilities.
- **Training and Support:** On-going training for police staff on new technologies and systems, enhancing overall technical proficiency within the department.
- **Rapid Response and Problem Solving:** Immediate on-site presence to address and solve IT issues swiftly, minimizing operational disruptions.
- **Custom Solutions:** Development of customized technology solutions tailored to the unique needs of law enforcement operations.
- **Develop IT Support Back-Ups:** A department IT specialist could train and develop a team of front line employees, who importantly have capacity, to carry the IT support mission into a 24/7 model.

Real time policing requires real time support. Implementing this recommendation would not only mitigate the current challenges resulting from not having dedicated on-site support, but would also enhance the department's overall performance by ensuring that its technology infrastructure always supports rather than hinders its mission.

A strategic investment in dedicated support will bolster the department's capabilities and operational readiness to maintain the department's commitment to providing excellent service and safety to the community.

Department Training Model

The Axtell Group research team reviewed the RPD's training model and records to assess the department's capacity and efficiency in its training delivery. Following the community listening sessions, the research team placed a significant focus on the training of RPD officers. This focus aligns with the expressed desire of the Roseville community for officers to receive the highest quality of training. This community expectation underpins the department's commitment to ensuring its personnel are well-prepared to serve effectively and safely.

Recent legislative actions by the state of Minnesota and mandates from the Minnesota POST Board have heightened training requirements for law enforcement officers across the state. These mandates not only specify an increased duration of time spent in training but also dictate the inclusion of specific training topics. The RPD has met these enhanced training requirements; however, the method of delivery and the structure of these training sessions have not always been optimal.

Much of the department's training is currently delivered through a program called "Patrol Online," which allows officers to self-initiate training modules as time permits during their shifts. While this flexible format may seem efficient on the surface, it presents several challenges, particularly for adult learners in dynamic roles like patrol officers. The platform lacks direct instructor involvement, limiting opportunities for real-time clarification, discussion, and interactive learning—components that are critical for effective adult education.

Research consistently shows that adult learners benefit most from structured, interactive learning environments where they can actively engage with the material, ask questions, and apply concepts in context. According to the National Academies of Sciences, Engineering, and Medicine,

"learning that is spaced over time, includes opportunities for feedback and reflection, and is embedded in practice is more likely to be retained and transferred to the job[6]."

Sporadic, self-paced learning without guided facilitation is believed to be less effective at achieving long-term retention—especially when officers are juggling competing demands and interruptions during their shifts.

[6] National Academies of Sciences, Engineering, and Medicine (2018). *How People Learn II: Learner, Context, and Technology*. The National Academies Press. <https://doi.org/10.17226/24783>

This issue is particularly acute for the RPD, where nearly half of the patrol function has fewer than seven years of service. These officers, still in the formative stages of their careers, would benefit from more structured, instructor-led training that fosters deeper understanding, builds confidence, and enhances decision-making under pressure. The RPD conducts all mandated training sessions "in-house" utilizing department staff, which includes a diverse array of training evolutions:

Firearm Ranges: Officers participate in a minimum of four sessions annually, focusing on maintaining and enhancing their firearms proficiency.

Scenario-Based Training Days: These sessions, held three to four times a year, are particularly important. They cover a spectrum of critical response skills including defensive tactics, active shooter responses, less lethal options like 40mm launchers, Bola Wraps, and pepper ball platforms, electronic control device deployment, and de-escalation techniques.

Additional Trainings: Officers also undergo training in emergency vehicle operations (EVOC) and emergency medical responder (EMR) protocols, further broadening their capabilities in critical response areas. Officers trained in specialized equipment or technology also must satisfy recertification at various intervals.

Outside Training Development: The RPD enhances its training framework by empowering employees to select specific external training curricula to augment their performance and professional development. Employees who have specialized skills in a multitude of disciplines must seek outside training sources to remain current in their specialty.

The quality of the instruction by RPD staff was found to be of an outstanding quality in all areas, comprehensive and tailored to help employees succeed in their roles. Department staff expressed a high degree of confidence in the department's training program, with the exception of the over reliance on "Patrol Online" training.

Despite this well delivered comprehensive training agenda, execution is challenged by the absence of a dedicated training coordinator or a full-time instructor. Currently, training is led by staff who must balance these responsibilities with their primary job duties.

This dual focus can dilute the effectiveness of either the training provided or front-line operations and places additional strain on the staff involved-instructor and student.

Additionally, not having a dedicated professional training coordinator means that many of the potentially beneficial training sessions that could occur during regular working hours are not being fully leveraged.

A dedicated and fulltime training coordinator would not eliminate the need to use additional department staff, but it would improve the department's ability to create and implement a multi-year training plan, reduce the need to rely on "Patrol Online", and improve recordkeeping and coordination.

Given the department's size, which is sufficiently large enough to support a full-time training role, there is a clear opportunity to enhance the training framework. Instituting a dedicated training coordinator would ensure that training is consistent, up-to-date, and delivered in a manner that maximizes learning and retention, particularly for less experienced officers. This role could also oversee the development of more interactive training modules and the integration of more comprehensive hands-on scenarios, which are crucial for effective learning and preparedness in higher-risk and higher-stress situations.

Addressing these issues by adjusting the training model would not only meet the community's expectations for high-quality officer training but also align with state mandates, ultimately leading to more competent and confident officers within the RPD.

The Axtell Group research team reviewed department training records and observed that the department primarily relies on a spreadsheet to track employee training activities. This method, while functional, is not ideal for managing the training records of more than 60 employees, especially given the availability of numerous specialized programs tailored to training record keeping. A record evaluation identified several issues with the spreadsheet method, including inconsistencies in data entry, missing fields, and challenges in isolating individual employee activities. These issues make the system cumbersome and complicate the auditing process of employee activities.

Research Note: The department did purchase a software program for this function in 2024 and was working to transition to the new software.

Despite these challenges, a TAG audit of employee training records validated compliance with state training mandates. In each case, the audited employee had met the required training mandates and had engaged in additional professional development activities. The research team believes every department employee has likely met the training requirements. However, the process to conduct these audits proved difficult, and the current system does not allow department leadership to easily and efficiently demonstrate that each employee has met their training requirements or identify if an employee needs a specific training module.

THE VALUE OF COMPREHENSIVE TRAINING

"Law enforcement training provides protection, reduces risks, and fosters growth for officers, agencies, and, ultimately, communities."

"The high-risk profession of policing leaves little room for error; therefore, training is critical and should be the top priority of every law enforcement organization." - FBI

Recommendations

Establish a Full-Time Dedicated Training Coordinator: The current practice of conducting training in-house without a dedicated coordinator limits the potential effectiveness of the training sessions. By appointing a full-time training coordinator, the department can ensure that training is consistent, thorough, and tailored to meet both the officers' needs and community expectations. This role would not only oversee the administration of training programs but also ensure that all training sessions, particularly those covering critical response skills such as firearms proficiency, scenario-based training, and emergency protocols are executed effectively and to the highest standards – and all department records are maintained and available.

Continue In-House Training Capabilities: The department's in-house training model using its own personnel as instructors has been successful and is supportive and confidence-building for RPD personnel. The department should continue its deployment of this training model, which The Axtell Group research team believes will only improve under the coordination of a full-time dedicated training coordinator.

Align Training with State Mandates and Community Expectations: The recommendations outlined above regarding training delivery will not only align the department's training practices with the recent legislative actions and mandates from the MN POST board but will also address the community's expectations for high-quality officer training. By enhancing the training process, the Roseville Police Department can cultivate a competent, confident, and well-grounded staff, ready to serve effectively and safely.

Implementing these recommendations will position the RPD to better meet both the statutory training requirements and the specific needs of their community, ultimately fostering a more skilled and responsive police department.

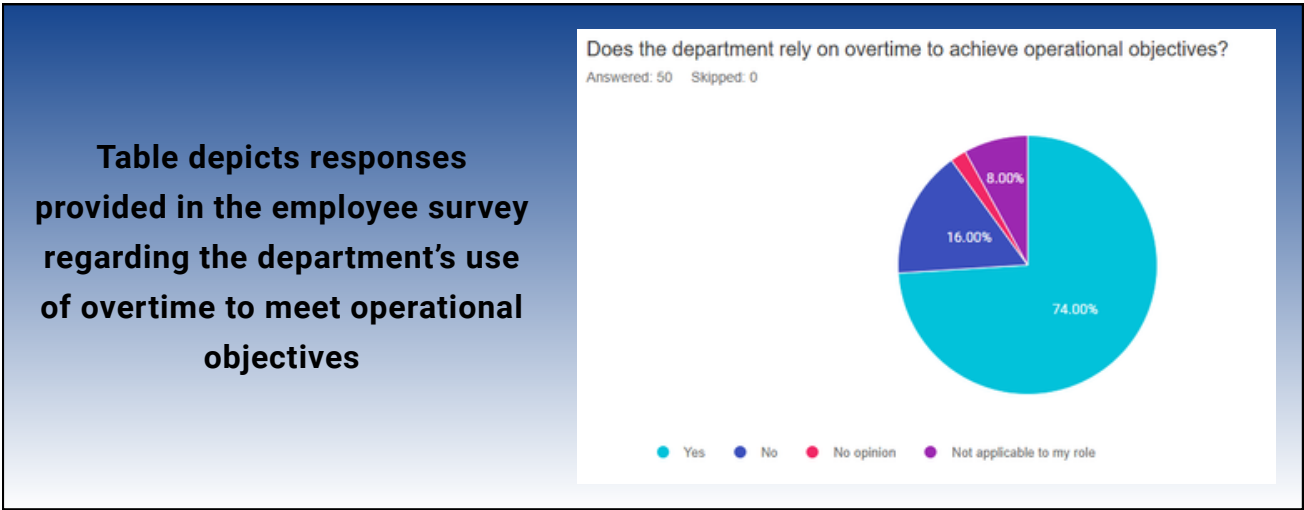
Upgrade Training Record Management: Given the significant challenges identified by The Axtell Group research team with the current method of tracking training through spreadsheets, TAG recommends that the RPD transition to a specialized training record management system. This system should be capable of handling detailed records for over 60 employees, eliminating inconsistencies in data entry, and facilitating easy access to individual training records.

This upgrade will enable more efficient audits and ensure that training requirements and professional development activities are accurately tracked and managed.

Research Note: The department did purchase a software program for this function in 2024. The newly established training coordinator should be tasked with migrating the current training records, reflecting a reasonable time period as designated by the chief of police, into this new platform along with all future training evolutions.

Replace or Limit Reliance on Online Training and Employ More Interactive Training Methods: TAG recommends the department evaluate its current reliance on online training modules that do not include live or direct instructor involvement. While convenient, this platform does not support interactive adult learning, which is even more important for less experienced officers who make up nearly half of the department. Interactive and hands-on training environments that include live question-and-answer opportunities are essential for officers to effectively assimilate complex procedures and response techniques. Therefore, integrating more interactive training modules, including question-and-answer sessions and detailed explanations, will significantly enhance training.

There are some low risk or low impact topics that can still be delivered through this platform, however, many current training topics covered in this way would be better delivered in an interactive classroom. There seems to be consensus on this point among both the department leadership team and the front-line workforce.



Property and Evidence Section

The importance of appropriate property and evidence management cannot be overstated. Management of property and evidence is pivotal to the integrity of the justice process, influencing both the outcome of criminal investigations and the protection of civil rights. Effective operations within this function ensure that evidence is preserved in a condition suitable for analysis, thereby maintaining admissibility in court and utility in solving cases. Effective property and evidence management are also necessary for the proper functioning of the broader justice system.

The handling, storage, and disposal of property and evidence require meticulous attention to detail and adherence to stringent protocols to prevent contamination, loss, or theft.

The Axtell Group research team identified that this crucial area of the department, although staffed with an extremely qualified and dedicated fulltime employee, is currently understaffed, which significantly impacts the department's ability to employ best practices in property and evidence handling. This personnel shortage creates operational challenges and lowers the department's overall efficiency and effectiveness in managing its responsibilities.

The TAG research team did not believe the assessment of the physical facility was in scope for this evaluation and the physical plant was not evaluated. That said, it was very apparent to the assessment team that the physical space available for this function was largely inadequate, in terms of space available, for the current volume processed under current service needs.

For example, in recent years the Ramsey County Jail policy changed, and they no longer accept property, including backpacks and purses, for any booked person. This policy change has shifted the property storage burden to the RPD. Officers have to now inventory contents, write additional property reports, and the property staff receive, process, and either release or follow strict destruction protocols for unclaimed property.

Operational Analysis

Daily Operations: A review of responsibilities and job demands highlighted that a considerable part of the day was consumed by addressing immediate operational issues related to



collateral duties assigned to the property room and investigative technician. These include managing challenges with the RMS, digital evidence release, body-worn camera, and helping other department employees use the RMS or other inoperable technologies.

Inventory Management: The department policy manual identifies protocols and timelines for property inventory. The current department staffing model has led to many of these audits to be overdue. The property intake volume has also been on the rise and was observed to be nearly overwhelming. The intake storage capacity is quickly exceeded, with temporary lockers becoming full sometimes faster than inventory can be processed into the property room.

Staffing and Training: The department has been creative in trying to address these challenges and has implemented the use of interns to assist the property room and investigative technician. The research team understands this decision but found that there is an over-reliance on interns. Additionally, the use of interns who serve just a short time, and receive no formal property handling training, was suboptimal at best and potentially creating a chain of custody risk for the department.

Packaging Standardization: The absence of standardized patrol procedures and gaps in patrol supervision leads to inconsistent property packaging standards.

"A property and evidence room is not just a warehouse for the storage of goods or materials; rather, it stores a large volume of unique items that range from narcotics and confiscated money to stolen art and bloodied clothes." This statement emphasizes the specialized nature of evidence storage and the need for meticulous management.

Office of Justice Programs (OJP)

https://www.ojp.gov/ncjrs/virtual-library/abstracts/not-just-bar-codes-bring-property-and-evidence-room-management?utm_source=chatgpt.com

Often, it is quicker for the property room and investigative technician to correct property packaging errors directly rather than enforce department procedures of returning property to the patrol unit for correction. Limitations with temporary storage spaces also impacts the return of property to patrol units for correction.

Digital Evidence Manager System Changes and Backlogs: Recent transitions between records management systems (from SPPD RMS to LETG to Zuercher) have created three separate evidence logs. Because the property and evidence section is understaffed, and there are significant backlogs in the purging of items, the department has not been able to merge all property and evidence information into one evidence manager – which would be consistent with best practices.

Recommendations

Add Staff Capacity: To enhance operational efficiency and continuity within the Property and Evidence section, it is imperative that the department adds staff capacity. This should include a dedicated and trained backup for the property room and investigative technician to ensure that there is no lapse in management due to unavailability or turnover, maintaining continuity and expertise in critical evidence handling.

Adherence to Standardized Packaging Procedures: TAG found the department is meeting minimum standards for property and evidence, but could enhance procedures to be more consistent with best practices. TAG recommends that the department enforce policy requirements for officers to follow standardized packaging procedures. Additionally, adopting department wide the industry practice to return improperly packaged property to patrol for correction will uphold the integrity of evidence management and minimize errors in the handling process (currently established in policy 800.4.3).

Establishing a Comprehensive Audit Process: A regular internal audit process should be established and tailored to align with existing department policies. This would involve routine inspections and reviews to ensure compliance with best practices in evidence management, promoting accountability and transparency within the department. Internal audits should align to the cadence and requirements of department policies, League of Minnesota Cities, and International Association for Property and Evidence standards.

Focus on Purging and Inventory Updates: Once additional staffing resources are secured, the department should prioritize the purging of items that are no longer subject to a legal hold. This will alleviate storage issues and improve operational efficiency. Updating the inventory in the current digital evidence manager to accurately reflect all property in inventory will also help the department maintain and demonstrate a clear and current record of evidence.

Organizational Structure: TAG recommends that the RPD consider potential restructuring to enhance oversight and efficiency for the property and evidence function. Options include placing records and the property room under the professional standards division, ensuring that operations align with the best practices and department standards. Of course, there are several other courses for the department to follow to establish managerial oversight.

Procedural Enhancements via Training: The implementation of procedures to refuse improperly submitted property is critical. This will enforce proper submission standards and reduce staff time spent correcting errors. Providing training to officers and supervisors on the topic of standardization will ensure that all personnel are equipped with the necessary knowledge required when submitting property and evidence.

Limiting or Ending the Practice of Using Interns: The department should consider limiting or ending the practice of using interns for property and evidence. While interns provide valuable temporary support, the critical nature of evidence handling demands consistent, professional management by trained staff. This change will enhance the reliability of the operations within the Property and Evidence Room.

Conclusion

Implementing these recommendations will significantly enhance the operational efficiency and effectiveness of the Property and Evidence room, ensuring that the police department upholds the highest standards of evidence management. This is essential for maintaining public trust and supporting the judicial process.



Patrol

Division

Patrol Division

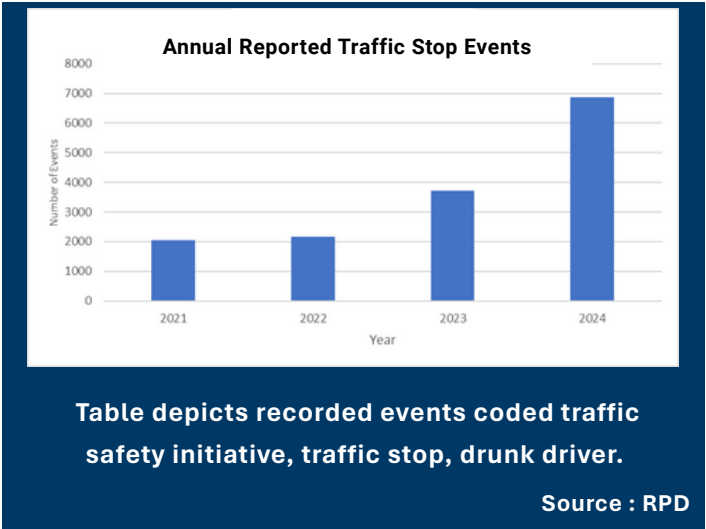
The patrol function serves as the foundation of municipal policing. As the most visible element of the department’s work, patrol officers are not only the first point of contact for most community members, but also serve as the most forward-facing representation of local government—serving as both problem-solvers and community ambassadors. Over the last two decades, the expectations placed on patrol operations have evolved and grown dramatically. In 2025, a patrol officer is not only a first responder but also an investigator, a social worker, mental health crisis intervener, a traffic enforcement officer, and a key player in community engagement and public trust-building.

The expectations surrounding how police services are delivered today are much broader and more complex than those of even a decade ago. Officers must demonstrate technical competence, emotional intelligence, and strategic decision-making — often in rapidly changing, high-stakes circumstances. Today’s law enforcement professional is expected to balance enforcement duties with empathy and de-escalation, even in volatile situations. Current patrol tactics emphasize slowing incidents down, using coordinated multi-officer approaches, and responding in ways that reduce the need for force while also preserving officer and community safety.

One of the key components of a patrol officer’s responsibility is traffic enforcement. While not as immediately dramatic as responding to a crime in progress, traffic enforcement plays a vital role in community safety. It reduces crashes, deters impaired and reckless driving, and allows officers the opportunity to interact with the public in proactive and preventive ways. Ultimately, it saves lives. Within RPD, officers are expected to meet

proactive policing benchmarks that include traffic stops, illustrating the department’s commitment to visible and purposeful law enforcement presence.

Equally important — but often overlooked — is the non-enforcement role of patrol officers. Officers must have the time and capacity to build relationships with community members outside of crisis moments. Informal conversations at a neighborhood park, a visit to a local business, or participation in a community event all reinforce the legitimacy and humanity of the department and help build long-term trust.



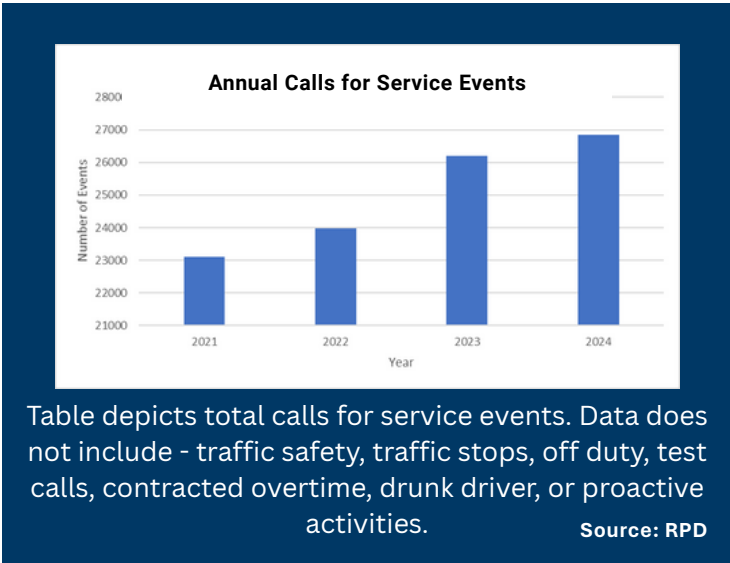
These types of engagements can often be the most effective tools for crime prevention, community collaboration, and mutual understanding. During interviews and in employee survey responses, officers noted that time for this type of engagement is often sacrificed due to the high demand for reactive service calls and the logistical stress placed on the current staffing model.

The RPD, by all indicators, is a high-performing agency staffed with a dedicated workforce deeply committed to serving the public. Officers across ranks expressed pride in their work, an appreciation for recent contract adjustments, and a strong belief in the department’s mission. However, the department is operationally challenged to consistently meet the highest standards of service delivery, particularly increasing service demands and increasingly complex police work coupled with the current limitations of the department’s deployment model.

Employee interviews and internal survey results revealed a shared sense of strain among front-line officers. Many acknowledged the department’s efforts to modernize and invest in its personnel yet pointed to staffing levels and often operating without an available patrol sergeant as significant sources of frustration.

The impact on employee wellness, morale, and professional development opportunities was a recurring theme. While these concerns do not speak to a department in crisis, they do suggest a workforce under pressure — one that is managing to succeed despite considerable operational headwinds.

The source of these challenges can be traced to two interrelated factors:



The department’s long-standing deployment model and the adequacy of overall staffing to support that model. The minimum deployment numbers — the number of patrol officers scheduled to be on the street at any given time — have not changed in more than two decades, despite increased call volumes, population changes, and the growing complexity of incidents. At the time of this evaluation, the department maintained a minimum of four to six officers on duty across different shifts — the same minimums that were in place in the early 2000s.

To determine whether the current staffing is sufficient to support current demands, The Axtell Group conducted a comprehensive workload and deployment model assessment.

This review focused on two primary questions: First, does the department have the right deployment model that effectively aligns staffing with service demands across the day and week? Second, has the department hired and maintained enough police officers to support that deployment model consistently?

The evaluation revealed that while the department is meeting its deployment minimums most of the time, it is often doing so under stress. Officers are frequently pulled from street assignments to perform necessary collateral duties that support the broader functioning of the department. These include acting as field training officers, academy instructors, SWAT or mobile field force members, crisis negotiators, drone pilots, and wellness coordinators. These specialized assignments, while essential to the overall mission, regularly remove officers from patrol shifts, placing added strain on the remaining personnel.

Further compounding these pressures are absences related to court appearances, required training, professional development, and unplanned leaves due to injury or family and medical leave (FMLA). At the time of this evaluation, one officer was preparing for a military deployment — a source of pride, but also a logistical challenge for a patrol unit already operating near its functional limits. These factors mean that even when the department is technically “fully staffed” on paper, the number of officers available to support street-level patrol often falls short of the operational minimums required for optimal service delivery.

The result is a workforce that must frequently rely on forced overtime, cancelled days off, holdovers, or the temporary reassignment of personnel from other duties. Officers are navigating increased call loads, more extensive report writing commitments due to a new RMS platform and updated evidence standards, and evolving state and federal labor laws that place further restrictions on scheduling. As of this writing, new leave law changes set to take effect in January 2026, will further introduce additional scheduling complications already experienced with the City of Roseville’s policy of providing 6 weeks of paid leave for various circumstances (additional detail in the Employee Staffing Analysis section of this report).

In the broader context of national law enforcement trends, RPD’s challenges are not unique. According to a 2024 article by the U.S. Department of Justice’s COPS Office[7], many cities fall into common myths about police staffing — including the assumption that “more officers” alone is the answer to service and safety concerns. The article stresses the importance of a comprehensive staffing assessment that considers service demand, workload data, and the actual time officers have available to respond to calls and conduct proactive policing.

[7] A Performance-Based Approach to Police Staffing and Allocation, USDOJ COP’s Office, available at: <https://portal.cops.usdoj.gov/resourcecenter/content.ashx/cops-p246-pub.pdf>

The Axtell Group used this philosophy as the foundation for its analysis in Roseville, focusing not only on whether enough officers are employed, but whether the department has built a staffing model that reflects the reality of police work in 2025. This includes non-call responsibilities and specialized unit assignments, not just calls for service.

Through this assessment, it became clear that the RPD's operational model has not kept pace with demands. While the department continues to deliver professional service and has avoided major service delivery failures, it does so by stretching its personnel, often beyond sustainable limits. This constant pressure can have subtle but important impacts — not only on officer wellness, but also on the quality and consistency of police response. It also limits the department's capacity to engage in proactive policing or long-term crime prevention and trust building strategies, both of which are critical to agency success.

Feedback Received from the employee survey

Based on the open-ended survey responses from RPD personnel, several themes emerged that provide insight into how front-line staff perceive the operational environment. A significant portion of the feedback centered around the impact of training — or, more accurately, the limitations associated with accessing and completing meaningful training.

The RPD provides more training for all of its employees that is mandated by various agencies than ever before. These include the Occupational Safety and Health Administration (OSHA), Minnesota State Law, the Minnesota Board of Peace Officer Standards and Training (POST). The RPD also utilizes more technology and equipment than in its history, much of it requires recertification at various intervals.

Officers noted that operational demands frequently interfere with their ability to participate in additional voluntary professional development training sessions, and many respondents indicated the staffing levels kept them from submitting or receiving voluntary training classes. This perception held by officers directly conflicts with the leadership's commitment to provide as much training to employees as possible.

Beyond training, survey responses also reflected concerns about limited time for proactive or community-oriented policing, with several officers acknowledging that high call volumes keep them in reactive modes of service. Another noted factor was the scheduling impact to employees trying to maintain a healthy work-home life balance.

"Virtually every time a training occurs, overtime is put out to cover patrol or officers are forced to hold over."

Roseville police Officer

Despite these concerns, many employees conveyed pride in their work and colleagues, emphasizing a strong internal culture and commitment to public service. However, there was also a clear sentiment that current staffing levels, combined with the demands placed on the patrol function, are beginning to take a toll and the research team heard over and over that officers have looked at other departments who may offer a better – specifically more balanced – working condition.

Some officers also expressed a desire for more inclusion in organizational planning and noted that the supervisory model should be strengthened to better support daily operations. These insights underscore the need for a strategic and balanced approach to resource planning, ensuring officers are not only adequately staffed but also equipped, supported, and empowered to fulfill evolving expectations for police services.

12-Hour Shift Configuration

The Roseville Police Department utilizes a 12-hour shift model for the patrol function. The 12-hour shift model is widely used in police departments across the country due to its operational and scheduling efficiencies. It offers several advantages, particularly for optimizing officer availability while minimizing the total number of personnel required to meet staffing demands.

For the Roseville Police Department, adopting a properly staffed 12-hour schedule could significantly reduce the need for overtime, as long as the schedule remains fully staffed and appropriately managed. Ensuring adequate coverage not only fulfills minimum staffing requirements but also provides officers the flexibility to take contractual time off and attend to other professional responsibilities, such as training, court appearances, and collateral duties.

This compressed schedule can be particularly appealing for officers who value predictable days off and extended time to recover between shifts. The model also requires fewer personnel to maintain 24/7 coverage compared to eight or 10-hour shift models, making it an efficient choice for departments operating with limited resources. For RPD, switching to an alternative shift model, such as eight or 10-hour shifts, would necessitate a significant increase in patrol staffing, further straining resources and budgets.

While the 12-hour model offers clear operational benefits, it is not without its challenges. Research conducted by the National Institute of Justice (NIJ) and the National Policing Institute highlights the potential drawbacks of compressed schedules, particularly with respect to officer fatigue. Studies have documented that working shifts longer than 12-hours can lead to increased sleepiness, decreased alertness, and a diminished quality of life for officers.

“Compressed schedules of 12 hours were not associated with differences in our outcomes, other than officers’ reports of lowered alertness on the job and increased sleepiness. Agencies should use caution in implementing such schedules.”

-Policing Institute

These outcomes are exacerbated by the inherent stressors of police work and are in direct conflict with the community’s expectation of having healthy, well-rested officers on patrol. Fatigue presents a significant risk not only to officers’ health but also to the safety and effectiveness of the department as a whole. Understaffed 12-hour schedules can exacerbate these issues by requiring officers to come in early or stay late to fill vacancies. This additional workload can lead to burnout and reduced job performance, undermining the very efficiencies the model aims to achieve. Furthermore, fatigue can impair decision-making, slow reaction times, and increase the likelihood of errors—outcomes that jeopardize both officer and public safety.

The RPD can mitigate these risks by maintaining adequate staffing levels to support the 12-hour shift model. This includes building a staffing plan that accounts for vacancies caused by time off, professional development, and other responsibilities. Officers should feel supported in taking their contractual time off when needed, particularly on days when they are not mentally or physically prepared to patrol. A department culture that values officer well-being is essential to sustaining a healthy, effective workforce and maintaining the trust of the community.

A 12-hour shift model requires only 16 officers to maintain full 24/7 coverage, compared to 21 officers under a 10-hour shift. This illustrates that 12-hour shifts are more staffing-efficient, reducing the total number of officers needed while maintaining the same operational coverage.	Comparison of 10-Hour and 12-Hour Shifts	
	The decision between a 10-hour or 12-hour shift schedule requires careful evaluation of staffing requirements, operational needs, and employee well-being. Below is a comparison of the two models, assuming a deployment of 4 officers per shift:	
	10-Hour Shifts	• Shifts Per Day: 3 shifts (to cover 24 hours). • Shifts Per Week: 3 shifts/day x 7 days = 21 shifts/week • Total Officer Shifts Per Week 21 shifts/week x 4 officers = 84 officer shifts/week • Officers Needed: = 21 officers
	12-Hour Shifts	• Shifts Per Day: 2 shifts (to cover 24 hours). • Shifts Per Week: 2 shifts/day x 7 days = 14 shifts/week • Total Officer Shifts Per Week 14 shifts/week x 4 officers = 56 officer shifts/week • Officers Needed: = 16 officers

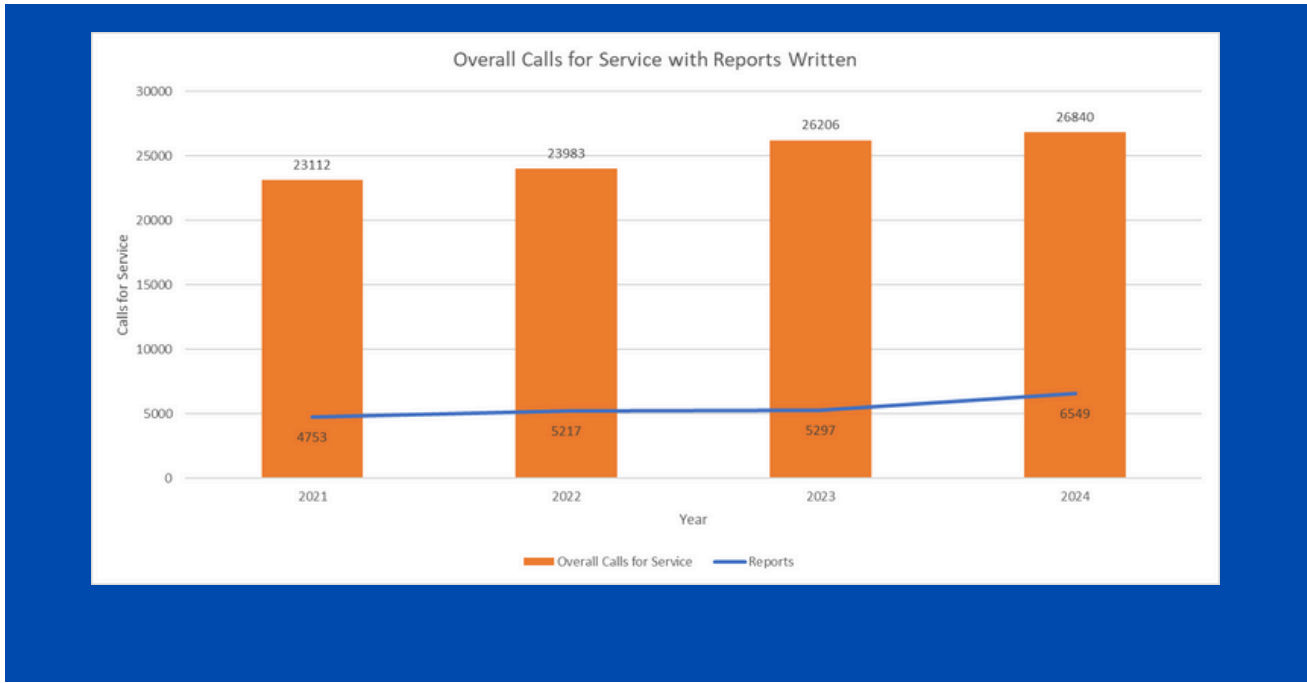
Service Demand Levels

The Roseville Police Department's patrol operations have experienced a significant increase in service demands over recent years. An examination of the data reveals a clear upward trend in total events handled by the department annually, indicative of rising operational demands and challenges.

In 2020, the department managed a total of 21,643 events. This figure rose to 23,112 in 2021, marking an increase of approximately 6.8%. The upward trajectory continued into 2022, with total events climbing to 23,983, reflecting a further increase of 3.8% from the previous year. The year 2023, saw a more substantial rise, with the total reaching 26,206 events, which represents a notable increase of 9.3% compared to 2022. The latest data from 2024, further underscores this trend, as the total events further escalated to 26,840, indicating a 2.4% increase from 2023.

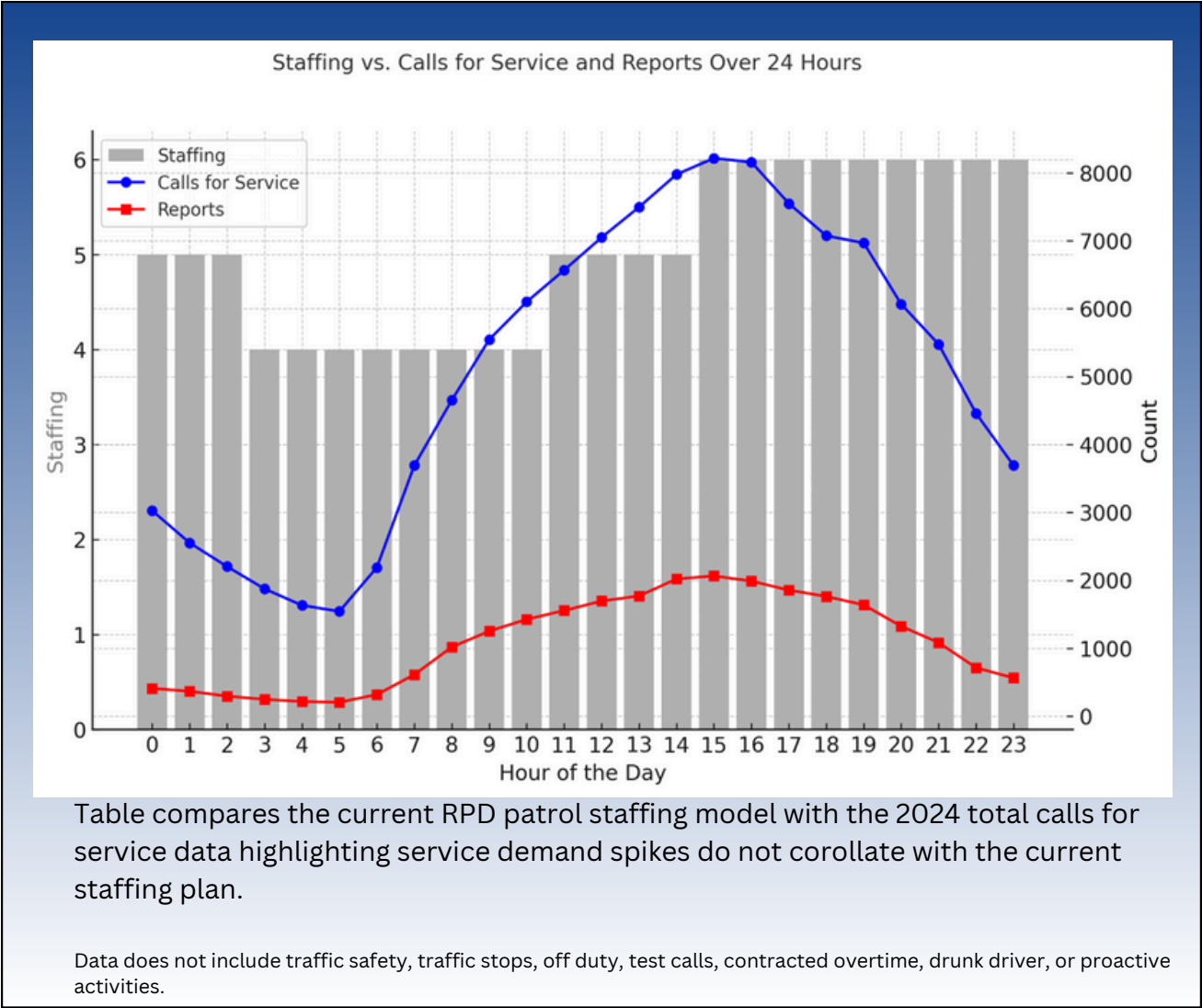
These statistics objectively demonstrate that the Roseville Police Department has been handling an increasingly larger volume of incidents year-over-year. The continuous rise in service demands can be attributed to various factors, including population growth, changes in community activities, and evolving societal challenges. Particularly significant is the additional volume stemming from the Rosedale officer detail, which has necessitated the reallocation of resources, including the additional responsibilities assigned to the intelligence analyst position for investigating criminal cases.

Moreover, it's crucial to acknowledge that even if calls for service remained constant, the evolving standards of today's policing require more time on each call and often necessitate



responses involving multiple officers to ensure outcomes that meet community and departmental expectations.

The times for calls for service peaks, when analyzed by hour of the day, do not align with the current staffing model, which introduces a power shift starting at 1500 each day. Additionally, the current minimum deployment plan, which requires 4, 5, or 6 officers on duty depending on the time, often includes as many as two sergeants due to overlapping shifts. This is not ideal, particularly during peak call times when the demand for incident reports is highest, and the type of incident does not warrant a patrol sergeant being tied up with administrative tasks.



The TAG research team identified incidents where, due to the patrol sergeant being out of the city for tasks such as booking arrestees or providing training during their shift, or they were tied up on an incident as the primary handling officer and unable to break from the call, they were not available to fulfill their role as a patrol supervisor when needed most.

This situation underscores the need for a reassessment of the staffing and deployment strategies to better match the actual service demand patterns, thereby enhancing the department's ability to manage its resources effectively and respond to community needs efficiently.

Recommendations

As the RPD looks to the future, there are several opportunities to strengthen patrol services, improve operational efficiency, and better support officers:

Increase Patrol Staffing Capacity During Peak Demand Hours: Add additional patrol officer staffing and adjust the department's shift times and minimum deployment levels during the periods of highest call volume, particularly in the afternoon and evening hours when service demand peaks. Even a modest increase in minimum staffing during these hours would reduce the need for forced overtime, improve response times, and reduce officer stress.

See recommended growth plans and patrol shift models on pages 63 - 65.

Remove the Patrol Sergeant(s) from the Minimum Staff Deployment Calculation: The Roseville Police Department should adjust its minimum staffing level calculations to exclude sergeants from the base count of patrol officers available for immediate response. This change aims to ensure that the department can maintain an adequate number of patrol officers on the ground for effective response to calls for service, particularly during peak hours. This adjustment will address several key issues:

- **Enhanced Response Capability:** By maintaining a more robust count of patrol officers dedicated exclusively to response duties, the department can improve its operational readiness and effectiveness in managing daily service demands.
- **Optimal Use of Sergeant Capacity:** Sergeants will be better positioned to fulfill their supervisory and administrative roles without compromising the operational capacity of patrol units. This separation of duties will also prevent the dilution of supervisory availability during critical operational periods.
- **Strategic Resource Allocation:** This change will allow for a more strategic allocation of resources, matching actual needs for supervision with the dynamics of shift requirements and peak demand times, thereby optimizing both response times and quality of service.

Adjust the Staffing Calendar to Better Align with Service Trends: Use the call service data to identify high-demand periods throughout the week and calendar year, and modify officer schedules to align accordingly. Currently calls for service increases significantly in the late morning hours yet staffing doesn't increase until 1500 (3:00 p.m.) Seasonal shifts in service demand patterns and predictable spikes in service demands, such as holiday retail crime trends, should be reflected in staffing plans as labor contract allow or in overtime plans.

Define and Train a Standardized Patrol Operations Plan: Establish clear protocols for shift duties, reporting processes, and proactive expectations. Provide regular, structured briefings and in-service training topics to ensure consistency across squads and shifts to maximize efficiency and offer clear direction and expectations to the front line staff.

Enhance Officer Wellness and Retention Strategies: Build on existing wellness initiatives by providing predictable scheduling, mental health and wellness resources, and professional development opportunities. Include front-line officers in operational planning and policy development to reinforce their value to the organization and improve internal communication.

Invest in Strategic Forecasting and Workforce Planning: Conduct annual internal reviews of staffing needs and workload distribution. Use data-driven metrics and officer feedback to guide future resource allocation and budgeting requests.

Develop a Strategic Recall Plan for Officers Working Contractual Overtime: The practice of allowing sworn employees to work in uniform under contract for local businesses provides a significant force multiplier should the department requires a rapid response for significant incidents. The department should formalize and train a tactical alert or coordinated mobilization plan that considers available resources from which supervisors or command can rapidly deploy - including personnel, functional and equipped police vehicles, tactical gear and weapon selection (both lethal and less lethal).

Conclusion

The RPD remains an agency with a strong foundation, committed leadership, and a dedicated workforce. Officers and supervisors interviewed during this evaluation demonstrated resilience, creativity, and a genuine desire to serve their community at the highest level. With the right strategic adjustments, particularly in the areas of staffing, scheduling, and operational planning, the RPD can continue to evolve and improve — not because it is failing — but because it recognizes the demands of policing and is committed to leading through excellence.

THIS SCHEDULE REPRESENTS THE RECOMMENDED IMMEDIATE PATROL STAFFING GROWTH PLAN

A Day Shift			B Day Shift			A Night Shift			B Night Shift	
Sergeant	Work		Sergeant	Work		Sergeant	Work		Sergeant	Work
Day Relief A/B Sergeant						Night Relief A/B Sergeant				
Officer	Work		Officer	Work		Officer	Work		Officer	Work
Officer	Work		Officer	Work		Officer	Work		Officer	Work
Officer	Work		Officer	Work		Officer	Work		Officer	Work
Officer	Work		Officer	Work		Officer	Work		Officer	Work
Officer	Work		Officer	Work		Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train		Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train		Officer	Off/Train		Officer	Off/Train

A Power Shift			B Power Shift	
Sergeant	Work		Sergeant	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train

Red indicates positions added to the current staffing model

This patrol schedule was designed to meet the **current** needs of the Roseville Police Department. Factors considered in its development were:

- Removing the patrol sergeants from the minimum staffing requirement.
- Adjusting the shift schedule and minimum deployment staffing requirements to meet the current peak service demand times.
- Projected shift vacancies.
- Required training schedules and employee professional development.

THIS SCHEDULE REPRESENTS THE RECOMMENDED THREE TO FIVE YEAR PATROL STAFFING GROWTH PLAN

A Day Shift			B Day Shift	
Sergeant	Work		Sergeant	Work
Day Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train

A Night Shift			B Night Shift	
Sergeant	Work		Sergeant	Work
Night Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train

A Power Shift			B Power Shift	
Sergeant	Work		Sergeant	Work
Power Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train

This patrol schedule was designed to meet the **FUTURE** needs of the Roseville Police Department. Factors considered in its development were:

- Projected calls for service growth.
- Removing the patrol sergeants from the minimum staffing requirement.
- Adjusting the shift schedule and minimum deployment staffing requirements to meet the current peak service demand times.
- Projected shift vacancies.
- Required training schedules and employee professional development.

Red indicates positions added to the current staffing model

THIS SCHEDULE REPRESENTS THE RECOMMENDED FIVE TO SEVEN YEAR PATROL STAFFING GROWTH PLAN

A Day Shift			B Day Shift	
Sergeant	Work		Sergeant	Work
Day Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train

A Night Shift			B Night Shift	
Sergeant	Work		Sergeant	Work
Night Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train

A Power Shift			B Power Shift	
Sergeant	Work		Sergeant	Work
Power Relief Sergeant				
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Work		Officer	Work
Officer	Off/Train		Officer	Off/Train
Officer	Off/Train		Officer	Off/Train

This patrol schedule was designed to meet the **FUTURE** needs of the Roseville Police Department. Factors considered in its development were:

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- Adjusting the shift schedule and minimum deployment staffing requirements to meet the current peak service demand times.
- Projected shift vacancies.
- Required training schedules and employee professional development.

Red indicates positions added to the current staffing model



Patrol Division

Supervisors

Patrol Supervisors

In modern policing, the role of a police sergeant is pivotal, serving as the crucial link between patrol officers and operationalizing the department’s vision. Their responsibilities are extensive and vital for maintaining the integrity and efficiency of police services.

The RPD currently uses a deployment model that does not require or guarantee a patrol sergeant is always on-duty. This gap is particularly notable in departments like RPD with newer officers, where active, participative front-line supervision is essential.

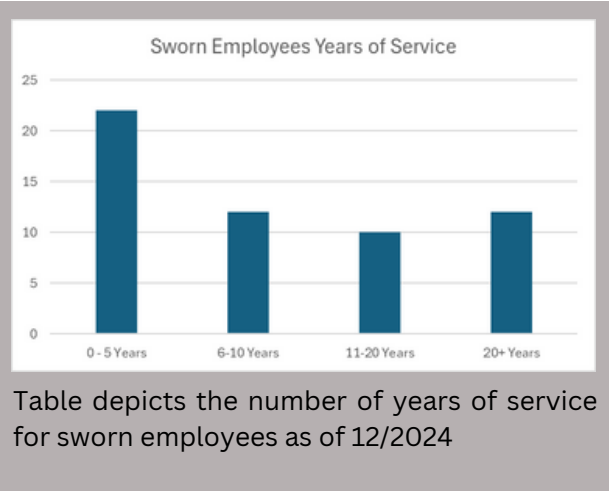
RPD’s current model consists of six patrol sergeants organized into six teams working three shifts on opposite days. However, this structure does not accommodate instances when sergeants are unavailable due to time off, court appearances, training responsibilities, or other duties.

During such times, RPD relies on an Officer in Charge (OIC) program, designating an already on-duty patrol officer to assume the role of the patrol sergeant. This approach, while resourceful, does not consistently uphold the same level of experienced oversight that a dedicated sergeant could provide.

The absence of continuous sergeant oversight can pose significant risks to the city, the department, officers, and the community, particularly in high-risk circumstances where experienced and established field command is crucial. Sergeants play a key role in monitoring quality control, ensuring that the actions of patrol officers meet legal and community standards. This oversight is vital for all departments, especially those deploying a younger workforce, as it helps identify and rectify procedural errors in real-time, maintaining the judgments and responses that maintain public trust and credibility.

Sergeants are also instrumental in mentoring and coaching less experienced officers, providing guidance and coaching to help them navigate the complexities of law enforcement.

This mentorship fosters a professional growth environment, crucial for developing officers capable of making sound decisions in various scenarios.



Without constant sergeant leadership, the professional development of young officers may be compromised, potentially impacting departmental effectiveness and community relations adversely for years to come.

Directing the mission of the department is another critical role served by sergeants. They ensure that officers' efforts align with the department's strategic goals, adapting to shifting threats or community needs. In the absence of a sergeant, the capacity for strategic direction and proactive policing measures may diminish, limiting the department's responsiveness to emerging situations.

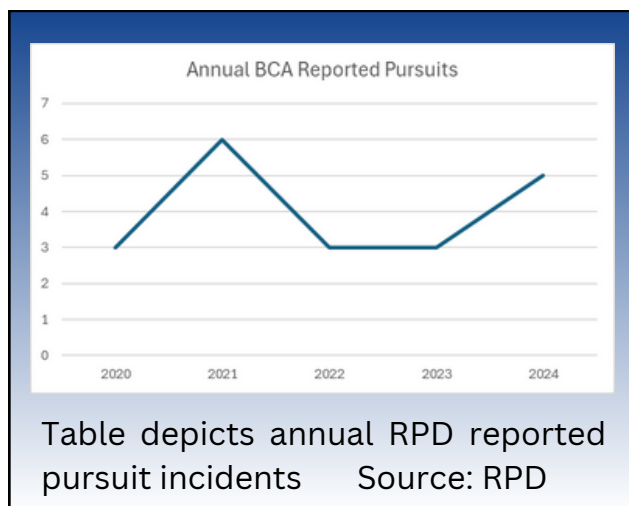
The risks of inadequate supervisory oversight can be significant, ranging from inconsistent incident responses and increased misconduct to civil liabilities for both the department and the city. In the RPD's case, the lack of a guaranteed sergeant presence due to their current deployment model could lead to operational inefficiencies and safety compromises for both officers and the public.

Given these considerations, it is evident that the role of a police sergeant is undeniably crucial. The RPD would benefit from revisiting their sergeant deployment strategies to ensure consistent and effective supervision. Investing in leadership training and development for sergeants, and possibly reevaluating the use of the OIC program, should be priorities for enhancing service delivery and fostering stronger community relations.

Strategically revising sergeant deployment to provide constant supervision and support in the field, doesn't just mitigate risk. It provides for the consistent presence of patrol sergeants which can lead to significant improvements in operational efficiency, officer development, and community trust.

Improved Operational Efficiency and Response Quality

- **Consistent Leadership:** Having sergeants consistently available ensures leadership and decision-making are always at hand, reducing delays and increasing the effectiveness of responses to incidents.
- **Standardized Practices:** Consistent sergeant oversight helps maintain high standards in police practices, ensuring that operational protocols are uniformly applied, which in turn reduces errors and enhances the overall quality of police work.



Enhanced Officer Development and Professionalism:

- **Targeted Mentorship:** Access to experienced sergeants allows for real-time coaching and feedback, which is crucial for the professional development of younger or less experienced officers.
- **Career Pathway Clarity:** The presence of sergeants defines clear pathways for career advancement, helping officers understand and strive for professional growth opportunities within the department.

Strengthened Community Trust and Relations:

- **Consistency in Community Interactions:** Sergeants often help shape community policing strategies. Their presence ensures that community interactions are guided by familiar and consistent leadership, which can help build and maintain public trust.
- **Quick Resolution of Community Concerns:** Immediate access to decision-makers can lead to faster resolutions of issues raised by the community, enhancing the department's reputation and effectiveness in community engagement.

Reduced Risk and Liability

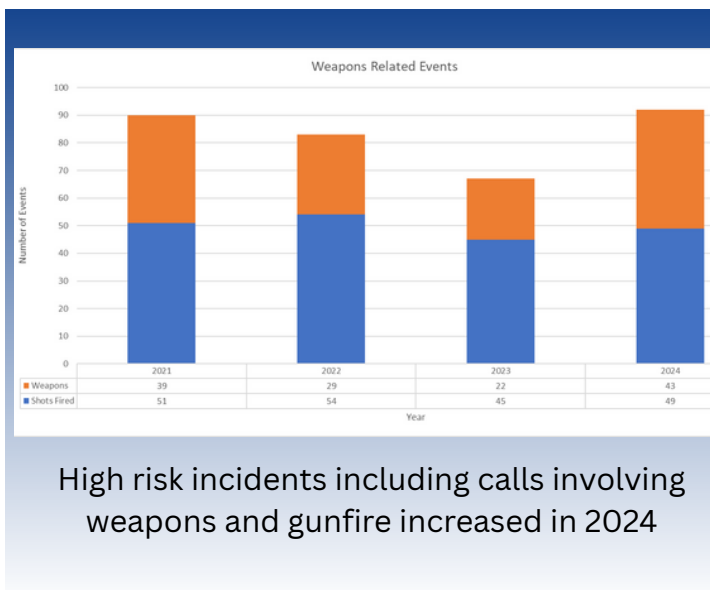
- **Decreased Incidents of Misconduct:** Constant supervision can significantly reduce the chances of misconduct, as sergeants can immediately address any inappropriate behavior or procedural deviations.
- **Enhanced Accountability:** With sergeants on duty, there's a higher likelihood that all actions taken by patrol officers are properly documented and reviewed, which is crucial for both internal accountability and transparency with the public.

Improved Management of High-Risk Incidents

- **Experienced Incident Management:** Sergeants typically possess critical incident management skills needed in high-stress situations, including active shooter events or large public disturbances.
- **Effective Resource Allocation:** Experienced sergeants can make real-time decisions about resource allocation and strategic responses, potentially preventing escalations and ensuring public safety more effectively.

Managing Internal Procedures

- **Monitoring Employee Performance:** Supervising and evaluating critical department functions such as report writing, evidence intake and processing, and crime scene management.
- **Evaluating Employee Use of Department Technology:** Ensuring department employees are using technology appropriately and consistent with department policy and law, including body-worn cameras, in-car cameras, fingerprint readers, and other technological tools.
- **Crime Scene Supervision:** Establishing supervisor capacity that allows supervisors to split their time from administrative responsibilities to field command, ensuring that RPD officers have the leadership and guidance while managing complex criminal scenes. Ensuring the availability of sergeant supervision at all times within the patrol function not only enhances the operational capabilities of the department but also significantly contributes to the welfare of the officers and the community they serve.



Recommendations

To enhance the effectiveness and supervision within the RPD's patrol operations and increase patrol standardization related to tactics, field investigations, reporting, evidence handling, and enforcement prioritization, TAG has the following recommendations for sergeant coverage and oversight.

Establish a Comprehensive Sergeant Cadre: Develop an adequately sized sergeant cadre to meet the department's operational needs, accounting for the staffing calendar. This cadre should account for scenarios where sergeants are required to work away from the front line, such as court appearances, training sessions, or fulfilling collateral duties. This would require the hiring of a minimum of two additional sergeant positions but could require more depending on the department's chosen schedule. A recommended patrol model exists on pages 63 - 65.

Factor in sergeants' contractual time off to ensure that there are always sufficient sergeants available to cover all shifts without compromising supervision quality.

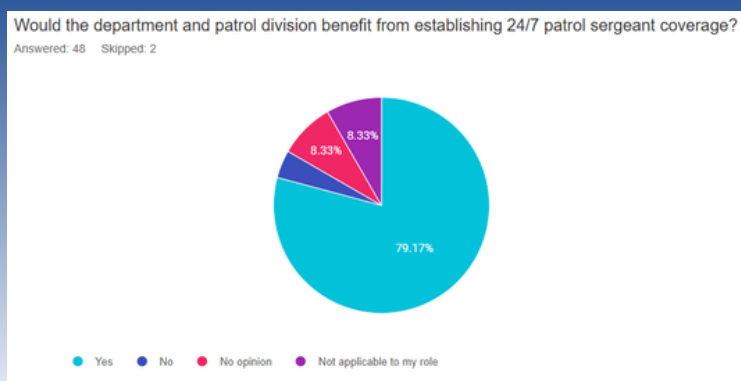
Mandate 24/7 Sergeant Coverage: Implement a policy requiring continuous sergeant presence, ensuring that sergeants are available at all times to provide direct oversight, guidance, and decision-making support to patrol officers. This policy should emphasize the critical role of sergeants in maintaining high standards of policing and ensuring safety to officers and public. This policy should also highlight requisite training required for employees serving as a patrol sergeant.

Update Departmental Patrol Policies: Officially update department policies to mandate the inclusion of a patrol sergeant as a fundamental component of patrol operations, but are not included in the minimum deployment model. This update should outline the responsibilities and expectations of sergeants on patrol operations.

Create a Standardized Patrol Plan Implemented by All Patrol Crews: Develop and implement a standardized patrol plan that defines operational strategies, deployment tactics, and expected outcomes. This plan should be designed to maximize coverage efficiency, resource allocation, and response times. The plan should also include protocols for emergency responses and high-priority calls to ensure sergeant-led oversight during critical incidents.

Eliminate or Significantly Limit the Officer in Charge (OIC) Program: Eliminate or restrict the use of the Officer in Charge program to only extreme exceptions where exigent circumstances exist. Ensure that the OIC role is only filled by officers who are qualified and experienced, having received specific training in leadership and incident management commensurate to that of a patrol sergeant. Establish clear criteria and rigorous training requirements for officers eligible for the OIC role to ensure they are prepared to handle the responsibilities effectively.

Chart depicts responses received in the employee survey regarding the benefit of the department establishing 24/7 supervisory coverage.



Enhance Training Requirements for Patrol Sergeants and Potential Officers In Charge (OICs):

- Increase leadership and command training opportunities for both current sergeants and potential OIC candidates to ensure they are well-prepared to manage dynamic incidents and response challenges.
- Focus training on leadership development, tactical decision-making, community engagement strategies, and crisis management to prepare current sergeants and emerging leaders for a wide range of scenarios.

Regularly Review and Adjust the Sergeant Cadre and Patrol Plans:

- Conduct regular reviews of the effectiveness of the sergeant cadre and patrol plans. Adjust these strategies based on evolving departmental needs, community feedback, and changes in law enforcement best practices.
- Use data-driven approaches to assess the impact of sergeant coverage on crime rates, officer performance, and community satisfaction to inform future planning and potential staffing augmentation.

Implementing these recommendations will significantly enhance the operational effectiveness and supervision within the RPD, ensuring that the community and officers alike benefit from a well-structured and consistent supervised patrol environment.



Investigations

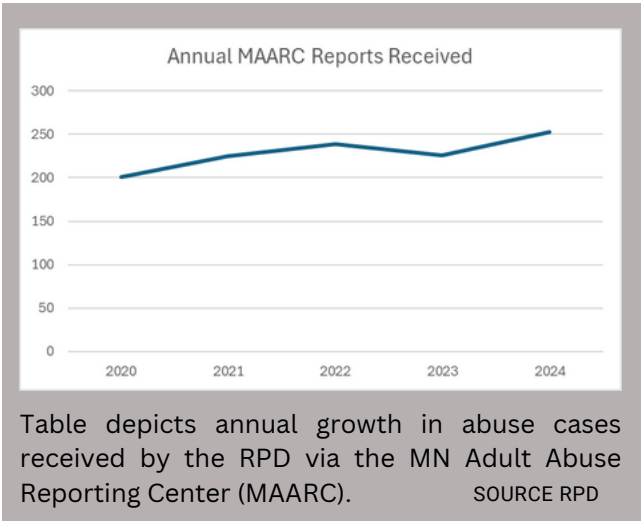
Division

Investigations

Criminal investigations play a multifaceted role within the RPD. The primary function of this unit is to solve crimes, aiming to bring justice and closure to victims of crimes. Beyond resolving specific incidents, the criminal investigations unit is instrumental in developing intelligence that assists the department in identifying crime trends, predicting and preventing future criminal activities.

The Role of Criminal Investigations: Criminal investigations functions are important contributors to strategic law enforcement. Research consistently shows that a disproportionately small number of individuals are responsible for a significant volume of crime. An individual arrested for a crime may have committed multiple offenses and may be more likely to reoffend. The investigative process not only addresses past actions but if properly staffed can also serve as a preventative measure by interrupting potential future crimes.

Structure and Staffing Challenges: The RPD’s investigations unit is led by a commander, supported by an investigative sergeant, and, when fully staffed, includes six detectives, a criminal analyst, and a property room and investigative technician. Typically, five detectives handle criminal cases originating in Roseville, while one detective is assigned to the Ramsey County Violent Crimes Enforcement Team, although this position was vacant at the time of this assessment.



The year 2024 marked a record high for the unit, investigating 4,432 Group A offenses, with theft and shoplifting accounting for over 2,700 cases. Additionally, the unit handled an unprecedented number of cases from the Minnesota Adult Abuse Reporting Center, totaling more than 250 instances.

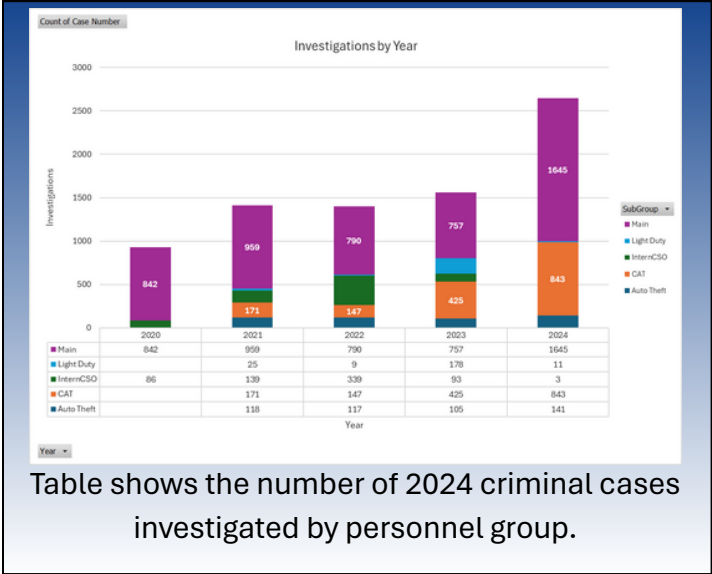


Data and other evidence support much of the retail crime occurring in Roseville is not reported. This proactive detail provides the results of what can be achieved when the department has additional staffing available.

<https://www.cityofroseville.gov/CivicAlerts.aspx?AID=3098>

Increasing Complexity in Investigations:

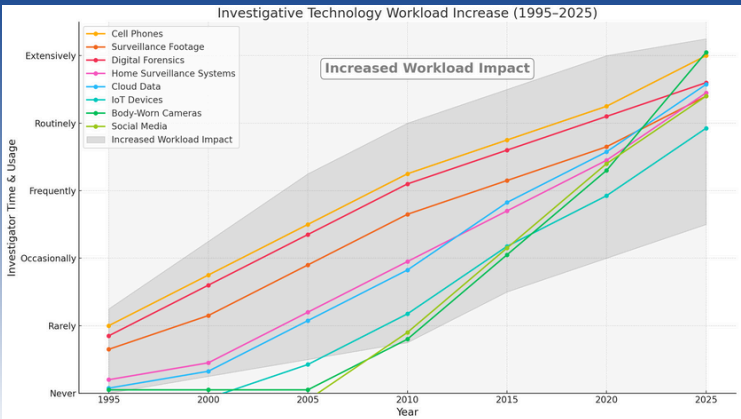
The investigative process has grown increasingly complex. Gone are the days when investigations relied primarily on gathering photos and witness statements. Today, investigators are tasked with reviewing extensive footage from body-worn cameras, in-car video systems, CCTV, and various home surveillance technologies. The critical role of cell phones, social media, and GPS data in investigations compounds the amount of work and time required for even routine investigations, with prosecutors expecting comprehensive reviews, analyses, and summaries of all available digital evidence as part of the charging package. Obtaining much of this digital evidence requires a search warrant, which involves a multi-step, complex process demanding investigators to present compelling evidence to courts. This requirement adds time, effort, and complexity to the investigative process.



Staffing Shortages and Case Management: Despite being well-organized with investigators specializing in specific types of crimes, The Axtell Group research team found that the unit is demonstrably understaffed relative to the volume of work required. This staffing shortfall often necessitates a triage approach to case management, where cases requiring more extended investigative efforts are often pended to prioritize those with individuals in custody or a clearer path to prosecution.

The Axtell Group research team found that this understaffing has led to the premature closure of cases that have significant solvability factors but would require extended investigator commitment, impacting the overall effectiveness of the unit.

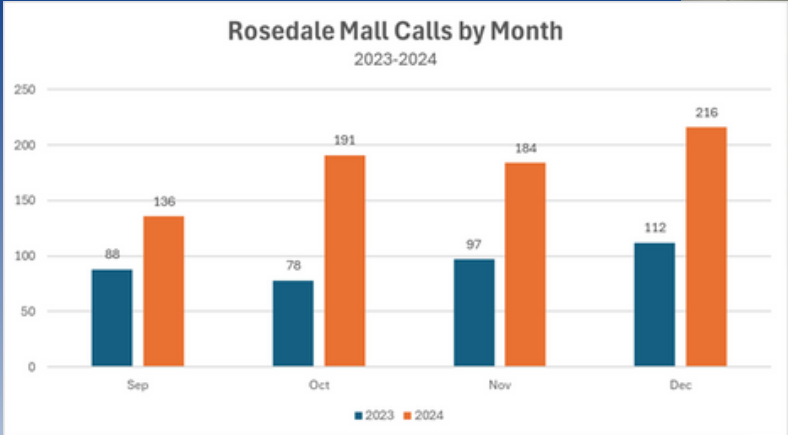
Technology used in everyday life has significantly increased investigator workloads. Criminal prosecutors require all available evidence to be included in every case presented requiring in many cases multiple search warrants and review of extraordinary amounts of data.



Focus on Retail Crime in Roseville: The introduction of two dedicated retail crime officers in the fourth quarter of 2024, funded through a partnership with Rosedale Mall, marked a significant shift in the approach to handling retail crime in Roseville. This strategic move was immediately reflected in the criminal data of 2024, which The Axtell Group research team analyzed in depth, comparing the volume of cases recorded before and after the officers' addition.

Impact of Dedicated Retail Crime Officers: The presence of the retail crime officers led to a dramatic 94% increase in police service calls at Rosedale Mall, rising from 375 incidents in the previous year to 727 incidents. This surge in calls for service was not merely a numerical increase in calls for service but represented a corresponding rise in police response leading to more arrests, criminal charges, the recovery of more stolen property, and the issuance of criminal citations. This trend has not only continued into 2025 but has also shed light on the significant underreporting of criminal events at Roseville’s retail centers, including Rosedale Mall and others.

Previous Challenges in Reporting: Before the implementation of these positions, many retail stores hesitated to call the police, knowing that offenders would likely have left by the time officers arrived. Alternatively, they sometimes reported incidents through the online reporting system, but only selectively. The addition of on-site retail officers has transformed this dynamic, ensuring immediate action and significantly increasing the probability of intercepting criminal activities.



These two tables showing the increase of activity resulting from the addition of two dedicated Rosedale Mall assigned officers were researched, created and shared by the RPD investigative analyst.

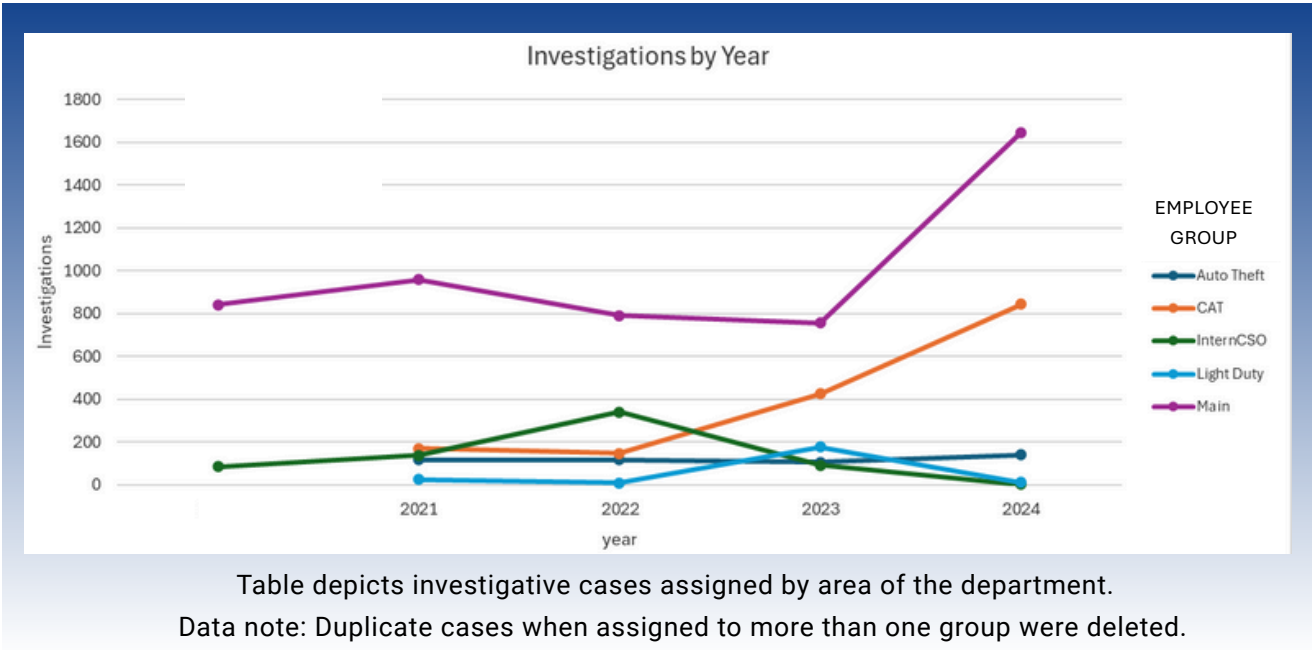


Department Impact: The addition of the retail officers has significantly increased workloads across various department units, including the records unit, property and evidence unit, and the investigations unit. While this has strained resources, it has also proven to be a substantial benefit to the retail outlets at Rosedale Mall and the community at large.

Creative Solutions and Ongoing Challenges: The investigative team has developed innovative processes to track offenders, allowing for the aggregation of losses over multiple events involving the same suspects. This approach has enhanced the ability to tackle repeat offenses and chronic offenders systematically. However, the creativity of the unit is constantly tested by the reality of limited staffing, which struggles to keep pace with the overall caseload.

Persons who are arrested for new crimes are entitled to a hearing or release within 36 hours, which adds time constraints to the investigations unit, which handles more than 400 adult and juvenile arrests annually.

Investigative Analyst Support: The Roseville Police Department has the benefit of an investigative analyst serving the department. The role of the investigative analyst in the RPD is multifunctional and demonstrates a commendable effort by the department to maximize the effectiveness of available resources. The research team has identified that the analyst, while managing a significant workload, invests approximately 30% of their time handling a criminal case load. Additionally, the analyst currently allocates only 20% of their time to the development of departmental intel products, despite an ideal target of 60%.



In addition to their primary duties, the analyst also supports and manages administrative tasks, which account for up to 50% of their time, respectively. This extensive range of responsibilities reflects the department's adaptive strategy in response to resource constraints and underlines a proactive approach to leveraging all available capacity. The department's innovative use of its analyst role, particularly in light of staffing shortages that have necessitated the inclusion of additional responsibilities such as investigating criminal cases due to increased activities related to the Rosedale officer detail, showcases its commitment to maintaining community safety and operational efficiency.

Benefits of a Properly Focused Analyst: A properly focused intelligence analyst has the potential to significantly elevate the department's operations, transitioning from reactive to proactive strategies that enhance strategic foresight and operational effectiveness. By dedicating adequate resources to thorough data analysis and the development of intelligence products, the analyst can identify emerging trends and anticipate security challenges. This proactive engagement would facilitate a more strategic deployment of resources, significantly improving crime prevention efforts and enhancing public trust through more transparent and responsive policing practices. Furthermore, in critical situations, a focused analyst could provide invaluable real-time data and insights, crucial for effective response and management.

Recommendations

Expand Investigative Capacity Through Additional Staffing: To manage the increasing volume of retail and property crimes effectively, the RPD should consider expanding the number of detectives to adjust for both the increased case load and complexity of conducting criminal investigations. This expansion would help distribute the caseload more evenly, allowing for more thorough investigations, limiting incidents of closing cases with significant solvability factors, and enhancing investigative focus on each case type.

Establish a Dedicated Retail Crimes Investigator or Team: Given the significant impact and success of the retail crime officers, TAG recommends that the RPD consider establishing a dedicated retail crimes investigator at a minimum or an investigative team. This dedicated investigator team would not only support the significant case load associated with Roseville's retail centers but would also coordinate with retail investigators in other cities. Such collaboration would focus on chronic and repeat offenders who engage in organized or high-end theft - which represents a large portion of the city's overall crime index.

This dedicated team would ensure a targeted and efficient approach to managing retail crime, enhancing the department's capacity to handle these specific challenges effectively.

Improve Case Management and Support: By focusing on this area, the department can better serve the community and its commercial stakeholders, ultimately reducing retail crime and improving overall public safety in Roseville. There is a crucial need to enhance investigative support with additional analytical and administrative resources. Providing this support would improve case management efficiency, increase investigator capacity, and help ensure that investigations are not only timely but also thorough. This strategic enhancement would enable the department to manage its caseloads more effectively, ultimately leading to higher case resolution rates that prevent future criminal activity and provide better service to the community.

Implementing these recommendations will strengthen the department's capacity to handle the increasing complexities of criminal investigations and ensure that the RPD continues to meet the community's needs effectively and efficiently

Refocus on Intelligence Products: The department should refocus the analyst's role to emphasize the production of intelligence products related to crime and department performance. This strategic adjustment, while challenging due to the current extensive involvement of the analyst in criminal investigations, would significantly enhance the department's strategic capabilities. An increase in investigative capacity is essential to free up the analyst's time for these higher-value activities and complex case support.

Expansion of Analyst Positions: The department would significantly benefit from employing a second dedicated analyst. This would allow one analyst to concentrate on supporting criminal data and investigations, while the other focuses on assisting department leadership in understanding performance metrics, service demand trends, and other critical departmental metrics. Such a role would involve regularly publishing key department metrics, thus providing clear and comprehensive insights into the department's demands, performance, staffing allocations, and other vital statistics. Enhancing the analytical capacity in this manner would be highly beneficial for strategic decision-making and resource allocation, benefiting a wide range of stakeholders including city officials, community leaders, and department leadership.

Community Action Team (CAT)

The RPD has established the Community Action Team (CAT) as an innovative response to the evolving needs of the community it serves. This specialized unit focuses on addressing issues that are critical yet often fall outside the traditional scope of law enforcement, such as mental health crises, the experience of homelessness, and youth engagement. A notable aspect of this unit is its funding, which is primarily sourced from external grants and partnerships, reflecting a community-centric approach to resource allocation.

Overview of the Community Action Team: The CAT is designed to proactively engage with the community through various programs and initiatives that emphasize early intervention and support rather than enforcement. This proactive engagement is crucial in building trust and establishing a supportive presence in the community. The team's efforts are geared towards not just responding to incidents but actively working to prevent them by addressing underlying issues.

MENTAL HEALTH CALLS FOR SERVICE

As is true for public safety personnel across the state and country, Roseville officers are more frequently assisting community members with mental-health needs. Calls related to drug overdoses, suicidal ideations, attempted suicide, and other mental health issues often require officers to spend more time with people in need.

The RPD has responded by investing in de-escalation training for officers as well as pairing them with social workers who are now city employees.

The primary goals of the embedded social worker program are:

- Ensure individuals are connected with a social worker more quickly
- Improve the quality of life for those who suffer from mental illness and have encounters with law enforcement
- Improve the quality of life for those who suffer from substance-use disorders and have encounters with law enforcement
- Reduce use of force, injury, or death to officers and community members
- Reduce repeat calls and visits for the same issue
- Increase public satisfaction with the response to mental health emergencies

RPD's approach to helping people experiencing a mental health crisis is an example of how strategic investments, partnerships, and the re-deployment of resources can help improve quality of life issues for the entire community.

Focus on Behavioral Health: A significant area of focus for the CAT is behavioral health. This is in response to the increasing number of incidents related to mental health crises. In the past year alone, the RPD recorded more than 1,670 calls involving persons experiencing behavioral health-related incidents. The CAT's role in these situations is pivotal, providing first response and follow-up support in collaboration with mental health professionals. Their work is instrumental in de-escalating potentially volatile situations and ensuring that individuals receive the appropriate care and intervention with a focus on long-term solutions.

Community Engagement and Support: The CAT is actively involved in various community outreach programs. These include providing support and resources to at-risk youth, engaging with individuals experiencing homelessness to offer assistance and connection to services, and participating in community events to foster a greater understanding and rapport between law enforcement and community members. These initiatives are tailored to address the specific needs of the Roseville community, with an emphasis on respect, compassion, and support.

Funding and External Support: Much of the CAT's operations are supported by external funding sources, which underscores the collaborative approach taken by the RPD to address community issues. This funding model allows the CAT to implement programs that might otherwise be unfeasible under a regular police department budget, thereby enhancing their ability to serve effectively and innovatively.



<https://www.cityofroseville.com/3622/Community-Action-Team-CAT>

Organizational Placement and Resource Allocation: While there are no substantive recommendations for changes to the CAT in this assessment, one consideration for the department is the unit's placement within the organizational chart. Evaluating how the CAT fits within the larger department structure could further optimize its effectiveness and integration with other units, enhancing coordination and the strategic alignment of community policing efforts.

It is crucial to note that while the CAT and its functions are incredibly valuable, the department must also ensure that it has the resources in place to sustain the core police functions and responsibilities as outlined in the department's mission. Balancing specialized units like the CAT with adequate resources for traditional policing roles is essential for maintaining overall departmental effectiveness and public safety.

Conclusion

The RPD Community Action Team exemplifies an alternative approach to solving social problems that regularly intersect with policing — one that balances the need for safety and enforcement with compassion and support for community members facing social challenges. By focusing on behavioral health and community engagement, the CAT plays a critical role in not only responding to but also preventing crises, contributing significantly to the well-being and safety of Roseville. The strategic use of external funding enhances the team's ability to implement wide-ranging initiatives that directly benefit the community, reinforcing the RPD's commitment to innovative and community-focused policing.

Community Engagement

The Roseville Police Department (RPD) has made significant strides in its community engagement efforts, though program limitations remain due to resource constraints. The primary community engagement effort, under the stewardship of a community relations specialist, aims to maximize impact with limited resources. The role of the community relations specialist, currently filled by a former police sergeant, has arguably proven beneficial compared to non-sworn personnel serving in similar positions in other departments. This advantage stems from the firsthand experience and credibility that a former officer brings to the role, enhancing community trust and the effectiveness of engagement strategies.

Historical Context and Staffing Evolution

Historically, the coordinator position faced some instability with vacancies and changes in personnel. Initially held by a civilian staff person, followed by the police services manager, and eventually unfilled for about six months, the role saw improved stability and effectiveness with the hiring of a former sworn employee to serve as the coordinator. The appointment, now nearing two years, coincided with a post-COVID reinvigorated focus on community engagement.

Current Operations and Limitations: The current community relations specialist is tasked with multiple collateral duties alongside the primary role of fostering community relations. This includes overseeing the Peer Support and Wellness Committee and supporting other new or expanding departmental initiatives. Despite these responsibilities, the unit faces several limitations.

Program Offerings: There is currently no Citizen Police Academy or senior crime prevention programs, which are crucial in preventing scams against vulnerable groups. The teen police academy and police explorer programs, aimed at aiding recruitment and providing community mentorship, are underutilized, with the latter being functionally inoperable due to low enrollment.

MULTI-CULTURAL ADVISORY COMMITTEE

THE ROSEVILLE POLICE DEPARTMENT MULTICULTURAL ADVISORY COMMITTEE (MAC) WAS ESTABLISHED IN THE SUMMER OF 2020 TO HELP STRENGTHEN COMMUNITY OUTREACH AND FOSTER HONEST, ONGOING AND FOCUSED CONVERSATIONS BETWEEN MEMBERS OF THE COMMUNITY, POLICE OFFICERS, AND OTHER CITY STAFF IN ROSEVILLE.

THE GOAL OF THE MAC IS TO BRING COMMUNITY REPRESENTATIVES TOGETHER TO DISCUSS COMMUNITY-POLICING CONCERNS, STRATEGIZE WAYS FOR ROSEVILLE POLICE TO BEST ENGAGE WITH THE COMMUNITY, AND SHARE INFORMATION ABOUT POLICE POLICIES AND PROCEDURES.

THE MAC CURRENTLY CONSISTS OF 15 DIVERSE MEMBERS OF THE ROSEVILLE COMMUNITY WHO MEET ON A MONTHLY BASIS. BY WORKING CLOSELY WITH THE MAC, ROSEVILLE POLICE ANTICIPATE STRENGTHENING COMMUNITY RELATIONSHIPS AND IMPROVING TRUST AND LEGITIMACY IN POLICING WHILE WORKING TO MAKE ROSEVILLE A SAFE AND LIVABLE COMMUNITY FOR ALL RESIDENTS AND VISITORS.

RESIDENTS ARE ENCOURAGED TO CONTACT THE ROSEVILLE POLICE DEPARTMENT TO LEARN MORE ABOUT THE COMMITTEE AND ITS EFFORTS. ROSEVILLE CHIEF OF POLICE ERIKA SCHEIDER IS FACILITATING THE PROGRAM.

Crime Prevention and Strategy: The coordinator has yet to formalize any comprehensive community crime prevention programs. While involved in initiatives like the Roseville Crime Collaborative Group, there is no clearly established department-wide coordinated crime prevention strategy. This reflects a broader issue within the department of operating reactively rather than proactively.

Community Outreach and Training: Outreach efforts are often on demand, with personnel made available upon request. However, there is no ongoing proactive strategy to reduce calls for service or to train local businesses in crime prevention and safety, which may be a missed opportunity given the substantial local business community.

Recommendations

To enhance the effectiveness of the RPD's community engagement efforts, several steps should be considered:

Increase Dedicated Resources: Increasing staff capacity in other vital areas of the department and potentially adding additional funding and personnel dedicated to the community engagement unit could allow for the development of formal programs and strategies that proactively address community needs. The use of department interns might serve this mission well.

Formalize Crime Prevention Programs: Developing structured crime prevention programs marketed to city residents and businesses would provide clear benefits to the community and could potentially reduce overall crime rates and calls for service.

Expand Training Programs: Implementing regular training sessions for local businesses and community groups on safety and crime prevention could foster stronger community ties, enhance public safety, and prevent crimes in Roseville.

Enhance Community Policing Strategies: When additional staff are available, integrate more officers into community roles, increasing their presence at community events and using community feedback to shape policing strategies. Many officers expressed their desire to have a stronger day-to-day community engagement role.

Improve Transparency and Public Reporting: Regularly release detailed crime statistics and departmental updates to the public to enhance transparency and build community trust. This was a leading theme recorded during TAG's community meetings and roundtables.

Conclusion

Overall, while the RPD has made commendable efforts in community engagement under challenging circumstances, a more proactive and resource-backed approach could significantly enhance the department's ability to serve and protect the Roseville community effectively.

Employee Survey

Employee surveys are a critical tool for organizational self-assessment, particularly in professions as complex and demanding as law enforcement. As police departments across the country work to recruit, train, and retain skilled personnel, listening to the internal voice of their organization — the officers, staff, and supervisors who carry out the mission every day — has never been more important. These surveys offer more than just feedback; they serve as a lens into the health of the workplace culture, the alignment of internal operations with stated values, and the ability of leadership to adapt in real time to the evolving needs of their personnel.

In law enforcement, where workplace dynamics are shaped by public accountability, high-risk decisions, and constant operational tempo, employee satisfaction and perception can significantly influence both the quality of service and the sustainability of the workforce. Survey results help agencies identify where they are excelling, where they may be falling short, and how they can better align policies, resources, and leadership efforts to foster a resilient, trusted, and high-performing department.

As part of this evaluation, The Axtell Group administered an anonymous online survey that was made available to every employee in the RPD. The survey consisted of 46 multiple-choice questions and two freeform comment boxes. Questions were designed to assess employee perspectives across several domains: Staffing, operations, departmental supervision, training, wellness, and overall department performance. Fifty employees participated in the survey, providing a robust and meaningful cross-section of the organization's voice. The feedback gathered through this process offers both quantitative and qualitative insights that help contextualize broader findings of this evaluation.

In the case of the RPD, the employee survey was conducted as part of a broader assessment of operational efficiency and resource deployment. Participation levels were strong, and feedback was provided across sworn and non-sworn staff. The responses offer a candid yet respectful snapshot of where the department stands in 2025 — highlighting both commendable strengths and areas where strategic adjustments could be beneficial.

Overall, the results reflected a workforce that is mission-driven, deeply committed to the department's success, and open to collaboration and growth. Officers and staff provided thoughtful feedback that reflected a shared interest in improving service delivery, internal communications, and individual support systems. Importantly, the survey responses were constructive in tone — not accusatory — and reflect a collective sense of pride in the department alongside an honest appraisal of its challenges.

Themes that emerged from the survey can be grouped into several important categories, which the department may find helpful as it considers next steps:

Operational Strain Due to Staffing Pressures: Many respondents (94%) noted that current staffing levels, especially within patrol, create consistent strain on daily operations. Officers described how this impacts their ability to take time off, attend training, or engage in proactive policing or engagement activities — all of which are vital to professional growth and community engagement.

Impact of Training on Operations and Professional Development: A recurring theme in both multiple-choice and free-form responses was the lack of time and support to participate in training opportunities. Officers cited examples of training requests being denied or deprioritized due to staffing shortages. While there was appreciation for the quality of training when it is offered, the delivery, frequency, and availability appear to be areas of concern.

Employee Wellness and Morale: Respondents conveyed a sense that although the department values wellness in principle, the operational realities often leave officers feeling stretched thin. There were references to burnout, a desire for more interaction with the leadership team, communication, and opportunities to be more involved in decisions that affect their work-life balance.

Desire for Clearer Communication and Role Definition: A majority of respondents (76%) expressed uncertainty regarding their roles or expectations. There was a desire for more consistent direction and communication from leadership and a more defined path for internal career development and recognition.

Employee Survey Summary

The insights offered through this survey should be seen as an opportunity and a roadmap toward continued organizational excellence. The feedback reveals that while RPD is a department staffed with skilled and motivated professionals, operational pressures and the evolving nature of police work require ongoing adaptations in how personnel are supported, trained, and led. Building internal strategies to address the identified themes can reinforce the department's already strong foundation and position it for long-term success.

By embracing the perspectives shared by its staff, the department not only demonstrates its commitment to staff inclusion, transparency, and responsiveness, which will enhance trust between leadership and line-level personnel. This trust is fundamental not just to morale, but to the effectiveness and resilience of the department. The employee survey is a valuable step in that direction — offering both affirmation and actionable insight for a department determined to evolve in service to its community and its people.

Final Summary and Next Steps

The Roseville Police Department has consistently demonstrated its unwavering commitment to the safety and well-being of its community. This evaluation confirms what many in the region already know: Roseville is served by a professional, forward-thinking police department that is rich with dedicated public servants and guided by exceptional leadership. The Axtell Group was honored to partner with such a capable and principled organization throughout this important work.

At every level of the department, from patrol officers to specialized staff, we encountered men and women who take tremendous pride in their work and care deeply about the residents and businesses they serve. Their professionalism, candor, and commitment to continuous improvement were evident in every interview, survey, and operational review conducted. The success of this assessment was made possible by their cooperation and openness, and The Axtell Group extends its sincere appreciation to every member of the Roseville Police Department who contributed their time, insight, and expertise.

We also wish to commend the department's leadership team — including Chief Scheider and her command staff — for their transparency, strategic foresight, and steadfast commitment to the success and well-being of their employees. It is clear that this administration prioritizes not only high-quality service to the public but also a healthy, sustainable, and supportive environment for its officers and staff. These values are critical as the department looks to the future and continues to navigate the increasing demands placed on modern policing.

Equally important to this process was the thoughtful participation of the Roseville community. Residents, business owners, and community partners provided honest, constructive, and valuable feedback throughout the course of this project. Their voices — both critical and supportive — were woven into every chapter of this report. Community perspectives directly shaped our recommendations related to staffing, transparency, communication, supervision, and engagement. The willingness of the public to participate meaningfully in this process reflects the deep sense of shared investment in public safety that exists in Roseville. That relationship between department and community is one of the agency's greatest assets.

This report presents a series of data-informed findings and practical recommendations across core functional areas, including patrol operations, supervision, investigative workload, training and accreditation readiness, administrative support, and officer wellness. Each of these areas presents opportunities for the department to refine systems, align staffing more closely with demand, improve efficiency, and build long-term organizational resilience.

To assist department leaders in moving from evaluation to action, The Axtell Group has developed a conceptual implementation workplan (located at the end of this document). This roadmap is designed to serve as a strategic framework for developing a phased response to the recommendations the department and city elect to pursue. The workplan includes guidance on forming an internal implementation workgroup, setting priorities, building timelines, and aligning resources. It is intentionally flexible so that it can be tailored to budget cycles, community input, and departmental capacity.

As the Roseville Police Department continues to build upon its strong foundation, The Axtell Group remains available to support the department in any capacity requested. We would be pleased to meet with department leadership to answer questions, clarify findings, or provide support as RPD staff begin to build and execute their internal implementation strategy.

The Roseville Police Department is well-positioned to continue its legacy of excellence in service. With thoughtful planning, community partnership, and a continued investment in its people, the department is poised to meet the challenges of tomorrow with the same strength and professionalism that define it today.

Roseville Police Department

Employee Survey Questions

Appendix 1

1. Employee Background

- 1.1 What is your current assignment or role within the department?
- 1.2 How many total years of law enforcement experience do you have?
- 1.3 How many years have you worked for the Roseville Police Department?

2. Operational Effectiveness

- 2.1 Do you have access to the necessary tools and resources to perform your job effectively?
- 2.2 Does the department quickly adapt to changes in operational demands?
- 2.3 Are department communications effective in facilitating your daily responsibilities?
- 2.4 Do you believe that the department's strategies effectively address the community's needs?
- 2.5 Are there clear procedures in place for handling routine tasks?
- 2.6 Is there a systematic approach to handling emergencies and unexpected situations?
- 2.7 Optional – Please provide comments about operational effectiveness challenges or strengths.

3. Leadership and Supervision

- 3.1 Do you feel supported by your direct supervisor?
- 3.2 Are the department's expectations and goals clearly communicated to you?
- 3.3 Do you receive regular and constructive feedback from your supervisors?
- 3.4 Are leaders accessible and approachable?
- 3.5 Would the department and patrol division benefit from establishing 24/7 patrol sergeant coverage?
- 3.6 Does leadership encourage and support professional development and growth?
- 3.7 Optional – Please provide comments about leadership and supervision challenges or strengths.

Roseville Police Department

Employee Survey Questions (cont.)

4. Crime Prevention and Response

- 4.1 Do you feel you have adequate resources to handle the types of crimes/challenges typically encountered in your area?
- 4.2 Are crime response protocols regularly reviewed and updated?
- 4.3 Do you believe the department's crime prevention strategies are effective?
- 4.4 Is there effective collaboration with external agencies in crime prevention efforts?
- 4.5 Are you confident in the department's ability to respond quickly and effectively to criminal activities?
- 4.6 Does the department utilize data and analytics effectively in crime response planning?
- 4.7 Optional – Please provide comments about crime prevention and response challenges or strengths.

5. Training

- 5.1 Are training programs regularly updated to reflect current best practices in law enforcement?
- 5.2 Do you receive enough training to feel confident in your role?
- 5.3 Is there a wide range of training available that covers various aspects of your responsibilities?
- 5.4 Are you encouraged to participate in additional training or education programs?
- 5.5 Do training sessions incorporate practical scenarios that are relevant to your daily duties?
- 5.6 Does the department have adequate staffing resources to facilitate training objectives while meeting frontline service demands?
- 5.7 Optional – Please provide comments about training challenges or strengths.

6. Employee Wellness

- 6.1 Do you believe the department supports employee wellness and mental health?
- 6.2 Are wellness resources and programs easily accessible to you?
- 6.3 Does the department encourage the use of wellness programs without stigma or negative perceptions?
- 6.4 Are peer support or critical incident stress management resources available and promoted?
- 6.5 Do you feel that taking time off for mental health needs is supported by supervisors and leadership?
- 6.6 Optional – Please provide comments about employee wellness initiatives or challenges.

Roseville Police Department

Employee Survey Questions (cont.)

7. Staffing Levels and Schedules

- 7.1 Do you believe there are sufficient sworn staff to meet the department's operational needs?
- 7.2 Does the current staffing model allow for proactive policing activities (not just responding to calls)?
- 7.3 Are shift schedules designed in a way that promotes officer health, safety, and work-life balance?
- 7.4 Does the department adjust staffing based on call load or seasonal trends?
- 7.5 Would alternative scheduling models (such as different shift lengths or rotations) improve operations and employee satisfaction?

Freeform Questions:

- 7.6 Optional – Please provide comments about staffing levels, scheduling, or operational capacity.

8. Final Comments

- 8.1 Optional – Please add any additional comments or information you might have for this evaluation.

Roseville Police Department

Conceptual Implementation Workplan - Phase 1

Implementation Workplan

Guiding Principle: A cross-functional implementation workgroup, led by Chief Scheider and including department personnel and City HR, will guide all activities. The workgroup will determine the final roadmap timeline in the first phase based on internal priorities and capacity.

Phase 1: Foundation & Planning (Initial 90 Days)

Goal: Establish governance, build internal structure, and co-develop a tailored implementation timeline.

Initiative	Actions	Owner	Target Timeline
Form Internal Implementation Workgroup	Chief Scheider appoints a cross-functional workgroup (including department staff and City HR) to lead all implementation tasks	Chief Scheider	Month 1
Develop Internal Communication Plan	Define key messages, delivery formats (e.g., briefings, memos, dashboard), and feedback channels for staff engagement	Workgroup / Communications	Month 1
Launch Internal Communication Strategy	Roll out the plan with a department-wide kickoff and regular updates to ensure transparency and buy-in	Chief Scheider / Communications	Month 1–2
Develop Roadmap Timeline	Workgroup sets phased implementation schedule (12–24 months) aligned with operational capacity and funding cycles	Workgroup	Months 1–2
Conduct Staffing and Supervisory Gap Analysis	Assess workload and structure to recommend staffing and supervision model changes	Workgroup / HR / Command	Months 1–3
Define Training Coordinator Role	Finalize job description and internal justification for new coordinator position	Training Division / HR	Month 2–3
Prepare Budget Strategy	Coordinate FY2026 proposals for early-phase hiring and systems improvements	Finance / RPD / Workgroup	Month 3

Roseville Police Department

Conceptual Implementation Workplan - Phase 2 & 3

Phase 2: Early Action Items (Timeline Set by Workgroup)

Goal: Initiate foundational improvements and build internal readiness.

Initiative	Actions	Owner
Hire Training Coordinator	Recruit and onboard coordinator	HR / RPD
Add Records Supervisor Role	Recruit or reassign to provide direct oversight for records unit	Admin Division
Implement Report Review Standards	Establish NIBRS-compliant protocols and error resolution process	Records Supervisor / RMS Admin
Launch Wellness & Leave Planning Team	Build models to address staffing pressures from PFML and promote retention	HR / Patrol / Wellness Team
Begin Accreditation Readiness Self-Assessment	Evaluate compliance and prepare for MNLEAP milestone planning	Accreditation Manager

Phase 3: Structural Enhancements (Timeline Set by Workgroup)

Goal: Expand operational capacity and improve internal systems.

Initiative	Actions	Owner
Expand Patrol Staffing	Add or reassign patrol FTEs based on call demand and staffing gaps	Command / City Council
Conduct RMS Optimization Review	Collaborate with vendor and IT to resolve data, speed, or interface issues	Records / IT / Vendor
Launch Internal Leadership Development	Deliver focused development for command staff and future supervisors	Command Staff
Enhance Supervisory Coverage	Ensure 24/7 sergeant coverage and reduce use of Officer-in-Charge assignments	Patrol / HR
Publish Department Operational Plan	Create and adopt a guiding strategy document for divisional alignment	Workgroup / Command

Roseville Police Department

Conceptual Implementation Workplan - Phase 4

Phase 4: Long-Term Integration & Evaluation (Timeline Set by Workgroup)

Goal: Institutionalize reforms, evaluate progress, and position for sustainable success.

Initiative	Actions	Owner
Evaluate Implementation Progress	Conduct midpoint assessment, gather staff feedback, and adjust plans as needed	Workgroup / HR / Command
Align Long-Term Staffing Forecast	Build a multi-year forecast model considering leave, recruitment, and service growth	Command / HR / Finance
SubmitFY2027 Budget Requests	Use ROI data to support continued investment in staff and infrastructure	Finance / Command
Finalize MNLEAP Accreditation Submission	Prepare and submit all materials for accreditation site visit	Accreditation Manager



The Axtell Group

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Roseville Police Department Evaluation of Police Resources and Operational Efficiency

May 2025



Prepared By:
The Axtell Group
Todd Axtell, President & CEO
576 Warwick St. St. Paul, MN 55116
theaxtellgroup.com



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THE AXTELL GROUP

“THE AXTELL GROUP PROUDLY SERVES PUBLIC SAFETY ORGANIZATIONS ACROSS MINNESOTA AND THE NATION BY IDENTIFYING AREAS OF RISK, ADDRESSING OPERATIONAL CHALLENGES, AND ADVANCING PROFESSIONAL STANDARDS—EMPOWERING COMMUNITIES AND GOVERNMENTS TO ACHIEVE THEIR STRATEGIC GOALS.”

Todd Axtell, CEO



The Axtell Group

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PRESENTER'S NOTE

This assessment is intended to serve as a detailed roadmap for the City of Roseville to help guide the city's investments across several budget cycles.

Our goal is to provide actionable information that can align investments with the priorities of both operational needs and community values, ensuring that each decision not only advances collective objectives but also resonates with the needs and aspirations of those you serve.



THE RESEARCH PROCESS

City and Department Data Analysis: Comprehensive review of current data to assess operational effectiveness.

Employee Survey: Create, administered, and analyzed an employee survey for all department personnel.

Employee Interviews: In-depth discussions to understand individual experiences and gather qualitative data.

Community Engagement: Engagements with community members in group settings and one-on-one conversations to ensure this research included the community's voice.

Data Benchmarking: Evaluating staffing levels and workload data in comparison to peer agencies to guide informed resource decisions.

Industry Research: Studying trends and best practices in police staffing and scheduling.



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KEY OBSERVATIONS

A High-Performing, Community-Oriented Department

Community and Employee Voices Aligned

Significant Community Trust and Support

Rising Demands, Stretched Resources

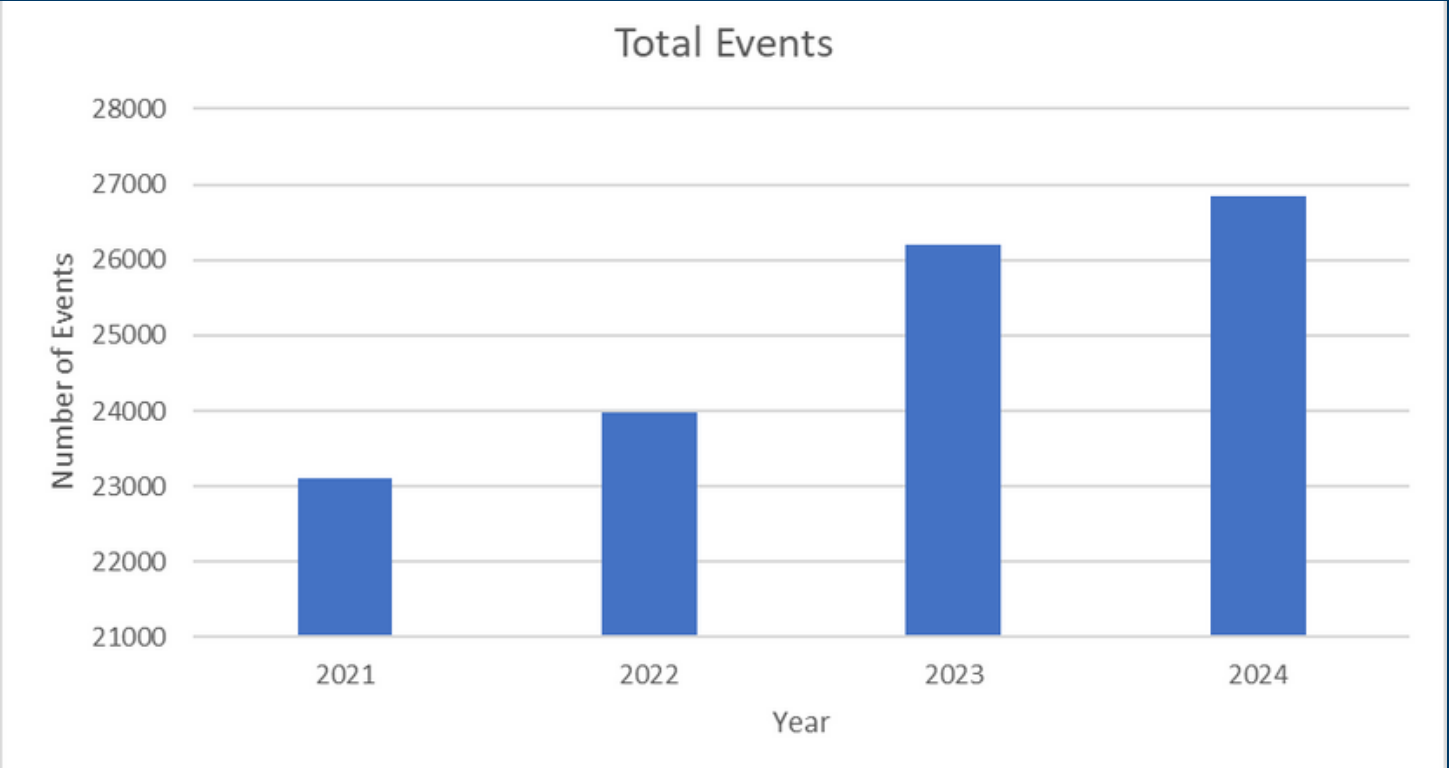


Table depicts total calls for service events. Data does not include traffic safety, traffic stops, off duty, test calls, contracted overtime, drunk driver, or proactive activities.

This table and additional information related to service demands can be found on page 54 of the Report.

KEY OBSERVATIONS

A High-Performing, Community-Oriented Department

- The RPD is a professional, well-led, and trusted agency under Chief Erika Scheider.
- Staff are described as dedicated, compassionate, and resilient — consistently meeting growing service demands.
- The department enjoys strong public trust, demonstrated by effective community engagement, diverse partnerships, and innovative initiatives.
- Internal and external feedback highlights the department's accountability, transparency, and adaptability.

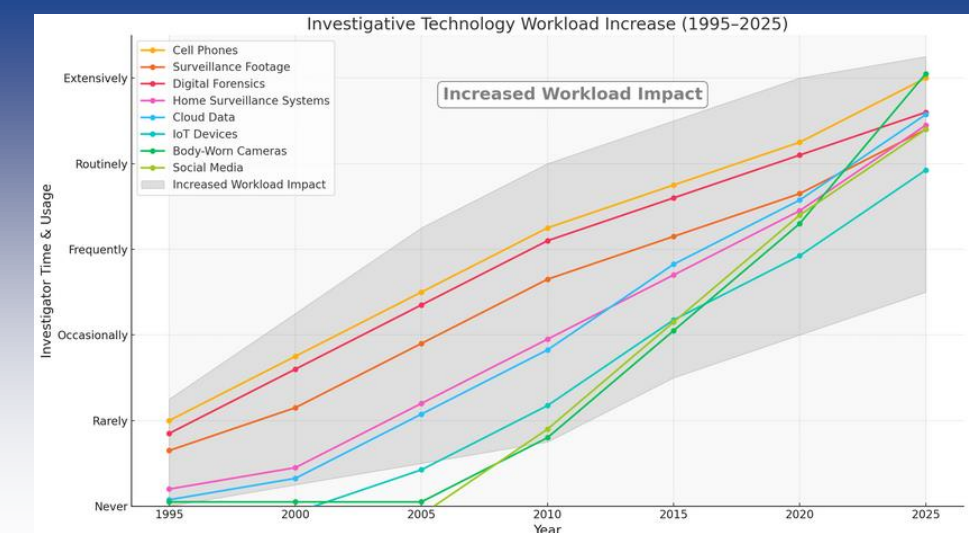


KEY OBSERVATIONS

Rising Demands, Stretched Resources

- Calls for service, complexity of cases, and documentation requirements have increased significantly.
- Staffing levels in patrol, investigations, records, and property/evidence have not kept pace with rising workloads.
- 94% of staff reported feeling the department is understaffed.
- Critical support functions including training, IT, and records — face substantial and sometimes overwhelming workloads due to expanded duties and inefficient systems and processes.

Technology used in everyday life has significantly increased investigator workloads. Criminal prosecutors require all available evidence to be included in every case presented requiring in many cases multiple search warrants and review of extraordinary amounts of data.



This table and additional information can be found on page 75 of the Report.

KEY OBSERVATIONS

Community and Employee Voices Aligned

- Community members support RPD but want increased visibility, proactive engagement, and increased transparency.
- Staff surveys indicate potential burnout, difficulty or inability to take time off or time out of service, and the desire for more time for proactive policing and community engagement.
- Both community and staff call for:
 - Staffing levels that meet service demands
 - More supervisory support
 - Increased communication and inclusion in decision-making
 - Stronger wellness and leave support policies



Multicultural Advisory
Committee Meeting hosted
by TAG - March 6, 2025

RECOMMENDATIONS

Key Recommendations from the Evaluation

- Increase department capacity in several key areas:
 - Patrol supervision
 - Patrol officer positions that support the patrol calendar
 - Training and development
 - Professional support functions such as property and evidence, department analytics, information technology, and records management

THIS SCHEDULE REPRESENTS THE RECOMMENDED THREE TO FIVE YEAR PATROL STAFFING GROWTH PLAN															
A Day Shift				B Day Shift				A Night Shift				B Night Shift			
Sergeant	Work			Sergeant	Work			Sergeant	Work			Sergeant	Work		
Day Relief Sergeant								Night Relief Sergeant							
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Work			Officer	Work			Officer	Work			Officer	Work		
Officer	Off Train			Officer	Off Train			Officer	Off Train			Officer	Off Train		
Officer	Off Train			Officer	Off Train			Officer	Off Train			Officer	Off Train		

A Power Shift				B Power Shift			
Sergeant	Work			Sergeant	Work		
Power Relief Sergeant							
Officer	Work			Officer	Work		
Officer	Work			Officer	Work		
Officer	Work			Officer	Work		
Officer	Off Train			Officer	Off Train		
Officer	Off Train			Officer	Off Train		

This patrol schedule was designed to meet the **FUTURE** needs of the Roseville Police Department. Factors considered in its development were:

- Projected calls for service growth.
- Removing the patrol sergeants from the minimum staffing requirement.
- Adjusting the shift schedule and minimum deployment staffing requirements to meet the current peak service demand times.
- Projected shift vacancies.
- Required training schedules and employee professional development.

Red indicates positions added to the current staffing model

RECOMMENDATIONS

Key Recommendations from the Evaluation

- Build a strategic implementation workplan to maximize available resources and effectively leverage cross-functional efforts.
- Launch a strategic internal communication plan that enhances transparency and coordination.
- Continue to emphasize employee wellness.
- Invest in Technology & RMS Improvements – resolve system inefficiencies and ensure reliable data entry and access.



A PATH FORWARD

Continuing to lead

- RPD is a model department operating under strain.
- The department's MNLEAP accreditation efforts show a strong commitment to professionalism and continual improvement.
- Implementing recommendations will help the department:
 - Sustain officer wellness and performance
 - Enable proactive, community-centered policing
 - Strengthen Roseville's reputation as a safe and engaged community





QUESTIONS



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Thank you!

We appreciate the
opportunity to partner with
the City of Roseville and the
professionals serving the
RPD.



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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Receive Update on Civic Campus Master Plan

Background

At the March 17, 2025 City Council meeting, the Council approved a Professional Services Agreement for Architectural Services with BKV Architects (BKV) to determine if there is a less costly option for the License/Passport Center & Dance Studio (LPCDS) than the current plan identified in the Civic Campus Pre-Design Study (CCPDS). Major tasks in the agreement included the following:

- Provide an updated cost estimate for the proposed LPCDS which is proposed in the CCPDS.
- Provide an updated cost estimate for the Maintenance Operations Center (MOC) as proposed in the CCPDS.
- Provide a cost estimate for a single story LPCDS instead of the two-story plan.
- Provide feasibility options to reuse portions of the existing Maintenance Facility (MF) for LPCDS use.
- Provide feasibility options to reuse portions of the existing Maintenance Facility for other uses such as office space, restaurant, or event venue use.
- Provide report and presentation to Council.
- Provide facility assessment of existing Maintenance Facility buildings.

Scope Verification: Staff worked with BKV and their sub-consultants to review program usage, conduct a facility assessment and look at options identified in the scope as well as a few additional options. The only change to program usage was the LPC whose needs increased from 8,700 GSF to 10,400 GSF due to growth in LPC operations since 2021. This increased scope increases costs for this facility in the proposed new estimates and alternatives.

Facility Assessment: The facility assessment rating conducted indicated that the 2003 garage is in fair condition and could be feasible for reuse or to remodel. The north and east garages are in fair to poor conditions and would be less cost-effective to re-use or remodel. The report indicates that if all three buildings continue to be used “as is,” more than \$3.7 million in improvements would be needed over the next 10 years.

Updated Costs & Concepts: The consultant provided updated cost estimates of the

existing CCPDS and other concepts that were developed with the scope. The costs shown are estimates and are intended to show worst case scenarios for costs and to accommodate the unknown risks at this time in the design process, which is industry standard. The costs are broken down into hard costs and soft costs. Hard costs include construction costs, escalation to 2027 midpoint construction using 4% inflation per year, design contingency (for changes in the design process, manage unknowns, flexibility in design), additional contingency (for change orders once construction begins) and general conditions (indirect costs associated with a construction project, including administrative costs, site management and temporary facilities). These contingencies and escalations are built into the estimating process to protect against the risk of the unknown. Soft costs include design fees, construction management fees, permits, surveys, testing, inspection, bidding and legal fees, City purchase orders including property acquisition and furniture, fixtures and equipment (FF&E) expenses. The actual costs will be different once final design is completed, and bids are produced.

The consultant updated cost estimates of the existing pre-design project, which were similar to what has been previously provided for the CCPDS but higher for the LPCDS (Concept A). The overall costs for the existing plan increased due to the increased size of the LPC footprint based on scope verification and additional site work being allocated to this portion of the project.

Based on the results of the facility assessment, consultants developed a number of alternative concepts that could repurpose useable elements of the current public works garage (the 2003 portions) (Concept B) for the license and passport center, and VFW and cost estimates for each. Some concepts also briefly explored using the garage for additional recreation space. (Concepts B.1, B.2, B.3).

Finally, based on the pros and cons of the proposed concepts, and the condition assessment, the consultant worked with staff to look into an additional alternative that would re-use the part of the existing maintenance facility that is in good condition for continued maintenance operations and minimize some of the other impacts of the project (Concept C).

All of the "Concept C" alternatives split the maintenance operations into two sites: with the bulk of daily maintenance occurring south of Woodhill Drive in a significantly renovated and updated maintenance center, and the yard and additional storage on the north side of Woodhill Drive. All the Concept C options provide for a two-story LPCDC on the west side of the Veterans Park parcel with an expanded shared parking lot with the VFW. This option somewhat reduces yard space, and operational efficiency (compared to the original full Campus Master Plan), but it maximizes the value of existing structures, allows the VFW to stay in its current location, and preserves a significant portion of Veterans Park. The Consultants have further analyzed this option and provided a cost estimate.

Understanding that Concept C is a significant change, staff consulted with the City Attorney and the City's bond consultant and confirmed that construction costs related to the Maintenance Operation Center in Concept C would be eligible for sales tax funds approved by the referendum.

To help summarize the pros and cons of each option, Attachment 2 identifies the costs as

well as staff's assessment of the impact to operations, building re-use, parking, impacts to Veterans Park, and property acquisition. Cells with green shades indicate positive impacts or minimal risk while cells that are red indicate negative impacts or higher risk.

BKV and their consultants will present the report (Attachment 1) to council.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City 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 license and passport processing are conveniently available to community residents.

Equity Impact Summary

The new maintenance operations center and license center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. As with all City projects, staff will continue to identify potential unintended consequences and identify potential alternatives to disproportionately impactful action.

Budget Implications

A cost summary breakdown of each concept is included in Attachment 3. City costs vary between \$13,700,000 and \$16,500,000 for the LPCDS and \$60,600,000 and \$60,800,000 for the MOC.

Maintenance Operation Center costs can be funded using funding from the 0.5% local sales tax approved last November. Local sales tax will be started to collect on July 1.

Funding for the LPCDS costs has not been fully identified.

Staff Recommendations

Staff recommends the Council provide feedback on the proposed options for both the MOC and LPCDS. Future actions will also be needed to identify funding for the LPCDS. Additionally, council will need to authorize staff to release and RFP for final design architectural services and an RFP for construction management services.

Requested Council Action

1. Review concepts and estimates for MOC and provide guidance to staff on preferred alternative.
2. Review concepts and estimates on LPCDS and provide guidance to staff on preferred alternative.

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Prepared by: Jesse Freihammer, Public Works Director

- Attachments:**
- 1. Presentation
 - 2. Staff Summary of Impacts/Risks with Each Option
 - 3. Cost Summary Breakdown

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CITY OF ROSEVILLE CIVIC CAMPUS

MASTER PLAN UPDATE | June 16, 2025

AGENDA

- 1** – Facility Condition Assessment
- 2** – Program Confirmation
- 3** – Master Planning
- 4** – Cost Summary
- 5** – Next Steps



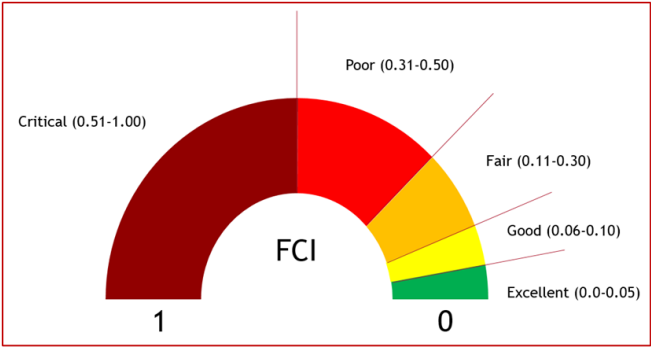
FACILITY CONDITION ASSESSMENT

FACILITY CONDITION ASSESSMENT

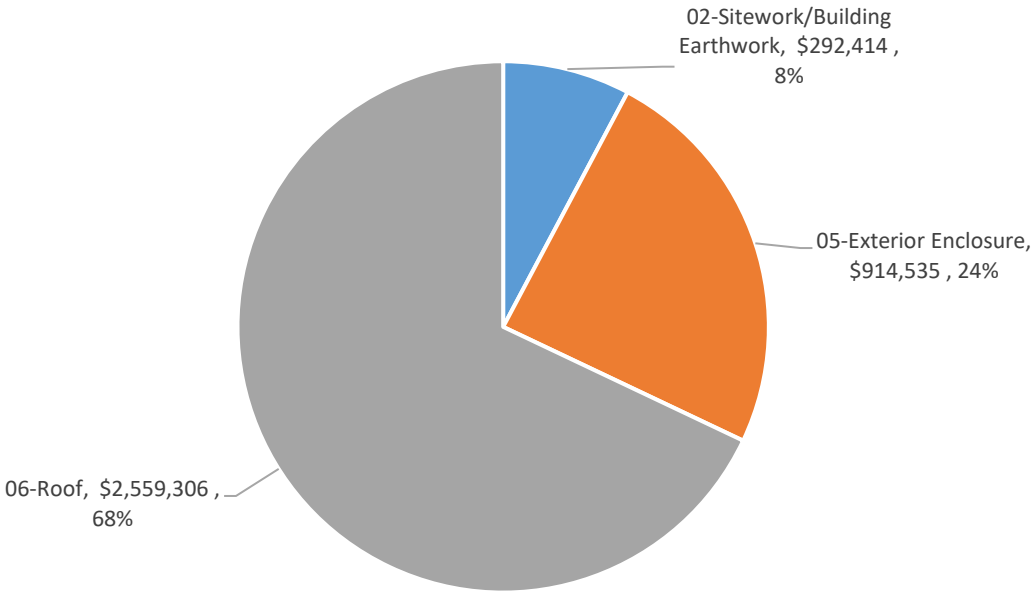
Facility List	Original Construction Date	Facility SF	FCI
2003 Garage	2003	31,379	0.1783
East Garage	1975	9,460	0.1960
North Garage	1960	14,132	0.2972
Office Space	2003	7,180	0.1734



$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$

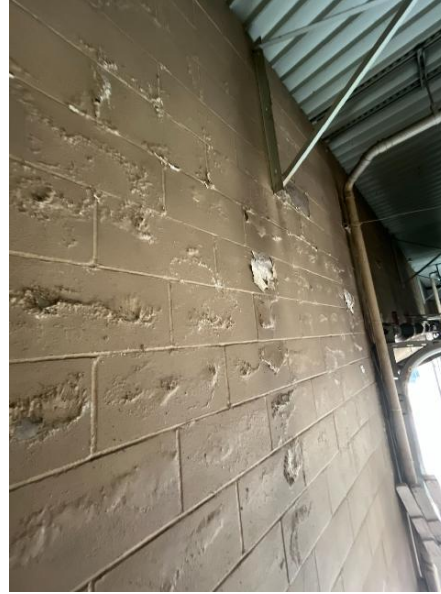
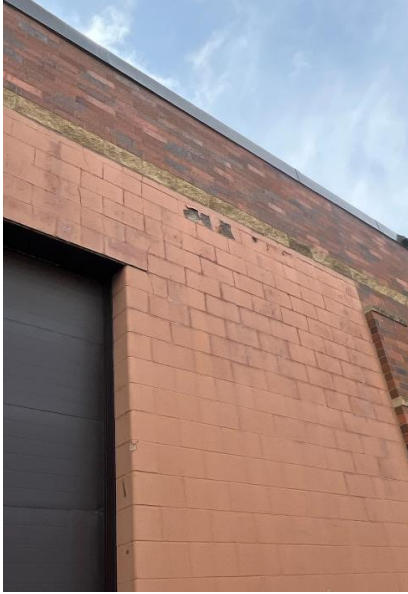


Facility Preservation of Exterior Envelope & Site Prior to Renovation
(not inclusive of demo of North and East Garage)

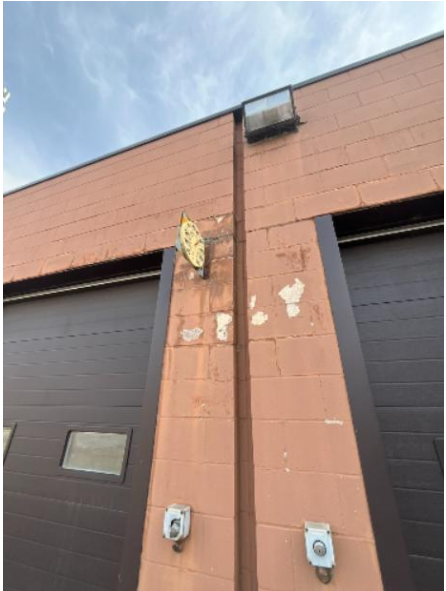


Category	Sum of Total (with Inf.)
02-Sitework/Building Earthwork	\$ 292,414
05-Exterior Enclosure	\$ 914,535
06-Roof	\$ 2,559,306
Grand Total	\$ 3,766,255

North Garage - 1975



East Garage - 1960



05-Exterior Enclosure:

- Tuckpointing and CMU block repair needed on both the North and East Garage
- Efflorescence present in the east wall of the north garage
- Some original windows on the north garage that should be replaced
- Some doors are damaged and should be replaced
- All other doors and windows should be caulked, new seals and sweeps installed

ROOFS



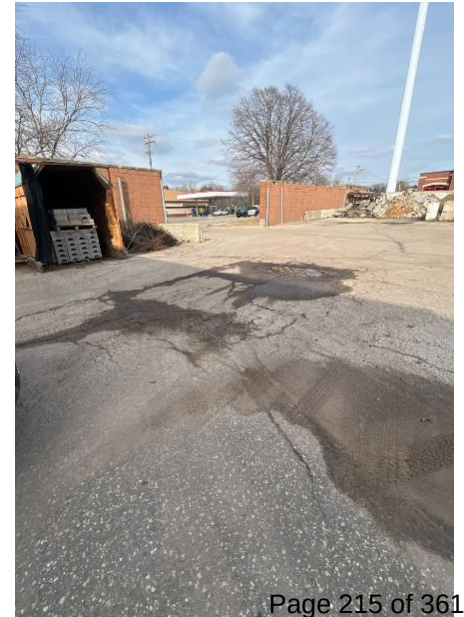
02-Sitework/Building Earthwork:

- Maintenance Yard parking lot needs a full depth replacement
- Privacy wall is severely damaged, with efflorescence present in block. Demolition recommended ASAP

06-Roof:

- Roof on office area is in poor condition with a section of wet insulation
- Roofs on the 2003 and North Garage will be due for replacement in 2033

SITE IMPROVEMENTS



PROGRAM CONFIRMATION

 PROGRAM CONFIRMATION

LICENSE & PASSPORT CENTER

Projected 15-year need: 10,400 GSF

(Increase from 8,700 GSF from Predesign; added mech / elec spaces & staffing changes)

DANCE STUDIO

Projected 15-year need: 8,500 GSF

(No change from Predesign)

VFW

Existing Need: 10,400 GSF

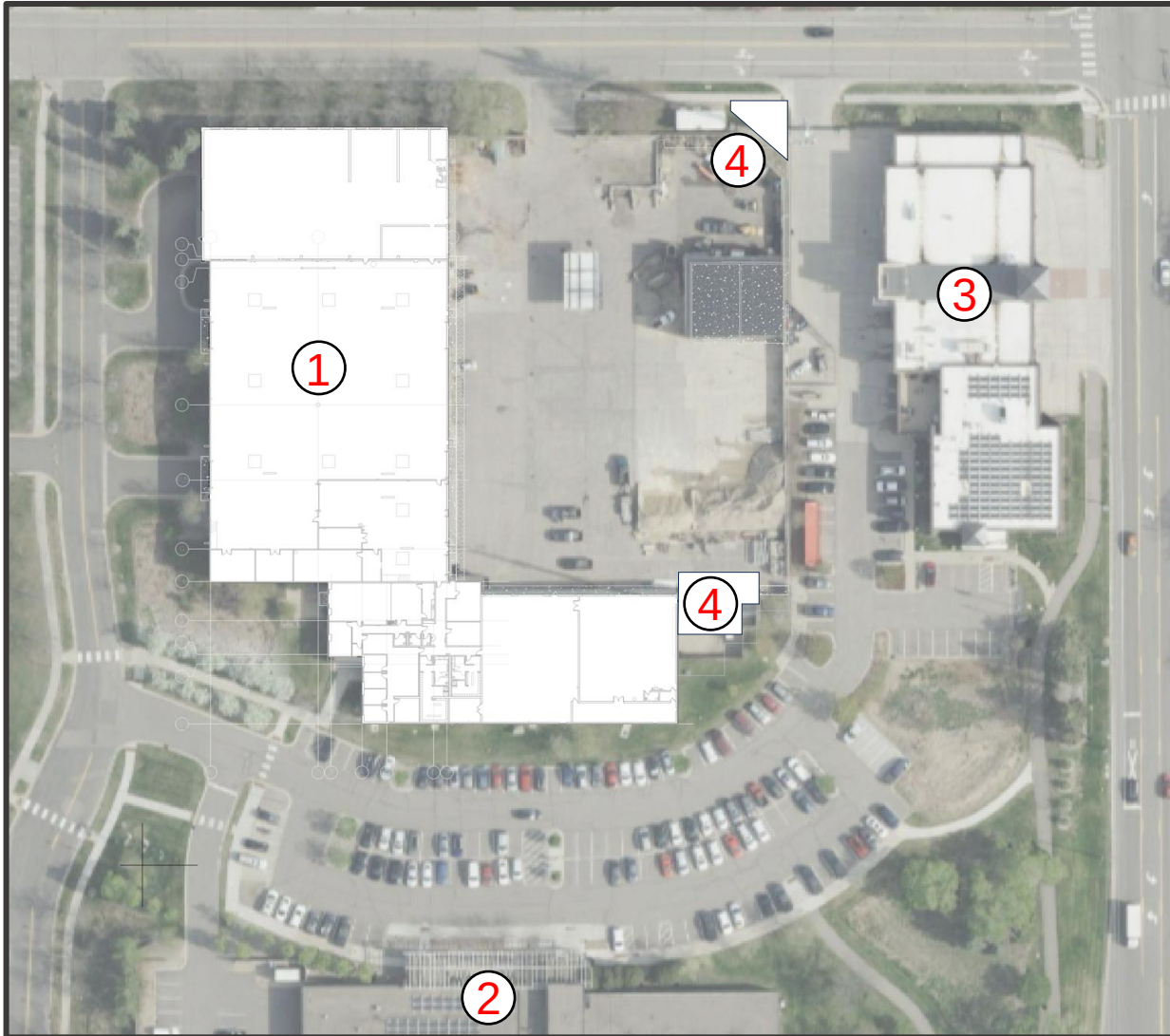
(No change from Predesign)

PARTMENT:		USABLE AREA REQUIRED				COVERAGE / SPACE DEFICIENCY FROM EXISTING SF				COMMENTS
		2020 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED	2020 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED	
UMMARY PROGRAM: LICENSE & PASSPORT CENTER										
Personnel Spaces		888	1,080	1,144	1,144					
Office		632	696	760	760					
Imports/Motor Vehicle		1,520	1,776	1,904	1,904					
ibtotal, Department Spaces:										
Office Support Spaces		1,530	1,480	1,480	1,480					
Office		50	50	50	50					
Imports/Motor Vehicle		1,580	1,530	1,530	1,530					
ibtotal, Support Spaces:										
Public Spaces		2,010	2,010	2,010	2,010					
Public		1,250	1,250	1,250	1,250					
Imports/Motor Vehicle		3,260	3,260	3,260	3,260					
ibtotal, Public Spaces:										
Building Systems		200	200	200	200					
Mechanical		150	150	150	150					
Electrical		60	60	60	60					
Informational		410	410	410	410					
ibtotal, Public Spaces:										
TOTAL PROPOSED USABLE SF (includes 35% Efficiency Factor)		5,078	6,170	6,256	6,256					
Imports/Motor Vehicle TOTAL PROPOSED USABLE SF (includes 35% Efficiency Factor)		2,608	2,695	2,781	2,781					
Imports/Motor Vehicle		410	410	410	410					
Building Support		800	800	800	800					
Building Factor		20%	20%	20%	20%					

PARTMENT:		SPACE CODE	TOTAL PERSONNEL SPACES REQUIRED				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS	
			2020	5-YR.	10-YR.	15-YR.		2020 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED		
ANCE STUDIO													
Personnel Spaces		OF	1	1	1	1	120	120	120	120	120		
Private Office			1	1	1	1		120	120	120	120		
ibtotal, Personnel Spaces:													
Public Spaces			1	1	1	1	4,200	4,200	4,200	4,200	4,200	Ability to divide into two spaces	
Office Studio			2	2	2	2	200	400	400	400	400		
Radio Storage			1	1	1	1	650	650	650	650	650		
bby/Waiting			1	1	1	1	70	70	70	70	70	Single user	
try/Vestibule			3	3	3	3	75	225	225	225	225	Private changing room	
stroom			2	2	2	2	40	80	80	80	80		
anging Room													
			10	10	10	10		5,625	5,625	5,625	5,625		
ibtotal, Staff Support Spaces:													
Building Support			1	1	1	1	144	144	144	144	144		
Mechanical			1	1	1	1	144	144	144	144	144		
Electrical			1	1	1	1	80	80	80	80	80		
Informational			1	1	1	1	80	80	80	80	80		
Material Building Storage								448	448	448	448		
			4	4	4	4		6,193	6,193	6,193	6,193		
ibtotal, Public Spaces													
			15	15	15	15		6,193	6,193	6,193	6,193		
ibtotal Department Spaces:													
sf Net SF								6,193	6,193	6,193	6,193		
Density Factor								1,548	1,548	1,548	1,548		
Density Factor								774	774	774	774		

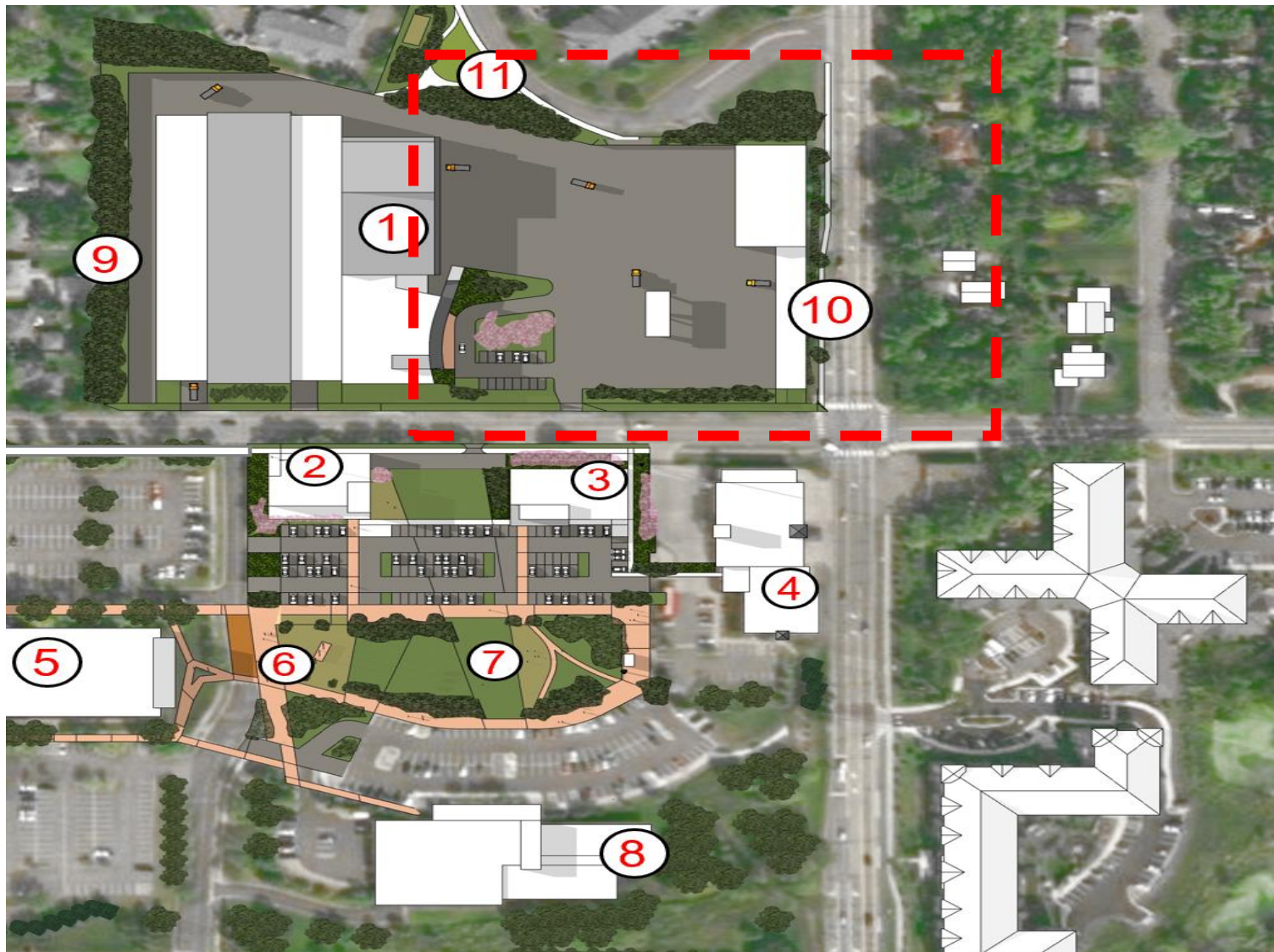
MASTER PLANNING

EXISTING SITE CONTEXT



- 1 – Existing Maintenance Facility
- 2 – City Hall And Police Station
- 3 – Fire Station
- 4 – Existing Antennas

PREDESIGN CONCEPT | MAINTENANCE OPERATIONS CENTER

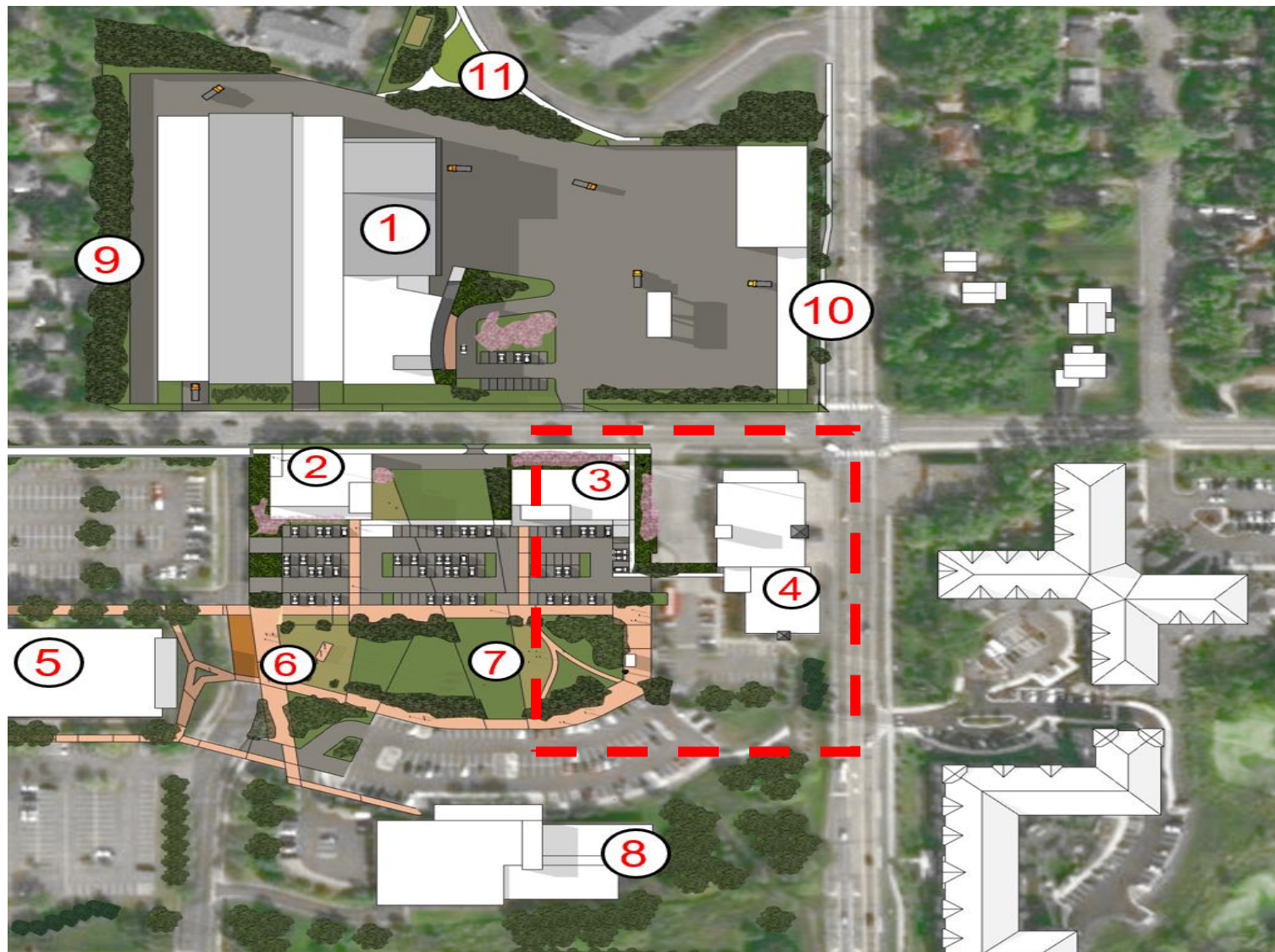


Project Cost: \$60.6M

- 1 – New Maintenance Facility
- 2 – New VFW
- 3 – New License & Passport Center
- 4 – Existing Fire Station 1
- 5 – New Oval Skate Park
- 6 – New Veteran's Memorial
- 7 – New Green Space
- 8 – Existing City Hall
- 9 – Landscape Screening
- 10 – Lexington Avenue
- 11 – Relocated Playground
- 12 – Sidewalk to Howard Johnson Park
- 13 – New Pedestrian Crossing



PREDESIGN CONCEPT | LICENSE CENTER + DANCE STUDIO

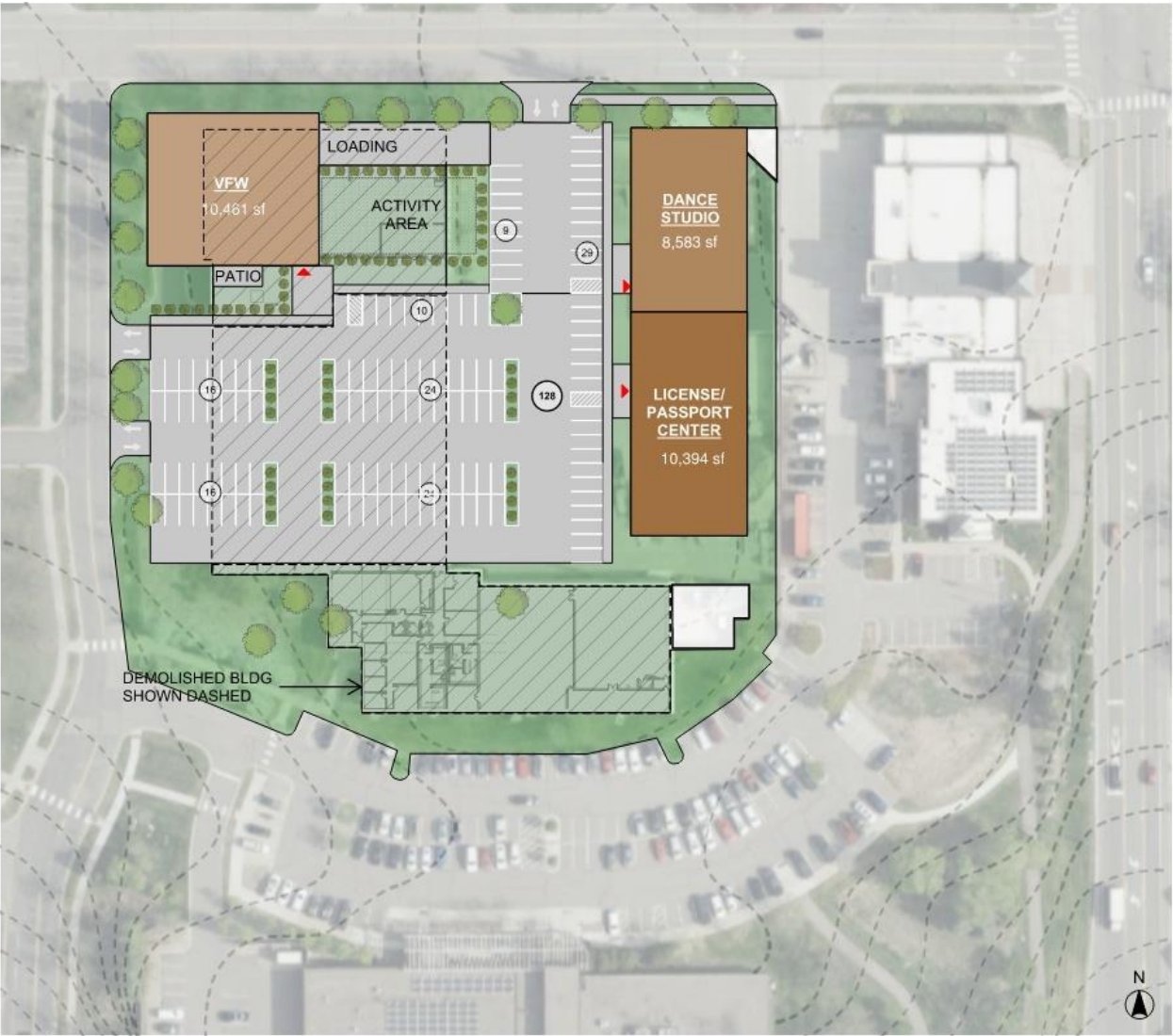


Project Cost: \$21.1M

- 1 – New Maintenance Facility
- 2 – New VFW
- 3 – New License & Passport Center
- 4 – Existing Fire Station 1
- 5 – New Oval Skate Park
- 6 – New Veteran's Memorial
- 7 – New Green Space
- 8 – Existing City Hall
- 9 – Landscape Screening
- 10 – Lexington Avenue
- 11 – Relocated Playground
- 12 – Sidewalk to Howard Johnson Park
- 13 – New Pedestrian Crossing



CONCEPT A | LICENSE CENTER + DANCE STUDIO



Project Cost: \$21.5M

PARKING CALCULATIONS	v2 (05/06/25)
VFW	68
DANCE STUDIO	43
LICENSE/PASSPORT	42
TOTAL REQUIRED	152
TOTAL PROVIDED	128

PARKING CALCULATIONS	v1 (05/24/22)
VFW	68
DANCE STUDIO	48
LICENSE/PASSPORT	38
TOTAL REQUIRED	155
TOTAL PROVIDED	132

Summary

Demolish existing maintenance building and construct new 1-story buildings for license center/passport, dance studio, and VFW. Provides connection to Arena parking lot for parking overflow.

PROS:

- New buildings, purposefully planned for intended use(s)
- Green space provided between city hall and new development
- Green space adjacent to New VFW building

CONS:

- Does not meet code required parking
- New build in lieu of re-using existing bldgs.



CONCEPT B | LICENSE CENTER + DANCE STUDIO



Project Cost: \$18.2M

PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	43
LICENSE/PASSPORT	42
TOTAL REQUIRED	152
TOTAL PROVIDED	143

Summary

Demolish North and South portions of maintenance building. New public parking lot with new building entrances facing east. Public parking lot connects to City Hall parking.

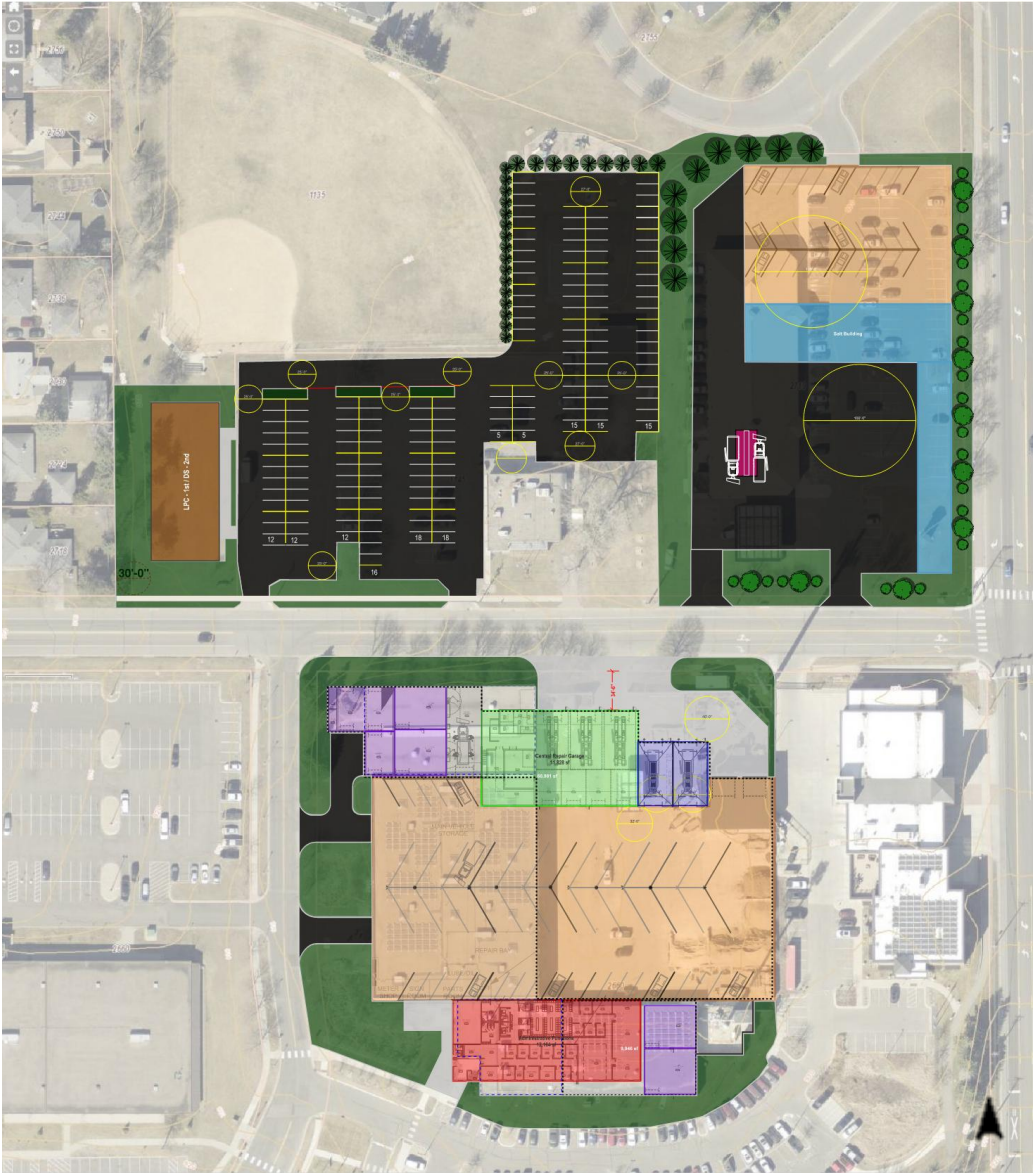
PROS:

- Uses newer portion of existing buildings
- VFW access to large green spaces for events, etc.
- Planned use requires less parking
- North and South buildings in poor condition are demolished
- New public parking connected to existing City Hall parking

CONS:

- Does not meet code required parking
- Large parking area; limited greenspace

CONCEPT C.1 | MOC + LPC/DS



Project Cost: \$60.8M (MOC) + \$14.5M (LPC/DS) = \$75.3M

PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	48
LICENSE/PASSPORT	38
TOTAL REQUIRED	155
TOTAL PROVIDED	179

Summary

Renovation of portions of the existing Maintenance Operations Facility with building expansion both south and north of Woodhill Drive. New two-story building is constructed for the License/Passport Center and Dance Studio on Western side of site.

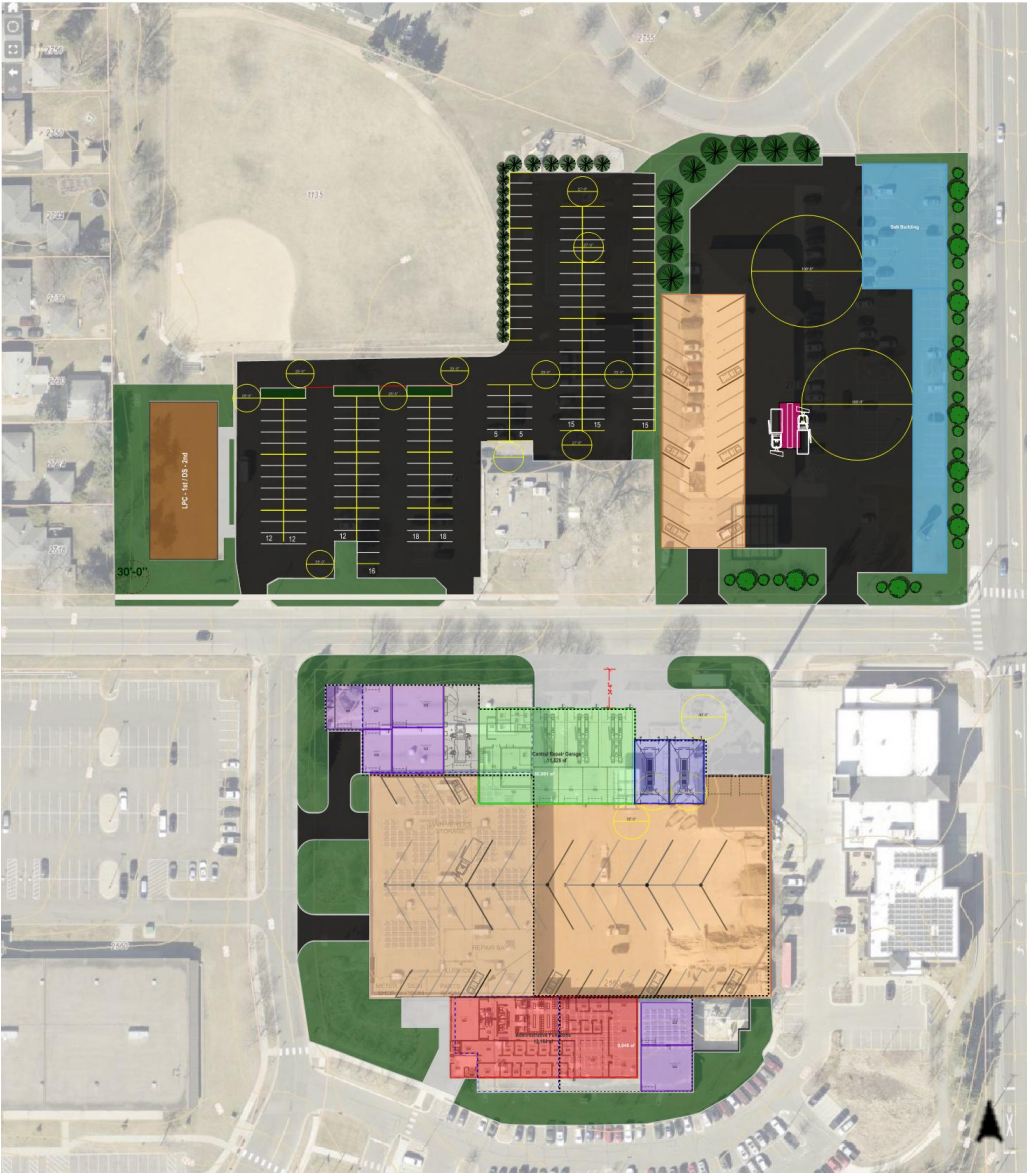
PROS:

- Yard area geometry allows more flexibility of use
- South facing salt storage
- Larger storage building illustrating more drive lane, allows for adaptability of interior use
- Maintains portion of park area
- Maintains VFW operations

CONS:

- Larger building and location cuts off connection to Lexington via north drive
- Yard area is smaller
- No additional parking is provided to support city hall

CONCEPT C.2 | MOC + LPC/DS



Project Cost: \$60.8M (MOC) + \$14.5M (LPC/DS) = \$75.3M

PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	48
LICENSE/PASSPORT	38
TOTAL REQUIRED	155
TOTAL PROVIDED	179

Summary

Renovation of portions of the existing Maintenance Operations Facility with building expansion both south and north of Woodhill Drive. New two-story building is constructed for the License/Passport Center and Dance Studio on Western side of site.

PROS:

- Flexible yard area with north access/egress
- Storage building is efficiently sized and could be expanded
- Maintains portion of park area
- Maintains VFW operations

CONS:

- Larger paving area required for circulation
- Best, feasible access to northern storage building is only from Woodhill Drive without shifting building
- No additional parking is provided to support city hall

COST SUMMARY

COST SUMMARY

Description	Original Concept 2022 Study	MOC	Original VFW/ License/ Dance	Concept A VFW/ License/ Dance	Concept B VFW/ License/ Dance	Concept B.1 VFW/ License/ Dance	Concept B.2 VFW/ License/ Dance	Concept B.3 VFW/ License/ Dance	Concept C MOC	Concept C License/ Dance
CONSTRUCTION COSTS SUB TOTAL	\$65,519,962	\$48,502,820	\$16,259,479	\$16,552,883	\$14,034,058	\$14,983,799	\$15,566,467	\$16,834,925	\$47,854,452	\$11,161,315
SOFT COSTS SUB-TOTAL	\$17,877,494	\$12,125,705	\$4,877,844	\$4,965,865	\$4,210,217	\$4,495,140	\$4,669,940	\$5,050,477	\$12,920,702	\$3,348,394
TOTAL PROJECT COSTS	\$83,397,456	\$60,628,526	\$21,137,323	\$21,518,747	\$18,244,276	\$19,478,939	\$20,236,407	\$21,885,402	\$60,775,155	\$14,509,709

- Cost Estimate is based on Rough Order of Magnitude (ROM); utilizing historical construction cost data
- Includes Design/Construction Contingency & Construction Escalation to 2027 mid-point
- Soft Costs include costs not directly tied to the physical construction of the building; they include- Inspections, Permits, A/E fees, Furniture, Etc.

NEXT STEPS

NEXT STEPS

- Determine the Best Approach to Provide Operational Space for the License / Passport Center & Dance Studio
- Identify Funding Source for the License / Passport & Dance Studio Relocation to Support the Maintenance Operations Center Build North of Woodhill Avenue
- Confirm Schedule & Phasing for the Maintenance Operations Center Design & Construction



NEXT STEPS | TENTATIVE PROJECT SCHEDULE



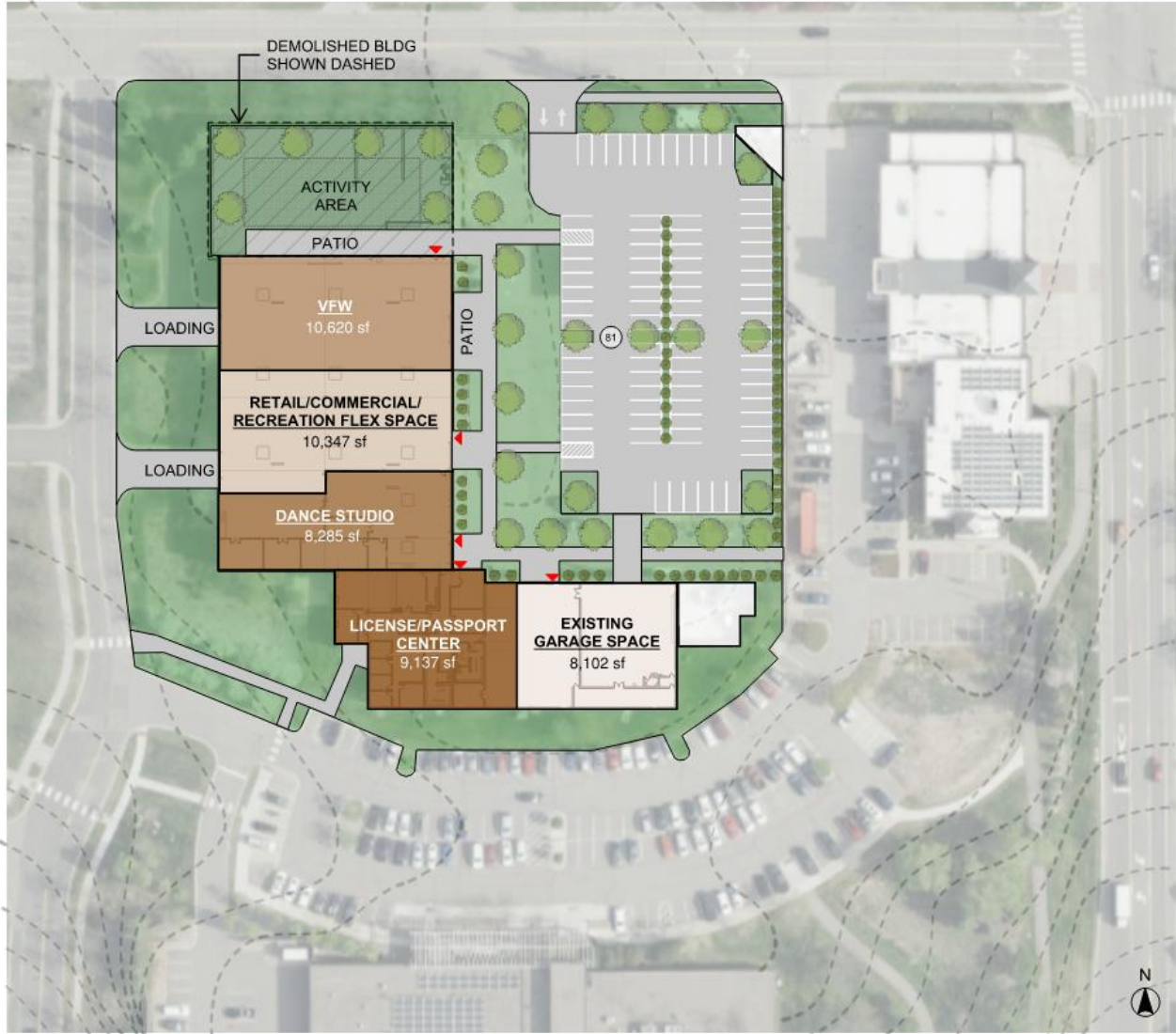
- All budgeting presented is based on Construction start in 2026
- If Design and CM teams are brought on board by August of 2025 the proposed schedule is achievable
- Will require multiple bid packages for a Fall of 2026 start
- Construction time-line will depend on final option chosen and phasing complexity

Task	Start	Finish
City Council Review / Approval	June 2025	July 2025
Architect / CM RFP Process	July 2025	Aug 2025
Preconstruction / Design Phase	Aug 2025	April 2026
Bid / Award / Contracting	May 2026	June 2026
Submittal Development / Material Procurement	July 2026	Sept 2026
Construction	Sept 2026	Aug 2028
Post-Construction / Closeout	Sept 2028	Oct 2028

ADDITIONAL PLANNING OPTIONS

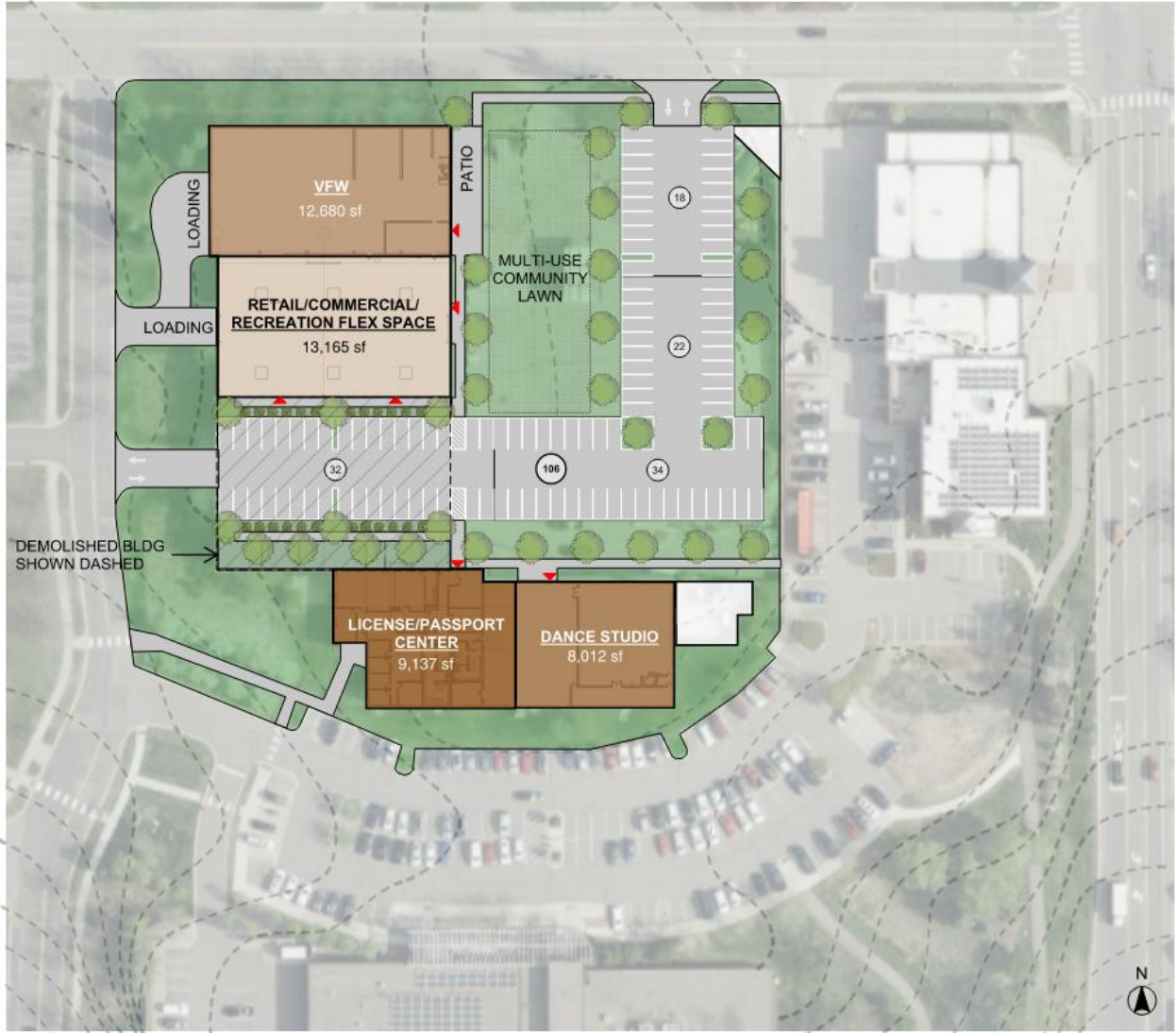


CONCEPT B.1



PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	40
LICENSE/PASSPORT	36
FLEX SPACE	15-103
TOTAL REQUIRED	159-247
TOTAL PROVIDED	81

CONCEPT B.2



PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	40
LICENSE/PASSPORT	36
FLEX SPACE	7-130
TOTAL REQUIRED	151-274
TOTAL PROVIDED	106



CONCEPT B.3



PARKING CALCULATIONS	
VFW	68
DANCE STUDIO	40
LICENSE/PASSPORT	36
FLEX SPACE	7-162
TOTAL REQUIRED	151-306
TOTAL PROVIDED	96

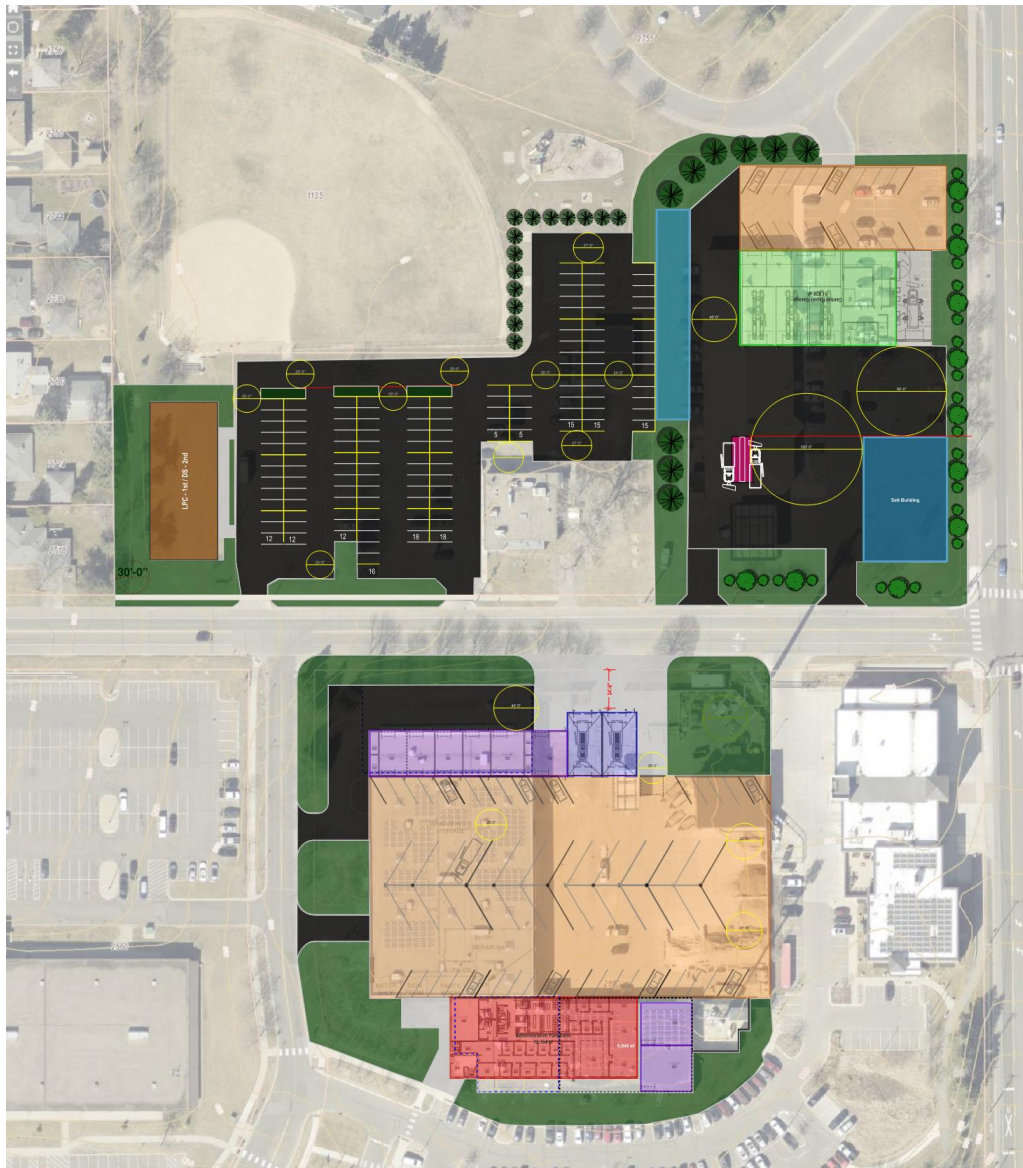


ROSEVILLE CIVIC CAMPUS | MASTER PLAN UPDATE

CITY COUNCIL UPDATE | 06/16/2025



CONCEPT C2.2

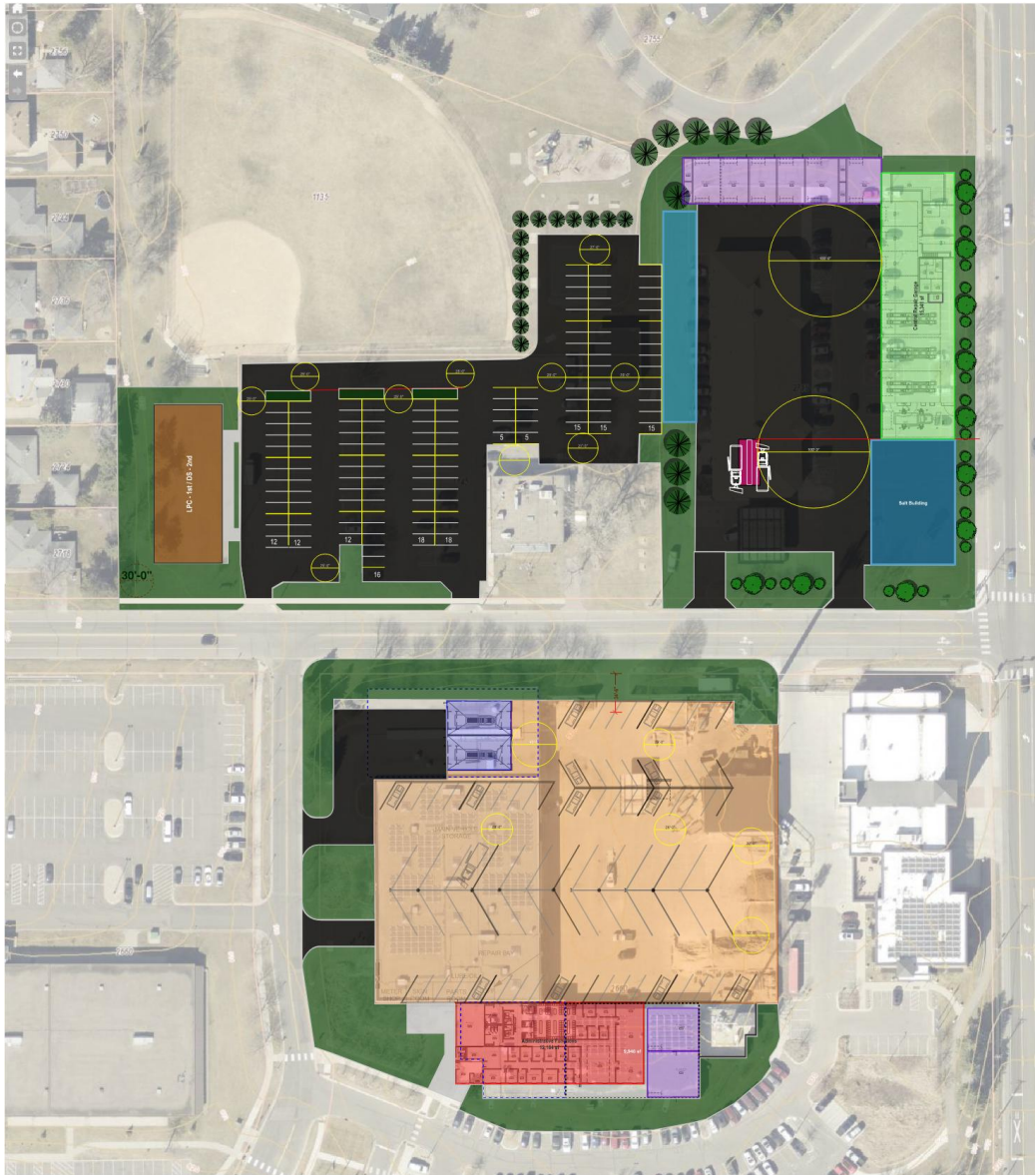


ROSEVILLE CIVIC CAMPUS | MASTER PLAN UPDATE

CITY COUNCIL UPDATE | 06/16/2025



CONCEPT C2.3



ROSEVILLE CIVIC CAMPUS | MASTER PLAN UPDATE

CITY COUNCIL UPDATE | 06/16/2025

Staff Summary of Impacts/Risks with Each Option						
Options	City Costs Only		Impacts/Risk			
			Operations	Building Re-use	Parking	Property Aquisition
Existing - CCPDS (2022)	\$76,900,000			N/A		
	MOC	LPCDS				
	\$64,200,000	\$12,700,000				
CCPDS Updated Cost Estimate	\$74,900,000			N/A		
	MOC	LPCDS				
	\$60,600,000	\$14,300,000				
Option A - Existing MOC plan and single story LPCDS	\$77,100,000			N/A		
	MOC	LPCDS				
	\$60,600,000	\$16,500,000				
Option B - Existing MOC plan, reuse of central garage for VFW, LPC, DS	\$74,300,000					
	MOC	LPCDS				
	\$60,600,000	\$13,700,000				
Option B.1 - Existing MOC plan, reuse of central garage/admin/east garge for VFW, LPC, DS, and other uses	\$75,000,000					
	MOC	LPCDS + Addtl Space				
	\$60,600,000	\$14,400,000				
Option B.2 - Existing MOC plan, reuse of north garage/central garage/admin/east garge for VFW, LPC, DS, and other uses	\$75,700,000					
	MOC	LPCDS + Addtl Space				
	\$60,600,000	\$15,100,000				
Option B.3 - Existing MOC plan, reuse of central garage/admin/east garge for LPC, DS, and other uses. New VFW.	\$76,600,000					
	MOC	LPCDS + Addtl Space				
	\$60,600,000	\$16,000,000				
Option C.1 & C1.1 - New LPCDS, MOC reuses & expands south of Woodhill, yard N of Woodhill. VFW remains.	\$75,300,000					
	MOC	LPCDS				
	\$60,800,000	\$14,500,000				
Option C2.1, 2.2, 2.3 - New LPCDS, MOC reuses & expands south of Woodhill, yard & other operations N of Woodhill. VFW remains.	\$75,300,000					
	MOC	LPCDS				
	\$60,800,000	\$14,500,000				

Legend	
Impact	Risk
Significant Positive	Minimal
Postive	Low
Nuetral	Nuetral
Negative	Medium
Significant Negative	High

Cost Summary Breakdown						
Options	Cost Breakdown					
Existing - CCPDS (2022)	\$83,400,000					
	MOC		LPCDS		Other (VFW)	
	\$64,200,000		\$12,700,000		\$6,500,000	
	Hard Costs	Soft Costs	Hard Costs	Soft Costs	Hard Costs	Soft Costs
	\$50,500,000	\$13,700,000	\$10,000,000	\$2,700,000	\$5,100,000	\$1,400,000
CCPDS Updated Cost Estimate	\$81,700,000					
	MOC		LPCDS		Other (VFW)	
	\$60,600,000		\$14,300,000		\$6,800,000	
	Hard Costs	Soft Costs	Hard Costs	Soft Costs	Hard Costs	Soft Costs
	\$48,500,000	\$12,100,000	\$11,000,000	\$3,300,000	\$5,200,000	\$1,600,000
Option A - Existing MOC plan and single story LPCDS	\$82,100,000					
	MOC		LPCDS		Other (VFW)	
	\$60,600,000		\$16,500,000		\$5,000,000	
	Hard Costs	Soft Costs	Hard Costs	Soft Costs	Hard Costs	Soft Costs
	\$48,500,000	\$12,100,000	\$12,700,000	\$3,800,000	\$3,800,000	\$1,200,000
Option B - Existing MOC plan, reuse of central garage for VFW, LPC, DS	\$78,900,000					
	MOC		LPCDS		Other (VFW)	
	\$60,600,000		\$13,700,000		\$4,600,000	
	Hard Costs	Soft Costs	Hard Costs	Soft Costs	Hard Costs	Soft Costs
	\$48,500,000	\$12,100,000	\$10,500,000	\$3,200,000	\$3,600,000	\$1,000,000
Option C.1 & C1.1 - New LPCDS, MOC reuses & expands south of Woodhill, yard N of Woodhill. VFW remains	\$75,300,000					
	MOC		LPCDS		Other (VFW)	
	\$60,800,000		\$14,500,000		\$0	
	Hard Costs	Soft Costs	Hard Costs	Soft Costs	Hard Costs	Soft Costs
	\$47,900,000	\$12,900,000	\$11,100,000	\$3,400,000	\$0	\$0

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

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	\$255,284.89
112744 – 112830	\$608,538.06
Total	\$863,822.95

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

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,658.05	4293
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,997.00	4293
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	4293
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	4293
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	350.00	4293
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	295.00	4303
Total Department 00-00 GENERAL				10,817.05	
Department: 01-00 CITY COUNCIL					
100-01-00-430005	Community Grants	ROSEVILLE AREA SCHOOLS	RV AREA SENIOR PROGRAM SUPPORT	14,000.00	112797
100-01-00-448000	Miscellaneous	NATIONAL AWARDS & FINE GIF	NAME TAGS	179.47	112808
Total Department 01-00 CITY COUNCIL				14,179.47	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	113.15	4298
100-02-00-430000	Professional Services	Metro-INET	MAY IT SERVICES	78,179.00	4164
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	SHRED EVENT & ADMIN SHREDDING	78.93	112770
100-02-00-448000	Miscellaneous	LLAMA MAMA MN	LLAMA PETTING ZOO	400.00	112830
100-02-00-448054	Volunteer Recognition	Trade Press Inc.	FLOWER POWER LEAD VOLUNTEER SWEATSHIR	784.00	112775
Total Department 02-00 ADMINISTRATION				79,555.08	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	42.52	4298
Total Department 04-00 FINANCE				42.52	
Department: 08-00 CENTRAL SERVICES					
100-08-00-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	813.90	4298
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE -LC	230.04	112798
Total Department 08-00 CENTRAL SERVICES				1,043.94	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Baycom, Inc. c/o OwnersEdg	THERMAL PAPER	153.00	4152
100-10-00-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	92.90	4298
100-10-00-422000	Clothing	Aspen Mills Inc.	CLASS A UNIFORM LOPEZ	458.20	112745
100-10-00-422000	Clothing	Galls, LLC	ID TAGS VEST DUXBURY	33.90	4156
100-10-00-422000	Clothing	STREICHER'S	PATCH SWAP COOK	36.00	4155
100-10-00-423000	Vehicle Supplies & Mainten	ALICIA LEAFGREEN	REPAIRS TO OUR 2022 JEEP COMPASS-TEAR	125.00	112788
100-10-00-430000	Professional Services	DATAMARS	ANIMAL CONTROL MICROCHIP READER REPAI	127.61	112817
100-10-00-430000	Professional Services	Ramsey County	FIELD OPS LICENSE (1) FOR CAD	10.00	112761
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW FEES ASSAULT 25014508 - REIMBURSE	150.00	112747
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW FEE ASSAULT 25014508 REIMBURSED 5	175.00	112747
100-10-00-430000	Professional Services	University of Minnesota Ve	K9 MEDICATION - ROOSTER	28.32	112756
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES - APRIL	5,196.17	112761
100-10-00-437000	Contract Maint. - Vehicles	MOBILE PRO SYSTEMS IN US D	TRAILER REPAIR (MOBILE CAMERA)	4,159.00	112773
100-10-00-437000	Contract Maint. - Vehicles	Wayne val Autobody	VEHICLE 2524 2020 DODGE DURANGO INTE	250.00	112776
100-10-00-439000-PD0057	CONTRACT MAINTENANCE	Flock Group, Inc	ANNUAL FLOCK LPR - TO BE REIMB BY MOT	3,000.00	112778
100-10-00-440000	Conferences	ERIKA SCHEIDER	REIMB FOR CHIEF'S CONF LODGING - SCHE	1,074.48	112821
100-10-00-440000	Conferences	MN DEPT OF PUBLIC SAFETY O	OJP CRIME VICTIMS CONF - MOLLI SLADE	100.00	112820
Total Department 10-00 POLICE DEPARTMENT				15,169.58	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-320700	Rental Licensing	HASSAN OMAR	REFUND RENTAL LICENSE FEE	170.00	112784
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	ENDO TUBE, I-GEL, MISC	202.42	112769
100-13-00-430000	Professional Services	Masa Consulting, Inc.	MAY	2,100.00	4304

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-00 FIRE DEPARTMENT					
100-13-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	PREVENTION PLAN	148.19	4301
100-13-00-439000	CONTRACT MAINTENANCE	Muska Plumbing	IRRIGATION SYSTEM REPAIR	350.00	112768
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FOR APRIL	305.76	112761
100-13-00-441000	Training	MN Fire Service Certificat	SELBY FAO RETEST	75.00	4299
100-13-00-441000	Training	SEARCH CULTURE LLC	SEARCH TRAINING	7,265.63	112816
Total Department 13-00 FIRE DEPARTMENT				10,617.00	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-439000	CONTRACT MAINTENANCE	AT&T	MAY ACCT# 287284171528	1,004.09	112779
Total Department 13-18 EMERGENCY SERVICES				1,004.09	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	112807
100-20-20-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	96.55	4298
100-20-20-420000	Office Supplies	NATIONAL AWARDS & FINE GIF	NAME TAGS	25.70	112808
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				162.25	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	Esch Construction Supply,	GRINDING AND ABRASIVE BLADES	99.00	112757
100-20-21-424000	Operating Supplies	GRAINGER	SIGN INSTALLATION HARDWARE	181.91	112795
100-20-21-437000	Contract Maint. - Vehicles	Esch Construction Supply,	CUT OFF SAW REPAIR	544.36	112757
100-20-21-438000	Rental	GARY CARLSON EQUIPMENT CO.	TORO DINGO AND BRUSH CUTTER RENTAL	559.00	112802
100-20-21-438000	Rental	Tri State Bobcat, Inc	ASPHALT ROLLER RENTAL	287.50	112754
100-20-21-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEAD DEER REMOVAL	129.00	112767
Total Department 20-21 STREET DEPARTMENT				1,800.77	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.72	112804
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.72	112760
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	OIL FILTERS	10.58	112765
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	OIL FILTERS	29.54	112765
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	OIL FILTERS	167.95	112765
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER	19.13	112810
100-20-30-423000	Vehicle Supplies & Mainten	Certified Laboratories, In	CERTOP, GASKET MAKER, ADHESIVE SEALAN	721.70	4297
100-20-30-423000	Vehicle Supplies & Mainten	Certified Laboratories, In	ABSORBENT PADS, SELLARS WIPERS	272.58	4297
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ULTRASTAT PART	32.44	4292
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	CAM POSITION SENSOR	37.71	4292
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	INTAKE MAINIFOLD GASKET SET	41.44	4292
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	141.54	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	354.71	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	LED FOG LIGHT	97.03	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	LED FOG LIGHT	194.06	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE DISCS AND PADS	225.55	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE PADS	103.03	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE ROTORS	104.06	4154
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE PADS	81.03	4154
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE	171.54	4153
100-20-30-423000	Vehicle Supplies & Mainten	Force America Distributing	BACK UP CAMERA	434.29	4302
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BRAKE PAD KIT AND ROTORS	603.75	112813
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	STRIKER-TA	25.04	112771
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BUSHING	34.94	112771
100-20-30-423000	Vehicle Supplies & Mainten	Kath Fuel Oil Service, Inc	OIL MASTER UNIVERSAL TRACTOR FLUID	810.00	4294
100-20-30-423000	Vehicle Supplies & Mainten	Lano Equipment, Inc.	FILTER	99.96	112806

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE DISPOSAL	303.32	112750
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	WRANGLER AT TIRES	787.31	112762
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	WATER TANK FOR ROLLER	1,646.41	112754
100-20-30-437000	Contract Maint. - Vehicles	Cummins Sales and Service	GENERATOR SERVICE	111.75	112805
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	REPAIRS TO PD SQUAD	1,739.46	112813
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SERVICE TO PD VEHICLE	430.35	112813
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SERVICE TO REPAIR BRAKES	870.75	112771
Total Department 20-30 VEHICLE MAINTENANCE				10,794.39	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	PAPER TOWELS/TOILET PAPER/CLEANING SU	790.35	4161
100-23-00-430000	Professional Services	McGough Property Managemen	04/2025 EXPENSES	27.58	4158
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	4/7/25-ADD ACCESS CONTROL TO 3 ADDITI	4,087.90	4291
100-23-00-439010	Contract Mani. - HVAC	CL Bensen Company, Inc.	HVAC FILTERS	479.40	112793
100-23-00-439010	Contract Mani. - HVAC	CL Bensen Company, Inc.	HVAC FILTERS	925.08	112793
Total Department 23-00 BUILDING MAINTENANCE				6,310.31	
Total Fund 100 General Fund				151,496.45	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230150	Cell Tower Escrow	CONCORDIA WIRELESS, INC.	RETURN OF WIRELESS EQUIPMENT ESCROW	1,472.04	112787
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	WIRELESS EQUIPMENT INSPECTIONS	1,020.00	4296
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	WIRELESS EQUIPMENT INSPECTIONS	696.25	4296
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	WIRELESS EQUIPMENT INSPECTIONS	130.35	4296
103-00-00-230150	Cell Tower Escrow	WATCH HILL WIRELESS SOLUTI	RETURN OF WIRELESS EQUIPMENT ESCROW	680.00	112785
Total Department 00-00 GENERAL				3,998.64	
Department: 20-00 PUBLIC WORKS GENERAL					
103-20-00-424000	Operating Supplies	General Industrial Supply	WHITE MARKING PAINT	255.00	4305
Total Department 20-00 PUBLIC WORKS GENERAL				255.00	
Total Fund 103 Contracted Engineering Svcs				4,253.64	
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0281	Fee Program Revenue	MN DEPT OF HEALTH	KEY DEPOSIT REFUND FOR PICNIC SHELTER	50.00	112755
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	MAY 15 AARP CLASS PAYMENT	200.00	112777
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL LEAGUE UMPIRE PAYMENT	4,448.00	4307
200-40-41-430000-PR0218	Professional Services	Norman R. Rolando	SPRING 2025 SAFETY DEFENSE	924.00	112792
200-40-41-430000-PR0227	Professional Services	ERIN DUFFY	ADULT SAND VOLLEYBALL REFEREE PAYMENT	336.00	112783
200-40-41-430000-PR0270	Professional Services	Atsuko Johnson	HULA PAYMENT (APRIL-MAY)	392.00	4309
200-40-41-430000-PR0270	Professional Services	Elizabeth Fletcher	APRIL-MAY PAYMENT YOGA	612.00	4163
Total Department 40-41 RECREATION FEE PROGRAMS				6,962.00	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0115	Professional Services	MINNESOTA SYMPHONIC WINDS,	LIVE AT THE ROG PERFORMANCE	500.00	112815
200-40-42-430000-PR0115	Professional Services	Taiko Arts Midwest	LIVE AT THE ROG PERFORMANCE	5,500.00	112812
Total Department 40-42 RECREATION NON FEE PROGRAMS				6,000.00	
Department: 40-53 SKATING CENTER					
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	COFFEE AND POWERADE FOR CONCESSIONS	270.20	112772
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES - RFSC COMP	1,203.12	112763
200-40-53-439000	CONTRACT MAINTENANCE	Summit Fire Protection	FIRE INSPECTION	316.05	112799

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
			Total Department 40-53 SKATING CENTER	1,789.37	
			Total Fund 200 Recreation Fund	14,751.37	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	COMPASS HOMES	CONSTRUCTION DEPOSIT REFUND -939 CO R	1,000.00	112789
260-00-00-230000	Deposits	CREATIVE HOMES	CONSTRUCTION DEPOSIT REFUND - 2179 EU	1,000.00	112790
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES FOR PROJECTS	1,149.10	112753
			Total Department 00-00 GENERAL	3,149.10	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-322000	Technology Fee	HASSAN OMAR	REFUND RENTAL LICENSE FEE	5.10	112784
260-56-17-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	36.24	4298
			Total Department 56-17 BUILDING PERMITS & INSPECTIONS	41.34	
			Total Fund 260 Community Development	3,190.44	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	220.80	4298
265-05-00-424000	Operating Supplies	Innovative Office Solution	APRIL INNOVATIVE OFFICE SUPPLIES	494.80	4298
265-05-00-424000	Operating Supplies	Staples Advantage, Inc.	PAPER TOWELS/TOILET PAPER/CLEANING SU	395.17	4161
265-05-00-431000	Telephone	CenturyLink	TELEPHONE ACCT 333775723	122.38	112749
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	154.70	4311
265-05-00-432000	Transportation	Vicki Linnell	MILEAGE REIMBURSEMENT	289.10	4310
			Total Department 05-00 DEPUTY REGISTER	1,676.95	
			Total Fund 265 License Center	1,676.95	
Fund: 290 Police Forfeiture Fund					
Department: 10-00 POLICE DEPARTMENT					
290-10-00-452000	Vehicles & Equipment	Stop Stick, Ltd.	TIRE DEFLATION DEVICES (18)	2,166.00	112751
			Total Department 10-00 POLICE DEPARTMENT	2,166.00	
			Total Fund 290 Police Forfeiture Fund	2,166.00	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	APPROVED 2025 SQUAD PURCHASE DODGE DU	43,772.00	112744
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	APPROVED 2025 SQUAD PURCHASE DODGE DU	43,772.00	112744
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	APPROVED 2025 SQUAD PURCHASE DODGE DU	43,772.00	112744
400-10-00-452000	Vehicles / Equipment	Enforcement Lighting	OUTFITTING JEEP GRAND CHEROKEE POLICE	7,965.00	112766
400-10-00-452000	Vehicles / Equipment	Enforcement Lighting	UPFITTING 2025 DODGE DURANGO INCL CRE	193.36	112766
400-10-00-453000	Other Improvements	Baycom, Inc. c/o OwnersEdg	TOUGHBOOK FZ-55 - LOPEZ	3,459.00	4152
			Total Department 10-00 POLICE DEPARTMENT	142,933.36	
			Total Fund 400 Equipment Revolving	142,933.36	
Fund: 401 Fire Equipment					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-452004	Fire Department Vehicles	Neil Sjostrom	REIMBURSEMENT FOR RIVIAN GRAPHICS	6,499.00	4157
			Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION	6,499.00	
			Total Fund 401 Fire Equipment	6,499.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 403 Public Works Vehicle Revolving					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
403-20-20-452000	Vehicles / Equipment	Transwest	WESTERN STAR 47X SINGLE AXLE DUMP TRU	133,003.00	112774
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		133,003.00	
		Total Fund 403 Public Works Vehicle Revolving		133,003.00	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-438000	Rental	BNSF RAILWAY COMPANY	LAND LEASE 2025-2026	16,000.00	112752
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		16,000.00	
		Total Fund 408 Pathway Maintenance Fund		16,000.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 40-53 SKATING CENTER					
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	DOWN PAYMENT FOR DEHUMIDIFICATION SYS	40,000.00	112780
		Total Department 40-53 SKATING CENTER		40,000.00	
		Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND		40,000.00	
Fund: 413 MAINTENANCE FACILITY					
Department: 20-00 PUBLIC WORKS GENERAL					
413-20-00-430000	Professional Services	TDM SALONSLLC	FIX PYMT IN LIEU OF MOVING	50,000.00	112818
413-20-00-430000	Professional Services	TDM SALONSLLC	TRADE FIXTURES & IMPROVEMENTS	143,760.00	112819
		Total Department 20-00 PUBLIC WORKS GENERAL		193,760.00	
		Total Fund 413 MAINTENANCE FACILITY		193,760.00	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	AZALEA PROPERTIES LLC	UB refund for account: 026644-000	2.06	112823
600-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	2.16	112827
600-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	1.92	112827
600-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	0.50	112829
600-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	3.44	112829
600-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	2.50	112826
600-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	1.96	112826
600-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	1.97	112791
600-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	9.45	112791
600-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	0.76	112828
600-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	5.09	112828
600-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	0.92	112825
600-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	1.83	112825
		Total Department 00-00 GENERAL		34.56	
Department: 50-00 SANITARY SEWER					
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	MAY INVOICE AND CC PROCESSING FEES	3,950.31	4312
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	2,572.50	112800
		Total Department 50-00 SANITARY SEWER		6,522.81	
		Total Fund 600 Sanitary Sewer		6,557.37	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ANN BRAATEN	UB refund for account: 008295-000	21.83	112822
610-00-00-202000	Accounts Payable	AZALEA PROPERTIES LLC	UB refund for account: 026644-000	0.99	112823

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

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	AZALEA PROPERTIES LLC	UB refund for account: 026644-000	3.23	112823
610-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	0.11	112827
610-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	1.95	112827
610-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	0.19	112829
610-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	3.49	112829
610-00-00-202000	Accounts Payable	ESTATE OF NANCY GATES	UB refund for account: 006696-000	3.98	112824
610-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	0.11	112826
610-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	1.98	112826
610-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	0.52	112791
610-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	9.61	112791
610-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	0.28	112828
610-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	5.18	112828
610-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	0.10	112825
610-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	1.87	112825
Total Department 00-00 GENERAL				55.42	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	2 MACH10 USG 15-1/4 LL *X	970.00	4159
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	REF #1 TRENCH ADPT LID DI	578.00	4159
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	ASPHALT AND CONCRETE DISPOSAL	120.00	112748
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	1,015.04	112746
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	1,110.81	112746
610-51-00-424000	Operating Supplies	SHARROW LIFTING PRODUCTS	1 X SFT 2PLY 4-LEG POLY WEB BRIDLE WI	268.26	112809
610-51-00-430000	Professional Services	Twin City Water Clinic, In	COLIFORM BACTERIA APRIL DISTRIBUTION	680.00	112796
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	2024-2026 SCADA SERVICES	1,805.50	112764
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRET CURB INSTALLATION	962.30	112758
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	1,208.72	112758
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	216.20	112801
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	292.50	112801
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	259.80	112801
Total Department 51-00 WATER FUND				9,487.13	
Total Fund 610 Water Fund				9,542.55	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HI PRESSURE FITTING, HOSE ENDS, HYDRA	227.07	4153
620-52-51-424000	Operating Supplies	Reinders Inc.	70/30 OVERSEEDER SEED MIX, MILLENNIUM	2,257.50	112759
620-52-51-424000	Operating Supplies	Reinders Inc.	FERTILIZERS (CDG181WM4)	137.60	112759
620-52-51-424000	Operating Supplies	Reinders Inc.	TRI-GRAN TRICURE GRANULAR, SNAPSHOT,	391.94	112803
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEER FOR RESALE	475.50	4290
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	107.50	112781
620-52-51-430000	Professional Services	PURE TAP INC	DRAUGHT LINE CLEANING	75.00	112814
620-52-51-430000	Professional Services	PURE TAP INC	DRAUGHT LINE CLEANING	75.00	112782
620-52-51-430000	Professional Services	Yale Mechanical	WATER HEATER CODES/VENTING PROBLEMS I	1,147.00	4160
620-52-51-452000	Vehicles / Equipment	MTI Distributing, Inc.	GREENSMaster 3150-Q, NARROW WIEHLE RO	46,757.28	4295
Total Department 52-51 CEDARHOLM GOLF COURSE				51,651.39	
Total Fund 620 Golf Course				51,651.39	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	AZALEA PROPERTIES LLC	UB refund for account: 026644-000	1.92	112823

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	1.14	112827
640-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	2.05	112829
640-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	1.17	112826
640-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	5.64	112791
640-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	3.03	112828
640-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	1.09	112825
Total Department 00-00 GENERAL				16.04	
Department: 54-00 STORM WATER					
640-54-00-382900	Miscellaneous Revenue	REBECCA MURPHY	COMPOST DELIVERY REFUND	50.00	112786
640-54-00-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT PATCHING MATERIAL	118.14	112794
640-54-00-424000	Operating Supplies	Precise MRM, LLC	10MB FLAT DATA PLAN US WITH NAF	736.00	4306
640-54-00-453000-PW2510	Other Improvements	SANDSTROM LAND MANAGEMENT, CTY RD B & EUSTIS STORM SEWER		9,674.62	4162
Total Department 54-00 STORM WATER				10,578.76	
Total Fund 640 Storm Drainage				10,594.80	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	AZALEA PROPERTIES LLC	UB refund for account: 026644-000	6.09	112823
650-00-00-202000	Accounts Payable	ERICH & CRYSTAL FRANK	UB refund for account: 015760-000	0.65	112827
650-00-00-202000	Accounts Payable	ESTATE OF KIM EHA	UB refund for account: 003532-000	1.17	112829
650-00-00-202000	Accounts Payable	LISA GALVIN	UB refund for account: 021938-000	0.66	112826
650-00-00-202000	Accounts Payable	NORINE M BILJAN	UB refund for account: 004588-000	3.21	112791
650-00-00-202000	Accounts Payable	RALPH BUTKOWSKI	UB refund for account: 000740-000	1.73	112828
650-00-00-202000	Accounts Payable	ROBERT LANDRY	UB refund for account: 025677-000	0.62	112825
Total Department 00-00 GENERAL				14.13	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Emerge Enterprises, Inc.	CLEAN UP DAY MATTRESS RECYCLING	730.00	112811
650-65-00-430000	Professional Services	Shred-N-Go, Inc.	SHRED EVENT & ADMIN SHREDDING	4,725.00	112770
Total Department 65-00 SOLID WASTE RECYCLE				5,455.00	
Total Fund 650 ENVIRONMENTAL				5,469.13	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	APR 25 ADMIN SERVICES	397.00	4300
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	APR 25 ADMIN SERVICES	1,246.00	4300
700-60-00-430043	Parks & Recreation Claims	SFM RISK SOLUTIONS	APR 25 ADMIN SERVICES	494.00	4300
Total Department 60-00 WORKERS COMPENSATION				2,137.00	
Total Fund 700 Workers Compensation				2,137.00	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOANS AND SERVICING FEES	40,000.00	4308
723-00-00-119120	DPA Deferred Loans	Center for Energy and Envi	LOANS AND SERVICING FEES	25,000.00	4308
Total Department 00-00 GENERAL				65,000.00	
Total Fund 723 Housing & Redevelopment Agency				65,000.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES FOR PROJECTS	40.50	112753

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
			Total Department 57-00 EDA - GENERAL	40.50	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOANS AND SERVICING FEES	3,100.00	4308
			Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM	3,100.00	
			Total Fund 725 EDA Operating Fund	3,140.50	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-211100	ICMA Def Comp	10,172.05	
		100-00-00-211101	Mission SQ Roth	350.00	
		100-00-00-211202	HRA Employer	295.00	
		100-01-00-430005	Community Grants	14,000.00	
		100-01-00-448000	Miscellaneous	179.47	
		100-02-00-420000	Office Supplies	113.15	
		100-02-00-430000	Professional Services	78,257.93	
		100-02-00-448000	Miscellaneous	400.00	
		100-02-00-448054	Volunteer Recognition	784.00	
		100-04-00-420000	Office Supplies	42.52	
		100-08-00-420000	Office Supplies	813.90	
		100-08-00-424000	Operating Supplies	230.04	
		100-10-00-420000	Office Supplies	245.90	
		100-10-00-422000	Clothing	528.10	
		100-10-00-423000	Vehicle Supplies & Maintenance	125.00	
		100-10-00-430000	Professional Services	490.93	
		100-10-00-430001	Dispatching Services	5,196.17	
		100-10-00-437000	Contract Maint. - Vehicles	4,409.00	
		100-10-00-439000-PD0057	CONTRACT MAINTENANCE	3,000.00	
		100-10-00-440000	Conferences	1,174.48	
		100-13-00-320700	Rental Licensing	170.00	
		100-13-00-423000	Vehicle Supplies & Maintenance	202.42	
		100-13-00-430000	Professional Services	2,100.00	
		100-13-00-439000	CONTRACT MAINTENANCE	803.95	
		100-13-00-441000	Training	7,340.63	
		100-13-18-439000	CONTRACT MAINTENANCE	1,004.09	
		100-20-20-420000	Office Supplies	162.25	
		100-20-21-424000	Operating Supplies	280.91	
		100-20-21-437000	Contract Maint. - Vehicles	544.36	
		100-20-21-438000	Rental	846.50	
		100-20-21-439000	CONTRACT MAINTENANCE	129.00	
		100-20-30-422000	Clothing	91.44	
		100-20-30-423000	Vehicle Supplies & Maintenance	7,550.64	
		100-20-30-437000	Contract Maint. - Vehicles	3,152.31	
		100-23-00-424000	Op Supplies-City Hall	790.35	
		100-23-00-430000	Professional Services	27.58	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	4,087.90	
		100-23-00-439010	Contract Maint. - HVAC	1,404.48	
		103-00-00-230150	Cell Tower Escrow	3,998.64	
		103-20-00-424000	Operating Supplies	255.00	
		200-40-41-344000-PR0281	Fee Program Revenue	50.00	
		200-40-41-430000-PR0210	Professional Services	200.00	
		200-40-41-430000-PR0212	Professional Services	4,448.00	
		200-40-41-430000-PR0218	Professional Services	924.00	
		200-40-41-430000-PR0227	Professional Services	336.00	
		200-40-41-430000-PR0270	Professional Services	1,004.00	
		200-40-42-430000-PR0115	Professional Services	6,000.00	
		200-40-53-425000-PR5512	Merchandise for Sale	1,473.32	
		200-40-53-439000	CONTRACT MAINTENANCE	316.05	
		260-00-00-230000	Deposits	2,000.00	
		260-00-00-230130-CD1240	Development Escrow	1,149.10	
		260-56-17-322000	Technology Fee	5.10	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		260-56-17-420000	Office Supplies	36.24	
		265-05-00-420000	Office Supplies	220.80	
		265-05-00-424000	Operating Supplies	889.97	
		265-05-00-431000	Telephone	122.38	
		265-05-00-432000	Transportation	443.80	
		290-10-00-452000	Vehicles & Equipment	2,166.00	
		400-10-00-452000	Vehicles / Equipment	139,474.36	
		400-10-00-453000	Other Improvements	3,459.00	
		401-13-13-452004	Fire Department Vehicles	6,499.00	
		403-20-20-452000	Vehicles / Equipment	133,003.00	
		408-20-20-438000	Rental	16,000.00	
		410-40-53-452000	Vehicles & Equipment	40,000.00	
		413-20-00-430000	Professional Services	193,760.00	
		600-00-00-202000	Accounts Payable	34.56	
		600-50-00-448600	Credit Card Fees	3,950.31	
		600-50-00-453000-PW2302	Other Improvements	2,572.50	
		610-00-00-202000	Accounts Payable	55.42	
		610-51-00-424000	Operating Supplies	4,062.11	
		610-51-00-430000	Professional Services	680.00	
		610-51-00-439000	CONTRACT MAINTENANCE	4,745.02	
		620-52-51-423000	Vehicle Supplies & Maintenance	227.07	
		620-52-51-424000	Operating Supplies	2,787.04	
		620-52-51-425000	Merchandise for Sale	583.00	
		620-52-51-430000	Professional Services	1,297.00	
		620-52-51-452000	Vehicles / Equipment	46,757.28	
		640-00-00-202000	Accounts Payable	16.04	
		640-54-00-382900	Miscellaneous Revenue	50.00	
		640-54-00-424000	Operating Supplies	854.14	
		640-54-00-453000-PW2510	Other Improvements	9,674.62	
		650-00-00-202000	Accounts Payable	14.13	
		650-65-00-430000	Professional Services	5,455.00	
		700-60-00-430000	Professional Services	397.00	
		700-60-00-430011	Police Patrol Claims	1,246.00	
		700-60-00-430043	Parks & Recreation Claims	494.00	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	40,000.00	
		723-00-00-119120	DPA Deferred Loans	25,000.00	
		725-57-00-430000-ED0006	Professional Services	40.50	
		725-57-73-430000	Professional Services	3,100.00	
---	TOTALS BY FUND ---				
		100	General Fund	151,496.45	
		103	Contracted Engineering Svcs	4,253.64	
		200	Recreation Fund	14,751.37	
		260	Community Development	3,190.44	
		265	License Center	1,676.95	
		290	Police Forfeiture Fund	2,166.00	
		400	Equipment Revolving	142,933.36	
		401	Fire Equipment	6,499.00	
		403	Public Works Vehicle Revolving	133,003.00	
		408	Pathway Maintenance Fund	16,000.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	40,000.00	
		413	MAINTENANCE FACILITY	193,760.00	
		600	Sanitary Sewer	6,557.37	
		610	Water Fund	9,542.55	
		620	Golf Course	51,651.39	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		640	Storm Drainage	10,594.80	
		650	ENVIRONMENTAL	5,469.13	
		700	Workers Compensation	2,137.00	
		723	Housing & Redevelopment Agency	65,000.00	
		725	EDA Operating Fund	3,140.50	
		Total For All Funds:		863,822.95	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Approve 1 Temporary Gambling Permit

Background

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

Temporary Gambling Permit

Roseville VFW Auxiliary
1145 Woodhill Drive
Roseville, MN 55113

Roseville VFW is a Veteran's non-profit organization holding a raffle at their establishment at 1145 Woodhill Dr, Roseville, on August 2nd, 2025.

Policy Objectives

Required by City Code

Equity Impact Summary

NA

Budget Implications

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

Staff Recommendations

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

Requested Council Action

Motion to approve the Temporary Gambling Permit for Roseville VFW Auxiliary

Prepared by: Allie Sertich

Attachments: 1. Roseville VFW Temp Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Roseville VFW Auxiliary Previous Gambling Permit Number: X- 95224
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 80-0428025
 Mailing Address: 1145 Woodhill Drive
 City: Roseville State: MN Zip: 55113 County: Ramsey
 Name of Chief Executive Officer (CEO): John R. Hansen
 CEO Daytime Phone: _____ CEO Email: _____
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Roseville VFW
 Physical Address (do not use P.O. box): 1145 Woodhill Drive
 Check one:
☒ City: Roseville Zip: 55113 County: Ramsey
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): August 2, 2025

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

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

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

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 6/8/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: John R. Hansen

REQUIREMENTS**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 21 2016**

ROSEVILLE ANDERSON NELSON AUXILIARY
NO 7555
1145 WOODHILL DR
ROSEVILLE, MN 55113-1807

Employer Identification Number:
80-0428025
DLN:
17053364360005
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 15, 2011
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(19). This letter could help resolve questions on your exempt status. Please keep it for your records.

We based this determination on your representation that at least 75 percent of your members are past or present members of the Armed Forces of the United States. We also based it on your representation that substantially all of your other members, if any, are individuals who are cadets, or are spouses, widows, or widowers of past or present members of the Armed Forces of the United States or of cadets (see IRC Section 501(c)(19)).

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

Our records show you were previously tax exempt as a subordinate under group exemption number 5575. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption.

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status. Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate user fee.

If we indicated at the top of this letter that you're required to file

Letter 948

ROSEVILLE ANDERSON NELSON AUXILIARY

Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Climate Equity Action Plan Project Award

Background

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

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

Roseville staff applied for and was awarded a Minnesota Pollution Control Agency (MPCA) Local Climate Action Planning grant in the amount of \$49,975, with a required 50% match, to develop a climate equity action plan. Similarly, Ramsey County applied for and was awarded the same MPCA grant to assist the cities of Lauderdale, Roseville, and Shoreview in developing climate action plans by providing data, updated vulnerability assessments, and a template to develop a plan and goals that align with the climate goals of both the County's and the State's climate frameworks. The MPCA has approved both grant applications, and staff is awaiting the final Grant Agreement.

Staff will bring back the MPCA grant agreement at a future Council meeting for acceptance and approval.

City staff issued a Request for Proposals (RFP) to solicit for proposals from a consultant to lead community engagement and assist staff with developing a final climate equity action plan, and received five proposals. Staff reviewed the proposals and scored them based on the criteria and scoring structure listed in the RFP and shown below:

Climate Equity Action Plan RFP Scoring		
		Max Points
1	Understanding of climate equity and community-centered planning	25
2	Relevant project experience and qualifications of the firm/team	20
3	Strength and creativity of proposed approach	20
4	Cost-effectiveness and clarity of budget	15
5	Experience working with local governments and diverse communities	15
6	References and quality of past work	5
	Total	100

Based on staff scoring, paleBLUEDot LLC received the highest average score:

		Max Points	EcoHealth Strategies	paleBLUEDot LLC	Zilo International	Waxwing/Change Narrative/MK Corona	Mend
1	Understanding of climate equity and community-centered planning	25	19.25	22.5	20.0	24.5	20.3
2	Relevant project experience and qualifications of the firm/team	20	14	20.0	13.0	17.8	13.8
3	Strength and creativity of proposed approach	20	13.5	18.0	12.5	17.3	15.5
4	Cost-effectiveness and clarity of budget	15	8.25	13.5	11.5	10.8	10.3
5	Experience working with local governments and diverse communities	15	10.5	14.0	10.3	15.0	12.0
6	References and quality of past work	5	4.5	5.0	2.8	4.5	3.5
	Total	100	70.0	93.0	70.0	89.8	75.3
Proposal cost			\$92,000	\$64,000	\$45,000	\$75,000	\$74,730

Policy Objectives

The City of Roseville set forth a goal to reduce greenhouse gas emissions by 80% by 2050 relative to 2005 levels. Developing a Climate Equity Action Plan ensures Roseville can meet its adopted greenhouse gas reduction goals while integrating climate adaptation and equity into city planning, infrastructure, and budgeting decisions. This effort supports state,

regional, and county climate frameworks and aligns with the city’s strategic goal that “*City infrastructure supports the sustainability goals of the city*” and makes progress toward one of the success indicators of this goal “*Climate Action Plan is created, completed and implemented.*”

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Staff recommends contracting with paleBLUEdot LLC to complete the climate equity action planning process.

Requested Council Action

Authorize staff to contract with paleBLUEdot LLC to complete the climate equity action planning process.

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments: 1. 2025 Request for Proposals



City of Roseville

REQUEST FOR PROPOSALS

For Climate Equity Action Plan Consulting Services

Date of Issue: May 30, 2025

Proposal Due Date: June 9, 2025, 5:00 pm

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Project Overview

The City of Roseville solicits competitive sealed proposals from qualified consultants to assist, design, and lead a community engagement effort personalized to Roseville, synthesize data and feedback from engagement into climate adaptation and mitigation goals that align with the County and State objectives, and assist with writing and formatting a final iteration of the city's Climate Equity Action plan prior to presenting it to City Council and Roseville community members. Roseville will develop the structure of the climate equity action plan in partnership with Ramsey County, addressing greenhouse gas emissions reductions, climate mitigation and adaptation measures, and setting measurable goals and objectives to prepare the city for a more sustainable and equitable future in the face of climate change. The selected consultant will infuse community feedback into the goals and objectives in the final plan so that it directly reflects the community engagement efforts that take place throughout Roseville and reflects the values of Roseville residents.

Background

The City of Roseville wishes to develop a comprehensive climate equity action plan as a follow-up to its 2018 Population Vulnerability Report and 2020 Energy Action Plan, to strategize how to reduce our community's climate impact and greenhouse gas emissions and minimize the effects of climate change on our most vulnerable residents. The City of Roseville plans to collaborate with Ramsey County on the planning process, using the template and technical assistance they will provide, to ensure connectivity with the County and other cities working with the County, including Shoreview and Lauderdale. In addition to engaging with Ramsey County on planning, the City of Roseville plans to embark in deep community engagement to ensure all voices in Roseville are heard throughout the process. The final Climate Equity Action Plan will reflect the specific goals and values of the Roseville community, and the City's strategic plan and values: Accountability, Community, Equity, Safety, and Integrity.

This plan will improve upon our existing emissions reduction goals set forth in Roseville's 2040 Comprehensive Plan, adopted in 2020, and develop additional goals to align with or exceed the State of Minnesota climate framework and Ramsey County climate goals. Our current goal is to reduce city-wide emissions by 80% by 2050, relative to 2005 levels, which now lags behind the goals of the state and other neighboring cities.

Along with a final plan that will be available to residents, elected officials, and staff, our community engagement efforts will include developing a climate action work group of Roseville city staff to refine goals and actions, and a climate justice advisory group of Roseville residents to ensure we place equity at the forefront of our climate action work. By creating a climate equity action plan addressing both climate change mitigation and adaptation measures, the City of Roseville will develop measurable goals and objectives to work towards and will be better prepared to understand how the city can act on both short- and long-term projects.

Project Objectives

The City's goals for the Climate Equity Action Plan include:

- Establish a set of climate action strategies, implementation plans and metrics for measuring progress, lowering community-wide greenhouse gas emissions and activating and engaging residents, businesses and institutions with positive actions and tangible benefits. These strategies should mirror the State of Minnesota's and Ramsey County's climate action frameworks.
- Center equity in all phases of climate action planning by engaging historically under-recognized communities and developing a Climate Justice Advisory Group of Roseville residents.
- Ensure strategies align with existing city policies, plans, and values, and are developed with data and feedback gathered throughout the community engagement process.

Scope of Work

The consultant will provide the following services in close collaboration with City staff and community partners:

A. Project Coordination & Management

- 1 - Develop a detailed project work plan and timeline*
- 2 - Meet regularly with City staff and any advisory or working groups*

B. Stakeholder Engagement, education, and outreach

- 1 - Identify critical stakeholders:* Identify residents, residential groups, elected officials, staff members, and external agencies who should be involved in the

planning process. Strategize engagement ideas to reach under-recognized populations within Roseville.

2 - Develop climate justice advisory group: Invite individuals representing different populations and interest groups within Roseville to participate in climate equity advocacy group, to meet with city staff 3-4 times throughout the planning process. Group members will also participate in a storytelling workshop series to both tell their own climate change stories and reflect on their experiences and hopes as Roseville residents.

3 - Conduct stakeholder and community engagement activities: Hold 2 community workshops with identified stakeholders to discuss priorities for community climate response, develop a community-wide survey, and create opportunities for residents to tell their individual stories about how they experience climate change. Develop a work group of Roseville city staff to evaluate goals and feedback. Establish a climate justice advisory group of residents.

C. Climate and Energy data collection to establish a baseline using GHG inventory provided from the MPCA local climate action planning process.

1 - Assess previous work done: Review existing and previous actions, programs, and initiatives taken in Roseville related to climate change and sustainability. Identify any existing goals related to climate change mitigation or adaptation.

2 - Review existing conditions: Review existing conditions in Roseville including demographics, environmental risks and amenities, economic assets and needs, and community resiliency factors such as healthcare and food access.

3 - Greenhouse gas inventory, forecasting, and modeling: Gather baseline emissions data broken out by sector (residential, business, industrial, etc.) for the City of Roseville and provide reports to staff. We plan to use the Regional Indicators greenhouse gas inventory provided through the grant process.

D. Develop a climate equity vision, goals, and strategies based on feedback and data gathered throughout community engagement activities.

1 - [subtask B1 – Stakeholder and Community Engagement Activities]: Gather data from community engagement and synthesize data for addition to the final plan

2 - Internal planning with Roseville Staff: Create Roseville City Staff climate action committee to develop goals and priorities based on internal operational knowledge

3 - Synthesize goals and focus areas: Combine priorities from community stakeholders and feedback and goals from internal staff to develop Roseville's primary goals and operational areas to focus on within the climate action plan, using the template provided by Ramsey County.

E. Write, adopt, and publicize plan

1 - Develop pathways to meet goals: Create activities and action items for each goal and focus area, specifically noting whether they are short-term, medium-term, or long-term activities. Each activity should include which department or staff member is the lead, and any relevant supporting staff, agencies, or groups.

2 - Identify indicators and metrics to measure success: For goals, activities, and action items, determine how we will measure progress and success through quantitative and/or qualitative metrics. Leverage greenhouse gas inventories and projections, Ramsey County climate maps, and other data tools to develop metrics.

3 - Ensure connectivity with other City of Roseville planning efforts and regional plans: Review and connect actions to other Roseville plans and policies, including Energy Action Plan, Vulnerability Assessment, and 2040 Comprehensive Plan to ensure continuity and connectivity among plan goals. Note where the Roseville climate action plan intersects with other plans at the regional and/or state level.

4 - Prepare final plan for adoption by City Council: Discuss planning process results with Public Works, Environment, and Transportation Commission and prepare final plan for City Council to review and formally adopt.

5 - Present plan to the community: Share final plan with Roseville residents.

F. Final Report and Project Deliverables

1 - Submit Grant Final Report

2 - Submit Project Deliverables

Proposal Requirements

Proposals must include the following elements:

- Cover Letter
- Firm Background and Qualifications

- Project Understanding and Proposed Approach
- Team Composition and Roles
- Detailed Work Plan and Timeline
- Budget and Fee Schedule (including hourly rates and estimated total cost)
- Examples of Similar Work
- Three Professional References

Evaluation Criteria

All complete submittals received before the deadline will be assessed by an evaluation team comprised of City staff likely to be engaged in the process. Submittals will be evaluated on responsiveness to this request, project understanding and approach, past experience and professional capabilities, and ability to work collaboratively with the City to complete the work. The City will determine which respondents, if any, will be invited to interview. Interviews will be held in the middle of February 2024. Following the interview, the City will work to negotiate a professional service agreement with the selected firm.

Proposals will be evaluated according to the following weighted criteria:

Criteria	Points
Understanding of climate equity and community-centered planning	25
Relevant project experience and qualifications of the firm/team	20
Strength and creativity of proposed approach	20
Cost-effectiveness and clarity of budget	15
Experience working with local governments and diverse communities	15
References and quality of past work	5
Total	100

Submission Instructions

All proposals must be submitted electronically (PDF format) by the due date to:

Noelle Bakken

Sustainability Specialist

noelle.bakken@cityofroseville.com

Subject: RFP Submission – Climate Equity Action Plan

Submissions are due no later than **Monday, June 9th, 5:00pm** Central Time. Late submissions will not be considered.

Questions and Clarifications

Submit any questions in writing to noelle.bakken@cityofroseville.com by **Friday, June 6th**.

Reservation of Rights

The City of Roseville reserves the right to accept or reject any or all proposals, waive informalities, and to award a contract deemed in the best interest of the City. All submitted materials become public record and property of the City.

This request for proposals does not obligate the City of Roseville to award a contract or complete the project. The City reserves the right to cancel the solicitation or parts of the solicitation if it is in their best interest.

The City may award an agreement for design, bidding, etc. based on the service provided under this scope of service, but the City retains the option to solicit for follow-on services separately.

Equal Opportunity

The City requires equal opportunity; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with City policy.

The City of Roseville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities or services.

Appendixes

A. Roseville Professional Service Agreement

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Award Solar Installation Project at 706 Shryer Ave W

Background

In 2023, the Minnesota Legislature established the Solar on Public Buildings (SPB) Grant Program (Minn. Stat. § 216C.377). The purpose of this program is to provide grants to stimulate the installation of solar energy systems on public buildings. The Department of Commerce will administer \$4.3M in grants to local governments in Xcel Energy electric service territory through at least two funding rounds.

The City of Roseville was awarded a grant on June 6, 2025, from the Minnesota Department of Commerce Solar on Public Buildings program in the amount of \$61,739 to install a rooftop photovoltaic (PV) solar array to our water booster station located at 706 Shryer Ave W.

City staff issued a competitive Request for Proposals (RFP) to solicit for proposals for a PV installation at the site. The City received four proposals from local solar installers, all of whom are on the state contract. Staff reviewed the proposals and scored them based on the criteria and scoring structure listed in the RFP and shown below:

		Max
1	Proposal completeness	10
2	Cost/Best Value	40
3	Targeted Group	5
4	Financial Strength & Stability	10
5	Project Experience	20
6	Engineering Analysis	10
7	Customer Service & Maintenance Capabilities	5
		100

Based on staff scoring, All Energy Solar received the highest score. Each developer estimated slightly different PV array sizes; All Energy Solar and Cedar Creek Energy both proposed larger 39.4 kW arrays, and All Energy Solar's cost was lower.

Criteria	Max Points	Average Scores			
		All Energy Solar	Apadana	Cedar Creek Energy	SolarPod
Proposal completeness	10	10	10	10	9.7
Cost/Best Value	40	40	29.7	32.7	31.3
Targeted Group	5	0	5	0	0
Financial Strength & Stability	10	10	8.7	10	10
Project Experience	20	20	20	20	18.3
Engineering Analysis	10	10	10	10	10
Customer Service & Maintenance Capabilities	5	5	5	4.3	3.3
Total	100	94	89	87	83
Proposed System Size (kW)		39.4	33	39.4	33.3
Gross Project Cost		\$ 102,898	\$ 77,847	\$ 106,850	\$ 64,000
<i>SPB Grant</i>		<i>\$ 61,739</i>	<i>\$ 46,708</i>	<i>\$ 64,110</i>	<i>\$ 38,400</i>
<i>30% Direct Pay</i>		<i>\$ 30,869</i>	<i>\$ 23,354</i>	<i>\$ 32,055</i>	<i>\$ 19,200</i>
Net Project Cost		\$ 10,289	\$ 7,785	\$ 10,685	\$ 6,400

Policy Objectives

Roseville set forth climate goals to reduce greenhouse gas emissions by 80% by 2050, relative to 2005 levels, as well as to generate 25% of City operations from on-site renewable energy by 2040. Currently, we generate approximately 5.5% of City operations' electricity using rooftop solar energy on three City buildings and adding a 40kW system on the booster station would increase onsite generation to approximately 6.9% of the City's annual electricity usage.

Equity Impact Summary

No equity impacts with this project.

Budget Implications

The total cost of the project was bid at \$102,898. After the grant amount of \$61,739 and a Direct Pay tax credit of 30% in the amount of \$30,870, the City's remaining balance for the installation is \$10,289.

The 2025 Capital Improvement Plan has \$400,000 for improvements on the booster station. The improvements planned include replacement of the roof, adding fencing, cameras and noise attenuation.

Staff Recommendations

Staff recommends contracting with All Energy Solar for the rooftop PV solar installation at 706 Shryer Ave West.

Requested Council Action

Authorize staff to contract with All Energy Solar for the rooftop PV solar installation at 706 Shryer Ave West.

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments:

1. 2025 Request for Proposals
2. MN Department of Commerce Letter of Project Approval
3. All Energy Solar Project Agreement



City of Roseville

REQUEST FOR PROPOSALS

for Rooftop Solar installation at 706 Shryer Avenue West, Roseville MN 55113

Date of Issue: April 18, 2025

Proposal Due Date: April 28, 2025, 5:00 pm

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REQUEST FOR PROPOSALS

OBJECTIVE

The City of Roseville solicits competitive sealed proposals from qualified contractors to design, build, and maintain a solar installation on City of Roseville property and provide power to City of Roseville facilities. The city has been approved to submit a full Minnesota Solar on Public Buildings grant application.

OVERVIEW

The City of Roseville seeks proposals from interested firms capable of designing, engineering, installing, and maintaining a solar PV ground-mounted array.

In the long term, the local government may be interested in developing solar energy for other sites, and the results of this RFP may be used for future projects; however, for purposes of this RFP, respondents should limit their responses to only this site.

The local government believes on-site PV power generation will provide a long-term financial benefit by reducing energy costs.

Through on-site PV solar generation, the local government hopes to:

- Reap the financial benefits of more affordable electricity at minimal cost.
- Reduce environmental impact.
- Provide an example of successful renewable energy generation and showcase our organization as a leader in developing renewable energy sources.

Through this RFP process, the local government intends to select only one provider for the solar project and is looking for the “best value” proposal based on the selection criteria stated within this RFP.

OWNERSHIP

The following ownership options will be considered:

- ☐ Direct Ownership
- ☐ Power Purchase Agreement
- ☐ Guaranteed Energy Savings Contract
- ☒ Open to considering multiple options

RFP SCHEDULE

The following schedule and deadlines apply to this solicitation:

Due Date: April 28th, 2025, 5:00pm.

Submit RFP questions and proposals to:

Ryan Johnson, Environmental Manager

651-792-7049

ryan.johnson@cityofroseville.com

Email Subject Line: "Solar on Public Buildings RFP"

SITE INFORMATION

Over the past two years, the City of Roseville Water Booster Station has averaged 51,102 kilowatt-hours (kWh) per month.

The booster station is due to receive numerous improvements in the 2025 capital improvement plan (CIP), including a new roof. A 40kW photovoltaic roof system will generate approximately 8% of its annual electricity usage.

The provider will ensure that roof warranties remain in place and avoid damage to existing roofs.

SYSTEM INFORMATION

The providers should submit proposals for a solar PV system sized at 40kW DC, to maximize our grant award and due to limited roof/land space available. If the provider feels an alternate system size is more appropriate, they can submit an alternate proposal and rationale for consideration as well.

The local government has had initial discussions with the electric utility, Xcel Energy, and has determined that the electric utility will allow a system size up to 40 kW AC.

EXAMINATION OF THE SITE BEFORE SUBMITTING THE PROPOSAL

Each provider must fully inform themselves of the conditions relating to the project and the labor employment thereon. Failure to do so will not relieve a successful bidder of the obligation to fulfill the contract's provisions.

The provider will design, install, and maintain a solar photovoltaic system to maximize the solar resources considering the facilities' electrical demand and load patterns, proposed installation site, available solar resources, applicable zoning ordinances, installation costs, and other relevant factors, which shall be discussed in

the provider's proposal. The provider should make every effort to visit the site and determine the best course of action. The ability to tour the site will be part of the pre-bid conference.

PROVIDER QUALIFICATIONS

To qualify as the provider for the award of this agreement, the provider must either individually or collectively demonstrate extensive training, relevant expertise, and a thorough knowledge of the professional services, functions, activities, and related responsibilities to perform their role in this solar photovoltaic installation successfully.

PERSONNEL QUALIFICATIONS AND ABILITIES

Specialized experience is required of the proposed project personnel to undertake the work assignments. Proposals must demonstrate the personnel's capability, academic background, training, certifications, and experience. The personnel's availability is also crucial and must be demonstrated. The specific responsibility of staff to be assigned to the project must be included, as well as the professional background and caliber of previous experience of key persons and consultants to be assigned to the project. If sub-consultants are employed, similar information must be provided, and the portions to be sub-consulted must be identified. (There is no penalty for the use of sub-consultants; the qualifications of the entire team will be evaluated).

Provider(s) shall possess:

- Valid and pertinent State of Minnesota contractor construction licenses.
- Minnesota Professional Engineering (PE) registration for photovoltaic/electrical, structural, civil, and fire protection work.
- North American Board of Certified Energy Practitioners (NABCEP) certification.
- Appropriate other licensing in good standing

PROJECT SCOPE AND STANDARDS

The provider will design, provide, install, and maintain the solar photovoltaic systems. This project includes planning, engineering, labor, materials, delivery, installation, commissioning, and all warranties and maintenance. This consists of all required structural and utility modifications. The provider shall include all elements necessary for a turn-key project in its proposal, including rebate applications, grid connection agreement, all permits and approvals from governing agencies, and all labor, taxes, services, and equipment. The provider shall apply for and obtain all necessary required approvals and permits. All fees required shall be the responsibility of the applicant.

The provider shall decide on the best location for metering and the number of meters required.

Solar panels, racking, and associated equipment shall not exceed ten pounds per square foot. The provider shall verify the roof's structural capacity.

The provider shall submit the Solar on Public Buildings full grant application to the State of Minnesota and abide by grant requirements.

Ownership of Solar Renewable Energy Credits (RECS) or Certificates should be assumed to be owned by the local government unless otherwise specified by the provider as part of the proposal.

The provider is responsible for all connections and agreements with the utility.

All equipment shall be UL-listed. All installations shall comply with current local government-approved building and electrical codes. The system's guaranteed minimum output shall be 85% of the expected performance output.

PREVAILING WAGE

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, the contract with the provider is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work under the contract. The provider will assist the local government with completing and submitting required [certified payroll reports](#) no more than 14 days after the end of each pay period. The wage determination must be posted in a conspicuous location on the project site. [Additional information on prevailing wages can be found here.](#)

The provider can find applicable prevailing wage determinations for the project by selecting the county where the project is located [on the Department of Labor and Industry's website.](#)

For questions, contact:

Stephanie Selb
Senior Labor Investigator
MN Department of Labor and Industry
stephanie.selb@state.mn.us

BUILDING PERMITS

When the overall value of the work is \$100,000 or more, a building permit is needed from the [Minnesota Department of Labor and Industry](#). If the total value of the work is less than \$100,000, then a building permit must be obtained from the local

building department. The exception is in locations with no local building department, and the total value of the work is less than \$100,000.

CONTRACTOR AFFIDAVIT

Contractors and their subcontractors must comply with the Minnesota Department of Revenue's [withholding tax requirements](#) when working on a construction project contracted by Minnesota state agencies and local government units. This includes counties, cities, and local governments. Contractor affidavit (IC134) form can be completed electronically [here](#).

For questions, call 651-282-9999 or 1-800-657-3594 (toll-free) or email withholding.tax@state.mn.us.

PROJECT MILESTONE AND ANNUAL CHECK-IN FORMS

Local governments are required to submit check-in forms to the Department of Commerce. Throughout the grant term, the provider will assist the district in submitting four milestone check-in forms. These are intended to be completed as each task has been completed. All forms must be submitted through the [Grant Interface Website](#).

The provider will assist the local government with submitting the required annual reports, including the (1) total kWhs consumed at the installation site, (2) total kWhs generated by the solar PV system, and (3) the amount paid by the local government to its utility for electricity.

CONTENT OF PROPOSAL

To maintain uniformity with all proposals furnished by the provider, proposals shall include the following:

- Overview of Principal Elements. A project understanding summary consisting of an overview of the principal elements of the proposal, a demonstration of an understanding of the project objectives, and a description of your approach to solar systems. Include any suggestions or unique concerns that the local government should be made aware of, the proposed configuration of equipment, and any additional scope of work tasks you feel are necessary for the successful completion of the project. Include a discussion of work assignments between the provider and subcontractors used, if any.
- Schematic Design Layout. Provider shall provide a system schematic design layout for the systems, including photovoltaic model type and model no., wattage, number of modules, year 1 production, degradation percentage, inverter type and model, mounting system type, azimuth, tilt, system size AC

and DC, and the impact on the utility rates and demand charges.

- Cost. The City of Roseville can receive a Solar on Public Buildings grant of 60% of the project's cost, not to exceed \$72,000. Additionally, City of Roseville intends to apply for elective pay from the federal government.

The provider shall incorporate the grant and any incentives into the proposal. The provider shall identify costs and anticipated savings over 25 years using the [Solar on Public Buildings Cash Flow Template](#). Alternative cashflow versions are acceptable if similar costs and expenses are identified (e.g., panel recycling, inverter replacement, etc.).

- References. A list of similar projects completed within the last 5 years. To be considered, respondents must have designed, installed, operated, maintained, and completed five solar PV projects that are commercial grid-connected solar PV systems. One of the projects must be with a governmental entity.

Project information should include a project description, agency or client name, person to contact, telephone number(s) and e-mail addresses, and year completed.

- Proposal submittal and signature. The proposal shall be signed by a company official with the power to bind the company in its proposal.
- Warranties/Guarantees. The Respondent shall provide the following minimum warranties/guarantees:
 - 10-year inverter warranty.
 - 20-year PV panel warranty, with a maximum of 20% degradation.

TECHNICAL SPECIFICATIONS

The following technical information should be discussed in this section.

- Major equipment manufacturers
- Description of technology and configuration
- Solar system layout of equipment and characteristics
- Electrical interconnection and metering/net-metering
- Foundation of PV support system
- Level of efficiency
- DC and AC capacity rating
- Expected annual energy production in kWh
- Communications, control and instrumentation
- Facility limitations that may constrain operation
- Project Management Plan
- Start-up and testing

- Design life loading (wind, seismic, etc.)
- Description of frequency and duration of scheduled maintenance
- Provide any information that could impact the project's cost, construction schedule, or output capability.
- Proposals shall demonstrate a proven, comprehensive data acquisition system with current and historical data available remotely through a real-time internet site capable of tracking, but not be limited, to the following:
 - Site-specific actual kWh production (average and cumulative totals)
 - Site-specific instantaneous maximum kWh production
- Proposals shall provide evidence that the proposed technology and equipment meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be listed or recognized by an appropriate safety laboratory (e.g., Underwriter's Laboratory [UL]) and meet existing facility structural and fire safety requirements.
- Proposals shall provide evidence that the proposed technology and equipment meet or exceed all currently applicable and proposed environmental standards.
- Proposals shall provide evidence that the proposed technology and equipment are designed for regular operation in the Minnesota climate.
- Proposals shall provide evidence that the proposed technology does not incorporate proprietary components and that the system design allows multiple supply and/or repair sources.
- Proposals shall describe the reusability or recyclability of proposed technology and equipment.

OPERATIONS AND MAINTENANCE

Describe the basic philosophy for performing O&M and discuss contracting for outside services, if applicable. Upon system commissioning, the successful respondent shall provide copies of the complete O&M manuals for all system components.

The O&M plan shall include recycling for any solar module or inverter that needs to be replaced for any reason over the system's life. At the time of any project-level work order execution, the provider shall use solar PV system components that are readily reusable or recyclable. The provider shall track solar system equipment that ceases to function as intended and report annually, by March 31 of the previous calendar year, the recycling of any modules or inverters to the Minnesota Pollution Control Agency using the [Module or Inverter Recycling Form](#). Note that the form must be submitted even if no components were recycled.

For questions, call 651-751-2211 or email Amanda Cotton, at amanda.cotton@state.mn.us.

PROJECT SCHEDULE

All proposals must include a project schedule that provides for the following milestones:

- Permitting begins
- Final design plans complete.
- Equipment ordered.
- Construction begins.
- Electrical generation begins.

FINANCIAL STATEMENTS

Please submit a detailed financial report prepared per generally accepted accounting principles (GAAP) reflecting the provider's current (as of the most recent financial statement date) financial condition. Such a report must include a balance sheet, income statement, and statement of cash flows, along with applicable footnotes, dated concurrently for at least each of the preceding three years ending on the most recent fiscal quarter such statements were prepared. Public entities or subsidiaries should attach SEC Form 10-K along with, as applicable, detailed unaudited statements for the provider. Non-public entities may attach unaudited financial statements or copies of tax forms and schedules filed with the Internal Revenue Service where applicable.

LOCAL GOVERNMENT RESPONSIBILITY

The local government will be responsible for the following:

- Providing all available existing relevant plans and records.
- Coordinating access to the site for review before the bid due date.

PROVIDER SELECTION CRITERIA

Based on the requirements of this RFP, the local government has designated the following items as selection criteria for the successful provider.

- A. Proposal Completeness (10 points): The measure for which the provider has provided all the requested information in a clear, non-ambiguous way as requested in this RFP.
- B. Cost/Best Value (40 points): The provider provides cost information detailing the cost to the owner and potential savings over 25 years.
- C. Targeted Group (5 points): Utilize certified Women, Minority, Disabled, or veteran-owned businesses to supply materials or services.
- D. Financial Strength and Stability (10 points): Provide information indicating the provider's financial strength in terms of capital and liquid assets sufficient to complete the projects listed in this RFP and the stability of the

- provider in terms of length of service, professional capabilities, construction experience and capabilities over time.
- E. Photovoltaic engineering, project, and construction experience, including at least five successful photovoltaic projects within the scope of this RFP (20 points).
 - F. Project engineering analysis (10 points). Information from the provider detailing the estimated kWh generated by the proposed photovoltaic system, including all necessary assumptions, for example, sunlight availability, maintenance downtime, MTBF (mean time between failures), efficiency of the systems proposed, efficiency losses, net metering, etc.
 - G. Provider customer service and maintenance capabilities (5 points). The ability of the provider to respond quickly, efficiently, and cost-effectively to service calls so the photovoltaic systems are operating at optimum output.

RIGHT TO REJECT PROPOSALS

Bid proposals are valid for 60 days after they are opened. The local government reserves the right to reject any or all proposals.

The provider will bear all costs incurred in preparing the proposal, submitting additional information, and/or addressing any aspect of a proposal before awarding a written contract.

The local government will provide only the staff assistance and documentation expressly referred to herein and will not be responsible for any other cost or obligation the respondent may incur. All proposals submitted become the property of the local government.

RFP EXHIBITS

- ATTACHMENT A: Map of proposed location, photos, and other site details.
- ATTACHMENT B: PVWatts Report
- ATTACHMENT C: 48 Months of utility bills
- ATTACHMENT D: Site roof schematic



Minnesota Department of Commerce
85 7th Place East, Suite 280
Saint Paul, MN 55101

June 2, 2025

Noelle Bakken
Sustainability Specialist
City of Roseville
2660 Civic Center Drive
Roseville, MN Zip Code

Dear Noelle Bakken,

Thank you for your application to the Minnesota Solar on Public Buildings Program. We are pleased to inform you that your application has been approved. The project and award total are noted below:

- City of Roseville, 706 Shryer Avenue W (SPB24-055). Award total: \$61,739.00

Commerce's Solar on Public Buildings Program Administrator, Kate Barry, will contact you to begin the contract negotiation process. While we hope that the contract will be in place in the very near future, please note that pursuant to State statute, **work is not allowed to begin, and no costs should be incurred until a fully executed contract is in place. We expect the effective date of the contract will be on or after July 1, 2025.** Once a contract is fully executed, Commerce will provide next steps for administering your contract, including submitting invoices for reimbursement.

If you have any questions about this notification, please contact energy.contracts@state.mn.us with "Solar on Public Buildings" in the subject line. Thank you for your commitment to this process and your enthusiasm for the Minnesota Solar on Public Buildings Program.

Sincerely,

Energy Contracts

CC: Application File

Equal Opportunity Employer



Clean Energy Project Agreement

264 Energy Lane Saint
Paul, MN 55108
800.620.3370
AllEnergySolar.com

1

Customer Information		
Customer Name		AES PO# Number
City of Roseville		96140
Customer Address		
2660 Civic Center Drive		
City	State	Zip Code
Roseville	MN	55113
Installation Address (if different from Customer Address)		
706 Shryer Avenue West		
City	State	Zip Code
Roseville	MN	55113
Work Phone Number	Mobile Phone Number (and Contact Name)	
Customer Email Address		
pat.trudgeon@cityofroseville.com		

This Clean Energy Project Services Agreement ("**Contract**") is effective as the latest date referenced on the signature line below ("**Effective Date**") by and between All Energy Solar Inc. ("**Contractor**"), with its principal place of business located at 1264 Energy Lane, St. Paul, MN 55108 and **City of Roseville** ("**Customer**"). Contractor and Customer are occasionally referred to herein individually as a "**Party**" and collectively as the "**Parties**."

- Estimated Description of the Project, the Significant Materials to be Used and the Equipment to be Installed.** Contractor will furnish all work, labor, tools, equipment, materials, supervision, scheduling, coordination, and contract administration necessary to complete in a good and workmanlike manner the following: a clean energy project ("**Clean Energy Project**") as more particularly described in Attachment A to this Contract (the "**Scope of Work**"). Contractor's scope of work does not include any of the items on the "**List of Work Exclusions**" in Attachment B unless any such item(s) is explicitly listed in the Scope of Work. This Contract shall be controlling over the Scope of Work except that the Scope of Work shall control over the "**List of Work Exclusions**."
- Work Site.** The following is the address of the location where the work by Contractor is to be performed:

706 Shryer Avenue West, Roseville, MN 55113. Such location, together with all structures located there, is referred to as the "**Property**".
- Contract Price.** Customer will pay Contractor the sum of **\$102,898.00** for the work to be performed under this Contract, subject to additions and deductions pursuant to any Change Order agreed upon in writing by the Parties.
- Down Payment.** **\$5,144.90** is due within five (5) business days of an executed Solar on Public Buildings Contract Agreement between City of Roseville and Minnesota Department of Commerce.
- Late Payment Interest.** Interest shall accrue on any past due balance owed at the rate of 1.5% per month (or the highest rate not prohibited by law, whichever is lower) beginning on the 16th day after receipt of the invoice by Customer. This remedy shall be in addition to, and not exclusive of, any other remedy available under this Contract or applicable law.
- Schedule of Progress Payments.** Customer shall pay Contractor according to the schedule set for in Attachment C to this Contract.



7. **Security Interest in Equipment.** Customer agrees the Contractor has a security interest in all equipment and other materials included in the Clean Energy Project to secure amounts due and payable under this Contract and that Contractor has the right to file a UCC-1 covering the Clean Energy Project to give public notice of its security interest. Such security interest shall automatically terminate upon Customer's payment in full of all amounts due under this Contract.
8. **Construction Lien.** The law of your state gives Contractor the right to file liens (typically referred to as construction liens or mechanics liens) against the Property in the event that Customer does not pay for the Clean Energy Project as agreed under this Contract.
9. **Payment:** Payment to Contractor may be made by cash, check or wire transfer. Payment by credit card, if accepted by Contractor, may result in Customer being charged any associated processing fees. If, subsequent to the execution of this Contract, a change occurs to any law, ordinance, rule, or regulation which materially affects Contractor's work, then Contractor shall notify Customer in writing of such change and Contractor will be entitled to an equitable adjustment in the Contract Price and the date of Substantial Completion.
10. **Financial Assurances:** Prior to commencement of work, and at each stage anticipated thereafter, Contractor shall have the right to request reasonable assurances that Customer can fulfill its financial obligations hereunder. If the evidence of financial arrangements is not satisfactory to Contractor, then Contractor may stop work hereunder until such financial assurance is provided or may terminate this Contract with written notice to Customer and Contractor will be entitled to any unrecoverable costs in the event of this termination.
11. **Project Start and Completion Date Estimates.** Contractor shall commence the work to be performed under this Contract within 90 days after execution of this Contract. For purposes of this Section "commencing work" shall refer to beginning the engineering and other work to enable the Project to proceed. Customer understands that on-site work cannot begin until after utility approval of the interconnection application for the Clean Energy Project. Customer further understands that substantial completion of the Clean Energy Project, so it can be used for its intended purpose, depends upon a number of circumstances beyond Contractor's control. While Contractor intends to pursue the work in a commercially reasonable manner, Customer understands and acknowledges that, unless expressly stated otherwise in this Contract, any commencement dates and completion dates provided by Contractor are only estimates and subject to change based upon actual circumstances, including without limitation, Permissible Delays described in Section 12, availability of materials and labor, approval and inspection by third parties, Contractor's workload and other circumstances that may affect Contractor's scheduling and ability to commence and complete the work described in this Contract.
12. **Permissible Delays.** Notwithstanding the foregoing, Contractor shall be excused from any delay in the commencement and completion of the Work to be performed under this Contract due to acts or omissions of Customer or of Customer's agents, employees or independent contractors, actions or omissions of governmental agencies (including the denial or cancellation of any necessary license or permit for the project), changes required to the project due to unanticipated circumstances, latent physical conditions at the Property, Customer's requests, Customer's failure to make progress payments promptly, and all causes beyond Contractor's reasonable control, including, but not limited to, acts of God, fires, weather-related delays, government restrictions, material shortages, embargoes, labor disputes, pandemics and their consequences, or acts of war (collectively, "Permissible Delays").
13. **Termination by Contractor due to Impossibility of Performance.** In the event the events giving rise to Permissible Delays continue for more than ninety days and Contractor reasonably concludes that such Permissible Delays are likely to continue and prevent Contractor from completing the Clean Energy Project, Contractor shall be entitled to terminate this Contract upon 10 days written notice to Customer. In the event of such termination, if the cost of the work performed by Contractor exceeds the amount of payments received from the Customer, then Customer shall reimburse Contractor for the unpaid work. If the cost of the work performed by Contractor at the time of termination is less than the amounts paid by Customer, then Contractor will refund the excess payments to Customer.
14. **Substitution of Equipment.** The availability of the specific equipment described in the Scope of Work may depend on circumstances beyond Contractor's reasonable control. Contractor shall have the right to substitute different equipment components for those identified in the Scope of Work so long as such substitute equipment is of comparable quality and performance to the originally specified equipment. If such Substitution will increase the cost of the Clean Energy Project, Contractor shall notify Customer and obtain a Change Order in connection with such substitution.



15. Customer's Responsibilities and Representations.

- 15.1. **Installation.** Customer is responsible for making the Property ready and in the condition Contractor used to create the Scope of Work. During Installation, Customer shall not move, remove, modify, alter, or change in any way the equipment or any part thereof without the prior written approval of Contractor.
 - 15.2. **Unanticipated Work.** Customer is solely responsible for the coordination and expense of any unanticipated work during installation due to subsurface or unknown physical conditions that differ from those described in the Scope of Work or this Contract. If any unanticipated work is required (including, but not limited to, moving equipment once it has been installed, moving or removing existing antennas, vents, conduit, or wires and coordinating and/or waiting for other job-site contractors) Customer agrees to pay Contractor for the cost of any work outside the Scope of Work that Contractor performs and Contractor will prepare a change order for the cost of the unanticipated work.
 - 15.3. **Tree Removal; Snow Removal; Cleaning of Panels.** If necessary or if desired to improve the performance of the Clean Energy Project, tree removal, tree trimming, snow removal and cleaning of solar panels are the sole responsibility of the Customer.
 - 15.4. **Pre-Existing Conditions.** Customer acknowledges that proper operation of the equipment purchased hereunder may be dependent upon Customer's existing equipment and Contractor shall have no liability for equipment not purchased hereunder. While Contractor will exercise all due care, Contractor will not be responsible for pre-existing conditions of any roof or for damages or problems arising from such pre-existing conditions which may be aggravated by normal material handling procedures on the roof.
 - 15.5. **Access to Work.** Customer shall grant free access to work areas for workmen and vehicles, for utility and governmental employees who may be required to inspect the Clean Energy Project or Property and shall allow areas for storage of materials and rubbish. Customer agrees to keep driveways clear and available for movement and parking of trucks during normal work hours. Contractor and workmen shall not be expected to keep gates closed for animals or children, or provide work area security. Customer shall be responsible for keeping the work area free of animals and children.
16. **Inspections, Building Department and Engineering Requirements.** Contractor will coordinate and attend local building department inspections as needed. Customer is expected to be at the final utility inspection if requested by the utility company. If Contractor is required to attend additional or re-scheduled inspections not resulting from the acts or omissions of Contractor, such attendance shall be considered Unanticipated Work and paid for by Customer as provided in Section 15.2 of this Agreement. Contractor will bill Customer, as Unanticipated Work for any direct expenses and time resulting from any additional building department or engineering requirements including, but not limited to, requirements, as follows: (i) it becomes necessary to prepare for or attend local building department meetings on Customer's behalf; (ii) revisions must be made to Contractor's standard plans and drawings; (iii) a structural engineer is required to evaluate Customer's roof or rack foundation; (iv) soil or geological tests are required; or (v) structural or electrical upgrades must be made to Customer's existing facility.

17. List of Documents to Be Incorporated into the Contract.

- 17.1. **Drawings, Specifications, Permits, and Fees.** The work to be performed hereunder will be constructed according to the Scope of Work. The Contract Price includes \$1,000 for the work necessary to enable Contractor to obtain and pay the associated fees for all required building permits and utility interconnection approval fees for the work. If the actual fees and expenses for such work exceeds such amount, the excess amount shall be a reimbursable expense owed to Contractor by Customer. Contractor will not charge Customer any costs for its own labor in obtaining those permits. All drawings and specifications are intended to supplement one another and are incorporated by reference to this Contract.
- 17.2. **Notice About Extra Work and Change Orders.** Extra work and change orders ("Change Orders") become part of the Contract once an order is prepared and delivered in writing (which may include delivery by email) and approved by the Parties prior to the commencement of any work covered by the Change Order. The Change Order must describe the scope of the extra work or change, the cost to be added or subtracted from the Contract, and the effect the order will have on the schedule of progress payments. Customer may not require Contractor to perform extra or Change Order work without providing written authorization prior to the commencement of work covered by the new Change Order. Contractor's failure to comply with the Change Order process does not preclude recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. If installation is delayed by more than thirty (30)



days once work has commenced due to acts or omissions of Customer, Contractor will have the option to require a Change Order is executed to account for any additional costs or changes to the construction schedules or may in its sole discretion cancel this Contract. As the clean energy industry is frequently dependent on suppliers' manufacturing capacity and deliveries to the United States at the time immediately prior to installation, minor variations in parts due to substitutions of like product will result in invoices being adjusted accordingly. For purposes of this Contract, the term "like product" means products of like quality and price-performance to the equipment specified.

- 17.3. **Attachments.** The following are incorporated by reference to this Contract: Scope of Work; List of Work Exclusions; Payment Schedules; and, if applicable, State-Specific Terms & Conditions.
18. **Insurance Coverage.** Contractor carries workers compensation insurance as required by law and commercial general liability insurance. Upon request by Customer, Contractor shall provide Customer with a certificate of insurance verifying such coverage.
19. **Title to Equipment and Right to Remove.** Title to the equipment and materials supplied by Contractor will remain with Contractor and not pass to Customer until all sums due Contractor have been paid. Contractor may, at its option, remove any portion of materials equivalent in value to any payment required hereunder and not paid within sixty (60) days after receipt of proper invoices thereunder without limiting Contractor's rights herein.
20. **Risk of Loss.** Customer shall assume the risk of loss for all materials and equipment which are to be included in Contractor's work hereunder at such time as the materials and equipment are attached to the Property.
21. **Cleanup.** Contractor shall keep the project free from accumulation of debris, waste materials, or rubbish caused by its operations. On completion of the work, Contractor will remove all debris, waste materials, rubbish, and surplus material brought on the Property by Contractor from Customer's property.
22. **Limited Warranty.**

- 22.1. **Limited Warranty - Repair or Replacement.** Contractor warrants the Clean Energy Project against defective workmanship for the following period [60] months. This warranty provides for no-cost repair or replacement

of the Clean Energy Project to the extent the problems requiring replacement or repair results from defects in Contractor's services under this Contract. Defects in workmanship or otherwise related to or arising from specific equipment within the Clean Energy Project manufactured by third parties are excluded from Contractor's warranty obligations. Contractor shall make available to Customer all warranty documents relative to the equipment and materials incorporated in the Clean Energy Project as provided by the applicable manufacturers. If requested by Customer, Contractor will act as the warranty administrator for such manufacturer warranties and will, on a reasonable compensation basis, provide support for Customer in pursuing any manufacturer warranty claims. Repair or replacement as provided under Contractor's workmanship warranty is the exclusive remedy of Customer against Contractor for defects in workmanship. The workmanship warranty period will not be extended, nor will a new warranty period begin, upon any repair or replacement performed by Contractor under this warranty.

- 22.2. **Exclusions.** This limited warranty excludes the following conditions: (i) failure to properly operate or maintain the Clean Energy Project in accordance with printed instructions provided with the Clean Energy Project; (ii) any repair or replacement using a part or service not provided or authorized in writing by Contractor; (iii) damages caused by, in Contractor's judgment, Customer or third party abuse, accident, alteration, improper maintenance or installation, pre-existing roof conditions, removal by anyone other than Contractor or an authorized Contractor representative, misuse, negligence or vandalism, riots, animal damage, or environmental pollution such as soot, salt damage, acid rain, earthquake, fire, flood, extreme weather conditions such as high wind or frozen water buildup, or other acts of God or other unforeseen conditions that are beyond Contractor's control; (iv) Clean Energy Projects with the type or serial number(s) altered, removed, or illegible; and (v) cosmetic defects, such as discoloration or scratches, caused by normal wear and tear. Contractor's Limited Warranty for defective workmanship does not guarantee a specific power output or, if applicable, storage or charging capacity from the Clean Energy Project or guarantee Customer any return on investment in the Clean Energy Project.



23. **Limitation of Warranty.** THE WARRANTIES SET FORTH IN SECTION 22 ABOVE SHALL CONSTITUTE THE ONLY WARRANTIES APPLICABLE TO THIS CONTRACT, THE CLEAN ENERGY PROJECT AND WORK PERFORMED HEREUNDER. CONTRACTOR HEREBY EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, USE OR APPLICATION, AND ALL OTHER OBLIGATIONS OR LIABILITIES. UNLESS EXPRESSLY ADDRESSED IN THIS CONTRACT, CONTRACTOR SHALL HAVE NO OBLIGATION TO PERFORM THE SCOPE OF WORK IN A MANNER DESIGNED TO PRESERVE ANY THIRD-PARTY WARRANTIES, EXCEPT FOR THE WARRANTIES FOR ANY EQUIPMENT THAT CONTRACTOR IS PROVIDING AS PART OF THE CLEAN ENERGY PROJECT.
24. **No Consequential Damages.** EXCEPT TO THE EXTENT EXPRESSLY PROVIDED ELSEWHERE IN THIS CONTRACT, NEITHER CONTRACTOR NOR CUSTOMER SHALL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, LOSS OF USE, LOSS OF PROFITS, LOSS OF PRODUCTION, OR LOSS OF REVENUES FOR ANY REASON WHATSOEVER.
25. **Limitation of Liability.** CONTRACTOR'S SOLE LIABILITY, AND CUSTOMER'S SOLE REMEDY, WITH RESPECT TO ANY WORK AND MATERIALS WHICH BREACH CONTRACTOR'S OBLIGATIONS UNDER THIS CONTRACT SHALL BE FOR CONTRACTOR TO REPAIR, REPLACE OR RE-PERFORM THE DEFECTIVE OR NONCONFORMING WORK AND MATERIAL WITHIN A COMMERCIALLY REASONABLE PERIOD OF TIME AFTER WRITTEN REQUEST BY CUSTOMER. IN NO EVENT SHALL CONTRACTOR'S LIABILITY TO CUSTOMER FOR ANY OTHER TYPE OF CLAIM ARISING FROM CONTRACTOR'S ACTS OR OMISSIONS RELATING TO THE WORK PERFORMED UNDER THIS AGREEMENT EXCEED PAYMENTS MADE BY CUSTOMER TO CONTRACTOR; PROVIDED, HOWEVER, THAT THIS LIMIT SHALL NOT PREVENT CUSTOMER FROM RECEIVING ANY INSURANCE PROCEEDS ACTUALLY MADE AVAILABLE BY CONTRACTOR'S LIABILITY INSURER TO COMPENSATE CUSTOMER FOR SUCH CLAIM.
26. **Notice.** All notices and other communications permitted or required to be given hereunder shall be delivered or sent by email, facsimile, nationally-recognized courier service, registered or certified mail, return receipt requested, addressed to the Party at the address set forth below, or to such other address as such Party may designate in writing to the other:

If to Contractor:

All Energy Solar, Inc.
1264 Energy Lane
Saint Paul, MN 55108
Email: info@allenergysolar.com
Attention: Project Manager

If to Customer: City of Roseville

2660 Civic Center Drive, Roseville, MN

Attention: Pat Trudgeon, City Manager

Any such notice shall be deemed to have been given upon the earlier of receipt, the date of delivery for email, one (1) business day following delivery to such nationally-recognized courier service, when sent by confirmed facsimile, if sent during normal business hours of the recipient, if not so confirmed, then on the next business day, or three (3) business days following mailing by registered or certified mail.

27. **Assignment; Third-Party Beneficiaries.** Customer may not transfer or assign this Contract and its rights and obligations herein to a successor or purchaser of the Property or an interest therein. There are no third-party beneficiaries to this Contract. Nothing in this Contract shall create a contractual relationship with or a cause of action in favor of a third-party against either Party. Notwithstanding the above, (i) Contractor may assign this Contract without notice to or consent of Customer in the event of a merger, reorganization, consolidation or sale of all or substantially all of Contractor's assets, and (ii) if all or any of this Contract is to be financed through a financial institution, Customer may assign its rights hereunder to such institutions. Customer and Contractor will make, execute and deliver all forms reasonably required by a lender for such purposes.
28. **Default.** Either of the following occurrences or events, by or against Contractor and by or against Customer, shall constitute a default under this Contract: (a) a material breach of any of the terms, conditions, representations, warranties, or guarantees expressed in this Contract; or (b) filing of a voluntary petition in bankruptcy or confession of insolvency. In the event that a Party is in default of this Contract, and fails to cure such default thirty (30) days following receipt of written notice from the non-defaulting Party that an event of default has occurred, then this Contract may be terminated by the non-defaulting Party.
29. **Costs; Attorneys' Fees.** If the Contract Price is not paid when due, Customer shall pay all costs of collection, including reasonable attorneys' fees. The prevailing Party in any legal action or arbitration proceeding related to this Contract shall be entitled to receive from the other Party, in addition to any other relief that may be granted, their reasonable attorneys' fees paid to outside legal counsel, costs, and expenses incurred in the action or proceeding.



30. **Cancellation Damages.** Customer may elect to cancel this contract at any time if any work under this contract can no longer proceed or Customer wishes to halt progress. At such time any outstanding payment for equipment, other materials or labor provided by Contractor up to the point of cancellation in connection with the work under this contract shall be paid to Contractor. If, after Contractor has commenced the work under this Contract and after the expiration of any cancellation period required by the law of the State in which the Property is located, Customer cancels this Contract or refuses to let Contractor proceed with the work for any reason other than Contractor's material breach of this Contract, Contractor, in addition to exercising any other rights or remedies that are available to Contractor under this Contract or at law or in equity, shall be entitled to recover from Customer payment for all equipment, other materials and labor provided by Contractor and/or that Contractor has obligated itself to pay for in connection with the work under this Contract, reasonable costs of demobilization, and reasonable amounts to compensate Contractor for Contractor's overhead expense incurred and for lost profit of Contractor resulting from such cancellation.
31. **Governing Law.** Except to the extent provided otherwise in Section 34, or, if applicable, any attached State-Specific Terms & Conditions, this Contract shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
32. **Dispute Resolution; Mediation & Arbitration.** In the event of any controversy or claim arising out of or relating to this Contract, or breach thereof, Contractor and Customer shall first attempt to resolve it by good faith negotiation, including authorized representatives of Contractor and Customer meeting in person to discuss the issues in dispute within 10 business days after either party provides written notice to the other of such dispute. If the good faith negotiation does not result in settlement of the dispute within 30 days after such meeting, then any unresolved controversy or claim arising out of or relating to this Contract or breach thereof shall be settled by arbitration administered by the American Arbitration Association in accordance with the applicable version of its Construction Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Unless agreed otherwise or required otherwise by the law of the State in which the Property is located or unless a different location is set forth in Attachment D, the place of good faith negotiation and arbitration shall be the city in which Contractor's principal office is located in Minnesota, U.S.A.
33. BECAUSE WE HAVE AGREED TO ARBITRATE ALL DISPUTES, NEITHER OF US WILL HAVE THE RIGHT TO LITIGATE OUR DISPUTES IN COURT OR TO HAVE A JURY TRIAL ON THAT DISPUTE, OR ENGAGE IN DISCOVERY EXCEPT AS PROVIDED FOR IN THE ARBITRATION PROCEEDING. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING, EXCEPT TO THE EXTENT IT IS SUBJECT TO REVIEW IN ACCORDANCE WITH APPLICABLE LAW GOVERNING ARBITRATION AWARDS.
34. **Complete Agreement.** This Contract constitutes the entire agreement of the Parties. No other agreements, oral or written, pertaining to the work to be performed under this Contract exist between the Parties. This Contract can be modified only by an agreement in writing signed by both Parties.
35. **Severability.** If any provision of this Contract shall be determined to be unenforceable, void or otherwise contrary to applicable law, or in the event that any of the provisions of this Contract are held unenforceable or invalid by any court of competent jurisdiction, such condition shall in no manner operate to render any other provision of this Contract unenforceable, invalid, void or contrary to applicable law, and this Contract shall continue in force in accordance with the remaining terms and provisions hereof. For any provision that is deemed unenforceable or void by the law of the State in which the Property is located, the Contract shall be deemed amended to the extent necessary to render it enforceable and a suitable and equitable provision shall be substituted therefor in order to carry out, so far as may be valid or enforceable, such provision.
36. **Cooperation.** Customer agrees to fully cooperate with Contractor in Contractor's performance of the Scope of Work, including without limitation, timely payment and timely provision of requested information and assistance in obtaining any necessary permits or other approvals necessary to permit Contractor to perform the Scope of Work.

INTENDING TO BE LEGALLY BOUND, the Parties are executing this Contract through their legally authorized representative on the date stated below.

Accepted By:		Authorized Rep of All Energy Solar Inc.:	
Signature:		Signature:	
Print Name:		Print Name:	Samuel D. Wood
Date Signed:		Date Signed:	June 4th, 2025



ATTACHMENT A

SCOPE OF WORK

Description of Installation:

Description
All Energy Solar will provide all of the comprehensive and turnkey services to furnish the design, installation, commissioning and long-term reactive maintenance and support of the proposed Solar PV System for the City of Roseville's Booster Station facility without the use of third parties or subcontractors. This installation will be supported by experienced project managers, NABCEP-certified installers and master, journeyman, and apprentice electricians. This flat roof installation will follow a standard, attachment-free ballasted racking design on the indicated roof surfaces utilizing the system components outlined in the section below.

Equipment to be used: (Panels, Inverters, Racking, Monitoring, Storage, EV Charger, as applicable to the Project)

Product Specifications		
	Description	Quantity
Solar Panel	JINKO Eagle 580-Watt	(68)
Inverter	CPS 36K (480V) Inverter	(1)
Racking	Unirac RM10 EVO Assembly	
Monitoring	CPS	
Energy Storage		
EV Charger		
Other		



ATTACHMENT B

LIST OF WORK EXCLUSIONS

Unless specified to the contrary in the Proposal, Scope of Work, or a Change Order, the services, activities and work set forth below are excluded from the scope of work required by Contractor pursuant to the Contract:

1. Remove, remediate or dispose of any hazardous substances that exist on the Property;
2. Remove or replace existing rot, rust, or insect infested structures;
3. Pay for or correct construction errors, omissions, and deficiencies by the Customer or contractors hired by the Customer;
4. Pay for, remove, or remediate mold, fungus, mildew, or organic pathogens;
5. Improve the construction of the roof or any other structure on the Property to support the Clean Energy Project;
6. Provide structural framing for any part of the Property;
7. Upgrade the Property's existing electrical service;
8. Installation of any smoke detectors, sprinklers, or life safety equipment required by municipal code or inspectors as a result of the Clean Energy Project installation;
9. Pay for the removal or relocation of equipment, obstacles or vegetation in the vicinity of the Clean Energy Project;
10. Move items unassociated with the Clean Energy Project around the Property;
11. Pay for any costs associated with municipal design or architectural review, or other specialty permits, including cost to attend any public hearings, notification of neighbors, or additional drawings required;
12. Paint electrical boxes or conduit at the Property;
13. Pay for compliance with changes in regulations of codes that materially change the scope of work for the Clean Energy Project;
14. Repair of damage to roadways, sidewalks, or driveways that may occur when construction equipment and vehicles are being used in the normal course of construction unless such damage is caused by the negligence of Contractor; and
15. Structural engineering review and soil analysis.

Customer's Initials: _____



ATTACHMENT C

PAYMENT

SCHEDULE

Contract Price. Customer will pay Contractor the sum of **\$102,898.00** for the work to be performed under this Contract, subject to additions and deductions pursuant to any Change Order agreed upon in writing by the Parties.

Down Payment. **\$5,144.90** is due within five (5) business days of an executed Solar on Public Buildings Contract Agreement between City of Roseville and Minnesota Department of Commerce.

Schedule of Progress Payments. Following execution of the Contract and payment of the Down Payment, Customer shall pay Contractor according to the schedule below:

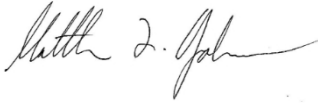
	Payment Schedule	
Deposit (engineering and design)	\$5,144.90	Due within five (5) business days of an executed Solar on Public Buildings Contract Agreement between City of Roseville and Minnesota Department of Commerce
1st Payment (material)	\$41,159.20	Prior to ordering equipment
2nd Payment (material)	\$30,869.40	Upon mobilization
3rd Payment (installation complete)	\$20,724.50	Upon approved electrical and building inspections
Final Payment	\$5,000.00	Upon utility permission to operate

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Authorize Grant Agreement with the State of Minnesota for
Implementation of Resilience Strategies with Rosebrook Park Updates

Background

On February 24, 2025, the City Council authorized staff to move forward with planned upgrades to Rosebrook Park, including: replacement of the outdated playground, replacement of the failing wading pool with a splash pad, installation of additional parking near the park building, and addition of pathway lighting. The project has been awarded a \$213,000 Implementation Grant for Community Resilience from the Minnesota Pollution Control Agency, a program that awards funding for " non-stormwater and non-wastewater implementation projects to increase community resilience to the impacts of climate change."

Specifically, the funding will be used to support a recirculating water system for the splash pad, more inclusive playground equipment, and climate-adaptive features such as shaded areas and/or cooling elements.

The project will leverage the funds that have previously been committed to the project as the City's match for the project (\$570,000).

Policy Objectives

Authorization of this agreement is in alignment with a number of the City's strategic goals, including:

- City infrastructure supports the sustainability goals of the city.
- Roseville's Parks system and recreation programs are thoughtfully planned, sustainably funded, and well-maintained.
- Infrastructure updates and replacement is strategically planned and includes the Community's voice.

Equity Impact Summary

The engagement process for this project has intentionally sought to include historically underrepresented populations through direct invitations, engagement at recreational events, and direct outreach to individuals with ambulatory impairments. As the process

continues, community members will be provided additional opportunities to participate at community meetings and recreational events.

This project will be within walking distance of income-restricted multifamily housing. Additionally, the proposed lighting on the Rosebrook Park trail could provide added safety for individuals who utilize non-vehicular transportation.

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Budget Implications

Authorization of this agreement will allow the City to install \$213,000 of sustainable infrastructure in the park, without additional cost to the City. The City's match consists of funds that were already allocated as part of the original scope of the project.

Staff Recommendations

Authorize the Mayor to sign the enclosed grant agreement between the state of Minnesota and the City of Roseville (attachment 1) for the Implementation of Resilience Strategies with Rosebrook Park Updates as outlined above.

Requested Council Action

Authorize the Mayor to sign the enclosed grant agreement between the state of Minnesota and the City of Roseville (attachment 1) for the Implementation of Resilience Strategies with Rosebrook Park updates as outlined above.

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Prepared by: Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Draft Grant Agreement (Final Will Be Sent Electronically)

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This grant agreement is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 ("MPCA" or "State"), **City of Roseville**, 2660 Civic Center Drive, Roseville, MN 55112 ("Grantee").

Recitals

1. Under Minn. Stat. § 116.03, subd. 2, the State is empowered to enter into this grant agreement.
2. The State is in need of the **Rosebrook Park Improvements** (project).
3. Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. § 16B.97](#), subd. 4(a)(1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to [Minn. Stat. § 16B.98](#), subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant Agreement

- 1.1 **Effective date:** May 29, 2025, Per [Minn. Stat. § 16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. [Per Minn. Stat. § 16B.98](#), subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed.
- 1.2 **Expiration date:** June 30, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of terms.** The following clauses survive the expiration or cancellation of this grant agreement: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's duties

The Grantee, who is not a state employee, will perform the duties specified in **Attachment A**, which is attached and incorporated into this grant agreement.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be compensated for eligible costs related to the project as outlined in **Attachment A**, which is attached and incorporated into this agreement. Grantee certifies they will provide no less than 10% (ten percent) of the total grant amount as cash match or in-kind services. Items that are determined ineligible will not be reimbursed. The total obligation includes **\$8,000 (Eight Thousand Dollars and Zero Cents)** for contingency costs. The Grantee must submit a request in writing to the MPCA for approval prior to using the contingency funds.
- (b) **Travel expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (c) **Total obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$213,000.00 (Two Hundred Thirteen Thousand Dollars and Zero Cents)**.

4.2 Payment

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoices for expenses incurred to-date may be submitted as frequently as monthly. First invoice is encouraged no later than 6 (six) months or midway through the project, whichever comes first. Email updates about the status of the project are required to be provided to the State's Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The State's Authorized Representative will not approve an invoice through the state system without this project update. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project after a Grant Project Final Report, in a format provided to the Grantee by the MPCA, has been submitted to the State's Authorized Representative and approved. Payment of the final 10% (ten percent) of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved.

Invoices must be emailed to mpca.ap@state.mn.us, and contain the following information:

- Name of Grantee
- Grantee's Authorized Representative
- State's Authorized Representative
- SWIFT Number
- Total amount requested for this invoicing period
- Invoice number
- Invoice date
- Invoicing period (actual working period covered by the invoice)
- Cumulative amount of grant expended to date
- Amount of match expended this invoicing period
- Cumulative amount of match expended to date
- Time and material breakdown for invoicing period:
 - o Itemization **by each task worked on that period and for each position that worked on it** showing actual hourly rates, hours worked and total dollar amounts (divided into grant-funded and match); consultant invoices may be requested
 - o Receipts for supplies and any other itemized materials costs to be reimbursed with grant funds or counted as match
 - o Itemized per diem expenses, stipends or similar; receipts may be requested to be

- submitted with invoice
- Other items as requested

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment within 15 (fifteen) days of the original or amended end date of this grant agreement. The State reserves the right to review submitted invoices after 15 (fifteen) days and make a determination as to payment.

- (b) The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and bidding requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

- (b) The grantee must not contract with vendors who are suspended or debarred in Minnesota found on the Minnesota Department of Administration website at <https://mn.gov/admin/osp/government/suspended-debarred/>.

5. Conditions of payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

The State's Authorized Representative is **Aimee Duchene**, 714 Lake Ave, Suite 220, Detroit Lakes, MN 56501, 218-846-8133, aimee.duchene@state.mn.us, or their successor, and has the authority to monitor the Grantee's performance and to accept the services provided under this agreement.

The Grantee's Authorized Representative is **Matthew L. Johnson**, 2660 Civic Center Drive, Roseville, MN 55112, 651-792-7101, Matthew.johnson@cityofroseville.com, or their successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Change Orders, Waiver, and Grant Agreement complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Change Orders.** If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the grant agreement, or cause an extension of the term of this Agreement. Major changes require an Amendment rather than a Change Order.

The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative **in advance of doing the work**. Documented changes will then become an integral

and enforceable part of the Agreement. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

- 7.4 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.5 **Grant Agreement complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. Indemnification

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9. State audits

Under [Minn. Stat. § 16B.98](#), subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government data practices and intellectual property

10.1 **Government data practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 Intellectual property rights

(a) **Intellectual property rights.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(b) Obligations.

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) **Representation.** The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

11. Workers' compensation

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and endorsement

12.1 Publicity. Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13. Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 Termination by the State.

- (a) **Without Cause.** The State may immediately terminate this grant agreement without cause, upon 30-days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- (b) **With Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 Termination by the Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally cancel this grant agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.3 Termination for insufficient funding.

The State may immediately terminate this grant agreement if:

- (a) It does not obtain funding from the Minnesota Legislature
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any. To protect Grantee's personal data, Grantee is strongly encouraged to obtain and use a Minnesota tax identification number.

16. Reporting Requirements

Construction/Equipment Purchase Notification. For construction projects, The Grantee shall notify the MPCA when project construction begins and ends. The project needs to be available to MPCA staff during and after construction. With equipment purchases, Grantee shall notify the MPCA when equipment is acquired.

Construction/Equipment Purchase Progress Report. The Grantee shall provide a progress report on a six-month schedule and whenever an invoice is submitted, or upon request. This progress report will include metrics as appropriate for the project.

Construction Final Report. The Grantee shall provide a construction final project report using the MPCA template approximately one month prior to the end of the grant agreement of June 30, 2027, or at completion of the project, whichever occurs first. The final report will include, as-builts, relevant metrics and all project deliverables identified in **Attachment A**. MPCA will need to certify that the project has been constructed as described in **Attachment A**, through invoices, photos, or site visits.

Equipment Purchase Final Report: The Grantee shall submit an equipment purchase final report to the MPCA by the date specified in **Attachment A**, in a format provided by the MPCA, including relevant metrics associated with the equipment purchase to date. MPCA will need to certify that the equipment purchased is as described in **Attachment A**, through invoices, photos or site visits.

If the MPCA determines that the information submitted in the Final Report and/or Project Deliverables is inadequate, the Grantee shall prepare and submit additional/corrected information reasonably requested by the MPCA. The Final Report and Project Deliverables shall not be approved by the MPCA and final payment shall not be disbursed unless the Report and Deliverables contains the specified information to the satisfaction of the MPCA.

17. Prevailing Wage

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties. Rates are listed in **Attachment B**.

In compliance with Minn. Stat. § 177.43, subd. 3 and §177.44, subd. 5, the wages of laborers, workers, and the mechanics on projects financed in whole or part by State Funds should be comparable to wages paid for similar work in the community as a whole. Project includes erection, construction, remodeling, or repairing of a public building or other public work financed in whole or part by State funds.

Any work on real property which uses the skill sets of any trades covered by Labor Code and Class under prevailing wages is construction and requires prevailing wages. See

<http://www.dli.mn.gov/business/employment-practices/prevailing-wage-information> for a list of affected trades.

The Contractor shall pay prevailing wages to its employees when conducting construction activities under this agreement.

Applicability. In accordance with Minn. Stat. § 177.43, subd. 7. This does not apply to an agreement or work under an agreement, under which:

- the estimated total cost of completing the project is less than \$2,500 and only one trade or occupation is required to complete the work; or
- the estimated total cost of completing the project is less than \$25,000 and more than one trade or occupation is required to complete it.

Choose from Commercial, Highway/Heavy:

The prevailing wage rate requirements are attached as **Attachment B**.

Prevailing Wage Payroll Information:

In accordance with Minn. Stat. § 177.30, subd. 4, and § 177.43, subd. 3, the Contractor and Subcontractor shall furnish to the Contracting Authority and the Project Owner:

- All payrolls, of all workers on the project, a certified payroll report via e-mail as attachments, a State of Minnesota Prevailing Wage Payroll Report as a Microsoft Excel file and Statement of Compliance Form as a PDF file to the appropriate e-mail addresses: prevailingwage.rmad.pca@state.mn.us and MPCA's Authorized Representative listed in Clause 6.
- The Subject line on the Contractor's or Subcontractor's e-mail must give their firm's name and the Contract or Purchase Order Number.
- These completed forms must be furnished not more than 14 days after the end of each pay period.
- The State of Minnesota Prevailing Wage Payroll Report and Statement of Compliance Form are available on the MMD website at http://www.dli.mn.gov/sites/default/files/pdf/pw_certified_payroll_form.pdf. Submit the completed and signed State of Minnesota Prevailing Wage Payroll Report as a Microsoft Excel file and the Statement of Compliance Form as a PDF file, no other payroll forms will be accepted to meet this requirement.

The prevailing wage payroll information forms that are submitted shall be maintained by the contracting agency for a minimum of three years after final payment has been made on the project. All of the data provided on the Prevailing Wage Payroll Information Form will be public data, which is available to anyone upon request.

Refer vendor questions regarding the Prevailing Wage Laws to the Department of Labor and Industry at 651-284-5091 or visit the website for Labor Standards Section, Prevailing Wage <http://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>

Signatures

Project title: Rosebrook Park Improvements

1. Project Summary

Organization: City of Roseville

Contractor contact name: Matthew L. Johnson

Title: Parks and Recreation Director

Address: 2660 Civic Center Drive
Roseville, MN 55112

Phone: 651-792-7101

Email: Matthew.johnson@cityofroseville.com

Minnesota Pollution Control Agency (MPCA) contact:

MPCA project manager: Aimee Duchene

Title: Grants Specialist Coordinator

Address: 714 Lake Ave, Suite 220
Detroit Lakes, MN 56501

Phone: 218-846-8133

Email: aimee.duchene@state.mn.us

Statement of project purpose

The City of Roseville aims to enhance the climate resilience, equity, and accessibility of Rosebrook Park by replacing outdated recreational infrastructure with a sustainable and inclusive design. Key improvements include installing a recirculating splash pad system to conserve water, adding shade structures to mitigate heat, and upgrading the playground to increase accessibility for residents of all abilities. These changes directly address community needs identified in the Roseville Vulnerable Populations Report, aligning with recommendations to reduce climate vulnerability, improve sustainability, and promote equity in recreational spaces.

Goal statement: To create a sustainable, equitable, and climate-resilient community park by incorporating innovative infrastructure and inclusive amenities that address the increasing impacts of climate change, such as extreme heat and water scarcity, while providing safe, accessible recreation for all residents.

Project deliverables:

- A recirculating splash pad system conserving approximately 80% of water compared to traditional systems.
- Playground upgrades, including new accessible equipment and shade structures.
- Enhanced Park usability through climate-adaptive features such as shaded areas and cooling elements.
- Engagement activities to involve the community, especially residents of nearby income-restricted housing, in design and implementation.
- Compliance with Minnesota's environmental and equity standards for public recreation projects.

2. Workplan Details

Task 1 of 5: Pre-Construction Planning

Subtask 1a: Secure Vendors

- **Activities:** Issue and evaluate a Request for Proposal (RFP) for splash pad and playground installation. Select vendors using a Best Value process.

Subtask 1b: Finalize Design and Permits

- **Activities:** Collaborate with vendors to finalize designs for the splash pad, recirculating system, and playground. Secure necessary permits, including Rice Creek Watershed stormwater management approval.

Task 2 of 5: Community Engagement

Subtask 2a: Initial Engagement and Feedback

- **Activities:** Host public meetings to present designs and gather input, targeting residents of nearby income-restricted housing.

Subtask 2b: Final Design Showcase

- **Activities:** Organize a “Discover Your Parks” event to share final designs, incorporating feedback from the community.

Task 3 of 5: Construction

Subtask 3a: Site Preparation

- **Activities:** Remove existing infrastructure, prepare the site for splash pad installation, and address grading and drainage needs.

Subtask 3b: Infrastructure Installation

- **Activities:** Install the splash pad, recirculating system, playground equipment, and shade structures.

Task 4 of 5: Post-Construction and Testing

Subtask 4a: System Testing and Adjustments

- **Activities:** Test the recirculating system and other park features for functionality and safety. Address any deficiencies.

Subtask 4b: Community Introduction

- **Activities:** Organize a ribbon-cutting event to introduce the updated park to the community, with a focus on highlighting sustainability and equity features.

Task 5 of 5: Final Report and Project Deliverables

Subtask 5a: Submit Grant Final Report

- **Activities:** Prepare and submit a comprehensive report summarizing project outcomes, addressing grant requirements. The grantee will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement of June 30, 2027, or at completion of the project, whichever occurs first. The grantee will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Subtask 5b: Submit Project Deliverables

- **Activities:** Provide electronic files of final deliverables, including photos, specifications, and relevant documents. The grantee will provide electronic files of all project deliverables to the MPCA authorized representative approximately one month prior to the end of the grant agreement of June 30, 2027, or at the completion of the project, whichever occurs first.

3. Budget

1. Engineer's Estimate of Cost	Item Description	Grant funds	Total budgeted match	Total budget
Playground	Playground Structures		\$100,000.00	\$100,000.00
	Playground Installation		\$100,000.00	\$100,000.00
	Playground Shade Structure	\$30,000.00		\$30,000.00
Splash Pad	Splash Pad Fixtures & Site Work		\$225,000.00	\$225,000.00
	Recirculation System	\$160,000.00		\$160,000.00
	Installation		\$125,000.00	\$125,000.00
	Splash Pad Shade Structures	\$15,000.00		\$15,000.00
Subtotal- Construction costs		\$205,000.00	\$550,000.00	\$755,000.00
2. Contingencies (5% of construction costs)		\$8,000.00	\$29,000.00	\$37,000.00
Total Project (not to exceed)		\$213,000.00	\$579,000.00	\$792,000.00

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.f.

Department Approval

Janice Gundlach

City Manager Approval

Aracel

Item Description: Approve the renewal of a short-term rental license for 1885 Shady Beach Avenue

Background

Chapter 909 of the City Code requires the licensing of non-owner-occupied short-term rentals of dwelling units, subject to certain exemptions. The original short-term rental license for 1885 Shady Beach Avenue was issued on June 22, 2021. On March 25, 2025, an application for renewal of the short-term rental license was submitted by the property owner. The property is a four-bedroom, single-family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as the maximum occupancy of four or less unrelated adults or one family. The subject property's current short-term rental license is valid through June 20, 2025. There have been no nuisance or property maintenance violations confirmed during the current license period. All required lodging tax payments have been submitted to the City. Short-term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

Upon renewal, the license will be valid for 365 days from the expiration date of the current license. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602. Within ten days of Council approval, all residential properties of one to four units within 300 feet must be provided with a copy of the City-issued license. A draft of the license is provided as Attachment 2.

The applicant has supplied all required license information and paid the license fee of \$540. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in the ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing is required by Section 909, effective as of February 8, 2021.

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

36 Staff recommends the approval of a one-year renewal of a short-term rental license for 1885 Shady
37 Beach Avenue.
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40 **Requested Council Action**

41 By motion, approve the renewal of the short term rental license for 1885 Shady Beach Avenue.
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Prepared by: David Englund, Building Official

Attachments: 1. Application Materials
2. Draft License

45

Menu Reports Help

File Date: [04/25/2025](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Renewal](#)

Address: [1885 Shady Beach Ave N Roseville MN 55113](#)

Custom Fields: **UNIT DETAILS**

Unit Type	Number of Bedrooms
Single-Family Home	4

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits	Attestation to Payment of Lodging Tax
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Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	License Holder			Active	Michelle Mulvehill
	Agent			Active	Michelle Mulvehill
	Individual		Mailing, PO Box 17254 ...	Active	Michelle Mulvehill

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$556.20](#)

Total Fee Invoiced: [\\$556.20](#)

Balance: [\\$0.00](#)

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

Initiated by Product: AV360

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

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

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

License Number: STR-0012

Owner: Michelle Mulvehill

Phone: 651-XXX-XXXX Email: mmvt@me.com

Address: 1885 Shady Beach Ave

Expiration: 6/20/2026

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

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

In the Unit:

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

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

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

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

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

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

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

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

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

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

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

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

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

Vehicles/Driveway/Parking:

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

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.**

Do not put Snow into the street or onto neighboring properties.

Yard:

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

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

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

Pets:

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

WHEN ISSUES ARISE

For an emergency, call 9-1-1

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

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.g.

Department Approval

Janice Gundlach

City Manager Approval

Aracel

Item Description: Approve the Short-Term Rental License for 1206 Oakcrest Avenue.

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short-term rentals of dwelling units, subject to certain exemptions. On May 29, 2025, an application for a short-term rental license was submitted by the property owner (Attachment 1). The property is a two-bedroom, single-family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or fewer unrelated adults or one family. There have been no nuisance or property maintenance violations associated with the address. Staff have verified that there are no other licensed short-term rental properties within 500 feet of this property. Short-term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

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

The applicant has supplied all required license information and paid the license fee of \$540. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in the ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing required by Section 909, effective as of February 8, 2021.

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Staff recommends the approval of a one year Short-Term Rental License for 1206 Oakcrest

36 Avenue.

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38 **Requested Council Action**

39 By motion, approve the Short-Term Rental License for 1206 Oakcrest Avenue.

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Prepared by: David Englund, Building Official

Attachments: 1. Application Materials
2. Draft License

42

Menu Reports Help

File Date: [05/29/2025](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [1206 Oakcrest Ave W Roseville MN 55113](#)

Custom Fields: **UNIT DETAILS**

Unit Type	Number of Bedrooms
Single-Family Home	2

CERTIFICATION AND ATTESTATION

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

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	Property Owner			Active	Chad Sanda

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$556.20](#)

Total Fee Invoiced: [\\$556.20](#)

Balance: [\\$0.00](#)

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

Initiated by Product: ACA

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

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

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

License Number: STR-0000

Owner: Chad Sanda

Phone: 715-XXX-XXXX Email:
csanda87@gmail.com

Address: 1206 Oakcrest Ave

Expiration: 6/17/2026

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

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

In the Unit:

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

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

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

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

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

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

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

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

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

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

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

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

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

Vehicles/Driveway/Parking:

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

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

Yard:

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

Noise:

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

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

Pets:

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

WHEN ISSUES ARISE

For an emergency, call 9-1-1

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

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approval of Updated Joint Powers Agreement with the Minnesota Internet Crimes Against Children (ICAC) Task Force

1
2 **Background**

3 The Roseville Police Department is seeking approval of an updated Joint Powers Agreement (JPA) with
4 the Minnesota Internet Crimes Against Children (ICAC) Task Force. This updated JPA reflects recent
5 operational changes made by the Minnesota Bureau of Criminal Apprehension (BCA) and extends the
6 agreement through 2030.

7 On September 12, 2022, the Roseville City Council approved the Police Department's participation in a
8 JPA with the Minnesota ICAC Task Force. This agreement established the Roseville Police Department
9 as an affiliate member, allowing for partnership with the BCA in investigating internet crimes against
10 children.

11 Participation in the ICAC Task Force provides RPD with access to state-of-the-art technology,
12 specialized training, funding opportunities, investigative best practices, and a broader network of law
13 enforcement agencies focused on combating the online exploitation of children. These cases often
14 involve suspects operating across multiple jurisdictions, and coordination with outside agencies is critical
15 to effective investigations and prosecutions. The BCA serves as the lead agency for the Minnesota ICAC
16 Task Force and plays a central role in coordinating these efforts statewide.

17 The original JPA approved in 2022 was set to remain in effect through 2027. However, the BCA recently
18 made minor updates to the agreement related to operational language, necessitating a revised JPA and
19 corresponding council resolution. The updated agreement will extend participation through 2030.

20 The revised JPA has been reviewed and approved by the City Attorney.

21
22
23 **Policy Objectives**

24 By maintaining active participation in the ICAC Task Force, the Roseville Police Department strengthens
25 its ability to investigate and prevent online child exploitation through regional collaboration, information
26 sharing, and access to specialized tools, training, and resources. Continued partnership with the
27 Minnesota Bureau of Criminal Apprehension (BCA) ensures coordinated, multi-jurisdictional efforts to
28 combat internet crimes and hold offenders accountable.

29
30 **Equity Impact Summary**

31 Staff was unable to identify any direct equity impacts anticipated from the approval of the JPA with the
32 ICAC Task Force. However, participation in the ICAC Task Force supports broader equity goals by
33 helping ensure that all children—regardless of race, background, or socioeconomic status—are
34 protected from online exploitation. Investigating and preventing these crimes contributes to a safer

35 community for all.

36

37 **Budget Implications**

38 Approval of the updated Joint Powers Agreement does not create any immediate budget impacts for the
39 City. It is worth noting that the agreement authorizes the Roseville Police Department to request
40 reimbursement from the Minnesota ICAC Task Force for qualifying equipment, training, and case-related
41 investigative expenses incurred while operating under the JPA, which may offset future departmental
42 costs.

43

44 **Staff Recommendations**

45 Staff recommends the City Council approve the updated Joint Powers Agreement (JPA) with the
46 Minnesota Internet Crimes Against Children (ICAC) Task Force. The updated agreement reflects minor
47 operational changes made by the Minnesota Bureau of Criminal Apprehension and extends participation
48 through 2030.

49

50 **Requested Council Action**

51 Motion to adopt a resolution approving the updated Joint Powers Agreement between the Roseville
52 Police Department and the Minnesota Internet Crimes Against Children (ICAC) Task Force.

53

54

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. ICAC PD JPA 2025 - Roseville PD
2. MN ICAC JPA Resolution 2025

55



STATE OF MINNESOTA

JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA" or "Lead Agency"), and the City of Roseville on behalf of its Police Department at 2660 Civic Center Drive Roseville, MN 55113 ("Governmental Unit" or "Affiliate Agency"). The BCA and Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minnesota Statutes § 471.59, BCA and Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Governmental Unit wishes to participate in the Minnesota Internet Crimes Against Children ("ICAC") Task Force. The Parties wish to work together to investigate and prosecute crimes committed against children, including the criminal exploitation of children committed and/or facilitated by or through the use of computers. The Parties further wish to disrupt and dismantle organizations engaging in these activities. This Agreement identifies what the Parties, either individually or jointly, will provide under this Agreement and identifies the consideration to be paid by BCA to Governmental Unit, if any, for equipment, training, and expenses (including travel and overtime) incurred by Governmental Unit as a result of investigations conducted pursuant to this Agreement.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the date it is effective unless terminated earlier pursuant to Clause 13.

2. Purpose

Governmental Unit and BCA enter into this Agreement for the purpose of facilitating the Governmental Unit's participation in the ICAC Task Force, which implements a three-pronged approach of prevention, education, and enforcement to combat internet crimes against children. This Agreement also provides the mechanism to reimburse Governmental Unit for equipment, training, and expenses (including travel and overtime), if any, that it incurs as a result of its participation in the ICAC Task Force.

3. Definitions

- 3.1 **"Affiliate" or "Affiliate Agency"** is an agency that is working with a *Lead Agency* as part of a regional or state ICAC Task Force. An *Affiliate* has agreed in writing to adhere to these *Standards*. Governmental Unit is the *Affiliate Agency* for purposes of this Agreement.
- 3.2 **"Authorized Personnel"** are those who lack powers of arrest but have been authorized to participate in *Investigations* directed by law enforcement personnel (e.g., agency personnel, digital evidence experts, etc.).
- 3.3 **"Commander"** means the BCA Special Agent in Charge ("SAIC") who serves as the leader of the ICAC Task Force.
- 3.4 **"Contraband Image"** is a visual depiction of any kind (including computer generated) in any form (including live streaming) that depicts or conveys the impression that: (1) a minor or purported minor is engaged in

Sexually Explicit Activity; or (2) an adult is engaging in *Sexually Explicit Activity* in the presence of a minor or purported minor.

- 3.5 “**CGI**” is a wholly computer-generated visual depiction in any form (including printed/digital or video).
- 3.6 “**Crime**” is any offense (or group thereof) *Investigated* by law enforcement that involves (or involve) the exploitation/victimization of children facilitated by technology.
- 3.7 “**Deconfliction**” is a process whereby law enforcement can submit *Investigative* information to each other and/or to ICAC-related databases in order to determine whether other *Members* or other law enforcement agencies have information concerning the same targets or *Crimes*.
- 3.8 “**Employee**” is a sworn or compensated individual of a law enforcement agency who is working under the direction and control of a law enforcement agency.
- 3.9 “**Investigation**” is an investigation into a *Crime*. Likewise, “*Investigate*,” “*Investigated*,” “*Investigating*,” and “*Investigative*” are used within the same context.
- 3.10 “**Investigative Persona**” any identity established or created by an *Employee* to aid an *Investigation*.
- 3.11 “**Investigator**” is a *Member* who is a part of the *Sworn Personnel* of a *Task Force*.
- 3.12 “**Lead Agency**” is the law enforcement agency that receives the ICAC grant and is designated by the Office of Juvenile Justice Delinquency Prevention (“OJJDP”) within the Department of Justice to act as the *Lead Agency* for the corresponding *Task Force*. BCA is the *Lead Agency* for purposes of this Agreement.
- 3.13 “**Member**” is a *Lead* or *Affiliate Agency’s Employee* who is either *Sworn Personnel* or *Authorized Personnel* and who has been designated to work on ICAC-related matters for his/her respective agency and *Task Force*.
- 3.14 “**Partner**” is a civilian or non-sworn organization that OJJDP has recognized as a legitimate source of assistance.
- 3.15 “**Sexually Explicit Activity**” is real or simulated: (1) sexual intercourse of any kind; (2) masturbation; (3) sadistic/masochistic conduct; and/or (4) lascivious exhibition of the anus, breast, genitals, or pubic area of any person.
- 3.16 “**Supervisor**” is a *Member* who has been designated by his/her respective agency to supervise *Investigations* and other ICAC-related matters.
- 3.17 “**Standards**” are all of the provisions of this Agreement and the ICAC Task Force Program Operational and Investigative Standards established by OJJDP.
- 3.18 “**Sworn Personnel**” are *Members* with powers of arrest.
- 3.19 “**Task Force**” is the *Lead Agency* and their *Affiliate(s)* (combined) as designated by OJJDP for a particular state or region.
- 3.20 “**Vigilante**” is a non-*Partner* activist or activist organization engaged in investigative tactics or other law enforcement-like activities.

4. Responsibilities of Governmental Unit and BCA

4.1 Governmental Unit will:

- 4.1.1 Assign one or more *Employees* as *Members* of the ICAC Task Force. All *Employees* of Governmental Unit assigned as *Members*, and while performing ICAC *Investigations* and assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that *Member*. All services, duties, acts, or omissions performed by the ICAC Task Force *Member* will be within the course and duty of the *Member’s* employment and therefore covered by the workers’ compensation and other compensation programs of Governmental Unit including fringe benefits.
- 4.1.2 Conduct *Investigations* in accordance with all applicable *Standards* and conclude *Investigations* in a timely manner.
- 4.1.3 Submit Performance Measure data to the ICAC Data System (IDS) by the end of each month for the duration of this Agreement. The BCA must fulfil its reporting requirements as a recipient of the OJJDP grant award for MN ICAC Task Force in partnering with law enforcement agencies. Failure to timely provide OJJDP with Performance Measure data may jeopardize the BCA’s future grant qualifications as well as result in the delinquent law enforcement agency’s denial to participate in the Minnesota ICAC Task Force.
- 4.1.4 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project *Commander* to assist in reimbursement deadlines.
- 4.1.5 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement, an operational plan, and an explanation of how it qualifies under the required criteria in Clauses 5.1 and 5.2 below.

- 4.1.6 Allow BCA to inform *Affiliate Agencies* and *Partners* of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.7 Not commingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

4.2 BCA will:

- 4.2.1 Provide a Special Agent in Charge ("SAIC") who will serve as the *Commander* of the *Task Force*.
- 4.2.2 Provide daily direction and assign duties and other assignments to *Members*.
- 4.2.3 Review and approve or decline reimbursement requests under Clause 4.1.5 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by the Governmental Unit acting through its *Members* or *Employees*.

5. Standards

Governmental Unit and its *Members* will adhere to all applicable *Standards*, including, but not limited to, the following:

- 5.1 *Investigate* activities related to internet *Crimes* and the exploitation of children through the use of computers.
- 5.2 *Investigate* organizations to disrupt and dismantle *Crimes* committed against children.
- 5.3 Comply with the ICAC Task Force Program Operational and Investigative Standards, as established by OJJDP.
- 5.4 *Investigators* assigned by the Governmental Unit to the ICAC Task Force must be licensed peace officers.
- 5.5 Follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants, and civil and criminal forfeitures.
- 5.6 Follow proper legal procedures in securing evidence, including electronic devices.
- 5.7 Understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 5.8 Use, as appropriate, the most current investigative technologies and techniques.
- 5.9 Obtain approval from the BCA ICAC Project *Commander* before conducting a pro-active undercover chat operation with anticipated multiple targets.
- 5.10 Make reasonable efforts to *Deconflict* active *Investigations*.
- 5.11 Document *Investigations*.
- 5.12 Not collaborate with *Vigilantes* or approve, condone, encourage, or promote the activities of *Vigilantes*.
- 5.13 *Investigations* shall be conducted in an approved work environment, using approved equipment, as designated by the *Commander* or a *Supervisor*. Personally owned equipment, accounts, and networks shall not be used in *Investigations*.
- 5.14 As part of an active *Investigation*, *Members* shall not upload, transmit, or forward any *Contraband Images* to those outside their respective agency (e.g., suspects, witnesses, ESPs, etc.), except where otherwise permitted by law (e.g., to sworn law enforcement, to NCMEC employees, etc.).
- 5.15 During active *Investigations*, *Members* may use visual depictions as a representation of any *Investigative Persona/person/purported person* or as proof-of-life evidence under two circumstances only:

First, when the following factors are met:

- 1. The visual depiction (whether or not modified to suit *Investigative* needs by, e.g., age regression) is of an actual person;
- 2. That person is an *Employee*;
- 3. The *Employee* has given his or her written consent for the visual depiction to be used;
- 4. Regardless of whether or not the *Employee* was a minor when the visual depiction was taken, the *Employee* nevertheless was at least 18 years old when the *Employee* gave consent for such use; and,
- 5. The visual depiction does not depict or convey the impression of *Sexually Explicit Activity*.

Second, when the visual depiction is *CGI* and does not depict or convey the impression of *Sexually Explicit Activity*.

6. Payment

- 6.1 To receive reimbursement for equipment, training, and expenses (including travel and overtime) incurred by Governmental Unit as a result of conducting *Investigations* pursuant to this Agreement, Governmental Unit must

make a request for reimbursement to the BCA Authorized Representative under the required criteria outlined in the ICAC Task Force Operational and Investigative Standards established by OJJDP.

- 6.2 The *Commander* or his/her successor will review the reimbursement request and approve or deny the request within seven (7) business days of receipt of the request by BCA's Authorized Representative.
- 6.3 Subsequent to receiving notice of approval of a reimbursement request, Governmental Unit must submit an expense form to the BCA Authorized Representative no later than fifteen (15) business days after the end of the month during which the expense is incurred.
- 6.4 BCA will reimburse Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 6.5 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive any further reimbursement under this Agreement.

7. Authorized Representatives

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

Name: Bobbi Jo Pazdernik, Commander of MN ICAC
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East, Saint Paul, MN 55106
Telephone: 651-793-7000
E-mail Address: bobbijo.pazdernik@state.mn.us

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

Name: Erika Scheider, Chief
Address: 2660 Civic Center Drive
Roseville, MN 55113
Telephone: 651-792-7008
E-mail Address: erika.scheider@cityofroseville.com

If Governmental Unit's Authorized Representative changes at any time during this Agreement, Governmental Unit must immediately notify BCA's Authorized Representative identified above.

8. Assignment, Amendments, Waiver, and Agreement Complete

- 8.1 **Assignment.** Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 8.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 8.3 **Waiver.** If BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 8.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between BCA and Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability

BCA and Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

10. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

11. Government Data Practices

Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes

Chapter 13 and other applicable law, as it applies to all data provided by BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this Clause by either Governmental Unit or BCA.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify BCA. The BCA will give Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

12. Venue

The venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Expiration and Termination

13.1 Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) calendar days' written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

13.2 In the event that federal funding is no longer available, BCA will email Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to Governmental Unit; and Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

14. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 9, Liability; 10, Audits; 11, Government Data Practices; and 12, Venue.

[Remainder of page intentionally left blank; signature page follows]

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

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: 3000085301

2. GOVERNMENTAL UNIT
Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION

By: _____
(with delegated authority)

Title: Deputy Superintendent, Investigations

Date: _____

4. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Title: _____

Date: _____

ADMIN ID: _____

**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 ____ day of _____ 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. XXX

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF ROSEVILLE ON BEHALF OF ITS POLICE
DEPARTMENT REGARDING THE MINNESOTA INTERNET CRIMES AGAINST
CHILDREN TASK FORCE (ICAC)**

WHEREAS, the City of Roseville on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Roseville on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Chief of Police, Erika Scheider, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Dan Roe, the Mayor for the City of Roseville, and Pat Trudgeon, the City Manager, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

and the following voted against the same: _____.

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

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

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

SEAL

Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/16/2025
Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Approve Applying for COPS Hiring Program Grant Funding Through the Department of Justice

Background

The Roseville Police Department (RPD) is seeking City Council approval to apply for federal grant funding through the U.S. Department of Justice, Office of Community-Oriented Policing Services (COPS), under the 2025 COPS Hiring Program (CHP). The CHP is a competitive grant program that provides funding directly to law enforcement agencies to support the hiring of additional full-time, front-line officers in order to increase community policing capacity and enhance crime prevention efforts.

This request comes in light of the staffing challenges and critical personnel needs identified in The Axtell Group's Evaluation of Police Resource and Operational Efficiency Report, which is also being presented to the Council during this meeting. The report outlined several priority recommendations—including the need to add sworn personnel to meet current service demands, address organizational strain, and improve overall responsiveness and sustainability.

The COPS Hiring Program covers up to 75% of an entry-level officer's salary and fringe benefits over a three-year funding period, with a maximum federal share of \$125,000 per officer. A minimum 25% local cost match is required. RPD is seeking approval to apply for funding for up to four new officer positions. If awarded, the department will have the opportunity to reduce the total number of funded positions prior to acceptance, should it be determined necessary due to local budget or staffing considerations.

The grant application is a two step process, with deadlines on June 25, 2025 and July 1, 2025. If RPD is awarded grant funds, City Council approval will still be required at a later date to formally accept the award and commit to any required match.

Policy Objectives

This request aligns with the City of Roseville's mission to provide ethical, efficient, and responsive local government in support of community safety and well-being. Seeking external funding to support police staffing improvements allows the City to pursue the recommendations of the Axtell Report while responsibly managing budget impacts and planning for long-term service needs.

Equity Impact Summary

Applying for federal funding through the COPS Hiring Program aligns with the City of Roseville's commitment to equity, fiscal responsibility, and responsive public safety. If awarded, the grant would help offset the costs of any staffing increases approved by Council through the 2026 budget process. It also would support efforts to meet critical staffing needs identified in The Axtell Group's evaluation of police resources and operational efficiency.

Community input played a central role in shaping the Axtell report. As part of their assessment, The Axtell Group hosted a community focus group that brought together a diverse range of stakeholders, including representatives from local businesses, schools, religious institutions, residential groups, and nonprofit organizations. In addition, they held a roundtable discussion with the Roseville Police Department's Multicultural Advisory Committee (MAC).

A takeaway from this engagement was the strong desire for the department to be adequately staffed—not only to respond to calls for service in a timely manner, but also to proactively address crime, hold offenders accountable, and implement long-term solutions to public safety challenges. By pursuing this grant, the City is responding to that input in a fiscally responsible way that may reduce the local burden of implementing needed staffing increases.

Ensuring the department has sufficient staffing to meet community expectations—while maintaining equity, transparency, and accountability in policing—is essential to fostering trust and delivering inclusive public safety services.

Budget Implications

At this time, there is no financial commitment associated with this request. This action is solely to authorize the submission of a grant application to the U.S. Department of Justice.

If awarded, the COPS Hiring Program provides a maximum reimbursement of \$125,000 per officer over a three-year period, with a required minimum 25% local match. Given the current salary and benefits of an entry-level officer, the grant would cover significantly less than 75% of the total cost of each position. However, the funds would help offset a portion of the personnel costs associated with any staffing increases approved through the 2026 budget process.

It is important to note that Council will retain full authority to accept or decline the grant award if received, and can determine at that time how many positions, if any, to proceed with based on budget capacity and staffing priorities.

Staff Recommendations

Staff recommends that the City Council authorize the Police Department to apply for federal grant funding through the 2025 COPS Hiring Program for up to four new police officer positions.

Requested Council Action

By motion, authorize the Roseville Police Department to submit a grant application to the U.S. Department of Justice COPS Hiring Program for up to four new sworn officer positions.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. FY25 COPS Hiring Program Notice of Funding

OMB No. 1103-0098

Approval Expires 5/31/2025

U.S. Department of Justice

Office of Community Oriented Policing Services



FY25 COPS Hiring Program

Assistance Listing #:	16.068
Grants.gov Opportunity Number:	O-COPS-2025-172413
NOFO Release Date:	May 8, 2025
Grants.gov Deadline:	June 25, 2025, 4:59 PM ET.
Application JustGrants Deadline:	July 1, 2025, 4:59 PM ET.

Overview

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, <https://cops.usdoj.gov>) is pleased to announce that it is seeking applications for funding for the FY25 COPS Hiring Program (CHP). This program furthers the COPS Office's goal of advancing public safety through community policing by funding additional full-time career law enforcement positions to meet law enforcement agencies' community policing strategies. As community policing is common sense policing, throughout the CHP Notice of Funding Opportunity (NOFO) materials, the terms 'community policing' and 'common sense policing' are used interchangeably, unless otherwise specified.

Additional information, including the FY25 CHP Application Resource Guide, Frequently Asked Questions (FAQs), and Fact Sheets can be found at <https://cops.usdoj.gov/chp>.

(Please see eligibility section for eligibility criteria.)

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Eligibility

Eligible applicants are limited to established and operational local, state, territorial, and tribal law enforcement agencies that have primary law enforcement authority.

- Established and operational:
 - A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.
 - CHP applicants must have a law enforcement agency (i.e. Sheriff's Office, Department, etc.) that is operational by the close of this application or receive services through a new or existing contract for law enforcement services that is in place by the close of this NOFO. Applicants must also maintain primary law enforcement authority for the population to be served.
- Primary law enforcement authority:
 - An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served.

If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town that contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

In addition, state and local governmental entities must comply with 8 U.S.C. §1373, which provides that state and local government entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity. This includes any prohibitions or restrictions imposed or established by a state or local government entity or official. For additional information, please see the appendices in the [FY25 CHP Application Resource Guide](#).

Contact Information

Agency Contact Description

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays. In addition, the COPS Office welcomes applicant feedback on this notice of funding opportunity, the application submission process, and the application review process. Provide feedback via email to AskCopsRC@usdoj.gov (Subject line: "FY25 CHP Feedback").

Submission Information

Registration: To submit an application, all applicants must be registered in SAM.gov with a Unique Entity Identifier (UEI) number and be registered in Grants.gov.

Submission: Completing an application is a two-step process:

1. Applicants are first required to register via <https://www.grants.gov>, complete the SF-424 form and submit it through the [Grants.gov website](#).
2. Once the SF-424 has been submitted via Grants.gov, the applicant will complete the full application including survey questions and provide attachments in JustGrants.

An application is not considered submitted until both of these steps are completed. For more information about registration and submission, see the Application and Submission section of this NOFO.

All guidance for this program is contained in this NOFO and can also be found at <https://cops.usdoj.gov/chp>.

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Program Description

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources. To date, the COPS Office has been appropriated more than \$21 billion to advance community policing, including grants awarded to more than 13,000 state, local, territorial, and tribal law enforcement agencies to fund the hiring and redeployment of nearly 140,000 officers.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, <https://cops.usdoj.gov>.

The FY25 COPS Hiring Program (CHP) provides funding to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. Anticipated outcomes of CHP awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agency to engage in community policing activities.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime.

Overview of Program Requirements

Hiring Categories

Funding under this program may be used to hire or rehire career law enforcement officers in the following categories:

- **Hire new officers**, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date on the notice of award.
- **Rehire officers laid off** by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions. The rehired officers must be rehired on or after the official award start date on the notice of award. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- **Rehire officers who are (at the time of application) currently scheduled to be laid off** by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.
 - Recipients will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application.
 - The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date.
 - Documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHP. If an application is approved for funding, the notice of award will specify the number of positions approved in each category. Once awarded, recipient agencies may not move funded positions between the hiring categories without receiving written prior approval from the COPS Office.

Problem/Focus Areas

Applicants will identify and describe one specific problem/focus area from the list below. Note that selection of some problem focus areas may result in additional consideration for funding (see Application Review Information). Applicants that select those funding areas will not be allowed to change the problem areas/focus area of common sense policing strategies after the award is issued.

- **Violent Crime** - Applicant will employ common sense policing strategies to address a range of violent crime problems. Applicants committed to aggressively enforcing gun laws; addressing human trafficking, criminal gangs, or drug manufacturing / dealing / trafficking; dismantling gangs, street crews, and drug networks; or cracking down on the open use of illegal drugs subcategories will receive additional consideration.
- **Squatting and Encampment Enforcement** - Applicants will focus on ending squatting by collaborating with federal law enforcement / task forces to end the epidemic of squatters and public encampments that create safe havens for drugs, crime, and human trafficking.
- **Homeland and Border Security** - Applicants will partner with federal law enforcement to combat illegal immigration (e.g., information sharing, 287(g) partnerships, task forces, and honoring detainees), protecting critical infrastructures, and information/intelligence problems.
- **Nuisance Abatement and Quality of Life** - Applicants will focus on aggressive and strict enforcement of nuisance abatement and blight including, among other things, petty larceny and criminal damage to property.
- **School Based Policing** - Applicants will focus on deploying School Resource Officers (SROs) to protect elementary or secondary schools, expand crime prevention efforts, identify changes to reduce crime in and around schools, and other activities to increase school safety.
- **Other/Innovations in Common Sense Policing** – Applicants are required to describe new and promising approaches in common sense policing that can be advanced through the COPS Hiring Program.

“Career Law Enforcement Officer” Defined

A “career law enforcement officer” is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. 34 U.S.C. §10389(1). The State of Alaska, and any Indian tribe or tribal organization in that state, may also use hiring funds for village public safety officers defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670. Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).”

Cap on Officer Requests

Requests will be capped at 20 percent of actual sworn force, with a maximum of 50 officers for any agency. For example, agencies with an actual sworn force of 30 will be allowed to request up to 6 positions. Agencies with fewer than 10 officers may request one position.

Length of Funding and Retention Requirement

Funding under this program will support three years of officer or deputy salaries within a five-year period of performance to accommodate time needed for recruitment and hiring. Agencies must retain each CHP-funded position for a minimum of 12 months following the three years of funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Background Investigation Requirement

Recipients must ensure that each officer(s) hired with CHP funding is subject to a background investigation, notify the COPS Office upon completion of the background investigation for each officer hired under the CHP award, and cooperate with the COPS Office and provide updates on the status of background investigations upon request. Additional information can be found in the FY25 CHP Application Resource Guide and the External Background Investigations FAQs.

Prohibition on Supplanting

"Supplanting" is to deliberately reduce state or local funds because of the existence of federal funds. For example, when state funds are appropriated for a stated purpose and federal funds are awarded for that same purpose, the state replaces its state funds with federal funds, thereby reducing the total amount available for the stated purpose. As such, a recipient may not reduce its existing current fiscal year budget for sworn officers just to make use of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds to avoid a violation of the COPS Office statutory non-supplanting requirement.

Cap on Direct Administrative Costs

Applicants may request up to 2 percent of the federal award amount for direct costs associated with administering the award. See the Budget and Associated Documentation section for additional information.

Understaffed Law Enforcement Agencies Operating Below Budgeted Strength

A law enforcement agency operating below its budgeted strength is eligible to apply for funding so long as the applicant attests that awarded funds will be used in compliance with the nonsupplanting requirement and not used to supplant state, local, or Bureau of Indian Affairs funds that are already budgeted for sworn law enforcement officer positions. Budgeted strength is the maximum number of sworn law enforcement officers that a law enforcement agency is authorized to employ in their budget.

Please see the “Guidance for Understaffed Law Enforcement Agencies Operating Below Budgeted Strength” factsheet for additional information.

School Resource Officer (SRO) Requirements

- **Memorandum of Understanding:** Recipients awarded CHP funding to hire and/or deploy School Resource Officers (SRO) into schools will be required to submit to the COPS Office a signed MOU between the law enforcement agency and the school partner(s) within 90 days of the date shown on the award letter, and before expending or drawing down funds under the award. See the Other Supporting Documentation section and/or the SRO MOU Fact Sheet for additional information.
- **Training Requirement:** COPS Office-funded SRO(s) are required to complete an SRO 40-hour basic training course from a list of COPS Office approved provider(s). Training must be completed no later than nine months after the date shown on the award congratulatory letter or six months from the SRO hire date, whichever comes first. Additional information and requirements can be found in the FY25 CHP Application Resource Guide.

This is a competitive, discretionary program. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

Program Goals and Objectives

Goal 1: The goal of CHP is to provide funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

- Objective 1: Engagement in planned community partnerships
- Objective 2: Implementation of projects to analyze and assess problems
- Objective 3: Implementation of changes to personnel and agency management in support of community policing
- Objective 4: Increased capacity of agencies to engage in community policing activities

Statutory Authority

The COPS Hiring Program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

Federal Award Information: Awards, Amounts and Durations

Anticipated Number of Awards

250

Anticipated Maximum Dollar Amount of Awards

Up to \$6,250,000

Period of Performance Start Date

October 1, 2025

Period of Performance Duration (months)

60 months

Anticipated Total Amount to be Awarded under Notice of Funding Opportunity

Up to \$156,668,839

Announcement Type

Initial

Type of Award

The COPS Office expects to make this award in the form of a grant, which does not provide for substantial involvement between the federal awarding agency and the nonfederal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Cost Sharing or Match

For this opportunity, a local match is required of at least 25 percent, which must be in the form of cash, unless a waiver is approved at the time of application. FY25 CHP awards will cover up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year funding period, based on the applicant's current entry-level salary levels for full-time officers. Absent an approved matching funds waiver, the maximum federal share per officer position is \$125,000 over the three-year period (not \$125,000 per year) and any additional costs exceeding entry-level salaries and fringe benefits will be the responsibility of the recipient agency. Additional details can be found in the Budget and Associated Documentation section below and the [FY25 CHP Application Resource Guide](#).

Eligibility Information

See the Overview section for detailed eligibility information.

Application and Submission Information

The complete application package (that is, this NOFO, including links to additional documents) is available on Grants.gov and on the COPS Office website <https://cops.usdoj.gov/>. Completing an application under this program is a two-step process.

Before You Begin: SAM.gov Registration and Unique Entity Identifiers (UEIs)

To submit an application, your entity must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. You will enter the entity's UEI in the application. Award recipients must then maintain an active UEI for the duration of their award. Visit SAM.gov for details and resources for first-time registration or renewal of an existing registration.

The registration and renewal processes can take several weeks. Start these processes at least 30 days prior to the Grants.gov deadline. Applicants who do not begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Step One: Grants.gov

Application for Federal Assistance (SF-424): Applicants must register via <https://www.grants.gov> and complete an Application for Federal Assistance, Standard Form 424 (SF-424). The SF-424 is a required standard form that collects the applicant's name, address, and UEI; the funding opportunity number; and the proposed project title, among other information. It is used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via <https://www.grants.gov> using the information provided on that site. The SF-424 must be signed by the Grants.gov authorized organizational representative.

Section 8F – Applicant Point of Contact: Enter the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. Find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at the following website: [SPOC-list-as-of-August-2024.pdf](#) If the applicant's state appears on the SPOC list:

- Contact the state SPOC for information and follow the state's process under E.O. 12372.
- On the SF-424, make the appropriate selection for question 19 once the applicant has complied with its state E.O. 12372 process.

If the applicant's state does not appear on the SPOC list:

- Answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

Applicants are strongly encouraged to register immediately on <https://www.grants.gov>. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through JustGrants. Refer to the U.S. [Department of Justice \(DOJ\) Application Submission Checklist](#) for additional details.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step Two: JustGrants Application

The remainder of the application will be completed through the Justice Grants System (JustGrants) at <https://justicegrants.usdoj.gov/>. No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

Standard Applicant Information

To begin the JustGrants application, applicants must first complete a web-based form in JustGrants which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the two Authorized Representatives (see following) and verify the legal name, address, and enter the ZIP code(s) for the areas affected by the project. For statewide or nationwide projects, the applicant should enter “State” or “National” in this field.

The Authorized Representatives are the officials who have ultimate and final responsibility for all programmatic and financial decisions regarding this COPS Office application as representatives of the legal recipient (e.g., your agency or organization).

Who should be assigned as Authorized Representatives?

For **law enforcement agencies**, COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in JustGrants.

For **non-law enforcement agencies**, (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in JustGrants. Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

Before applicants can complete this section, the two Authorized Representatives must have established accounts in JustGrants after the Grants.gov portion of the application was submitted. **Please note: Users assigned as Authorized Representatives must log into the JustGrants system to activate their account. Users will not be visible in JustGrants until they have successfully logged into JustGrants.**

Application Components

Data Requested with Application

Applicants must complete the survey questions in the “Data Requested with Application” section of the JustGrants application. A copy of the survey questions required for this NOFO can be found at <https://cops.usdoj.gov/chp>.

Budget and Associated Documentation

Budget Detail Worksheet (Web-Based Form)

Applicants must complete the web-based budget worksheet form in JustGrants, providing narrative entries in the “additional narrative” field to describe and justify each proposed cost.

The information in the “additional narrative” field(s) should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project and demonstrate the efficient use of funding in achieving program goals.

Budget requests may only be made in the following categories:

- Sworn Officer Personnel
- Fringe Benefits
- Other Costs – Direct Administrative Costs

Recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Federal Funding Restrictions

Please be advised that COPS Office funding must not be used for the following:

1. To directly or indirectly support or subsidize an educational service agency, state educational agency, local educational agency, elementary school, secondary school, or institution of higher education that requires students to have received a COVID-19 vaccination to attend any in-person education program.
2. To promote gender ideology.
3. For projects that provide or advance diversity, equity, inclusion, and accessibility, or environmental justice programs, services, or activities.
4. State and local governments and law enforcement agencies that have failed to protect public monuments, memorials, and statues from destruction or vandalism.

If awarded, and it is determined that the applicant is not in compliance with the funding restrictions, the COPS Office may place a hold on the award and/or take other remedial action.

See below for non-exhaustive list of allowable and unallowable costs, as well as guidance for completing each budget category.

Allowable Costs – Fundable Requests

The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers who are hired or rehired on or after the award start date, and direct administrative costs of up to 2 percent of the federal award amount. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the award date until the date of the scheduled layoff.

There is a minimum local cost share (matching funds) requirement of 25 percent, which must be in the form of cash. The local cost share (matching funds) requirement may exceed 25 percent if the entry-level salary and fringe costs total more than \$167,000 over three years. Note: The local cost share (matching funds) will calculate automatically once the overall salary, fringe rates, and direct administrative costs are entered.

- **Sworn Officer Salaries:** You will enter the funding request by indicating the number of officers you are requesting, then by providing the current entry-level salary and fringe benefits for one full-time sworn officer. The total request will calculate automatically.
 - The number of officers you request in the budget must match the number of officers requested in the question survey and may not exceed 20 percent of actual full-time sworn force, up to 50 officers.
 - CHP awards are subject to the restrictions described in the Program Description section, including but not limited to: \$125,000 maximum over three years and minimum of 25 percent cost share or matching funds requirement (unless waived). Applicants budgeting for an increase in salaries and/or fringe benefits over the life of the award are required to provide an explanation. **Note that the \$125,000 in federal funds total is for three years, not \$125,000 annually.**
 - Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget reductions may be rehired using CHP award funds, but funding requests must be limited to your agency's entry-level salaries and fringe benefits for full-time officers. Agencies will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.
 - For applicants with more than one entry-level salary and benefit package based on prior education for new officers with no prior law enforcement experience, you may average those salaries and benefits to report your entry-level salary and benefits. Please note, however, that any higher salaries and benefits that are paid to compensate for prior law enforcement experience are not considered entry-level and should not be included in this average or otherwise reported as entry-level. If awarded CHP funding, an agency must use it to pay the actual entry-level officer's salary and benefits and any CHP funds remaining after the 36-month funding period will be deobligated.

- **Fringe Benefits:** Fringe benefits typically covered by the applicant agency, as specified in agency personnel and salary policies or contractual agreements, and allowable under 2 CFR 200, will be covered. Examples of allowable fringe benefits include Social Security, Medicare, insurance (life, health, dental, etc.), shift differential, retirement plans, and holiday pay.
 - For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included with personnel costs. Any fringe benefits that are already included as part of the agency's base salary should not be repeated in the separate fringe listing. Fringe benefits that do not appear in the drop-down budget menu will not be considered.
 - Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under CHP. See the Unallowable Costs – Costs that will Not be Funded section for more information.

Note: The following are considered unallowable costs under CHP, regardless of whether they are included as salary or fringe: Sworn officer overtime costs, training, travel, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay. If your agency pays those benefits for locally funded officer positions, your agency will be required to use local funds to do so for CHP-funded officer positions. See the Unallowable Costs – Requests that will Not be Funded section for more information in unallowable costs.

- **Direct Administrative Costs:** Up to 2 percent of the federal share may be used for direct administrative costs. See 34 U.S.C. § 10381(i).
 - Recipients may use up to 2 percent of the grant award amount for administrative costs, which encompasses costs directly associated with administering the grant.
 - Examples of direct administrative costs may include directly assignable salaries and fringe benefits for administrative staff that collect performance measurement data and submit performance reports in JustGrants and/or Federal Financial Reports.
 - Direct costs are those costs that can be “. . . identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. . . ” See 2 C.F.R. § 200.413.

- Any direct administrative costs proposed must be specific and directly assignable to the award activities. Any lump sum line item of 2 percent will be removed from the budget, and the award amount will be reduced accordingly.
- Note: the current appropriations act cap is \$125,000 per sworn officer position. Including 2 percent for direct administrative costs would not increase the grant award amount. **Any amount used for direct administrative costs will reduce the amount of funding available for sworn officer salaries and benefits.** However, if the local match is waived, the 2 percent would apply to the full federal share. Administrative costs encompass expenses directly associated with administering the grant.

Unallowable Costs – Requests That Will Not be Funded

All items other than entry-level personnel costs (salaries, fringe benefits) and direct administrative costs up to 2 percent of the federal award amount, as described in the preceding section are considered unallowable under CHP. Therefore, the following costs are not permitted under CHP:

- Salaries, fringe benefits, for
 - Existing locally funded officers, unless those officers are currently scheduled to be laid off on a specific future date over and above an agency's entry-level salary and fringe benefits for officers.
 - Civilian or nonsworn personnel, unless included in the Other Costs category for the sole purpose of administering the award.
 - Part-time officer positions, unless included in the Other Costs category for the sole purpose of administering the award.
 - Furloughed officers
 - Correctional officers
- Overtime costs, severance pay, hazard pay, and retroactive pay.
- Equipment (e.g., weapons, and vehicles)
- Training
- Travel
- Uniforms
- Indirect costs

Before including any of these items in your budget and application, please contact the COPS Office at AskCopsRC@usdoj.gov. This is not an exhaustive unallowable expenses list. Items not listed will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items not included on this unallowable expenses list. All requests must contribute directly to the specific purpose of the award project.

Note: Costs incurred by the applicant prior to the start date of the period of performance of the federal award are unallowable. Requests for reimbursement of items purchased or expenses incurred prior to the award start date (i.e., pre-agreement costs) will not be approved by the COPS Office.

Waiver of Local Cost Share (Matching Funds)

In the Local Match Details section, you will be presented with the option to request a waiver of the local cost share (matching funds) requirement. If a local cost share (matching funds) waiver is requested by selecting “Yes,” you will be instructed to enter the maximum local cost share you would be able to contribute, if any, and to specify if the COPS Office should continue to consider the application if the waiver request is not granted.

Local Cost Share (matching funds) waiver requests will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as reflected through the fiscal health data provided in the application, and a comparison of your fiscal health data with that of the overall applicant pool. Please indicate whether the COPS Office should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration.

Additional Application Components

SRO MOU (if applicable)

Recipients awarded CHP funding to hire and/or deploy SROs into schools will be required to submit to the COPS Office a signed MOU between the law enforcement agency and the school partner(s) within 90 days of the date shown on the award letter and before expending or drawing down funds under the award. An MOU is not required at the time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be uploaded as an attachment under the section in JustGrants titled “MOUs and Other Supporting Documents”.

The MOU must contain the following:

- A. The purpose of the MOU
- B. Clearly defined roles and responsibilities of the school district and the law enforcement agency focusing on the officers’ roles on safety
- C. Information sharing
- D. Supervision responsibility and chain of command for the SRO
- E. Signatures

Submit all MOUs together as one attachment to the application. Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why they are unsigned.

Please refer to the MOU fact sheet at <https://cops.usdoj.gov/chp> for a full description of requirements.

SRO Official Partner Contact Information (if applicable)

Applicants requesting funding for SROs should enter in contact information for each school partner where the SROs will be deployed, if known at time of application. This information is not required at the time of application but will be later required for any agency awarded CHP funding for officers to be deployed as SROs.

Letters of Support

In this section, applicants will attach letters of support from partners such as other law enforcement agencies, community organizations, government officials, or other stakeholders as applicable.

Each letter of support may include descriptions of the following:

- Relationship between the applicant and the supporting entity.
- Need for and benefits that would be gained from the project.
- Applicant's capacity to complete the proposed projects.

Submit letters of support together as one attachment. The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. Recommended file formats are PDF, Microsoft Word, and Microsoft Excel.

Disclosures and Assurances

Lobbying Activities

JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

For this requirement, lobbying means influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress.¹ Note: Most applicants do not engage in activities that trigger this disclosure requirement.

¹ See 31 U.S.C. 1352; 28 C.F.R. part 69.

An applicant that is not required by law² to complete and submit a lobbying disclosure should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

U.S Department of Justice (DOJ) Certified Standard Assurances

Review and accept the [DOJ Certified Standard Assurances](#) in JustGrants. See the [FY25 CHP Application Resource Guide](#) for additional information.

DOJ Certifications

Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#). Sign the certification document. See the [FY25 CHP Application Resource Guide](#) for additional information.

Federal Civil Rights and Award Review

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Submission Dates and Time

The COPS Office highly recommends applicants work through the [JustGrants DOJ Application Submission Checklist](#) before submitting an application for review. This checklist details each step required to prepare a complete and accurate application submission.

Completed applications and all mandatory application components must be submitted in JustGrants by July 1, 2025, by 4:59 p.m. ET. *Please note that technical support will not be available after 5:00 p.m. ET.*

To maintain the integrity of the competitive notice of funding opportunity process, the COPS Office can provide publicly available technical assistance regarding the mechanics of the application but cannot evaluate the merits of an application during the open notice of funding opportunity period.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

² Law referenced is 31 U.S.C. 1352.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov. The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the JustGrants System.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is April 30, 2025.

Late Submissions

The COPS Office will review on a case-by-case basis requests for late submission due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events.

- Requests for an extension of the Grants.gov deadline must be received no later than **June 25, 2025, 4:59 p.m. ET.**
- Requests for an extension of the JustGrants deadline must be received no later than **July 1, 2025, 4:59 p.m. ET.**

No late submission requests will be considered after the extension requests deadline. Extension of deadlines is rare and is not guaranteed.

To be considered for an extension, applicants must contact the COPS Office Response Center via email at AskCopsRC@usdoj.gov detailing the technical/extraordinary issues that impact application submission. This email must be submitted prior to the deadline for which the applicant is requesting an extension. The applicant's email must include the following information:

- UEI number
- Organization name
- Point of contact name and information
- Application ID
- Nature of the issue/disaster and how it affected the applicant's ability to submit the application on time

The email subject line should read "FY25 CHP Extraordinary Circumstances: [UEI number, Agency Name, Application ID]", with your UEI number and organization name and details filled in.

The COPS Office will respond to each applicant as soon as possible with either an approval and instructions for submission or a rejection. If the technical issues you reported cannot be validated, the application will be rejected.

The following conditions are not valid reasons to request an extension:

- Failure to begin the registration process in sufficient time
- Failure to follow instructions on Grants.gov or JustGrants
- Failure of the two assigned Authorized Representatives, with the proper authority, to activate accounts in JustGrants prior to application submission
- Failure to follow all the instructions in the notice of funding opportunity
- Failure to register or update information on the SAM website
- Failure to register or complete the SF-424 in grants.gov

Late submissions may be considered for review at the discretion of the COPS Office on a case-by-case basis due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events.

Application Review Information

The COPS Office is committed to ensuring a fair process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the NOFO. Applications will undergo a review and selection process, which includes a review of basic minimum requirements, scoring, community policing narrative review, administrative compliance review, and the COPS Office Director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own application prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

Basic Minimum Requirements (BMR) Review

Once the NOFO closes, COPS Office staff screen and evaluate applications for compliance with basic minimum requirements (BMR).

BMR Criteria

The BMR review ensures that applicants are local, state, territorial, and tribal law enforcement agencies that have primary law enforcement authority.

Application Review

A team of reviewers will evaluate applications that meet the eligibility basic minimum requirements. The COPS Office may use internal reviewers, external reviewers, or a combination to assess applications on technical merit using the NOFO's review criteria. An external reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal reviewer is a current federal

employee who is well-versed or has expertise in the subject matter of the subcategory. Feedback is advisory only, although reviewer views are considered carefully. Reviewers will be asked to review applications based on the application subcategory and the NOFO's stated purpose for the funding. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the NOFO language.

The COPS Office will make an initial determination, balancing the applicant's need for federal assistance (as measured by economic and fiscal health questions) with crime rates, the applicant's current commitment to community policing, and the strength of their proposed community policing strategy.

- **Initial Application Scoring:** Applications will initially be scored according to the following weighting methodology:
 - Fiscal Need: 33.3 percent
 - Crime: 33.3 percent
 - Community Policing: 33.3 percent

Agencies that do not meet a minimum community policing score, reflecting a basic commitment to community policing and a strategy to continue or enhance it, will not proceed to the next phase of the application review process and will not be further considered for funding.

- **Community Policing Narrative Review:** Following Initial Application Scoring, a qualitative review of each eligible applicant's community policing narrative is conducted to ensure that the proposed project sufficiently describes how the applicant plans to address their community policing and crime prevention efforts and aligns with the Problem/Focus Area selected in the application. Agencies with inadequate community policing narratives will not proceed to the next phase of the application review process and will not be further considered for funding.
- **Additional Consideration:** Following the Community Policing Narrative Review phase, initial scoring will be reviewed and adjusted for eligible applicants based on the additional considerations. Additional consideration may be given to applicants who propose a community-based approach to the following Problem/Focus areas. See the Program Description section for additional details. Agencies must describe how they will use award funds to address the problem/focus area they selected:
 - Violent Crime
 - Squatting and Encampment Enforcement
 - Homeland and Border Security
 - Nuisance and Abatement and Quality of Life
 - School Based Policing

Note: Applicants who choose one of the common sense policing problem/focus areas listed here must devote 100 percent of their funded positions to that focus area and will not be allowed to change their choice once the award has been issued.

Additional consideration may also be given to applicants that meet any of the following criteria:

- **Ending Deadly Sanctuary City Polices** - Agencies that cooperate with federal law enforcement to address illegal immigration (state and local government applicants only).
- **Safe Harbor** – Applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as “safe harbor” laws) and permit individuals to vacate arrest or prosecution records for non- violent offenses as a result of being trafficked.
- **Catastrophic Incident** – Applicants that experienced a major disaster or catastrophic event in the time period from January 1, 2024, to present, or Attorney General–declared area in crime-related crisis.
- **Hiring Veterans** – Applicants that commit to hiring at least one military veteran.
- **Rural Designation** – Applicants from rural areas.
- **Unfunded in previous year** – Applicants that did not receive a CHP award in FY24 due to the limited availability of funding who submit a quality application in FY25.

Application scores from the Initial Application Scoring phase are adjusted, as applicable.

Note: Applicable consideration(s) is only one of many factors in making COPS Office funding decisions and does not guarantee an award.

- **Funding Recommendations and Allocations:** Following the scoring adjustments for the additional considerations, the COPS Office then calculates funding recommendations and allocations based final scores and the statutory requirement to distribute half of all hiring funds to agencies serving populations of more than 150,000 and half to those serving 150,000 or fewer, and to ensure that at least one-half of one percent of hiring funds are allocated to each state or territory with eligible applications.

Note: Applicants that requested a waiver of the local cost share (matching funds) requirement, did not receive approval for the waiver request, and selected opted for the COPS Office to NOT continue to consider the application if the waiver request is not granted are not included in this phase.

Administrative Compliance Review

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with U.S. Department of Justice (DOJ) award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application.

Factors that may be included in the past performance review include the following:

- Applicant adherence to all special conditions in prior awards
- Applicant compliance with programmatic and financial reporting requirements
- Applicant completion of closeout for prior awards in a timely manner
- Whether the applicant has received financial clearances in a timely manner
- Applicant timely resolution of issues identified in an audit or monitoring review
- Applicant adherence to single audit requirements
- Applicant timely completion of work and use of funds in prior awards

Pursuant to 2 C.F.R. Part 200 (“Uniform Guidance”), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award.

The COPS Office must also review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM.gov under Entity Information, Responsibility/Qualification (formerly FAPIIS.gov). Applicants may review and comment on any information about their organization or agency in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. Contact is not indicative of an award decision. Based on risk findings, the COPS Office may remove an applicant from consideration or apply additional post-award conditions for oversight of the award should it be selected for funding.

Director Selection

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including prior funding history, current award balances, population served, agency type and geographic variety, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

Federal Award Notices

It is anticipated that awards will be announced on or after September 1, 2025. Any public announcements will be posted on the [COPS Office website](#). All award decisions are final and not subject to appeal.

Notice of award will be sent electronically from JustGrants to the Application Submitter, Authorized Representative, and Entity Administrator. Please note that this notice of award is NOT an authorization to begin performance. This award notification will include instructions on accessing the official award package in JustGrants, enrolling in Automated Standard Application for Payments (ASAP), and accepting the award. The notice of award will contain details about the award including start and end dates, funding amounts, and award conditions. Recipients will be required to log into JustGrants to review, sign, and accept the award package. Applicants not selected for award will receive notification after all award recipients have been notified.

The Award Package

The federal award package is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates. The award start date indicated in the award package means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of award is 36 months.

Your FY25 award number is in the following format: 15JCOPS-25-XX-XXXXX-XXXX. The COPS Office tracks award information using this number; therefore, it is important to have your award number readily available when corresponding with the COPS Office.

The award terms and conditions are listed in the award package. In limited circumstances, your award package may include additional award conditions or high-risk conditions that prevent your organization from drawing down or accessing award funds until the COPS Office determines that these conditions have been satisfied. Acceptance of the award is an acknowledgement that you are obtaining federal funds from the COPS Office. As part of that agreement, your organization acknowledges that it will comply with all applicable award terms and conditions, including any award or high-risk conditions.

Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must also comply with award terms, conditions, and other legal requirements including, but not limited to, Office of Management and Budget (OMB), U.S. Department of Justice (DOJ), or other federal regulations that will be included in the award or incorporated into the award by reference or applicability.

The COPS Office strongly encourages applicants to review applicable requirements and terms and conditions prior to submitting an application. Terms and conditions for COPS Office awards are available on the COPS Office website in the [FY25 CHP Application Resource Guide](#). Terms and conditions are subject to change before the award is issued. The FY25 CHP Application Resource Guide contains additional requirements which apply to this application and award, including audit requirements, suspension, and termination requirements.

Terms, Conditions, and Award Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must also comply with award terms, conditions, and other legal requirements including, but not limited to, Office of Management and Budget (OMB), U.S. Department of Justice (DOJ), or other federal regulations that will be included in the award or incorporated into the award by reference or applicability.

The COPS Office strongly encourages applicants to review applicable requirements and terms and conditions prior to submitting an application. Terms and conditions for COPS Office awards are available on the COPS Office website in the [FY25 CHP Application Resource Guide](#). Terms and conditions are subject to change before the award is issued. The FY25 CHP Application Resource Guide contains additional requirements which apply to this application and award, including audit requirements, suspension, and termination requirements.

Accepting the Award

To officially accept and begin your award, your organization must access your award package at <https://justgrants.usdoj.gov/>. Once you access your account, two Authorized Representatives will review and electronically sign the award document (including award terms and conditions and, if applicable, any special award conditions or high-risk conditions) within **45 days of the date shown on the award congratulatory letter**, unless an extension is requested and granted.

The two assigned Authorized Representatives (Law Enforcement Executive / Programmatic Official and Government Executive / Financial Official), as described in the Application Contents and Format section, are required to sign the award package. If either or both Authorized Representatives change between application submission and award receipt, the Entity Administrator will need to update the Authorized Representative(s) in JustGrants.

Your organization will not be able to draw down award funds until the COPS Office receives your signed award document. For more information on accepting your award, please visit the [JustGrants Training page](#) for step-by-step instructions.

Administrative Actions and Legal Remedies Related to Federal Awards

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, designation on the U.S. Department of Justice (DOJ) High Risk List, and other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at oig.hotline@usdoj.gov, <https://oig.justice.gov/hotline/index.htm>, or 800-869-4499.

Remedies for Noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or, in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18. Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Federal Awarding Agency Contact(s)

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree not to release some or all portions of an application/award file in advance of a request pursuant to the FOIA.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. Some examples include certain types of information in budgets and names and contact information for project staff other than certain key personnel. In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this NOFO, the application submission process, and the application review peer review process. Provide feedback via email to AskCopsRC@usdoj.gov with the following subject line: “FY25 [Insert Program Here] Program Feedback.”

Important: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the NOFO, you must contact the COPS Office Response Center at AskCopsRC@usdoj.gov.

COPS Office Other Information

Reporting, Monitoring, and Evaluation Requirements

Reporting

If awarded, your organization will be required to submit quarterly Standard Form 425, Federal Financial Reports (FFR) as well as semiannual Programmatic Performance Reports. Recipients should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made. Failure to submit complete reports or submit reports in a timely manner will result in the suspension and possible termination of a recipient’s COPS Office award funding or other remedial actions.

Monitoring

Federal law requires that agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

Awarded organizations will be responsible for submitting Programmatic Performance Reports on a semiannual basis and SF-425 - Federal Financial Reports on a quarterly basis. In addition, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based award reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization's progress toward achieving your community policing strategy. Grant Operations staff are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities.

Please feel free to contact your COPS Office Program Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Program Evaluation

Though a formal assessment is not a requirement, awarded organizations are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping organizations identify areas in need of improvement, providing data about successful processes, and reducing vulnerabilities.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In select jurisdictions that can support outcome evaluations, measurement of the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

Financial Management and System of Internal Controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

- Establish, document, and maintain effective internal control over the federal award that provides reasonable assurance that the recipient or subrecipient is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

- Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of federal awards.
- Take prompt action when instances of noncompliance are identified.
- Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information (PII) and other information. This also includes information the federal awarding agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and responsibility over confidentiality.

Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>, establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

Civil Rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Funding to Faith-Based Organizations

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An

organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Any organization providing social services supported by financial assistance from DOJ must give written notice to beneficiaries and prospective beneficiaries of certain civil rights protections. In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. Further guidance on federal financial assistance for faith-based organizations can be found at [Civil Rights | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs \(ojp.gov\)](#) and [Equal Treatment of Faith-Based Organizations in DOJ-Supported Social Service Programs](#).

Public Reporting Burden: Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. For any questions or comments, please contact Donald Lango, COPS Office Paperwork Reduction Act Program Manager, at 202-616-9215.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is April 30, 2025.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111-352), recipients who receive funding from the Federal Government must measure the results of the work that funding supports. This act specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for this program will include the following:

- Extent to which COPS Office award funding has increased your agency's community policing capacity
- Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity

The objective of these performance measures is to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.

Recipients will rate the effectiveness of the COPS Office funding in increasing its community policing capacity. Data will be collected on a periodic basis through performance reports.

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving, (2) partnerships, and (3) organizational transformation. The COPS Office requires all applicants to describe how the personnel, technology, equipment, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

The performance measures for this program can be found at [Compliance and Reporting | COPS OFFICE](#).

As part of the programmatic performance reports, all recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the program to better meet the program's objective and law enforcement agency needs.

Application Checklist

Please refer to the [JustGrants DOJ Application Submission Checklist](#).

FUTURE MEETING AGENDA HIGHLIGHTS

June 16, 2025

June 23, 2025 Rosefest Parade 6:15 PM



June 26, 2025 Taste of Rosefest 5-8 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