



City Council Agenda

Monday, August 11, 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: Strahan, Schroeder, Groff, Bauer, 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. 75th Commemoration of Karen Martyrs' Day - August 12, 2025
b. Accept Gold Leaf Challenge Award
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Receive Update from Tubman regarding Crisis Intervention Services provided for the City of Roseville
- 6:35 p.m. b. Recieve Presenatation from NewTrax regarding Roseville Area Circulator Bus Service
- 6:55 p.m. c. Appoint Youth Commissioners to Various Commissions
- 7:00 p.m. d. Discuss City Council and Advisory Commission Rules of Procedure Remote Participation Policy
- 7:20 p.m. e. Consider making changes to the 2025 City Council Calendar
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:30 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from July 14, 2025 EDA Meeting
b. Approve Minutes from July 14, 2025 City Council Meeting
c. Approve Minutes from July 21, 2025 City Council Meeting
- 7:35 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 1 Temporary Gambling Permit and 2 Temporary Liquor Licenses
c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
d. Receive City Grant Applications Update
e. Receive 2025 Second Quarter Financial Report
f. Approve Conservation Partners Legacy Grant Program Agreement
g. Approve Facility Management Agreement with McGough Facility Management, LLC
h. Approve Agreement with Reach for Resources for Inclusion Services in 2026
i. Approval to Submit a Grant Application for the Intensive Peace Officer Education and Training Program

- 7:40 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 a. Future Agenda
- 7:50 p.m. **12. Adjourn**



75th Commemoration of Karen Martyrs' Day August 12, 2025

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our communities; and

Whereas: The Karen are indigenous people in the Southeast Asian countries of Thailand and Burma (now Myanmar). The Karen aided the British during World War II, and many Karen were killed in the effort; and

Whereas: On August 12, 1950, Karen National leader Saw Ba U Gyi, the founder and president of the Karen National Union (KNU), was assassinated with eight of his colleagues in Kawkaik, Karen State (Burma) by Burmese Army; and

Whereas: Ever since then, August 12 is recognized as Karen National Martyrs' Day; and

Whereas: On Martyrs' Day, Karen people all over the world commemorate and honor fallen leaders, soldiers, and civilians that have lost their lives in the struggle for freedom, democracy, and human rights; and

Whereas: There are more than twenty thousand Karen refugees who now call Minnesota home, making it the largest Karen community in the country; and

Whereas: A growing number of Karen refugees make their home in Roseville and neighboring cities;

Now, Therefore Be It Resolved that the City Council hereby declares August 12, 2025 to be Karen Martyrs' Day in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In **Witness whereof**, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 11th day of August, 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 5.b.

Department Approval



City Manager Approval



Item Description: Accept Gold Leaf Challenge Award

Background

The Gold Leaf Challenge is a new program from the GreenStep Cities program to provide communities with pathways to take climate action in addition to the GreenStep best practices. This new program includes 44 high-priority, high-impact climate actions under the categories of climate mitigation, climate planning, climate adaptation, and community connectedness for Minnesota's changing climate.

City of Roseville participated in both program development in 2022 and the pilot program in 2023, in addition to maintaining GreenStep Level 5 throughout.

Policy Objectives

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

Equity Impact Summary

There are no equity impacts associated with this award.

Budget Implications

There is no financial impact to the City of Roseville.

Staff Recommendations

Staff recommends the City Council accept the Gold Leaf Challenge Award for actions taken in 2024.

Requested Council Action

Receive presentation and accept Gold Leaf Challenge Award.

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments: 1. Presentation



Program Structure



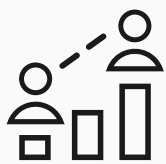
Open to all types of communities

To challenge, assist, and recognize efforts that lead to taking climate action.



44 Gold Leaf Actions & Guides

High-impact, high-priority best practices across mitigation, adaptation, planning, and community connectedness



Awards for current actions

Sorry, no past actions allowed. It's all about moving forward!



Start with a Green Team

First and only action that is required



Climate Mitigation	Climate Planning	Climate Adaptation	Community Connectedness
CM1 - Efficient public building operations	CP1 - Safe Shelter	CA1 - Urban heat relief	CC1 - Combined green team
CM2 - Certified green building operations	CP2 - Community resilience hub	CA2 - Flood mitigation	CC2 - Youth involvement
CM3 - Private Sector incentives	CP3 - FEMA rating	CA3 - Back-up energy systems	CC3 - Youth collaboration
CM4 - Resilient growth	CP4 - Climate adaptation/resilience plans	CA4 - Private resilience projects	CC4 - Student internship
CM5 - Public sustainable buildings	CP5 - Climate risk assessment	CA5 - Resilient trees	CC5 - Community restoration
CM6 - Public energy efficiency projects	CP6 - Climate goals	CA6 - Building weather preparation	CC6 - Community science
CM7 - Alternatives to car travel	CP7 - Climate action plan	CA7 - Drought Tolerance	CC7 - Accessible public green spaces
CM8 - Active living campaign	CP8 - Climate priority resolution	CA8 - Resilient public water systems	CC8 - Tree steward community
CM9 - Transportation Mode-Shift	CP9 - Climate action budget		CC9 - Local purchasing
CM10 - Telecommuter Forward	CP10 - Climate staff		CC10 - Local food buying
CM11 - Renewable energy purchasing	CP11 - Sustainable building/renovation policy		CC11 - Community visioning
CM12 - Community renewable energy projects	CP12 - Land use policy		CC12 - Green businesses and jobs



Roseville 2024 Reported Actions

✦ CC1– Combined Green Team

- Roseville Green Team/ Public Works, Environment, and Transportation Commission

✦ CC4– Student Internship

- Winona State University intern assisted with updating the Green Remodeling Planbook, reviewed Environmentally Preferable Purchasing Policy, provided outreach for the Energy Action Plan and Bike Plan, assisted with Green to Go outreach and Sustainability Newsletter

✦ CC11– Community Visioning

- Bike Summit included audits, planning, and networking with surveys and maps

✦ CP10– Climate Staff

- 2023 -2024 Full-time Sustainability Coordinator hired

REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Receive Update from Tubman regarding Crisis Intervention Services provided for the City of Roseville

1
2 **Background**

3 Tubman is a non-profit that provides services to persons facing relationship violence,
4 sexual assault, exploitation, homelessness, addiction, mental health challenges, and other
5 forms of trauma. They have worked in partnership with the Roseville Police Department
6 and the City's Prosecuting Attorney for many years. Specifically, Tubman provides pro-
7 bono legal assistance and advocacy for Roseville victims of crime.

8
9 At the December 2, 2024 City Council meeting, funding for Tubman in the amount of
10 \$20,000 was included as part of the 2025 City Budget. Information about the original
11 request and the services that Tubman provides is included as Attachment 1.

12
13 As a result of providing funding for them in the 2025 budget, the City and Tubman entered
14 into a professional services agreement, which is included as Attachment 3.

15
16 Jennifer Dickinson of Tubman would like to provide an update on their work in Roseville
17 (Attachment 3) and renew their request of \$20,000 for funding in the 2026 budget.

18
19 **Policy Objectives**

20 The City of Roseville strives to be a welcoming and inclusive community where all residents
21 feel safe and secure. This agreement with Tubman supports those aspirations by ensuring
22 that victims of crime have access to legal assistance and advocacy services. The City has
23 a long-standing partnership with Tubman, and the funding allocated by the City Council
24 helps facilitate continued access to these critical resources for Roseville residents.

25
26 **Equity Impact Summary**

27 According to material submitted by Tubman, they serve about 20,000 people of all ages,
28 genders, and cultural backgrounds who face relationship violence, sexual assault,
29 exploitation, homelessness, addiction, mental health challenges, and other forms of
30 trauma. According to Tubman's data, 88% of Tubman's crisis and intervention clients have
31 income at or below 200% of the federal poverty guidelines, 60% identify as Black,
32 Indigenous or people of color (BIPOC), and 46% of clients are children and young people
33 up to age 24.

34
35 **Budget Implications**

36 Depending on the direction of the City Council, \$20,000 may be added to the 2026 budget.

37

38 **Staff Recommendations**

39 Receive update from the Tubman representatives and provide direction to staff regarding
40 inclusion of funding in the 2026 budget.

41

42 **Requested Council Action**

43 Receive update from the Tubman representatives and provide direction to staff regarding
44 inclusion of funding in the 2026 budget.

45

46 **Prepared by:** Patrick Trudgeon, City Manager

Attachments:

1. 2025 Budget Information about Tubman
2. 2025 Professional Services Agreement with Tubman
3. Tubman Presentation

47

Get Help: 612.825.0000
Give Help: 612.825.3333
tubman.org

July 2, 2024

Pat Trudgeon
City of Roseville
Roseville City Hall
2660 Civic Center Dr.
Roseville, MN 55113

Tubman Chrysalis Center
4432 Chicago Ave S
Minneapolis, MN 55407

Harriet Tubman Center East
1725 Monastery Way
Maplewood, MN 55109

Dear Mr. Trudgeon,

I wanted to reach out to provide an update to your City Council regarding the status of funding conversations with Ramsey County regarding our legal advocacy services. In April, Tubman's CEO, Jen Polzin, and I had an opportunity to meet with Commissioner Reinhardt, Commissioner Martinson, County Manager Berg, and St. Paul and Ramsey County Intervention Project CEO, Shelley Cline, to discuss this issue further. You were also in attendance at that meeting.

As you may recall, our commissioners highlighted these vital services for victim/survivors of relationship violence within our communities and expressed interest in advocating for additional state and federal dollars. ***However, they are not able to provide further county funding.*** It is my understanding that they would like us to continue to reach out to the suburban city governments for additional support.

As outlined in my previous letter to systems partners (attached), Ramsey County provides grants for Tubman's NorthStar Youth Outreach Center and emergency housing support. Tubman is so grateful for the current county support we receive, but unfortunately, the inability to provide additional county funding is not helpful in terms of preserving our legal advocacy services. These monies can only be used for their designated purpose, and our youth outreach center is specifically focused on "local homeless prevention aid for youth."

In our previous email exchange, you asked for additional information regarding Tubman legal services to residents of Roseville, what a service contract may look like, and the proposed cost to the City. Please see the requested information below.

Tubman legal services to the community of Roseville in 2023 included the following:

144 clients received 960 legal advocacy services (an average of 7 services per client)
-including ongoing safety planning, criminal and civil legal advocacy, drafting Orders for Protection, emotional support, Safe at Home confidentiality address application assistance, connection to internal and external resources, and communication with city prosecutors and law enforcement on their behalf.

The staffing costs to support these legal advocacy services in 2023 was \$44,834.34.

9 clients received attorney services on 10 cases (provided from other funding sources)
-including legal advice, e-filing services, brief services clinics, and representation.

In addition to our legal services, Tubman offers emergency shelter for people of all genders experiencing violence and our Safe Journeys onsite transitional housing program for youth who are victims of sex trafficking or relationship violence; rapid rehousing in scattered sites across

Ramsey County; mental and chemical health counseling; youth diversion, mentorship, and leadership development; the NorthStar Youth Outreach Center; support groups, a closing closet, financial assistance through our Freedom Fund, and more.

Over the last year, as we looked at ways to preserve our legal advocacy services to victim/survivors in Ramsey County, my team and I met with 11 of the 15 suburban city governments (most more than once), and we are thankful for the financial support we have received from the following cities:

Falcon Heights- \$5,000 for both 2023 and 2024

Mounds View--\$25,500 for both 2023 and 2024

Vadnais Heights--\$14,000 for 2024

For each of the above cities, Tubman entered into a yearly Professional Services Agreement to provide a number of specific advocacy services to victim/survivors of relationship violence within their city. I would be happy to provide additional details on these contracts as requested.

In addition, Ramsey County Attorney Choi committed \$40,000 to Tubman's Legal Advocacy program in 2024 in a one-time award from the county's civil forfeiture funds. He also recommended having further conversations with the County Board and city governments to discuss sustainable options moving forward. As directed, I have had several additional conversations with suburban city officials in the last several months and would really appreciate the opportunity to meet with your Council as well.

I hope all of this information is helpful. Please let me know if you have any additional questions, and I look forward to meeting to talk further.

With gratitude,
Jennifer

Jennifer Dickinson (she/her/hers)

Director of Legal Services



direct: 651-789-6720

jdickinson@tubman.org

crisis: 612-825-0000

www.tubman.org

Get Help: 612.825.0000
Give Help: 612.825.3333
tubman.org

February 19, 2024

Tubman Chrysalis Center
4432 Chicago Ave S
Minneapolis, MN 55407

Dear Systems Partners,

Harriet Tubman Center East
1725 Monastery Way
Maplewood, MN 55109

I hope all of you are doing well as we settle into 2024.

As most of you know, Tubman had several conversations with suburban Ramsey County city governments in the last year regarding our need for additional sustainable funding to preserve our legal advocacy services within the communities we serve. In fact, many of you were part of those conversations. We deeply appreciate your support and feedback as we evaluate next steps in this process.

I am reaching out to share additional detailed information regarding Tubman's Ramsey County legal advocacy services, impacts due to lack of necessary funding, and the steps taken to address the ongoing need for additional support. Tubman is interested in having further conversations on both the state and local levels in the hopes of securing additional funding to continue these critical services for victim-survivors of relationship abuse.

Tubman's Ramsey County Legal Advocacy team specifically provides criminal and civil legal advocacy services to all of our suburban Ramsey County cities. Tubman is the **only** community advocacy agency that provides criminal legal advocacy to victims of relationship violence in the suburbs (occasionally providing co-advocacy with culturally-specific organizations), and our advocates work closely with the suburban city prosecutors and law enforcement agencies to obtain information, provide victim input, and act as a liaison between the victim and the system—and we no longer receive any funding from Ramsey County to provide these services.

Legal Services Provided:

Tubman's legal services include the following: partnering with law enforcement in all the suburban jurisdictions to provide intervention services in response to domestic assault 911 calls; covering all of criminal court advocacy to ensure victims' rights are met through the criminal legal system; legal clinics regarding divorce, custody, child support, and other family law issues; pro bono attorney representation; and assistance drafting Orders for Protection, including providing civil advocacy throughout the process of obtaining this important order. Further, since COVID began, Tubman advocates have been drafting Orders for Protection remotely with clients, and a Tubman staff attorney e-files the orders on their behalf. We continue to offer this service remotely, as client feedback strongly indicates that this allows for much easier access and flexibility to complete this process. Tubman is unique in Minnesota because of our comprehensive continuum of services across the entire organization. We serve each victim-survivor and their family holistically and address their legal situation as well as other needs through

other Tubman programs and external resources with the goal of removing barriers to access, so the client and their family can move forward with as much support as possible.

Last fiscal year, Tubman assisted 4,100 victim-survivors of domestic abuse through the criminal and/or civil court processes, 1,154 of whom were in Ramsey County.

Ramsey County Legal Funding History:

Tubman applies for the “Domestic Violence Support Services” grant through Saint Paul-Ramsey County Public Health when it comes up for RFP to request support for our Ramsey County Legal Advocacy program. Tubman’s history with this grant is as follows:

- May 2020-present: \$0
- May 2015- April 2020: \$25,000/yr
- 2010-2014: \$39,317/yr
- 2005-2009: \$45,038/yr

NOTE: There was a separate Joint Prosecution Project grant in partnership with the County Attorney’s office funded by MN Office of Justice Programs that provided \$46,500 each year for 2015-2016, but that project did not continue after the funding period.

Impact of Funding Cuts:

Unfortunately, we have had to make some difficult decisions in the last few years after the entirety of the Ramsey County Domestic Violence Support Services funding was awarded to the St. Paul Intervention Project. Tubman’s loss of Ramsey County funding plus the fact that State crime victim services funding has remained at the same level since 2018 despite rising costs meant that we had to cut staffing as well as limit the scope of service to Ramsey County residents—even while demand for legal services rose dramatically. Previously the Ramsey County Legal Advocacy Team was staffed at 4.5 FTEs. In 2020, due to the reduction of county funding to zero, we eliminated a .5 FTE Legal Advocate position. In October 2021, we had to go a step further and eliminate an additional full-time Legal Advocate position leaving only 3 FTEs on the team. Because of this, we no longer had enough capacity to serve all victims of domestic violence in suburban Ramsey County and made the very hard decision to focus on intimate partner relationship violence only. That reduction has resulted in over 20% less clients served in the last year.

Additionally, although we have had to reduce services, requests for legal assistance have continued to skyrocket. Tubman received over 3,900 calls related to requests for legal services in the last fiscal year. That is in addition to the information and referrals that criminal and civil court clients received in person, in writing, or by phone. This data reflects the ongoing high demand for legal services, and additional resources are needed to meet that need.

Additional Services Tubman Provides to Ramsey County Residents:

In addition to our legal services, Tubman offers emergency shelter for people of all genders experiencing domestic violence and our Safe Journeys onsite transitional housing program for youth who are victims of sex trafficking or relationship violence (both located at Tubman East in Maplewood); rapid rehousing in scattered sites across Ramsey County; mental and chemical health counseling; youth diversion, mentorship and leadership development; in-school violence prevention curriculum; the NorthStar Youth Outreach Center in Maplewood Mall; support groups, a clothing closet, Jobs Education & Finance support, and more.

Each year more than 16,000 people access Tubman services to develop safety plans, meet their goals, and keep going forward from fear to freedom. A preliminary review of last year's data shows that 3,960 clients served in all programs were Ramsey County residents. Another 6,954 people didn't share what county they were from—and based on consistent data history, it's likely that at least 1/3 of them are from Ramsey County.

Recent Ramsey County funding for services other than legal includes:

- 2022: Awarded \$15,000/yr for 3 years for emergency housing support
- 2024: Awarded \$112,125/yr for 5 years to expand staffing and hours at NorthStar Youth Outreach Center at Maplewood Mall to better serve homeless youth.

Suburban City Funding:

Over the last year, we have looked at ways to preserve our legal advocacy services. Tubman's Director of Legal Services and Ramsey County Legal Advocacy staff met with 11 of the 15 suburban city governments (most more than once) to share information about Tubman's services and explore ways to work together to maintain these services within their communities. We are thankful for the financial support we have received from the cities of Falcon Heights, Maplewood, Mounds View, and Vadnais Heights. However, several of the suburban city councils indicated that they faced tough budget years and could not provide any support. Several councilmembers across cities also shared their belief that this service should be funded by Ramsey County instead and have directed us to pursue conversations with our County Commissioners.

Further, we have been in communication with Ramsey County Attorney Choi, and he has committed \$40,000 to Tubman's Ramsey County Legal Advocacy program for 2024 in a one-time award from the county's civil forfeiture funds. He also recommended having further conversations with the County Board and city governments to discuss sustainable funding options moving forward.

Next steps:

In that regard, Tubman CEO, Jen Polzin, and I met with Ramsey County Commissioner Victoria Reinhardt at the end of last year to share our concerns. Commissioner Reinhardt asked that we provide additional information regarding this issue, which was

sent to her via email in January 2024. It is our understanding that she planned to share this information with the full County Board, and we hope to have further discussions with them in the near future. In addition, I will be reaching out once again to our suburban city governments to have further conversations around potential funding support for 2025.

Finally, due to continued stagnant state funding affecting victim services agencies across the state, there is also a pending bill in the state legislature requesting an increase of \$20 million in crime victims services funding in this session. Tubman is a member of the Violence Free Minnesota (VFMN) Coalition, who is one of the coalitions representing several victim service agencies in this request.

As demonstrated, Tubman is committed to exploring all avenues to reach the goal of developing a sustainable funding model to provide these essential services to victim-survivors of domestic violence moving forward.

I hope this information is helpful. Please feel free to reach out with any questions or if you would like to talk further. I'm happy to share additional information as needed.

As always, thank you for your ongoing commitment in meeting the safety needs of your communities. Tubman is incredibly grateful for your support, and we look forward to working in partnership to provide these services for many years to come.

Sincerely,

Jennifer Dickinson
Director of Legal Services
Tubman
jdickinson@tubman.org
651-789-6720



Memo

To: Roseville City Council
From: Patrick Trudgeon, City Manager
Date: September 18, 2024
Re: NYFS Domestic Violence and Sexual Assault Services

As the City Council is considering funding for Tubman, a non-profit that among other things, provides legal advisory services to victims of domestic violence and sexual assault (DVSA), I have been asked to by Councilmember Etten to provide information about a new program that Northeast Youth and Family Services (NYFS) has recently begun. The new program provides counseling and legal advocacy to victims of domestic violence and sexual assault.

Police Chief Erika Scheider and I met with Angela Lewis Dmello, Executive Director of NYFS and learned the following:

- NYFS received a federal grant from the Office of Justice Programs (OJP) in the amount of \$350,000 to set up the program. NYFS expects OJP to continue funding the program annually at that same amount for the next 5 years.
- The grant award allowed them to set up the program and staff it with two advocates and two therapists. One of the advocates would focus on providing adults with DVSA services, the other would focus on providing a wide range of services to youth (under 21) that would include DVSA services. The two therapists would provide therapy (group and individual) to the victims.
- These positions are in addition to the Community Advocate that is already in place and funded by several cities, including Roseville.
- They are fully staffed in all 4 of the new positions and have been operating since April, 2024.
- On the advocacy side, the NYFS programs would provide similar services that Tubman does such as helping victims file order for protections and restraining orders as well as helping them navigate through the legal system. However, one big difference is that NYFS does not provide 24-hour advocacy services like Tubman does.
- Like Tubman, NYFS does not charge the users for using their DVSA services.
- NYFS does not have a need for any direct city funding at this time but may in the future once federal funding runs out.

- To this point, the RPD has not fully utilized the new NYFS program, and we discussed ways to make sure it is an option for the City to utilize to assist victims.

It should be noted that since NYFS does not provide 24-hour services, there would be a gap in being able to provide victims of DVSA immediate help if an incident occurs overnight. Having victims able to access assistance 24-hours a day has been a big national priority for the past 25-years. The City would still need to rely on using organizations such as Tubman to help provide DVSA victims with services in the overnight hours. Having said that, the new NYFS program is a valuable addition to the DVSA programs in Ramsey County and the City intends to utilize NYFS when the circumstances are right.

Domestic Violence and Sexual Assault Services

HOME • COMMUNITY SERVICES • DOMESTIC VIOLENCE AND SEXUAL ASSAULT SERVICES

Restoring Power Program

NYFS is excited to be launching Domestic Violence and Sexual Assault advocacy and therapeutic services for our community. At NYFS we work together as an interdisciplinary team to provide wrap-around supports and services to help you meet your goals.

Our Restoring Power Program is here to support you as you seek safety, stability, and healing while navigating an experience of interpersonal trauma.

At NYFS we support victim- survivors who have experienced a range of abusive behaviors from others, including emotional, psychological, physical, technological, and sexual violence. If you are interested in more information about what constitutes abuse, click [HERE](#).



compassion & trust

EXPLORE MORE

[Community Advocate Program](#)

[Youth Diversion](#)

[Community Connections](#)

EXIT THIS PAGE QUICKLY

work with children, adolescents, and adults. In our work with children, we recognize and help to heal the effects of
experiencing violence, even when the child has not directly experienced abuse. If you are interested in more information about

the effects of witnessing violence on youth, click [HERE](#).

Attachment 1

We support individuals and families as they seek safety in many different ways. People come to NYFS with a variety of situations and needs, which can include:

- The family wants to stay together and for the violence to stop
- A person is in the process of leaving or has left an abusive relationship
- The relationship violence was years or decades ago and the person is interested in deepening their healing and sense of connection to themselves, others, and/or a larger sense of meaning and purpose.

If you think you or someone you care for has experienced any form of abuse or trauma, please reach out today to get support and resources to help you seek safety and recovery.

NYFS offers many different services within our Restoring Power Program:

- Safety Planning
- Emotional Support and Coping Skills
- Learning about abuse, its effects, and opportunities for healing
- Information about victim rights and resources
- Case Management and Resource Referral
- Legal advocacy – court and law enforcement interview accompaniment, applying for an Order for Protection or Harassment and Restraining Order
- Individual Therapy – for all ages and is typically helpful for reducing mental health symptoms of trauma
- Group Therapy – a variety of groups for all ages
 - Victim Survivor Therapeutic Support Group – Thursdays starting October 3, 2024 at the White Bear Lake office. See [flyer](#) or call 651-486-3808 to find out more about participating. Zero cost to participate.

► Youth and Young Adult Advocacy (12 – 21 years old)

► Adult Advocacy (21 and older)

► Youth Therapy (4 – 17 years old)

► Adult Therapy (18+ years old)

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“**Agreement**”) is made between the City of (“**City**”), a Minnesota municipal corporation, and the Tubman (“**Tubman**”), a Minnesota nonprofit corporation. Tubman is a social service agency whose mission is safety, hope, and healing.

Name/ Organization: Tubman	Federal EIN: 41-4200048
Mailing Address: 4432 Chicago Avenue Minneapolis, MN 55407	Telephone Number: 612-825-3333 (corporate office)
Contact Person: - Jennifer J. Polzin, CEO, authorized to sign contracts - Jennifer Dickinson, Director of Legal Services, authorized to discuss service provision	Email: jpolzin@tubman.org, 612-767-6697 (office) jdickinson@tubman.org, 651-789-6720 (office)

The following person is designated the Contract Manager (“**Contract Manager**”) for the City for the purposes of this Agreement:

Name: Patrick Trudgeon, City Manager	Email: pat.trudgeon@cityofroseville.com
Mailing Address: 2660 Civic Center Drive Roseville, MN 55113	Telephone Number: (651) 792-7021

City and Tubman may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, City and Tubman hereby agree as follows:

1. **Agreement Documents.** This Agreement, which includes the Description of Services attached hereto as Exhibit A, sets out the entire understanding between the parties and it supersedes any prior written or oral discussions or agreements between the parties regarding the same subject matter. The provisions of the documents constituting the Agreement shall be read together and reconciled in the documents to the greatest extent reasonably possible. To the extent there are any conflicting provisions that cannot be reconciled, the more specific provision shall generally be controlling. In the event that a material conflict is found between provisions of the documents, the provisions in the following rank order shall take

precedence: (1) the Descriptions of Services in Exhibit A; (2) this Professional Services Agreement document; (3) Tubman's proposal.

2. **Services.** Tubman agrees to provide the City the services as described in the attached Exhibit A (collectively, the "**Services**") in accordance with the terms and conditions of this Agreement. Tubman shall provide the Services in a manner consistent with industry standards for similar Services and in accordance with the standards, requirements, and timelines set out in Exhibit A.

Compensation. City shall compensate Tubman for the Services as provided in Exhibit A. Unless expressly provided otherwise in Exhibit A, the total amount or rate of compensation is the amount that Tubman incurs to cover staff time to provide the Services.

- a. The total amount to be paid by the City pursuant to the Services in this contract shall not exceed \$20,000 annually ("City Costs") City shall not be responsible for paying any amounts for the completion of the Services other than those expressly provided for in Exhibit A. The amount will be revisited annually to adjust for the average number of Services provided.
 - b. Amounts payable by the City shall be paid to Tubman on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year. The payment for the period between January 1, 2025 and December 31, 2025 shall be made by the City within 30 days of execution of this Agreement.
 - c. The City Costs for the period between January 1, 2025 and December 31, 2025 shall not exceed \$20,000.
4. **Notices.** Any notices provided under this Agreement shall be to Tubman and Contract Manager as identified above.
 5. **Term.** This Agreement shall commence on January 1, 2025 and shall terminate on December 31, 2025, unless it is terminated earlier as provided herein or the parties agree in writing to an extension of this Agreement.
 6. **Deliverables.** If Tubman is required to produce specific deliverables to City as part of the Services to be provided under this Agreement, such deliverables shall be identified in Exhibit A of the Agreement.
 7. **Termination.** Either party may terminate this Agreement for any reason upon thirty (30) days written notice. If Consultant is in default and fails to cure the default within the period provided in the written notice of default as provided in this Agreement, City has the right to terminate this Agreement immediately upon written notice of termination. Tubman may retain the City Cost used for Services provided prior to the effective date of termination but shall return the proportionate share of the City Costs remaining from the effective date of termination until the end of the year within 30 days of the effective date of termination. The following provisions of this Agreement shall survive expiration, termination, or cancellation of this Agreement: Indemnification; Insurance; Applicable Law; Audit; and Data Practices.

8. **Data Practices.** Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13), and all other applicable laws, related to data it creates or receives from City in the performance of the Services.
9. **Legal Compliance.** Tubman shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in providing the Services and shall obtain all permits and permissions that may be required. This Agreement shall be governed by and construed according to the laws of the State of Minnesota.
10. **Indemnification.** Tubman agrees to defend, indemnify and hold harmless, City, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Tubman, its offices, employers, agents, contractors or subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or anyone for whose acts or omissions they may be liable in the performance of the Services and against all loss by reason of the failure of Tubman to perform fully, in any respect, all obligations under this Agreement. Nothing in this Agreement shall constitute a waiver by City of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law.
11. **Amendments.** No modification, amendment, deletion, or waiver in the terms of this Agreement, or any expansion in the scope of the Services, is valid unless it is in writing and signed by the parties.
12. **Notices.** Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to, with respect to City, the Contract Manager and, with respect to Tubman, to Tubman's contact person, each as identified at the outset of the Agreement.
13. **Nondiscrimination.** Tubman agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. Chap. 363), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender, disability, and religion, and with sexual harassment. Violation of any of the above laws can lead to the immediate termination of this Agreement without needing to provide a cure period.
14. **Insurance.** Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability (or in combination with an umbrella policy)

\$2,000,000 Each Occurrence

\$2,000,000 Products/Completed Operations Aggregate

\$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability

Workers Compensation

If Consultant is required by law to have Worker's Compensation insurance, Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

The City shall be named as an additional insured on the general liability and umbrella policies on a primary and non-contributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000 unless the City agrees to a higher deductible.

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

15. **Independent Contractor.** The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.
16. **Subcontractor.** Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statute § 471.425. Consultant must pay subcontractor for all undisputed services

provided by Subcontractor within ten days of Consultant's receipt of payment from City. Consultant must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

17. **Assignment.** Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.
18. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
19. **Controlling Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Ramsey County.
20. **Audit Disclosure.** The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement.

CITY

City of Roseville

By: [Signature]

Its: City Manager

Dated: 2/10/25

TUBMAN

Tubman

By: [Signature]

CEO

Dated: 2/13/25

EXHIBIT A – DESCRIPTION OF SERVICES

I. DUTIES

A. Services and Description

1. Services. The Consultant agrees to furnish the City the following services:
 - a) Recruitment and training of volunteers (advocates) who work with and counsel victims of domestic abuse.
 - b) Staffing of a 24-hour crisis line and providing information and referral.
 - c) Preparation of petitions for protective orders; assistance in the service of protective orders; advocacy with victims during the court hearing process; monitoring compliance with Court Orders.
 - d) Providing shelter for victims and their children.
 - e) Providing support/educational groups for battered persons and educational groups for high-risk target groups.
 - f) Availability of a domestic abuse perpetrator's group for City referrals.
 - g) Tubman will be available as the first point of contact for victims, regardless of the offense level in a domestic violence case.
 - h) Tubman will be available to serve as the community contact agency for intimate partner violence cases referred by law enforcement personnel. Law enforcement officers completing a lethality risk assessment on site with the victims of intimate partner violence may refer such assessments immediately to Tubman staff for services.
2. Client Eligibility.
 - a) Services under this Agreement shall be provided to persons residing in the City who have been battered in domestic relationships, the children of such persons, and to high-risk target groups identified by the City and Tubman.

B. Evaluation, Reporting, and Information Requirements

1. Automated Annual Reports. Tubman agrees to furnish the City with annual reports of services provided under this Agreement. Such report must include data on the services provided within the City of ~~Maryland~~ ^{Virginia} Under the Agreement, and audited financial statements. The annual report must be submitted on or before January 31st of any year or another date agreed to by Tubman and the City Administrator. A Tubman representative will meet with the Council yearly to provide information and updates regarding services in addition to the annual report.
2. Annual Budget. Tubman shall submit the proposed City Costs for the next year. The submission shall include any proposed changes in the Services for the subsequent year. The Annual Budget must be submitted on or before June 30 of each year.
3. Additional Information. Tubman agrees to provide reasonable information requested by the City regarding the Services.

Tubman Legal Advocacy Services Update

Jennifer Dickinson
Director of Legal Services
August 11, 2025



Tubman Services: How can we help?

Legal Services:

- Legal Advocacy (criminal/civil)
- Attorney Services

Shelter/Housing Services:

- Harriet Tubman Center East
- Safe Journeys
- Community Based Supportive Housing

Youth and Young Adult Programs:

- Voices in Prevention (VIP)
- Inspiring Youth
- Northstar Youth Outreach Center

Clinical Services:

- Several available groups
- Individual therapy
- Pieces of Peace Support Group (virtual)

*****The current Tubman Program Guide can be found at www.tubman.org*****



How does Tubman support victim/survivors of relationship violence?

- Provides a 24/7 designated intervention line number for law enforcement to report an incident of domestic abuse and connect the victim/survivor with an advocate right away
- Offers 24/7 services to victim/survivors, including immediate safety planning and shelter if needed
- Provides legal advocacy on the criminal court case from start to finish- including explaining the court process, making sure their voice is heard, and offering additional resources and support
- Works closely with the EBBQ prosecution team and act as a liaison to the victim/survivor and uphold victims' rights in the court process
- Follows up with Roseville Police as needed, especially around additional case investigation and collaborating with their mental health social worker to offer further resources to the victim/survivor (Valued partnerships with police and prosecution for over 30 years)

Other Legal Advocacy Services

Attachment 3



Orders for Protection/Harassment Restraining Orders:

- Assist clients with drafting order paperwork remotely
- Order is e-filed by a Tubman staff attorney on client's behalf
- Provides easier access for the client
- Clients referred to our Safety Project Volunteer Attorney Program
- Ongoing advocacy and attorney services provide wraparound client support



Safe at Home Address Confidentiality Program:

- Through Secretary of State's Office
- Provides a confidential mailing address for the victim/survivor
- Several Tubman advocates are trained as Safe at Home Application Assistants



Lease Breaking Assistance:

- Victim/survivors can break their lease if they are feeling unsafe



Roseville 2024 Services

Criminal/Civil Advocacy	Safety Plans	Total Numbers
• 87 new criminal cases followed • 29 cases not followed (non-IPV) • 8 protective orders • 14 attorney services (Safety Project and Family Law) • 53 law enforcement calls to our intervention line	• 260 safety plans developed with an advocate • Other accessed Tubman services included shelter, SAH, lease breaking help, Freedom Fund, support groups, and youth services	• 169 unique advocacy clients • 793 total legal advocacy services provided • An average of 5 services per client

Ongoing Challenges



- Lengthy court processes (often several continuances)
- Multiple, complex needs of the client/family
- Need additional resources
- Uncertainty of government funding moving forward

“Lisa’s story”

- Reached out to Tubman for assistance filing an Order for Protection against her estranged husband
- Worked closely with her Tubman legal advocate to draft the Order for Protection paperwork
- A Tubman staff attorney e-filed the order on her behalf, and 2 volunteer attorneys provided representation on the case
- The abusive party was charged with violating her Order for Protection, and Lisa attended court to meet with her Tubman advocate and the Roseville city prosecutor to provide input on the case
- Worked with her advocate on long term safety planning and connected with additional resources, including attorney services for her divorce and Tubman counseling services



****Tubman News****



- Our new Central Access Team streamlines access for those seeking services. The CAT Team combines our resource advocacy and clinical intake programs, provides a shared supervision model and expanded resource line hours.
- Harriet's Haven for Pets—exciting new program coming soon to Tubman...

Harriet's Haven for Pets

- *Pet sanctuary to be added to our Tubman East Shelter
- *Estimated completion in 2025
- *Will provide for shelter and care for 8 dogs and 8 cats
- *Shelter residents will be able to care for and visit their pets on-site
- *Reduces a huge barrier- nearly 50% of victim/survivors delay leaving due to fear for their pet's safety



Sobering Domestic Violence Statistics:

- 23 people in the state of MN lost their lives due to domestic violence in 2024 (*Violence Free Minnesota*)
- 2 additional deaths involved suspected DV
- 13 were killed by a current or former intimate partner
- 10 were bystanders or intervenors of the violence
- Due to those homicides, 10 minor children are now left without a parent due to relationship violence

If you or someone you know is experiencing DV, please encourage them to reach out for help:

Tubman

www.tubman.org

612-825-0000



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025
Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Recieve Presenatation from NewTrax regarding Roseville Area
Circulator Bus Service

Background

On April 9, 2018, the City Council authorized a six-month pilot project for a circulator bus route in conjunction with the Roseville Community Health Awareness Team (CHAT) and the non-profit transportation company NewTrax to provide a regular weekly bus route for residents at senior residential facilities to be dropped off at a variety of local retail and community destinations. The service was funded by the City of Roseville, rider donations, Cub Foods, and Lyngblomstem Care Center. Roseville's financial support amounted to about \$8,300 over the 18 months NewTrax ran the circulator bus route. The service ended on September 30, 2019 after the City of Roseville ended its financial support. (See Attachment 1).

In 2025, NewTrax began a new Roseville Area Circulator Bus program (Attachment 2). The program is being funded in part by the State of Minnesota's Live Well at Home program and by Trellis, a non-profit serving seniors. Scott Olson of NewTrax would like to present an update to the City Council regarding their circulator bus service and explore the possibility of the City of Roseville providing financial support to assist in the continuation of the service. Additional information about ridership is included as Attachment 3.

Policy Objectives

Provision of a circulator bus provides needed transportation options for residents of Roseville and allow persons otherwise homebound to be able to participate in shopping, recreational, and educational activities in the commnuity.

Equity Impact Summary

The existence of low-cost transportation options for residents of senior living facilities to access shopping and public buildings in the community will allow those who cannot independently transportation better access to interact in the community. The NewTrax circulator bus will provide easier access to essential services such as grocery stores, pharmacies, and general shopping opportunities. Regular access to a low-cost transportation option will assist seniors in reducing social isolation and alleviate the financial burden on seniors, many of whom live on fixed resources.

Budget Implications

This presentation is informational at this time.

Staff Recommendations

The City Council should receive the presentation and provide direction to staff regarding a potential partnership with NewTrax for the new Roseville Area Circulator Bus Service.

Requested Council Action

The City Council should receive the presentation and provide direction to staff regarding a potential partnership with NewTrax for the new Roseville Area Circulator Bus Service.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. September 9, 2019 Request for Council Action and Meeting Minutes
2. Roseville Loop Bus Circular Map
3. Weekly Passenger Totals

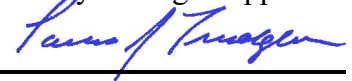
ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: September 9, 2019
Item No.: 7.e

Department Approval

City Manager Approval



Item Description: Receive Update on Roseville Area Circulator Bus

BACKGROUND

On April 9, 2018, the City Council authorized a six-month pilot project for a circulator bus route in conjunction with the Roseville Community Health Awareness Team (CHAT) and the non-profit transportation company NewTrax to provide a regular weekly bus route for residents at senior residential facilities to be dropped off at a variety of local retail and community destinations. On October 15, 2018, the Roseville City Council authorized a six-month extension of the service beginning in January 2019. As part of the authorization the route was altered to have a stop in Southeast Roseville and to go north up Rice Street and stop at two additional grocery stores. The circulator bus service operates every Tuesday morning from 10:00 a.m. to 12:30 p.m.

The latest pilot was scheduled to run through the end of June. Given the previous donations that lowered the City cost and the need to continue to have a discussion with the City Council, the circulator bus service has continued.

In 2018, the circulator bus provided a total of 472 rides to users with an average of slightly over 12 riders a week. In 2019, through September 3, the service has provided a total of 501 rides to users with an average of about 14 riders per week.

Given the ridership numbers and the lack of additional funding at this time, staff is recommending that the Roseville Area Circulator Bus Service discontinue service at the end of September unless additional external funds are gathered to substantially pay for the service. With this recommendation, the last day of service will be on September 30th.

POLICY OBJECTIVES

Provision of a circulator bus provides needed transportation options for residents of Roseville and allow persons otherwise homebound to be able to participate in shopping, recreational, and educational activities.

BUDGET IMPLICATIONS

To date, the costs of the programs are as follows:

Estimated Cost of Circulator Bus Program:	\$11,331.05 (through Sept. 3)
Less Rider Donations	\$ 1,151.00 (since Sept. 2018)
Less Cub Foods Donation	\$ 1,000.00
Less Lyngblomstem Donation	\$ 2,000.00
City Costs to-date	\$ 7,180.05
Expected remaining City cost	\$975.00 (est)

38
39 **STAFF RECOMMENDATION**

40 Staff recommends that the Roseville Area Circulator Bus service be discontinued at the end of
41 September due to low ridership numbers and lack of additional funding to continue the service
42 unless additional external funds are gathered to substantially pay for the service.
43

44 **REQUESTED COUNCIL ACTION**

45 The City Council should discuss the Roseville Area Circulator Bus service and consider staff's
46 recommendation to cease the operation of the bus circulator at the end of September unless
47 additional external funds are gathered to substantially pay for the service.
48

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachment: A: Route for Roseville Area South Loop Circulator Bus

ROSEVILLE *area* South LOOP

Latest Revision May 7th, 2019
Attachment 1

Attachment A

The Bus Loop runs on Tuesdays & begins at 10:00am and runs until the last drop-off around 2:00pm. Refer to stop times on back for your facility.

Get on and off at any of our scheduled stops and our bus will be back in approx. 30 minutes for another pickup.



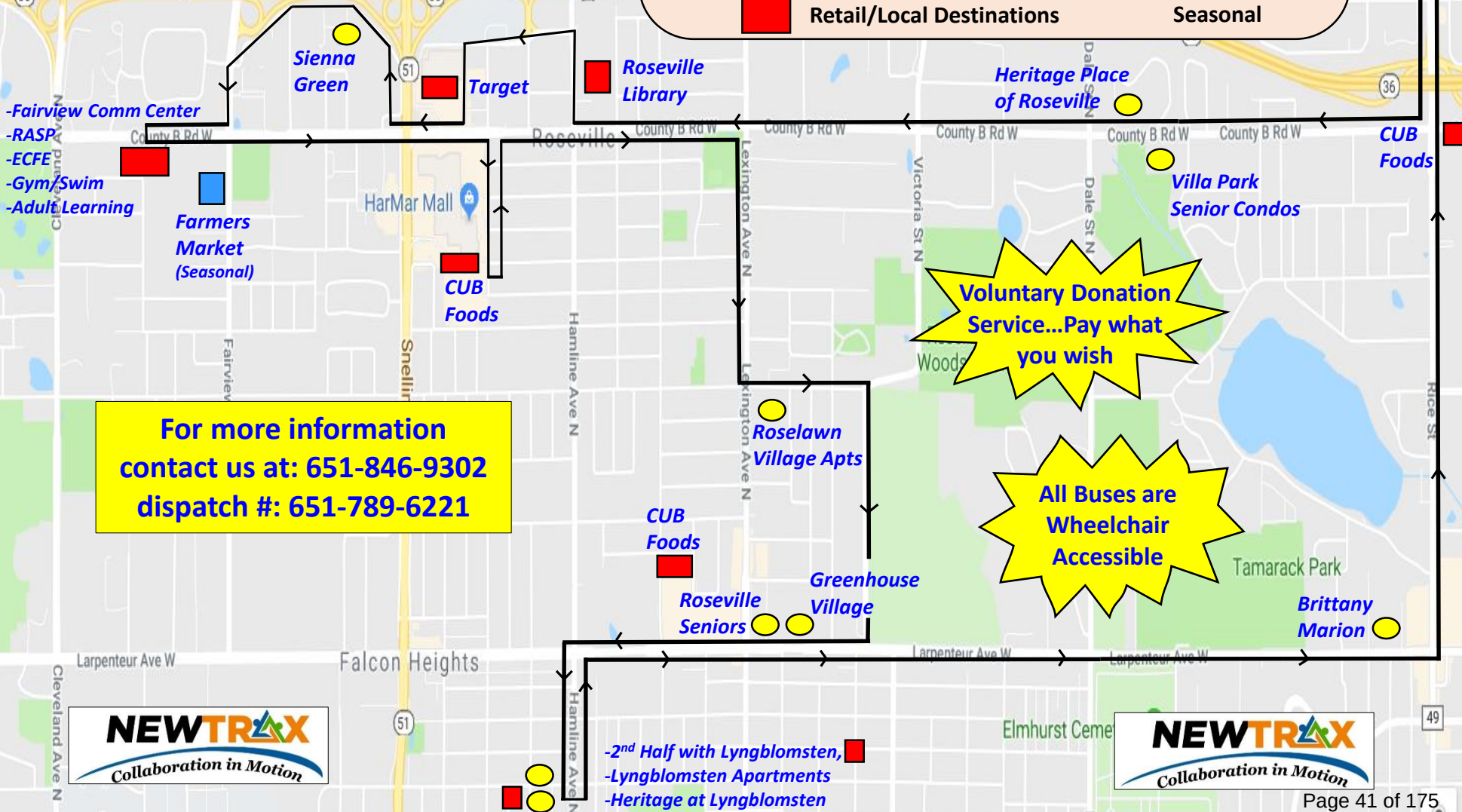
Residential Housing Stops



Retail/Local Destinations



Seasonal



For more information
contact us at: 651-846-9302
dispatch #: 651-789-6221

Voluntary Donation
Service...Pay what
you wish

All Buses are
Wheelchair
Accessible

ROSEVILLE area South Loop



On **Tuesdays** this fixed route loop will service the south end of the Roseville area communities near the **County Road B** corridor & south. From restaurants to retail to grocery to our local Fairview Community Center, the bus circular will provide a safe and convenient way to get around town. Come aboard to take care of your errands or just take a ride to stop and get a cup of coffee. See our schedule below for stop times and locations...

Residential Housing Stops Retail/Local Destinations

Voluntary Donation
Service...Pay what
you wish

	Residential Housing Stops											Retail/Local Destinations						
	Brittany Apartments (Marion St.)	Cub Foods (Co Rd B)	ALDI (Rice Street)	Villa Park Condos	Heritage Place of Rsvl	Roseville Library	Target	Sienna Green	Fairview Comm Center	Farmers Market (Seasonal)	Cub Foods Har Mar	Roselawn Village Apts	Greenhouse Village	Roseville Seniors	Cub Foods Larpenteur	The Heritage	Lyngblomsten Apts	Cub Foods Larpenteur
Bus-1												10:00	10:06	10:08	10:12	10:18	10:20	10:26
Bus-2	10:00	10:06	10:10	10:15	10:17	10:22	10:26	10:30	10:34	10:36	10:43				10:50	10:56	10:58	11:04
Bus-1	10:33	10:39	10:43			10:52	10:56	11:00	11:04	11:06	11:13	11:20	11:26	11:28	11:32	11:38	11:40	11:46
Bus-2	11:11	11:17	11:21	11:26	11:28	11:33	11:37	11:41	11:45	11:47	11:54	12:01	12:07	12:09	12:13	12:19	12:21	last stop Bus #2
Bus-1	11:53	11:59	12:03	12:08	12:11	12:16	12:20	12:24	12:28	12:30	12:37	12:44	12:50	12:52	12:56	1:02	1:04	1:10
Bus-1	1:17	1:23	1:27	1:32	1:34	1:39	1:43	1:47	1:51	1:53	2:00	As Needed		as needed	As Needed			

Times in GREEN are for pickups from residential facilities to travel to retail/local destinations.

Times in RED are ONLY designated for return drop-offs at residential facility locations

Times in WHITE are for drop-offs & pickups at retail/local destinations

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the time, noting the city holds itself to the same standard that businesses in the community are held to.

Roll Call

Ayes: Laliberte, Etten, Willmus, and Roe.

Nays: None.

c. Consideration of Presumptive Penalty Approval – Khan’s Mongolian Barbe-que

Deputy Police Chief Erika Scheider briefly highlighted this item as detailed in the Request for Council Action and related attachments dated September 9, 2019.

Laliberte moved, Etten seconded, approval to allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code.

Roll Call

Ayes: Laliberte, Etten, Willmus, and Roe.

Nays: None

d. Consideration of Presumptive Penalty Approval-Holiday Inn

Deputy Police Chief Erika Scheider briefly highlighted this item as detailed in the Request for Action and related attachments dated September 9, 2019.

Ms. Brianna Mullenhauer, Assistant General Manager at Holiday Inn Express, stated the company takes this very seriously, and has used it as an opportunity to assess what is being done correctly and incorrectly, noting their niche is lodging and not serving alcohol, noting that alcohol sales will not continue.

Etten moved, Willmus seconded, approval to allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code.

Roll Call

Ayes: Laliberte, Etten, Willmus, and Roe.

Nays: None

e. Receive Update on Roseville Area Circulator Bus

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated September 9, 2019.

Mr. Scott Olson, NewTrax, explained Mr. Trudgeon has accurately described the progress. At the end of September, NewTrax will be able to decide if it can continue. As a service provider, if NewTrax were to go out and find funding, there could be another opportunity to come back and show the city the additional

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sources of funding that would come into play. He would like to know if there is a dollar amount that the city would have interest to be involved with the continuation of the Loop. NewTrax has reached out and set up a phone call with Mr. John Connelly with Roseville North Chamber of Commerce who is interested hearing what NewTrax has to talk about, knowing that there could be some businesses that would have interest to step up a little. He noted NewTrax understands the decision by the city that has to be made but feels as a company it is important enough to continue until the funds that are out there have been expended.

Mr. Olson explained where the funding for this service has come from and indicated the businesses thought the funding would be annual.

Mr. Mark Nichols, Roseville Community Health Awareness Team (CHAT), shared with the Council research that was done with other counties and cities in the area.

Mr. Olson noted Washington County and Dakota County have a mobility manager within their government operations and Ramsey County does not. He explained he was on two different transportation committees within Washington County and there are projects building circulator services within Washington County and within Dakota County as well. There is nothing in Ramsey County that would perpetuate and continue a program such as this, that is why it is difficult not being represented by the county.

Councilmember Willmus explained depending on what happens at the meeting, he would be willing to keep the door open and see what NewTrax would be able to bring forth in the future. He encouraged Mr. Olson to have conversations with Ramsey County and be as proactive on that front as possible. There is definitely a connection there that needs to occur.

Councilmember Laliberte indicated she was open to continuing to learn. She was unaware of mobility managers that are in other counties and thought that the number of people not being able to get around in the community are only going to increase. If this is not the solution, the city is still going to be talking about this. She indicated she was very open to continuing to hear from NewTrax.

Councilmember Etten agreed he was open to future discussion. He asked where people are currently getting picked up as part of the current circulator route.

Mr. Olson thought eighty to ninety percent of riders are coming from Lygblomsten and the Heritage apartments. He thought it was important to note that while on a given week where there may be twenty riders, it is not always the same riders. He thought the pool of riders was more than a week and over the course of a month or quarter, there are probably thirty to thirty-five different people who have

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ridden it at different times. The areas where there is no rider support is where there is lack of management efforts to promote ridership.

Mayor Roe offered an opportunity for public comment.

Public Comment

Ms. Sara Barsel

Ms. Sarah Barsel stated without Mr. Scott Olson or Mr. Mark Nichols, none of this would have happened and they have knocked themselves out to make this program happen. The idea of the need for transportation and the issue of social isolation were identified when CHAT's precursor did the survey and then reiterated again when the city had all of the discussions on public transportation. The needs have not gone away and part of what Mr. Olson and Mr. Nichols have tried to address is ridership. She thought part of the problem is ongoing, there is not consistent buy-in or cooperation from senior housing residences, so potential riders do not know this service is there. She stated the same thing seems to happen with faith communities. Some Southeast Roseville groups came to the city when funding was first sought out and despite all of the issues of how the servicing should be redirected, these individuals never came through with anything substantive to help get riders or continue doing anything else. She thought the needs have not gone away, the question becomes how to find a viable way to address them and part of that, in her opinion, seems to be how the council puts some kind of pressure onto housing sites in order to provide awareness of resources for their residents.

Mayor Roe indicated he appreciated all of the insight and thought on this and he thought the clear answer is that while this program was not a complete solution, it was a step towards a solution, an innovative idea, and still merits some kind of consideration from his part but needs to figure out how it goes forward. He noted he received information that the Roseville School District Shuttlebug may not be offered anymore in the city because of issues with funding versus ridership and brings about a potential for more NewTrax ridership.

Mayor Roe thought as a city, he would be supportive of some level of support but did not know if it would be at the same level the city has been at. He stated there needed to be more partners in the mix, the county and more regional organizations are a key part of it. Potentially, from an operating point of view, one way to get the word to people is to bypass the gate keepers at the various buildings and may involve some expense to obtain an age specific mailing list in the geographical area. He did not know what the answer was for this.

Councilmember Etten agreed with Mayor Roe and indicated the capital costs to find riders is a key point. He thought the council and staff needed to have more discussion around that first. He noted NewTrax is providing a much better finan-

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cial deal per ride than the Shuttlebug and thought it was a good deal for the Roseville residents. He was open to further discussion but was not ready to continue with this until everything is figured out.

Mr. Olson appreciated information from the Council regarding any localized foundations where money could be found and applied for.

Mayor Roe indicated he would like the city to stay connected to this and bring to the Council any potential funding and input at a certain level.

Mr. Trudgeon explained staff will stay in contact and see what everyone can come up with before September is over with for potential funding.

Councilmember Laliberte thought that made sense and asked staff to keep the Council updated on the progress being made. She also wondered if it would be possible for the city to reach out to Ramsey County either through the city representative or somebody else so that the request for some county solutions is not just coming through serving the seniors and the volunteers who are doing that work.

Mr. Trudgeon noted the county serving the seniors is a broad swath of a lot of particular issues. Staff will continue to be engaged with Commission McGuire.

Councilmember Laliberte asked if the city can get information on Washington and Dakota County so the Council has that in order to push in their conversations for transit improvement in the county.

Ms. Barsel explained in the process of serving as the Ramsey County chair for the Adult Services Committee, one of the things she kept looking for was a funding mechanism for senior services. She explained that Southwest Ohio had implemented a very small property tax increment that was then designated to fund senior services and be used to fund outreach workers for isolated seniors and people who needed transportation. She was not suggesting the city copy that exactly, but when looking at where the tax money goes, it seems to her that if the City of Roseville has 'x' amount of money from the budget that is allocated to the parks, for instance, the parks are used by anybody who comes into Roseville and wants to use them. She wondered if it was possible to say, if the city is funding the use of some of their services by people who live outside the community, can the city carve off a very small fraction of the funding source and designate it for addressing a transportation desert which is something some of the city residents are encountering and will only increase because as the senior population increases, more of them should not or will not be able to continue to drive. There would then be designated money to put towards someplace like NewTrax.

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Monday, September 9, 2019
Page 8

Mr. Trudgeon indicated given the conversation tonight where perhaps there is some interest but more information is needed, he was a little concerned if this service is shut off at the end of September, per his recommendation, if there would be consideration by the Council to extend it another month to sort out some of the funding.

Councilmember Willmus noted he was curious to see what NewTrax comes back with and willing to leave that door open. When this was started it was a pilot program and as pilot programs go, sometimes those are successful and sometimes not. He did not want to slam the door shut with an absolute no but at this point, wanted to see if NewTrax can get some other partners at the county level to step up and take a second look at this.

Councilmember Etten thought the Council needed to make a harder choice than to extend it another month or not. By the time the county would take action or other financing that would line up, it would probably take more than a month. He did not think a month extension would do it.

Mayor Roe thought staff's recommendation is where the Council is at and if a proposal can come back with funding options and better serves the community, the Council would be interested in looking at that.

f. Consider Approval of Proposed Text Ordinance Amendments of the Roseville City Code, Chapter 407 Nuisances, and Chapter 907 Building Regulations

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request for Council Action and related attachments dated September 9, 2019.

Councilmember Willmus questioned if automotive repair business that have vehicles for whatever reason, would be impacted by the changes to Chapter 407 with reference to stored vehicles.

Mayor Roe asked if this would be a business in a residential district.

City Attorney Gaughan indicated the scenario would be permitted under zoning as a permitted business. Public nuisance is created in a not permitted area. This would most likely arise in a residential area where a commercial business is not permitted.

Mayor Roe noticed in several instances in the bench handout, specifically on page three, line 117, and page four, line 135, the reference "to at least four days" has been removed. He was curious as to why that was changed.

Ms. Gundlach talked about this specific issue with the Building Official and his concern is the enforcement piece of this. In order to start the enforcement action,

Roseville/Little Canada

area Loop

NEWTRAX
Collaboration in Motion

This Bus Loop runs on **Tuesdays**

-Refer to pickup times on back-

Once you are picked up, let the driver know which stop you wish to visit. You will have approximately 1 hour at your destination once you are dropped off.

 Senior Communities

 Local Destinations

Applewood Pointe -
Langton Lake

Amira Choice -
Cleveland

Lunds & Byerlys-
Walgreens

Aldi
Walmart

Goodwill

Sunrise

Rosedale
Center

Rosedale
Marketplace

Sienna Green Apts

Roseville Farmers Market
(seasonal)

All Buses are
Wheelchair
Accessible

The Fern

1666 Coffman

Hendrickson

Eagle
Crest

Amira Roseville

Amira Choice
-Lexington

RosePoint

Target

Ramsey Co
Library

Har Mar Mall
Cub

Cub

Dollar Tree

Walgreens

The Heritage at
Lyngblomsten

Lyngblomstem

New Perspective

Applewood
Pointe
-Central Park

Roselawn
Village Apts

Roseville
Seniors

Greenhouse
Village

Cardigan
Ridge

The
Mayfield

Suite Living-
Little Canada

CVS

Walgreens

Suite Living -
Roseville

ALDI

Heritage
Place

Cub

McCarrons View
Apts

This loop is sustainable in part
by your contributions. Please
pay what you can afford.

Program supported in part by:

m MINNESOTA
LIVE WELL AT HOME™

TRELLIS

Last Revision: May 20th 2025

Roseville/Little Canada ^{Attachment 2} *area* **Loop**

The Bus Loop runs on **Tuesdays**

Refer to pickup times below for your community.

Once you are picked up, let the driver know which stop you wish to visit. You will have approximately 1 hour at your destination once you are dropped off. Your driver will communicate about what time they will return for your ride home.

BUS 1	
10:00	The Preserve of Roseville
10:05	New Perspective
10:10	Applewood Pointe-Ctrl Park
Destination drop offs	
10:50	McCarrons View Apts
11:00	Heritage Place
BUS 2	
10:00	Eagle Crest
10:10	Amira Choice-Cleveland
10:15	Applewood Pointe-Langton
Destination drop offs	
11:00	The Fern
11:05	1666 Coffman
BUS 3	
10:00	Amira Roseville
10:05	Amira Choice-Lexington
10:10	RosePoint
10:15	Sunrise
Destination drop offs	
11:00	Hendrickson
11:10	Sienna Green Apts

BUS 4	
9:55	Cardigan Ridge
10:00	The Mayfield
10:10	Suite Living-Little Canada
10:15	Suite Living-Roseville
BUS 5	
10:05	Lyngblomstem
10:10	The Heritage at Lyngblomsten
10:20	Greenhouse Village
10:25	Roseville Seniors
10:30	Roselawn Village Apts

Local Destinations On The Route

****Other stops along the route may be requested****

Cub - Roseville / HarMar / Maplewood West

Walgreens - Larpenteur / Lincoln Dr & Rice St

ALDI - Larpenteur / Twin Lakes Pkwy

CVS-Rice St / Cty Rd B

Roseville Farmers Market (seasonal)

Lunds & Byerlys

Ramsey County Library

Walmart

Rosedale Marketplace

Target

Rosedale Center

Goodwill

Har Mar Mall

Last Revision: May 20th 2025



For more information:
Office: 651-846-9302
Dispatch: 651-789-6221

Weekly Totals for All Buses

Attachment 3

		13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug
Weekly Totals	Total Hours:	9.05	11.07	14.37	11.88	15.85	15.57	17.12	16.50	16.48	14.80	15.62	15.65	16.97
	Driver Exp:	\$443.45	\$542.27	\$703.97	\$582.28	\$776.65	\$762.77	\$838.72	\$808.50	\$807.68	\$725.20	\$765.22	\$766.85	\$831.37
	Total Miles:	125	158	195	148	226	236	236	216	220	196	231	218	246
	Mileage Exp:	\$93.75	\$118.50	\$146.25	\$111.00	\$169.50	\$177.00	\$177.00	\$162.00	\$165.00	\$147.00	\$173.25	\$163.50	\$184.50
	Total Exp:	\$537.20	\$660.77	\$850.22	\$693.28	\$946.15	\$939.77	\$1,015.72	\$970.50	\$972.68	\$872.20	\$938.47	\$930.35	\$1,015.87
	Walk on riders:	5	11	8	11	20	19	24	25	31	21	18	24	32
	Lift with Trfr	0	0	2	4	9	11	6	11	3	5	0	1	8
	Lift with W/C	0	0	0	0	0	0	0	0	7	2	7	7	2
	Total Riders:	5	11	10	15	29	30	30	36	41	28	25	32	42
	Rider Donations:	\$12.00	\$22.00	\$20.00	\$62.00	\$65.00	\$89.00	\$88.00	\$114.00	\$63.00	\$43.00	\$52.00	\$69.00	\$50.00

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Appoint Youth Commissioners to Various Commissions

Background

It has been customary for the City Council to appoint youth representatives to serve on various advisory commissions. Chapter 201 of the city code allows the Council to appoint up to two (2) additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. Youth commissioner terms expire on July 31 of each year.

Additionally, in August 2022, the Council updated the code language to remove "ex-officio" from the youth commissioner role, and allow youth to decide if they wanted to be a voting member of the commission. Youth are required to fill out an application, and as part of the application they are asked if they are seeking voting rights. If they are, the youth applicant must have their parent or guardian approve and sign the application agreeing to allow the youth to vote.

Staff have received an application from Aldous Bergquist for the Finance Commission as a non-voting member. Staff has also received an application from Sofia Salinas-Ruiz for the Equity and Inclusion Commission as a voting member. The application has been signed by the parent/guardian granting permission for the youth applicant to be a voting member. If Council chooses to appoint a youth commissioner, the youth commissioner term would end July 31, 2026. Youth commissioners may be reappointed for up to 3 terms as long as they meet the age, enrollment and residency requirements.

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent is to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Diverse policymakers and advisors are key to serving residents and other customers with excellence. Having youth commissioners as part of advisory commissions brings unique perspectives and insight to conversations, ideas and recommendations.

Equity Impact Summary

Diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to

advise the Mayor and Council on city policies and practices. By ensuring that diversity across all segments of our population are represented, the city increases its access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

Budget Implications

None.

Staff Recommendations

By motion, appoint Aldous Bergquist as a youth commissioner to the Finance Commission for a term ending July 31, 2026.

By motion, appoint Sofia Salinas-Ruiz as a youth commissioner to the Equity and Inclusion Commission for a term ending July 31, 2026.

Requested Council Action

By motion, appoint Aldous Bergquist as a youth commissioner to the Finance Commission for a term ending July 31, 2026.

By motion, appoint Sofia Salinas-Ruiz as a youth commissioner to the Equity and Inclusion Commission for a term ending July 31, 2026.

Prepared by: Rachel Boggs

Attachments:

1. Appointment and Reappointment Policy
2. Applications - For Packet

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September. .
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

Youth Commission Member Application - 2025

First Name	Aldous
Last Name	Bergquist
Address 1 (no P.O. boxes please)	
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
Date of Birth (MM/DD/YYYY)	
Grade During 2024-2025 School Year?	
I am under age 18	
Which Commission are you applying to?	Finance Commission
Roseville commissions are advisory to the city council. Please describe any unique qualities,	Experiences: I am a strong math student at Roseville Area High School and am taking AP Pre-Calculus at 10th grade. Having been a part of a Lego League Robotics team for

talents, or experiences you have that would inform your perspective on the Commission to which you are applying.

three years, we competed at the state level and won multiple awards. This fostered creative problem solving and teamwork skills.

I've participated on my school's math team and competed in a Math Masters competition.

I currently have a 3.93 GPA.

Qualities:

I am an analytical and focused person. I'm comfortable working with a team to solve problems. I'm a lifelong Roseville resident and am very interested in learning how our local government supports the services that I've grown up enjoying.

Please list school and community activities or service organizations in which you are involved:

- RAHS Boys Soccer and Track team
- St Paul Blackhawks soccer club
- Volunteered with the city and community organizations
- Lifeguard at the Shoreview YMCA
- Soccer referee within the community

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.



Have you previously served on a board or commission for the City of Roseville?

No

Have you served on a board or commission for another governmental entity?

No

I wish to serve as a
voting member

No

Parent/Guardian

I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered public under MN law and therefore available upon request.

Parent/Guardian
Acknowledgment -
Application Data

I agree

Parent/Guardian
Permission to Serve

Yes

Parent/Guardian
Permission to Vote

No

Parental/Guardian
Image Permission

Yes

How did you hear
about this opportunity?

City website

Youth Commission Member Application - 2025

Date of Application 07/02/2025
(MM/DD/YYYY)

First Name Sofia

Last Name Salinas-Ruiz

Address 1 (no P.O.
boxes please)

City Roseville

State MN

Zip Code 55113

Home or Cell Phone
Number

Email Address

Date of Birth
(MM/DD/YYYY)

Grade During 2024-
2025 School Year?

I am under age 18

Which Commission
are you applying to?

Equity and Inclusion Commission (EIC)

Roseville
commissions are
advisory to the city
council. Please
describe any unique
qualities, talents, or
experiences you have
that would inform
your perspective on
the Commission to
which you are
applying.

Working and being around with 'minority' groups of
people, trying to get people at least more aware of
people with disabilities, lack of representation, etc. Also
being a strong advocate.

Please list school and
community activities
or service
organizations in which
you are involved:

AVID, Student Council

Have you previously
served on a board or
commission for the
City of Roseville?

No

Have you served on a
board or commission
for another
governmental entity?

No

I wish to serve as a
voting member

Yes

If you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:	I agree to attend all trainings offered by the staff liaison and city as it relates to my role as a commissioner, I understand that I will be issued a City of Roseville email address, which I will only use to conduct commission-related business. This city-issued email address is public., I understand that a commission's formal recommendations to the City Council may become part of legal disputes., I understand that I am expected to abide by the city's ethics code and therefore subject to the complaint process of the city's ethics code.
--	--

Parent/Guardian	I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered pubic under MN law and therefore available upon request.
------------------------	--

Parent/Guardian Acknowledgment - Application Data	I agree
--	----------------

Parent/Guardian Permission to Serve	Yes
--	------------

Parent/Guardian Permission to Vote	Yes
---	------------

Parental/Guardian Image Permission	Yes
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Discuss City Council and Advisory Commission Rules of Procedure
Remote Participation Policy

Background

Rule 7 of the City Council and Advisory Commission Rules of Procedure governs remote participation at city meetings. It reads as follows:

Rule 7 Remote Participation

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside of the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

During the 2025 Legislative Session, the Minnesota Legislature modified the state Open Meeting Law as it pertains to remote participation at public meetings. Previous state law regarding participating remotely at public meetings required, among other things, that a public official participating remotely disclose the location where they are participating in the meeting from and make sure that the location is accessible and open to the public. However, state law allowed public officials to participate remotely without having to publically notice their location if they were performing duties as part of active military service or if they were advised by a medical professional to not be in a public setting for medical or personal reasons. This exception was limited to three times per year. A city still needed to give notice of the location of the in-person meeting and state that some members may participate remotely.

With the change in state law, cities are no longer required to list the remote attendance locations in meeting notices, and the three-meeting exception for military service and health-related conditions has been removed. Therefore, there is no limit on the number of times a public official may participate in a meeting and their location does not need to be disclosed.

As a reminder, meetings can be held with public officials virtually if all the following other requirements are met:

- All members must be able to hear and see each other, as well as any discussion and testimony presented at any location where at least one member is present.
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes.
- All votes must be conducted by roll call, so each member's vote can be identified and recorded.
- Meeting minutes must include the names of members attending via interactive television technology and state the reason for their remote participation.

Staff is bringing this information forward for the City Council to consider what, if any changes, should be made to the Remote Participation rule in the Rules of Procedure. Some things to consider when deciding whether to change the existing rule regarding remote participation include:

- Should the City limit the number of times a Council member or Commission member participates in a meeting virtually?
- Should Commission members be considered differently as it relates to remote participation compared to City Council members?
- Should Council members be allowed to meet in closed executive session virtually?
- What prior notice should be given to staff by a Council member or a Commission member that they will be participating remotely?
- Should there be any changes to virtual participation in meetings by staff, consultants, and the public?

Policy Objectives

Ensuring clear and defined procedures for conducting City Council and Commission meetings is important in providing transparency and building trust with the public that City business will be conducted in a fair and consistent manner.

Equity Impact Summary

The implementation of the Rules of Procedure for city council meetings is intended to create a structured, inclusive, and transparent framework. There are various components that promote equity and inclusivity. For example, the rules mandate live-streaming and recording of meetings, which enhance access for those unable to attend in person. Additionally, on the city's YouTube channel, videos have closed captioning, which increases accessibility for individuals. The city has also recently updated its equipment for those needing assisted listening devices.

Budget Implications

There is no expected budget impact. The City currently has the hardware and software to conduct virtual meetings.

Staff Recommendations

Staff recommends the City Council discuss whether adjustments need to be made to Rule 7 of the City Council and Advisory Commission Rules of Procedure based on recent state law changes governing public officials participating virtually at meetings.

81
82 **Requested Council Action**

83 The City Council should discuss whether adjustments need to be made to Rule 7 of the
84 City Council and Advisory Commission Rules of Procedure based on recent state law
85 change governing public officials participating virtually at meetings.
86

87 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. 2025 Adopted Rules of Procedure
2. LMC Information about Remote Participation Law Change

Revised January 6 and January 27, 2025

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.
- g. The public speaking time limits above do not apply to pre-arranged presenters or to the subjects of or applicants for council action, or appellants or petitioners to the council. Such speakers are encouraged to limit their remarks to 10 minutes or less.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Agenda

The following shall be the order of business of the City Council. Items marked with an asterisk apply to Commissions (with item numbers adjusted accordingly):

- 1) Roll Call*
- 2) Pledge of Allegiance
- 3) Approve Agenda*
- 4) Public Comment*
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council (or Commission) Direction on Member Initiated Agenda Items*
- 9) Approval of Minutes*
- 10) Consent Agenda
- 11) Future Agenda Review, Reports, and Announcements - Council and City Manager
- 12) Adjourn*

Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Actions, as appropriate.

The Council or Commission will schedule a 10-minute break approximately two hours after the start of the meeting.

Councilmembers and Commissioners are encouraged to introduce new items including background

information and supporting materials for discussion and possible action. Councilmembers and Commissioners have the right to place items on the agenda as follows:

1. A Councilmember or Commissioner may, at a meeting, request that an item be placed on a future agenda, or;
2. A Councilmember or Commissioner may make a request for an agenda item outside of a meeting by submitting an email request to the city manager or staff liaison, no later than noon of the Wednesday preceding the meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next meeting under the heading "Council (or Commission) Direction on Councilmember (or Commissioner) Initiated Agenda Items" at which time the Council, (or Commission) on consideration of any preliminary material provided by the initiating Councilmember (or Commissioner) for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember (or Commissioner) may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers (or Commissioners) present.

Rule 7 Remote Participation

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside of the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

Rule 8 Presiding Officer in Absence of Both Mayor & Acting Mayor (or Chair & Vice Chair)

In the absence of both the presiding officer and the designated alternate, a meeting will be presided over by the most senior member (or in the event of a tie in seniority the most senior member whose last name comes first alphabetically) until the body by affirmative vote on a motion designates any other presiding officer.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 11 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers four days in advance of an item appearing on a Council agenda. This time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 12 City Council Task Force or Subcommittee Formation

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address, and the task force will report its findings or recommendations by a specific deadline established by the Council.



Focus on New Laws: Remote Attendance Open and Accessible Location Disclosure Requirement Repealed

July 14, 2025

A 2025 law makes changes to the Open Meeting Law, eliminating the “open and accessible” location rule for remote meeting attendees. Cities no longer need to disclose remote attendance locations in meeting notices.

The Minnesota Open Meeting Law previously required members of public bodies who participated in meetings via interactive technology to do so from a location “open and accessible” to the public. As a result, meeting notices had to include the remote location of each participating member. Members attending remotely due to military service or health conditions were exempt from the open and accessible requirement for up to three meetings a year.

Effective May 24, 2025, that requirement has been repealed. Cities are no longer required to list the remote attendance locations in meeting notices, and the three-meeting exception for military service and health-related conditions has also been removed.

When holding meetings using interactive technology, cities must still give notice of the regular meeting location and state that some members may participate remotely. However, they are no longer required to disclose the remote locations of those members. Notice requirements for the regular meeting location remain the same as for in-person council meetings and depend on whether the interactive technology meeting is a regular, special, or an emergency meeting.

New remote meeting requirements

Meetings may be held via interactive technology if the following requirements are met:

At least one member is physically present at the regular meeting location, and notice of that location is provided.

- All members must be able to hear and see each other, as well as any discussion and testimony presented at any location where at least one member is present.
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes.
- All votes must be conducted by roll call so each member’s vote can be identified and recorded.
- Meeting minutes must include the names of members attending via interactive television technology and state the reason for their remote participation.

Additional resources

Read more about options for remote meeting attendance in the League of Minnesota Cities information memo [City Options for Meeting Remotely](#).

[Read more news articles.](#)

Your LMC Resource

Tori Kee

IGR Representative/Attorney

(651) 281-1292

tkee@lmc.org

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Consider making changes to the 2025 City Council Calendar

Background

The City Council adopted the 2025 City Council and EDA meeting schedule at the November 4, 2024 meeting. For a number of years, the City has held its public hearing regarding the proposed budget (formerly known as the Truth in Taxation hearing) at the last meeting of November. In 2024, that date was November 25, which is the first day under state statutes on which such a public hearing could be heard. The City Council may recall that many Roseville residents had only just received their property tax notice from Ramsey County over the weekend or on November 25. Under state statutes, counties must prepare to have the property tax notice mailed to the taxpayer between November 10 to November 24 each year. As stated earlier, Section 275.065 of the Minnesota State Statutes requires a public hearing on the budget after November 24 each year. (Attachment 1).

In 2025, there is a City Council meeting scheduled for Monday, November 24. As a result, the City cannot hold its public hearing on the budget on that date. Staff is asking the City Council to consider several options on how to address this issue.

- Reschedule the Monday, November 24 City Council meeting to Tuesday, November 25. If this option is chosen, the PWET meeting for that night would need to be rescheduled. Please note that Thanksgiving is later that week on Thursday, November 27.
- Move the public hearing on the budget to December 1, which is the last scheduled City Council meeting for the year. At that meeting, the City Council would also approve the 2026 budget.
- Move the public hearing on the budget to December 1 and schedule an additional City Council meeting for Monday, December 8, 2025 for the final approval of the city budget and to take care of any other city business.

Policy Objectives

Not applicable.

Equity Impact Summary

There is no anticipated equity impact.

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Budget Implications

Not applicable.

Staff Recommendations

Staff is looking for a motion regarding the date of the public hearing for the 2026 budget and for any changes to the City Council 2025 meeting calendar.

Requested Council Action

Motion to set a date for the public hearing for the 2026 budget and any changes to the City Council 2025 meeting calendar.

Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. State Statutes 275.065 (3) Property Tax Notice
 - 2. 2025 Council Meeting Schedule with EDA Final

Subd. 1c. **Levy; shared, merged, consolidated services.** If two or more taxing authorities are in the process of negotiating an agreement for sharing, merging, or consolidating services between those taxing authorities at the time the proposed levy is to be certified under subdivision 1, each taxing authority involved in the negotiation shall certify its total proposed levy as provided in that subdivision, including a notification to the county auditor of the specific service involved in the agreement which is not yet finalized. The affected taxing authorities may amend their proposed levies under subdivision 1 until October 10 for levy amounts relating only to the specific service involved.

Subd. 1d. **Failure to certify proposed levy.** If a taxing authority fails to certify its proposed levy by the due dates specified under subdivisions 1, 1a, and 1c, the county auditor shall use the authority's previous year's final levy under section 275.07, subdivision 1, for purposes of determining its proposed property tax notices and public advertisements under this section.

Subd. 2. MS 1988 [Repealed, 1Sp1989 c 1 art 9 s 85]

Subd. 3. **Notice of proposed property taxes.** (a) The county auditor shall prepare and the county treasurer shall deliver after November 10 and on or before November 24 each year, by first class mail to each taxpayer at the address listed on the county's current year's assessment roll, a notice of proposed property taxes. Upon written request by the taxpayer, the treasurer may send the notice in electronic form or by electronic mail instead of on paper or by ordinary mail.

(b) The commissioner of revenue shall prescribe the form of the notice.

(c) The notice must inform taxpayers that it contains the amount of property taxes each taxing authority proposes to collect for taxes payable the following year. In the case of a town, or in the case of the state general tax, the final tax amount will be its proposed tax. The notice must clearly state for each city that has a population over 500, county, school district, regional library authority established under section 134.201, metropolitan taxing districts as defined in paragraph (i), and fire protection and emergency medical services special taxing districts established under section 144F.01, the time and place of a meeting for each taxing authority in which the budget and levy will be discussed and public input allowed, prior to the final budget and levy determination. The taxing authorities must provide the county auditor with the information to be included in the notice on or before the time it certifies its proposed levy under subdivision 1. The public must be allowed to speak at that meeting, which must occur after November 24 and must not be held before 6:00 p.m. It must provide a website address and a telephone number for the taxing authority that taxpayers may call if they have questions related to the notice and an address where comments will be received by mail, except that no notice required under this section shall be interpreted as requiring the printing of a personal telephone number or address as the contact information for a taxing authority. If a taxing authority does not maintain a website or public offices where telephone calls can be received by the authority, the authority may inform the county of the lack of a public website or telephone number and the county shall not list a website or telephone number for that taxing authority.

(d) The notice must state for each parcel:

(1) the market value of the property as determined under section 273.11, and used for computing property taxes payable in the following year and for taxes payable in the current year as each appears in the records of the county assessor on November 1 of the current year; and, in the case of residential property, whether the property is classified as homestead or nonhomestead. The notice must clearly inform taxpayers of the years to which the market values apply and that the values are final values;

(2) the items listed below, shown separately by county, city or town, and state general tax, agricultural homestead credit under section 273.1384, school building bond agricultural credit under section 273.1387,

ROSEVILLE

2025 City Council / EDA Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January

6 *Org Meeting*
13 *EDA
13 Work Session
27

July

7
14 *EDA
14 Work Session
21

February

10
19 Comm. Interviews
20 Comm. Interviews
24

August

11
20 Comm. Interviews
25

March

3
17 *EDA
17 Work Session
24

September

8
15 *EDA
15 Work Session
22

Note: Roseville Schools Spring Break March 10-14
Mounds View Schools Spring Break March 24-28

April

7
14 Work Session
21

October

13
20 Work Session
27

May

5
12 *EDA
12 Work Session
19

November

10 *EDA
10
24

June

2
16

December

1

Note: Rosefest Parade Monday, June 23

*Economic Development Authority will meet before Council meeting



Patrick Trudgeon

Approved 11/04/2024

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

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	\$584,968.23
113141 – 113329	\$829,814.70
Total	\$1,414,782.93

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

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Staff recommends approval of all payment of claims.

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Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Phil Weix - Assistant Finance Director

Attachments: 1. Checks for Approval

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INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

ATTACHMENT 1: CHECKS FOR APPROVAL

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210500	Life Ins. Employee	LINA	JUNE NEW YORK LIFE PREMIUMS	3,351.02	4678
100-00-00-210500	Life Ins. Employee	LINA	JUNE NEW YORK LIFE PREMIUMS	139.00	4678
100-00-00-210500	Life Ins. Employee	LINA	JUNE NEW YORK LIFE PREMIUMS	(0.02)	4678
100-00-00-210502	Employer Life Insurance	LINA	JUNE NEW YORK LIFE PREMIUMS	652.80	4678
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	4692
100-00-00-210900	Long Term Disability	LINA	JUNE NEW YORK LIFE PREMIUMS	4,049.46	4678
100-00-00-210900	Long Term Disability	LINA	JUNE NEW YORK LIFE PREMIUMS	(0.10)	4678
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,652.59	4690
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,997.00	4690
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	4690
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	4690
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	350.00	4690
Total Department 00-00 GENERAL				18,781.75	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	EI MINUTES	212.50	4675
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	CC MINUTES	455.50	4675
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	CC MINUTES	334.00	4675
100-01-00-448000	Miscellaneous	AE SIGN SOLUTIONS, INC.	COMMISSIONER NAME SIGNS	110.00	113279
100-01-00-448000	Miscellaneous	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	21.78	4702
Total Department 01-00 CITY COUNCIL				1,133.78	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Definitive Technology Solu	WASTE TONER	58.50	113218
100-02-00-420000	Office Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	82.31	4702
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA JUNE SERVICE FEE PAID JULY	207.00	113228
100-02-00-430000	Professional Services	Metro-INET	JULY IT SERVICES	78,179.00	4681
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU JUNE	85.30	113298
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	30.75	113207
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	45.25	113207
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	92.34	113207
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	158.15	113207
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	71.82	113207
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	58.69	113207
100-02-00-441100	Tuition Reimbursement	Amanda Krinke	TUITION REIMBURSEMENT	1,500.00	4682
100-02-00-448000	Miscellaneous	HealthSource Solutions, LL	FLU SHOT SERVICES PROVIDED BY HSS	385.00	113300
Total Department 02-00 ADMINISTRATION				80,954.11	
Department: 03-00 ELECTIONS					
100-03-00-430000	Professional Services	Ramsey County	2025 ELECTION SERVICES - 3RD QTR	26,706.00	113199
Total Department 03-00 ELECTIONS				26,706.00	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	TimeSaver Off Site Secreta	FC MINUTES	253.00	4675
Total Department 04-00 FINANCE				253.00	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	PROSECUTION - MONTHLY RETAINER FEE	15,261.00	4516
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	MONTHLY RETAINER	17,085.13	113276
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	NON RETAINER FEES	475.00	113276
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	NON RETAINER FEES	351.90	113276
Total Department 06-00 LEGAL DEPARTMENT				33,173.03	
Department: 08-00 CENTRAL SERVICES					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE - LC	136.95	113270
100-08-00-424000	Operating Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	679.60	4702
Total Department 08-00 CENTRAL SERVICES				816.55	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-415000	Employer Insurance	LINA	JUNE NEW YORK LIFE PREMIUMS	119.30	4678
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS (5 ORDERS)	192.73	4704
100-10-00-420000	Office Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	121.11	4702
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	COAT RODS FOR CABINETS - TRAVIS AND T	90.00	113201
100-10-00-422000	Clothing	Aspen Mills Inc.	COMM ACTION TEAM UNIF RIEFFER	113.90	113258
100-10-00-422000	Clothing	Aspen Mills Inc.	CAT UNIF RIEFFER	16.00	113258
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD GLOVE	9.16	4703
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD GLOVE	9.16	4703
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD GLOVE	9.16	4703
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD GLOVE	9.16	4703
100-10-00-422000	Clothing	Galls, LLC	GLOVE HONOR GUARD	9.16	4703
100-10-00-422000	Clothing	Galls, LLC	ARMOR EXPRESS RAZOR LEVEL IIIA BRAVO	1,367.29	4703
100-10-00-422000	Clothing	Galls, LLC	BADGES	378.79	4520
100-10-00-422000	Clothing	Galls, LLC	CSO BELT LINDAHL	37.99	4520
100-10-00-422000	Clothing	Galls, LLC	RAZOR XT LVL IIIA VEST AND CARRIER -	2,033.00	4662
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF NIEBELING	567.93	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VANGRINSVEN	164.97	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF ZEIGLER	22.98	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF NIEBELING	2,147.69	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF MALCOLM	12.99	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - ZEIGLER	174.97	4661
100-10-00-422000	Clothing	STREICHER'S	CSO UNIFORMS	96.97	4661
100-10-00-422000	Clothing	STREICHER'S	REPATCH & CHANGED OUT CSO ROCKERS ON	96.00	4661
100-10-00-422000	Clothing	STREICHER'S	CSO UNIF BERG AND SCOTT	521.96	4661
100-10-00-422000	Clothing	STREICHER'S	REPATCH CSO SHIRTS	63.00	4661
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - VANGRINSVEN	2,130.68	4661
100-10-00-422000	Clothing	STREICHER'S	REPATCH CSO UNIFORM SHIRTS	252.00	4661
100-10-00-422000	Clothing	STREICHER'S	UNIF SHIRT - CHIEF	129.98	4701
100-10-00-422000	Clothing	STREICHER'S	PATCH SWAP TANIS (2)	24.00	4701
100-10-00-422000	Clothing	STREICHER'S	SWAP CSO PATCHES	24.00	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VANGRINSVEN	84.00	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE SHIRT MAYS	227.96	4661
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VANGRINSVEN	25.99	4661
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF ZEIGLER	25.99	4661
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF ZEIGLER	84.00	4661
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - VANGRINSVEN	109.98	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - VANGRINSVEN	91.94	4701
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - ZEIGLER	47.96	4701
100-10-00-423000	Vehicle Supplies & Mainten	Advanced Graphix, Inc.	REMOVAL CHARGE FOR 2021 DODGE DURANGO	150.00	4710
100-10-00-423000	Vehicle Supplies & Mainten	Baycom, Inc. c/o OwnersEdg	POWER SUPPLY FOR DOCKING STATION IN F	153.00	4684
100-10-00-424000	Operating Supplies	Ancom Technical Center	BATTERY STANDARD LI-ION	84.25	4660
100-10-00-424000	Operating Supplies	LAKER PROMOTIONS	COMMUNITY OUTREACH - RESTOCK SUPPLIES	5,386.93	113308
100-10-00-424000	Operating Supplies	TWIN CITIES FLAG SOURCE, I	FLAGS WITH UPDATED STATE SEAL	2,000.40	113204
100-10-00-424000-PD0002	Operating Supplies	MN DEPT OF HEALTH	BIRTH CERTIFICATE FOR CLENT 24500602	26.00	113318
100-10-00-424000-PD0002	Operating Supplies	MN DEPT OF HEALTH - VITAL	BIRTH CERTIFICATE FOR CLENT 24500956	26.00	113319
100-10-00-430000	Professional Services	ANIMAL HUMANE SOCIETY	ANIMAL INTAKE SERVICES Q2 (APR-JUN)	1,288.00	113302
100-10-00-430000	Professional Services	ASC Psychological Services	ANNUAL WELLNESS CHECKS (9)	1,350.00	113232

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-430000	Professional Services	AT&T	CELL TOWER TRACKING REQUEST - DET KAH	145.00	113229
100-10-00-430000	Professional Services	CITY OF ST. PAUL	CANINE BOARDING CAL (4/24-4/30 AND 5/	315.00	113180
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING JULY 3-6 ROOSTER	140.00	113260
100-10-00-430000	Professional Services	Language Line Services	JUNE TRANSLATION SERVICES	228.08	113278
100-10-00-430000	Professional Services	Language Line Services	MAY TRANSLATION SERVICES	389.00	113192
100-10-00-430000	Professional Services	Leads Online	PAWN INVESTIGATION SOFTWARE (ANNUAL	4,620.00	113213
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH SUPPORT SERVICES - JUNE	3,400.00	4672
100-10-00-430000	Professional Services	Thomson Reuters	MONTHLY CLEAR INVESTIGATIVE SOFTWARE	1,367.10	113187
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	2023 NISSAN ALTIMA TOW FEES CN2502078	160.00	113266
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES JUNE	5,196.17	113198
100-10-00-430001	Dispatching Services	Ramsey County	911 DISPATCH SERVICES JUNE	34,581.67	113198
100-10-00-431000	Telephone	Verizon	JUNE DATA CHARGES	1,080.27	113217
100-10-00-431000	Telephone	Verizon	MONTHLY PHONE MAY	5,197.39	113217
100-10-00-437000	Contract Maint. - Vehicles	TWIN CITIES AUTO GLASS	F150 WINDSHIELD REPLACEMENT	972.44	113242
100-10-00-439000	CONTRACT MAINTENANCE	CITY OF ST. PAUL	MAY RADIO SERVICES	544.30	113180
100-10-00-439000	CONTRACT MAINTENANCE	COVERTTRACK GROUP, INC.	TRACKING SERVICE RENEWAL - 3 DEVICES	1,200.00	113208
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT JUNE	533.52	113198
100-10-00-441000	Training	DAKOTA COUNTY TECHNICAL CO	EVOC TRAINING FACILITY RENTAL FEES	2,400.00	113195
100-10-00-441000	Training	STREICHER'S	MR-12 GA BLANK PACK OF 50 (2)	197.98	4661
100-10-00-441000	Training	STREICHER'S	40MM PROJECTILE SPONGE ROUNDS (40)	1,188.39	4661
100-10-00-441100	Tuition Reimbursement	Ryan Duxbury	PD TUITION REIMBURSEMENT SPRING 2025	1,500.00	4680
100-10-00-443600	Software Operating Charges	Baycom, Inc. c/o OwnersEdg	PANASONIC IPRO LICENSES (6)	750.00	4648
100-10-00-443600	Software Operating Charges	Metro-INET	MICROSOFT OFFICE 365 - VANGRINSVEN	385.00	4714
100-10-00-443600	Software Operating Charges	Metro-INET	MICROSOFT OFFICE 365 DUTTON	159.00	4714
100-10-00-443600	Software Operating Charges	Metro-INET	OFFICE 365 - BARTON	159.00	4714
100-10-00-443600	Software Operating Charges	Metro-INET	OFFICE 365 MEYER	154.00	4714
100-10-00-443600	Software Operating Charges	Metro-INET	MICROSOFT 365	390.00	4714
Total Department 10-00 POLICE DEPARTMENT				89,461.74	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-421000	Motor Fuel	WEX BANK	FUEL	49.50	113306
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	NASAL ATOMIZATION DEVICE	191.50	113219
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	EMS SUPPLIES	98.19	113297
100-13-00-423000	Vehicle Supplies & Mainten	Jefferson Fire & Safety, I	A/B FOAM 5 GAL PAIL	1,300.00	4663
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	EMS SUPPLIES	246.43	113186
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	GLOVES	400.00	113186
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	TRACH TUBE	17.76	113186
100-13-00-424000	Operating Supplies	Fikes, Inc.	PAPERTOWELS AND SOAP	805.57	4709
100-13-00-437000	Contract Maint. - Vehicles	Knox Company	ANNUAL CLOUD LICENSE	2,479.00	113288
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	JUL	810.04	113292
100-13-00-439000	CONTRACT MAINTENANCE	BDS Laundry Systems	FIXED WASHER DOOR	252.60	113185
100-13-00-439000	CONTRACT MAINTENANCE	Circle K Stores Inc.	MAY CAR WASHES	149.50	113223
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	113145
100-13-00-439000	CONTRACT MAINTENANCE	MacQueen Equipment	SCBA FLOW TEST	2,978.50	4655
100-13-00-439000	CONTRACT MAINTENANCE	MES SERVICE COMPANY LLC	GEAR WASH	897.73	4666
100-13-00-439000	CONTRACT MAINTENANCE	Muska Electric Co	GFCI NEAR SCBA	178.79	4656
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	MONTHLY CAD FEE	10.00	113198
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	JUN TO JUL	20.87	113295
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	DAY ROOM NOT COOLING AND LL HEAT PUMP	987.68	4670
100-13-00-441000	Training	MN Fire Service Certificat	ERIK RETEST FEE	75.00	4664
100-13-00-441000	Training	MN Fire Service Certificat	CASTRUITA EXAMS	131.00	4664
100-13-00-441000	Training	Ramsey County Fire Chiefs	FIRE ACADEMY	1,725.00	113146

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					
100-13-00-441000	Training	TWIN CITIES TRANSPORT & RE TRAINING CARS		250.00	113184
		Total Department 13-00 FIRE DEPARTMENT		14,640.28	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	3,299.09	4695
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	113294
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	113294
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	113294
		Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION		4,489.98	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	80.83	4509
		Total Department 13-18 EMERGENCY SERVICES		80.83	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	113285
100-20-20-443600	Software Operating Charges	Metro-INET	MICROSOFT 0365 LICENSE FOR REILY SIER	159.00	4681
100-20-20-443600	Software Operating Charges	Metro-INET	MICROSOFT 0365 LICENSE FOR ENGINEERIN	159.00	4681
100-20-20-443600	Software Operating Charges	Metro-INET	MICROSOFT 0365 LICENSE FOR NESS CARDA	155.00	4681
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		513.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	LEON JAVA - UNIFORM CLOTHING	117.00	4683
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	SAFETY VESTS- BULK ORDER	367.50	4683
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	SCOTT ZINS- UNIFORM CLOTHING	285.35	4683
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	NICK PICHA- UNIFORM CLOTHING	72.80	4683
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	MIKE KROEGER- UNIFORM CLOTHING	143.00	4683
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	MIKE JUDD- UNIFORM CLOTHING	113.10	4683
100-20-21-423000	Vehicle Supplies & Mainten	Ramsey County	MONTHLY FLEET SUPPORT FOR JUNE	115.44	113150
100-20-21-424000	Operating Supplies	Certified Laboratories, In	SPILL ABSORBANT, AERSOL WEED KILLER,	1,097.40	4700
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT PATCHING MATERIAL	157.52	113180
100-20-21-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	731.63	113181
100-20-21-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	413.05	113181
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10MB FLAT DATA PLAN US WITH NAF	736.00	4674
100-20-21-424000	Operating Supplies	SiteOne Landscape Supply,	HERBICIDE AND GRASS SEED	207.52	113215
100-20-21-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	1,537.28	113194
100-20-21-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	251.00	113280
100-20-21-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	1,249.79	113194
100-20-21-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	962.30	113194
		Total Department 20-21 STREET DEPARTMENT		8,557.68	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,782.17	4512
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,409.82	4697
100-20-22-439000	CONTRACT MAINTENANCE	Forest Lake Contracting, I	TWIN LAKES ROUNDABOUT POLE AND FIXTUR	8,344.20	4522
100-20-22-439000	CONTRACT MAINTENANCE	Forest Lake Contracting, I	COUNTY RD D SPEED SIGN	680.00	4669
		Total Department 20-22 STREET LIGHTING		26,216.19	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	9,743.89	113203
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	46.23	113197
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	46.23	113197
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	46.23	113282
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	39.84	113290

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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	Allstate Peterbilt of Sout	FILTER LUBE	10.40	113290
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS AND LUBE	233.69	113290
100-20-30-423000	Vehicle Supplies & Mainten	Astleford International	BRAKE CHAMBERS	309.04	113264
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERIES	403.51	4652
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SPARK PLUGS	80.40	4652
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SPARK PLUGS AND COILS	360.42	4652
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ALTERNATOR	438.70	4652
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	PURGE VALVE	36.71	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPER BLADES	13.69	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	TIRE SENSOR	75.51	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	VALVE ASSEMBLY	47.60	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	OIL AND FILTER	66.26	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	FUEL CAP	13.44	4689
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	EVAP SYSTEM MODULE	59.42	4689
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	COOLING FAN	223.47	113261
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	RADIATOR HOSE	69.00	113220
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	DETECTOR AND SEAL	61.87	113299
100-20-30-423000	Vehicle Supplies & Mainten	RDO Equipment	FLYWHEEL	1,398.34	113272
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	279.00	113283
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	1,104.00	113200
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	771.96	113200
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	FUEL FILTER AND SOLENOID	269.14	113190
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	ALARM	32.61	113277
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	BULBS	31.70	113277
100-20-30-424000	Operating Supplies	Staples Advantage, Inc.	CLEANING PRODUCTS	752.56	4673
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	TRANSMISSION REPLACEMENT ON SQUAD	8,797.55	113220
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SERVICE TO COOLING SYSTEM	534.19	113299
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	REPLACE TIE ROD AND ALIGN	403.25	113263
Total Department 20-30 VEHICLE MAINTENANCE				26,799.85	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Metro-INET	WIRELESS ACCESS POINT FOR MAINTENANCE	1,397.62	4681
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MANAGEMENT 06/2025 EXPENSES	8,776.73	4707
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE LABOR 6/2-6/29/	2,627.50	4668
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,963.00	4707
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	3,391.59	4513
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	113294
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	113294
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	113294
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	1,984.73	4513
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	148.96	4513
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	113294
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	113294
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	113294
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Adam's Pest Control Inc	PEST CONTROL CH	157.08	4665
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS FOR PD	161.15	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS PD	161.15	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	41.86	113281
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS PD	59.88	113281
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	122.22	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	122.22	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS PD	311.02	113196

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS PD	311.02	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	176.24	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	176.24	113196
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cummins Sales and Service	REPAIR CITY HALL GENERATOR	11,596.15	113284
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	06/06/25-LOWER POLICE GARAGE PEDESTAL	1,535.00	4650
100-23-00-439001	CONTRACT MAINTENANCE - CIT	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	113145
100-23-00-439001	CONTRACT MAINTENANCE - CIT	MINT ROOFING	ROOF REPAIR CITY HALL	145.00	113234
100-23-00-439001	CONTRACT MAINTENANCE - CIT	SANDSTROM LAND MANAGEMENT,	CITY HALL GROUNDS (JUNE 2025)/ROSEVIL	1,943.50	4677
100-23-00-439003	Contract Maint.- City Gara	Adam's Pest Control Inc	PEST CONTROL PW BLD	157.08	4665
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT BRUSH BLACK PW	51.03	113281
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT/RUGS PW	115.23	113196
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT/RUGS PW	115.23	113196
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT/RUGS PW	159.67	113196
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT/RUGS PW	159.67	113196
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	MAT/RUGS PW	159.67	113196
100-23-00-439003	Contract Maint.- City Gara	MINT ROOFING	ROOF REPAIR ROSEVILLE PUBLIC WORKS	593.55	113234
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	6/26 POLICE DEPARTMENT- UNIT LEAKING,	927.00	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	PERFORM CONDENSER COIL CLEANING WITH	707.00	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	PERFORM CONDENSER COIL CLEANING WITH	707.00	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	5/16 WORK WITH METRO-INET GETTING NEW	540.00	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	6/9 CHECK PROGRAMMING FOR NEW PUBLIC	1,590.00	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	6/23 UPPER-LEVEL CITY HALL WARM.	1,444.72	4670
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	5/6 HVAC "NR" ISSUES	627.50	4670
100-23-00-439011	Fiber Maint. & Locates	Zayo Group LLC	CITY FIBER SERVICES	4,358.16	113202
Total Department 23-00 BUILDING MAINTENANCE				65,044.07	
Total Fund 100 General Fund				397,621.84	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	COMPASS HOMES, LLC	EROSION CONTROL ESCROW REFUND	6,000.00	113247
103-00-00-230000	Deposits	HOME AND EARTH LLC	EROSION CONTROL ESCROW REFUND	3,325.00	113245
103-00-00-230000	Deposits	SANTANNI CUSTOM HOMES	EROSION CONTROL ESCROW REFUND	2,250.00	113243
103-00-00-230000	Deposits	TERRANCE COLEMAN	EROSION CONTROL ESCROW REFUND	1,000.00	113246
Total Department 00-00 GENERAL				12,575.00	
Total Fund 103 Contracted Engineering Svcs				12,575.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	North Suburban Access Corp	MUNICIPAL MEETING SERVICES	2,546.00	4521
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETING SERVICES	2,296.00	4521
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETINGS	1,991.00	4706
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	NEWSLETTER PRINTING	7,083.26	113152
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	PRINT NEWSLETTER	7,084.82	113212
Total Department 09-00 COMMUNICATIONS				21,001.08	
Total Fund 110 Telecommunications				21,001.08	
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
200-00-00-230160	Deposits-Arboretum Bricks	Central Park Foundation	PARTNERS CLUB DONATION - DONALDSON, B	100.00	113193
200-00-00-230160	Deposits-Arboretum Bricks	Central Park Foundation	BRICK PAYMENT (WOULFE)	217.00	113193
200-00-00-230160	Deposits-Arboretum Bricks	Central Park Foundation	PARTNERS CLUB DONATION (BIERSCHIED)	100.00	113193

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
Total Department 00-00 GENERAL				417.00	
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-431000	Telephone	T Mobile	CELL PHONES JUNE	255.16	113216
200-40-40-432000	Transportation	LOTHROP, JOSEPH	MILEAGE 725	153.65	113314
200-40-40-442000	Memberships & Subscription	BMI, Inc.	MUSIC LISC	13.40	113275
Total Department 40-40 RECREATION ADMINISTRATION				422.21	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0281	Fee Program Revenue	JOYCELYN CAMPBELL	SHELTER RENTAL KEY DEPOSIT REFUND	50.00	113158
200-40-41-344000-PR0281	Fee Program Revenue	VUE CHU	PICNIC SHELTER RENTAL KEY DEPOSIT REF	50.00	113244
200-40-41-424000-PR0249	Operating Supplies	Taho Sportswear, Inc.	EXTRA KICK-SLUG SHIRTS	294.75	4657
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	JULY 8 SMART DRIVER INVOICE	260.00	113227
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL LEAGUE UMPIRE PAYMENT	3,026.00	4676
200-40-41-430000-PR0253	Professional Services	FLOURISH CLEANING	PARK FACILITY CLEANING	4,049.43	113173
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	1,720.92	4511
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	40.00	4698
Total Department 40-41 RECREATION FEE PROGRAMS				9,491.10	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	JULY 10 WORK BIG BAND	45.00	113268
200-40-42-430000-PR0115	Professional Services	INGBER, HENRY	TECH HOURS FOR LIVE AT THE ROG	110.00	113236
200-40-42-430000-PR0115	Professional Services	JENNIFER RUSS	LIVE AT THE ROG CONCERT PERFORMANCE	3,500.00	113233
200-40-42-430000-PR0115	Professional Services	JUST DAVE AND THE ROCKIN'	LIVE AT THE ROG PERFORMANCE	400.00	113310
200-40-42-430000-PR0115	Professional Services	Pan Handlers Steel Drum Ba	LIVE AT THE ROG CONCERT PERFORMANCE	700.00	113209
200-40-42-430000-PR0115	Professional Services	RACHAEL KROOG	KIDPOWER LIVE AT THE ROG PERFORMANCE	600.00	113311
200-40-42-430000-PR0115	Professional Services	RAQUEL DE SOUZA	LIVE AT THE ROG CONCERT PERFORMANCE	1,500.00	113240
200-40-42-430000-PR0121	Professional Services	LYNK, ALAINA	DYP BALLOON ARTIST 7-23	100.00	113235
200-40-42-430000-PR0121	Professional Services	VICKI KECK	BUBBLES DYP 8/6	110.00	113312
200-40-42-430000-PR0298	Professional Services	Q3 Contracting, Inc.	ROSEFEST BARRICADES	1,164.00	113148
200-40-42-430000-PR0298	Professional Services	Q3 Contracting, Inc.	ROSEFEST TRAFFIC SIGNAGE	3,337.90	113148
200-40-42-430000-PR0299	Professional Services	DASSEL COKOTO MARCHING BAN	MARCHING BAND STIPEND	200.00	113157
200-40-42-438000	Rental	On Site Companies-OSSTC	DYP PORTABLE	74.00	113182
200-40-42-438000	Rental	On Site Companies-OSSTC	EVERGREEN BASEBALL TOURNAMENT PORTABL	222.00	113182
200-40-42-438000	Rental	On Site Companies-OSSTC	JULY PORTABLE PAYMENT	2,590.00	113182
200-40-42-438000	Rental	On Site Companies-OSSTC	DYP-PIONEER PARK PORTABLE	150.00	113182
Total Department 40-42 RECREATION NON FEE PROGRAMS				14,802.90	
Department: 40-50 NATURE CENTER					
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	113145
Total Department 40-50 NATURE CENTER				1,171.23	
Department: 40-53 SKATING CENTER					
200-40-53-382100	Building Rental	MARIA PINEDA	DAMAGE DEPOSIT REFUNDED	400.00	113315
200-40-53-422000	Clothing	FOXTROT MARKETING GROUP	TAYLOR DRIESEN- UNIFORM CLOTHING	115.00	4683
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CLEANING PRODUCTS	897.90	4518
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CELANING SUPPLIES	533.30	4700
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	394.06	4523
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	85.79	4523
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	42.44	113147
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	255.17	113147
200-40-53-430000	Professional Services	32NORTH LLC	ICE RESURFACE TRAINING	590.00	113309
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARP	117.00	113151

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GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-430000-PR5505	Professional Services	Action Sports of MN, Inc.	SKATEBOARD CAMP WEEK 2	1,575.00	113144
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	9,341.79	4696
200-40-53-439000	CONTRACT MAINTENANCE	Becker Arena Products, Inc	HOCKEY NETS	2,423.05	4685
200-40-53-439000	CONTRACT MAINTENANCE	Fikes, Inc.	BATHROOM SUPPLIES	241.56	4671
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	113145
200-40-53-439000	CONTRACT MAINTENANCE	Parsons Electric LLC	ELECTRICAL WORK	288.24	113143
Total Department 40-53 SKATING CENTER				20,695.18	
Total Fund 200 Recreation Fund				46,999.62	
Fund: 201 Recreation Donations					
Department: 40-43 RECREATION MAINTENANCE					
201-40-43-424000	Operating Supplies	JOSEPH J L'ALLIER	NEW LIGHTS AND TIMING SYSTEM IN VILLA	9,432.00	113313
Total Department 40-43 RECREATION MAINTENANCE				9,432.00	
Total Fund 201 Recreation Donations				9,432.00	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	IAN DOLAN- UNIFORM CLOTHING	174.00	4683
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	MICHAEL GAUGER- UNIFORM CLOTHING	191.00	4683
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	DAVID BECKERMANN- UNIFORM CLOTHING	84.00	4683
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	PATTI SULLIVAN- UNIFORM CLOTHING	135.00	4683
204-40-43-424000	Operating Supplies	Beacon Athletics	LINE CHALK, CLAY	2,613.40	113259
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	113145
204-40-43-430000	Professional Services	Jeff's S.O.S. Drain & Sewe	OPTIC INSPECTION AT 2525 DALE ST	225.00	4705
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT OWASSO HILLS PARK	132.95	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT VALLEY PARK	257.67	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT APPLEWOOD PARK	269.44	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT SANDCASTLE PARK	180.42	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT OASIS PARK	145.33	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT AUTUMN GROVE	474.21	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT LADYSLIPPER PARK	520.00	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT PIONEER PARK	192.05	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT HOWARD JOHNSON PARK	511.91	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT KEYA PARK	408.40	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT MAYFLOWER PARK	210.51	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT BRUCE RUSSELL PARK	169.87	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT VILLA PARK	260.00	113303
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	WEED CONTROL AT MAPLEVIEW PARK	265.91	113303
204-40-43-430000	Professional Services	Safety Kleen Systems, Inc.	WASHER SERVICE - SOLVENT + FEES	306.30	4691
204-40-43-430000	Professional Services	Steri-Clean Franchise Minn	TRUCK, SUPPLIES, AND EQUIPMENT FOR WO	2,082.25	113301
204-40-43-430000	Professional Services	USDA APHIS General	PERSONNEL AND PROGRAM SUPPORT	6,493.83	113289
204-40-43-431000	Telephone	T Mobile	CELL PHONES JUNE	221.14	113216
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	6,302.76	4694
Total Department 40-43 RECREATION MAINTENANCE				23,405.54	
Total Fund 204 PARK MAINTENANCE				23,405.54	
Fund: 220 Municipal Community Band					
Department: 40-44 COMMUNITY BAND					
220-40-44-424000	Operating Supplies	TONY EVANS	COMMUNITY BAND PIZZA REIMBURSEMENT	503.13	113316
Total Department 40-44 COMMUNITY BAND				503.13	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 220 Municipal Community Band					
			Total Fund 220 Municipal Community Band	503.13	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	REVISING TIF NOTE	65.00	113276
260-00-00-230130-CD1320	Development Escrow	Ehlers & Associates, Inc.	UPDATE OF TIF 17A AND 17	568.75	113274
			Total Department 00-00 GENERAL	633.75	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-424000	Operating Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	41.99	4702
			Total Department 56-57 PLANNING DEPARTMENT	41.99	
			Total Fund 260 Community Development	675.74	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	159.61	4702
265-05-00-424000	Operating Supplies	Innovative Office Solution	JUNE INNOVATIVE OFFICE SUPPLIES	494.80	4702
265-05-00-424000	Operating Supplies	Metro-INET	MICROSOFT OFFICE LICENSE NEW STAFF	146.00	113222
265-05-00-424000	Operating Supplies	Staples Advantage, Inc.	CLEANING PRODUCTS	188.14	4673
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS	419.68	113196
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS	419.68	113196
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS LIC&PASS.	419.68	113196
265-05-00-430000	Professional Services	Cintas Corporation	MAT GALAXY BLACK	99.09	113281
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS LIC&PASS	99.09	113281
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS LIC.&PASS	317.73	113196
265-05-00-430000	Professional Services	Cintas Corporation	MAT/RUGS LIC.&PASS	317.73	113196
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	113145
265-05-00-430000	Professional Services	SANDSTROM LAND MANAGEMENT, CITY HALL GROUNDS (JUNE 2025)/ROSEVIL		400.00	4677
265-05-00-431000	Telephone	CenturyLink	TELEPHONE	120.86	113269
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	166.60	4715
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	144.00	113293
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	183.00	113293
			Total Department 05-00 DEPUTY REGISTER	5,559.73	
			Total Fund 265 License Center	5,559.73	
Fund: 290 Police Forfeiture Fund					
Department: 10-00 POLICE DEPARTMENT					
290-10-00-452000	Vehicles & Equipment	Enforcement Lighting	CSO TRUCK BULID PARTS	23,175.00	113291
			Total Department 10-00 POLICE DEPARTMENT	23,175.00	
			Total Fund 290 Police Forfeiture Fund	23,175.00	
Fund: 296 Police - Opioid Settlement					
Department: 10-00 POLICE DEPARTMENT					
296-10-00-424000	Operating Supplies	Mckesson Medical-Surgical	NARCAN RESTOCK FOR ROSEVILLE POLICE D	3,960.00	113186
			Total Department 10-00 POLICE DEPARTMENT	3,960.00	
			Total Fund 296 Police - Opioid Settlement	3,960.00	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SQUAD 2537 BUILD	6,225.71	4688
400-10-00-452000	Vehicles / Equipment	MIDWAY FORD CO.	CSO TRUCK 2025 FORD F150	45,229.70	113263
400-10-00-452000	Vehicles / Equipment	MIDWAY FORD CO.	CSO TRUCK 2025 FORD F150	1,066.00	113263

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	MIDWAY FORD CO.	CSO TRUCK 2025 FORD F150	20.00	113263
400-10-00-453000	Other Improvements	Axon Enterprise, Inc.	TASER EQUIPMENT (3)	4,335.00	113210
400-10-00-453000	Other Improvements	Kiesler's Police Supply, I	HOLOSUN PISTOL SIGHT - M SWANSON	380.97	113211
400-10-00-453000	Other Improvements	SOS OFFICE FURNITURE	RESIZE WORKSURFACES - JOE AND ERIKA	600.00	113201
400-10-00-453000	Other Improvements	SOS OFFICE FURNITURE	SIT STAND WORKSPACES - MOLLI AND AMBE	1,120.00	113201
400-10-00-453000	Other Improvements	STREICHER'S	40MM LAUNCHER	2,601.30	4701
400-10-00-453000	Other Improvements	STREICHER'S	RED DOT SIGHT FOR RIFLE	833.25	4661
400-10-00-453000	Other Improvements	STREICHER'S	40MM MARKING SPONGE ROUNDS (60)	1,881.65	4661
Total Department 10-00 POLICE DEPARTMENT				64,293.58	
Total Fund 400 Equipment Revolving				64,293.58	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-443500	Minor Equipment	MES SERVICE COMPANY LLC	CIP FIRE CAMERA	3,191.15	4666
401-13-00-453000	Other Improvements	Yale Mechanical	DAY ROOM NOT COOLING AND LL HEAT PUMP	987.69	4670
Total Department 13-00 FIRE DEPARTMENT				4,178.84	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-452004	Fire Department Vehicles	EMERGENCY AUTOMOTIVE TECH	RIVIAN	9,991.33	4688
401-13-13-452004	Fire Department Vehicles	WHELEN ENGINEERING COMPANY	RIVIAN INVEHICLE TECH	1,800.00	113241
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				11,791.33	
Total Fund 401 Fire Equipment				15,970.17	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE SIDEWALK REPLACEMENT	2,446.60	113194
408-20-20-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	2,122.90	113194
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				4,569.50	
Total Fund 408 Pathway Maintenance Fund				4,569.50	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	3,167.64	113153
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	4525
Total Department 08-00 CENTRAL SERVICES				3,499.64	
Total Fund 409 CENTRAL SERVICES FUND				3,499.64	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 40-53 SKATING CENTER					
410-40-53-450000	Building & Structures	THINK DIGITAL SIGNS	INSTALL OF VIDEO BOARD	42,892.50	113238
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	COMPLETION OF INSTALL OF 2 UNITS	40,151.66	113230
Total Department 40-53 SKATING CENTER				83,044.16	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				83,044.16	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-453000	Other Improvements	Flagship Recreation	FOR PARKS DONOR SIGN	2,278.00	113286
Total Department 40-40 RECREATION ADMINISTRATION				2,278.00	
Total Fund 411 Recreation Improvements				2,278.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 413 MAINTENANCE FACILITY					
Department: 20-00 PUBLIC WORKS GENERAL					
413-20-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP UPDATE DESIGN		1,250.00	113296
		Total Department 20-00 PUBLIC WORKS GENERAL		1,250.00	
		Total Fund 413 MAINTENANCE FACILITY		1,250.00	
Fund: 414 PASSPORT / LICENSE CENTER					
Department: 05-00 DEPUTY REGISTER					
414-05-00-430000	Professional Services	Boarman Kroos Vogel Group, CCMP UPDATE DESIGN		3,750.00	113296
		Total Department 05-00 DEPUTY REGISTER		3,750.00	
		Total Fund 414 PASSPORT / LICENSE CENTER		3,750.00	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, STREETSCAPE MAINT THRU JUNE		2,058.00	4711
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, JUNE STREETSCAPE MOWING		7,500.00	4677
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		9,558.00	
		Total Fund 417 STREETSCAPE		9,558.00	
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
425-02-00-430000	Professional Services	Kennedy & Graven, Chartere NON RETAINER FEES		124.20	113276
425-02-00-430000	Professional Services	Kennedy & Graven, Chartere NON RETAINER FEES		114.00	113276
		Total Department 02-00 ADMINISTRATION		238.20	
		Total Fund 425 2719 Lexington Avenue		238.20	
Fund: 534 GO Bonds Series 2020A					
Department: 62-00 BOND PAYMENTS					
534-62-00-430000	Professional Services	Bond Trust Services Corp. PAYING AGENT FEE SERIES 2020A		475.00	113155
		Total Department 62-00 BOND PAYMENTS		475.00	
		Total Fund 534 GO Bonds Series 2020A		475.00	
Fund: 581 TIF DISTRICT # 23 (BRITNEY MARION APTS)					
Department: 57-00 EDA - GENERAL					
581-57-00-448000	Miscellaneous	Ramsey County Prop Rec & R TIF 23 DECERTIFICAITON		262,128.02	113265
		Total Department 57-00 EDA - GENERAL		262,128.02	
		Total Fund 581 TIF DISTRICT # 23 (BRITNEY MARION APTS)		262,128.02	
Fund: 583 TIF DISTRICT #21 - CPC REDEVELOPMENT					
Department: 57-00 EDA - GENERAL					
583-57-00-430000	Professional Services	Ehlers & Associates, Inc. TIF REPORTING 2024		612.25	113274
		Total Department 57-00 EDA - GENERAL		612.25	
		Total Fund 583 TIF DISTRICT #21 - CPC REDEVELOPMENT		612.25	
Fund: 585 TIF District #17-Twin Lakes					
Department: 57-00 EDA - GENERAL					
585-57-00-430000	Professional Services	Ehlers & Associates, Inc. TIF REPORTING 2024		612.25	113274
		Total Department 57-00 EDA - GENERAL		612.25	
		Total Fund 585 TIF District #17-Twin Lakes		612.25	
Fund: 586 TIF #18 Sienna Green					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 586 TIF #18 Sienna Green					
Department: 57-00 EDA - GENERAL					
586-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF REPORTING 2024	612.25	113274
586-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF ADMINISTRATION	147.50	113274
			Total Department 57-00 EDA - GENERAL	759.75	
			Total Fund 586 TIF #18 Sienna Green	759.75	
Fund: 588 TIF District #20: McGough					
Department: 57-00 EDA - GENERAL					
588-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF REPORTING 2024	612.25	113274
			Total Department 57-00 EDA - GENERAL	612.25	
			Total Fund 588 TIF District #20: McGough	612.25	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF REPORTING 2024	612.25	113274
			Total Department 57-00 EDA - GENERAL	612.25	
			Total Fund 589 TIF District #22 Twin Lakes II	612.25	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	0.90	113257
600-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	5.95	113257
600-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	0.40	113163
600-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	5.15	113163
600-00-00-202000	Accounts Payable	BRETT BARNEY	UB refund for account: 020959-000	1.36	113323
600-00-00-202000	Accounts Payable	BRETT BARNEY	UB refund for account: 020959-000	3.72	113323
600-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	61.54	113161
600-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	46.87	113161
600-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	2.55	113162
600-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	13.58	113162
600-00-00-202000	Accounts Payable	D. S WIEHE	UB refund for account: 002158-000	13.18	113256
600-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	0.38	113169
600-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	6.14	113169
600-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	0.41	113176
600-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	2.47	113176
600-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	4.76	113177
600-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	31.27	113177
600-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	6.76	113321
600-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	20.43	113321
600-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	4.45	113164
600-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	4.61	113164
600-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	1.52	113175
600-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	3.77	113175
600-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	2.22	113165
600-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	2.89	113165
600-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	4.48	113168
600-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	13.86	113168
600-00-00-202000	Accounts Payable	MIKE MEZZENGA	UB refund for account: 026131-000	12.78	113322
600-00-00-202000	Accounts Payable	MIKE MEZZENGA	UB refund for account: 026131-000	0.87	113322
600-00-00-202000	Accounts Payable	MINNESOTA HOLDING CO. LLC	UB refund for account: 026963-000	3.72	113254
600-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	1.54	113160
600-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	8.35	113160

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	2.21	113178
600-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	4.19	113178
600-00-00-202000	Accounts Payable	NIKOLE VARGAS	UB refund for account: 022452-000	66.83	113255
600-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	13.25	113320
600-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	8.04	113320
600-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	3.27	113329
600-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	7.46	113329
600-00-00-202000	Accounts Payable	SCOTT WEMYSS	UB refund for account: 005116-000	14.26	113170
600-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	36.50	113159
600-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	6.42	113159
600-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	148.58	113252
600-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	47.51	113252
600-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	5.82	113250
600-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	8.49	113250
600-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	2.74	113167
600-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	3.41	113167
600-00-00-202000	Accounts Payable	YER MASOG	UB refund for account: 023438-000	73.54	113166
600-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	7.85	113327
600-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	10.60	113327
Total Department 00-00 GENERAL				763.85	
Department: 50-00 SANITARY SEWER					
600-50-00-370100	SANITARY SEWER - CONSUMPTI	City of Maplewood	SEWER AND STORM REIMBURSEMENT	98,378.49	4658
600-50-00-415000	Employer Insurance	LINA	JUNE NEW YORK LIFE PREMIUMS	126.81	4678
600-50-00-422000	Clothing	FOXTROT MARKETING GROUP	SCOTT WENDEL- UNIFORM CLOTHING	26.60	4683
600-50-00-422000	Clothing	FOXTROT MARKETING GROUP	CHAD THOENNES- UNIFORM CLOTHING	68.60	4683
600-50-00-422000	Clothing	FOXTROT MARKETING GROUP	SAFETY VESTS- BULK ORDER	367.50	4683
600-50-00-424000	Operating Supplies	Certified Laboratories, In	STING-X PRO AEROSOL,	230.45	4659
600-50-00-424000	Operating Supplies	ESS Brothers & Sons, Inc.	HDPE ADJ RING	7,532.00	4651
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	Y-STRAINER SCREEN, 2"	64.15	4653
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	50523-00-K Y-STRAINER, 2"	125.25	4653
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	22.10 CERAMIC INSERT, M10	536.95	4653
600-50-00-430000	Professional Services	Gopher State One Call	LOCATES JUNE 2025	243.90	4654
600-50-00-430000	Professional Services	InfoSend, Inc.	JUNE 2025 BILLING	135.19	4713
600-50-00-430000	Professional Services	InfoSend, Inc.	MAY 2025 BILLING	141.45	4713
600-50-00-431100	Postage	InfoSend, Inc.	JUNE 2025 BILLING	384.04	4713
600-50-00-431100	Postage	InfoSend, Inc.	MAY 2025 BILLING	398.49	4713
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,824.75	4510
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4526
600-50-00-439000	CONTRACT MAINTENANCE	Erickson Electric Company,	REPAIR GALTIER LIFT STATION ELEC	433.00	113154
600-50-00-443600	Software Operating Charges	Bellefeull, Szur & Associa	BEACON METER READING	3,750.00	113156
600-50-00-453000-PW2506	Other Improvements	Bolton & Menk, Inc.	2025 SEWER LINING PROJECT	17,545.00	113189
Total Department 50-00 SANITARY SEWER				134,085.71	
Total Fund 600 Sanitary Sewer				134,849.56	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	0.33	113257
610-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	6.04	113257
610-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	0.28	113163
610-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	5.23	113163
610-00-00-202000	Accounts Payable	BRETT BARNEY	UB refund for account: 020959-000	0.21	113323

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	BRETT BARNEY	UB refund for account: 020959-000	3.78	113323
610-00-00-202000	Accounts Payable	BRUCE & NANCY ADOMEIT	UB refund for account: 012329-000	32.89	113248
610-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	2.59	113161
610-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	47.60	113161
610-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	0.75	113162
610-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	3.81	113162
610-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	13.79	113162
610-00-00-202000	Accounts Payable	D. S WIEHE	UB refund for account: 002158-000	19.71	113256
610-00-00-202000	Accounts Payable	DAVID FRENCH	UB refund for account: 017514-000	10.62	113253
610-00-00-202000	Accounts Payable	DONALD UPDYKE	UB refund for account: 004782-000	35.31	113251
610-00-00-202000	Accounts Payable	EDWARD CUNNINGHAM	UB refund for account: 002838-000	7.15	113324
610-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	0.34	113169
610-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	0.57	113169
610-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	6.24	113169
610-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	0.14	113176
610-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	2.51	113176
610-00-00-202000	Accounts Payable	JACOB BLACKFORD	UB refund for account: 023562-000	22.28	113325
610-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	1.73	113177
610-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	31.75	113177
610-00-00-202000	Accounts Payable	KIERSTEN & JACK MADSEN	UB refund for account: 023093-000	26.69	113328
610-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	1.13	113321
610-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	20.74	113321
610-00-00-202000	Accounts Payable	KIRBY & MIWA SATO	UB refund for account: 025978-000	59.23	113249
610-00-00-202000	Accounts Payable	KIRBY & MIWA SATO	UB refund for account: 025978-000	7.13	113249
610-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	0.25	113164
610-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	4.68	113164
610-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	0.21	113175
610-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	3.82	113175
610-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	0.16	113165
610-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	4.84	113165
610-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	2.94	113165
610-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	0.77	113168
610-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	6.70	113168
610-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	14.08	113168
610-00-00-202000	Accounts Payable	MIKE MEZZENGA	UB refund for account: 026131-000	12.98	113322
610-00-00-202000	Accounts Payable	MIKE MEZZENGA	UB refund for account: 026131-000	0.71	113322
610-00-00-202000	Accounts Payable	MINNESOTA HOLDING CO. LLC	UB refund for account: 026963-000	5.55	113254
610-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	0.46	113160
610-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	8.47	113160
610-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	0.23	113178
610-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	4.25	113178
610-00-00-202000	Accounts Payable	NIKOLE VARGAS	UB refund for account: 022452-000	3.65	113255
610-00-00-202000	Accounts Payable	NIKOLE VARGAS	UB refund for account: 022452-000	67.97	113255
610-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	0.45	113320
610-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	8.17	113320
610-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	0.41	113329
610-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	7.58	113329
610-00-00-202000	Accounts Payable	SCOTT WEMYSS	UB refund for account: 005116-000	16.17	113170
610-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	2.01	113159
610-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	37.06	113159
610-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	2.63	113252
610-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	48.25	113252

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	T LANGENBERGER	UB refund for account: 003989-000	104.53	113326
610-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	0.47	113250
610-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	8.62	113250
610-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	0.19	113167
610-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	4.10	113167
610-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	3.47	113167
610-00-00-202000	Accounts Payable	YER MASOG	UB refund for account: 023438-000	4.07	113166
610-00-00-202000	Accounts Payable	YER MASOG	UB refund for account: 023438-000	74.70	113166
610-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	0.59	113327
610-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	10.77	113327
Total Department 00-00 GENERAL				847.53	
Department: 51-00 WATER FUND					
610-51-00-422000	Clothing	FOXTROT MARKETING GROUP	SCOTT WENDEL- UNIFORM CLOTHING	49.40	4683
610-51-00-422000	Clothing	FOXTROT MARKETING GROUP	CHAD THOENNES- UNIFORM CLOTHING	127.40	4683
610-51-00-422000	Clothing	FOXTROT MARKETING GROUP	SAFETY VESTS- BULK ORDER	367.50	4683
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	16 SPIDERS	312.94	4708
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	DIRT AND DISPOSAL OF CONCRETE/ASPHALT	651.00	113267
610-51-00-424000	Operating Supplies	Frontier Precision, Inc.	TRIMBLE TERRAFLEX ADVANCED EDITION YE	445.50	113179
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	717.30	113262
610-51-00-424000	Operating Supplies	MILBANK WINWATER WORKS	MSW-NODE4-AC REPEATER-AC/MSW-NODE4-DC	10,900.02	113239
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	SPOIL DISPOSAL	240.00	113305
610-51-00-424000	Operating Supplies	W L Construction Supply In	14" X .125 X L "-20MM BLUE RESCUE MAS	420.00	113225
610-51-00-430000	Professional Services	Gopher State One Call	LOCATES JUNE 2025	243.90	4654
610-51-00-430000	Professional Services	IHYDRANT	IHYDRANT SERVICE	1,070.16	113237
610-51-00-430000	Professional Services	InfoSend, Inc.	JUNE 2025 BILLING	135.18	4713
610-51-00-430000	Professional Services	InfoSend, Inc.	MAY 2025 BILLING	141.45	4713
610-51-00-430000	Professional Services	Q3 Contracting, Inc.	CO RD B2 & DELLWOOD TRAFFIC CONTROL P	250.00	113194
610-51-00-430000	Professional Services	Q3 Contracting, Inc.	CO RD C & PRIOR AVE TRAFFIC CONTROL P	375.00	113194
610-51-00-430000	Professional Services	Twin City Water Clinic, In	JUNE DISTRIBUTION REPORT	680.00	113183
610-51-00-431100	Postage	InfoSend, Inc.	JUNE 2025 BILLING	384.03	4713
610-51-00-431100	Postage	InfoSend, Inc.	MAY 2025 BILLING	398.50	4713
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	6,285.87	4699
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	207.96	4514
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4526
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	FIXING ALARM INHIBITS ON SCADA	248.25	113287
610-51-00-439000	CONTRACT MAINTENANCE	Erickson Electric Company,	INSTALL MIXER AT THE WATER TOWER	1,498.32	113154
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	171.80	113194
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	851.60	113280
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	1,003.37	113280
610-51-00-439000	CONTRACT MAINTENANCE	RACO MANUFACTURING & ENGIN	RENEWAL: ALARMAGENT SERVICE - WATER T	450.00	113317
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	EXCAVATE AND REPLACE (1) HYDRANT. HYD	7,075.00	113188
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	VALVE REPLACEMENT COUNTY RD B2 W AND	12,175.00	113273
610-51-00-443600	Software Operating Charges	Bellefeull, Szur & Associa	BEACON METER READING	3,750.00	113156
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER ETHERNET	519.03	113142
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	WATER PIT AND METER REPLACEMENTS	542.31	4517
Total Department 51-00 WATER FUND				54,460.88	
Total Fund 610 Water Fund				55,308.41	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(85.14)	4693

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
Total Department 00-00 GENERAL				(85.14)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372300	Concession Sales	Tio's Food and Beverage	APRIL FOOD SALES	293.00	113171
620-52-51-423000	Vehicle Supplies & Mainten	Reinders Inc.	REPLACEMENT BASE BRUSH FOR SPIKE BRUS	129.31	113149
620-52-51-424000	Operating Supplies	CHUCK DEVORE	PERFORMER - MUSIC ON THE PATIO	420.00	113174
620-52-51-424000	Operating Supplies	Reinders Inc.	CADDIE COVERS (4), TAPERED LITTER CAD	313.00	113149
620-52-51-424000	Operating Supplies	SHI International Corp	ESSENTIAL DOCK - FREIGHT CHARGE ONLY	8.29	4519
620-52-51-424000	Operating Supplies	Uline	OPERATING SUPPLIES	588.43	4667
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOLIC BEVERAGES FOR RESALE	225.55	4687
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOLIC BEVERAGES FOR RESALE	207.15	4687
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	1,003.00	113191
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	278.50	113231
620-52-51-430000	Professional Services	PURE TAP INC	DRAUGHT LINE CLEANING	75.00	113307
620-52-51-431000	Telephone	T Mobile	CELL PHONES JUNE	34.02	113216
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,323.48	4693
620-52-51-438000	Rental	DLL Finance LLC	CARTS - MONTHLY RENTAL	3,750.00	113221
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	RESTROOM CLEANING	167.03	4523
620-52-51-439000	CONTRACT MAINTENANCE	On Site Companies-OSSTC	JULY PORTABLE PAYMENT	148.00	113182
620-52-51-439000	CONTRACT MAINTENANCE	South-Town Refrigeration	REPAIRED 3-DOOR COOLER (LEA ERROR COD	1,220.25	113206
Total Department 52-51 CEDARHOLM GOLF COURSE				10,184.01	
Total Fund 620 Golf Course				10,098.87	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	3.54	113257
640-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	3.07	113163
640-00-00-202000	Accounts Payable	BRETT BARNEY	UB refund for account: 020959-000	2.22	113323
640-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	27.94	113161
640-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	8.09	113162
640-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	3.66	113169
640-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	1.47	113176
640-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	18.65	113177
640-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	12.17	113321
640-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	2.75	113164
640-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	2.25	113175
640-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	1.73	113165
640-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	8.27	113168
640-00-00-202000	Accounts Payable	MIKE MEZZENGA	UB refund for account: 026131-000	7.62	113322
640-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	4.98	113160
640-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	2.50	113178
640-00-00-202000	Accounts Payable	NIKOLE VARGAS	UB refund for account: 022452-000	39.92	113255
640-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	4.79	113320
640-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	4.45	113329
640-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	21.75	113159
640-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	28.35	113252
640-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	5.06	113250
640-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	2.03	113167
640-00-00-202000	Accounts Payable	YER MASOG	UB refund for account: 023438-000	43.88	113166
640-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	6.32	113327
Total Department 00-00 GENERAL				267.46	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-374000	Storm Drainage	City of Maplewood	SEWER AND STORM REIMBURSEMENT	9,442.71	4658
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	LEON JAVA - UNIFORM CLOTHING	63.00	4683
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	SAFETY VESTS- BULK ORDER	367.50	4683
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	SCOTT ZINS- UNIFORM CLOTHING	153.65	4683
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	NICK PICHA- UNIFORM CLOTHING	39.20	4683
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	MIKE KROEGER- UNIFORM CLOTHING	77.00	4683
640-54-00-422000	Clothing	FOXTROT MARKETING GROUP	MIKE JUDD- UNIFORM CLOTHING	60.90	4683
640-54-00-424000	Operating Supplies	Certified Laboratories, In	EARPLUGS AND SAFETY GLASSES	347.45	4659
640-54-00-430000	Professional Services	Alliant, Inc.	RCD 4 PHASE II SOILS STUDY	425.00	113214
640-54-00-430000	Professional Services	Gopher State One Call	LOCATES JUNE 2025	243.90	4654
640-54-00-430000	Professional Services	InfoSend, Inc.	JUNE 2025 BILLING	135.18	4713
640-54-00-430000	Professional Services	InfoSend, Inc.	MAY 2025 BILLING	141.45	4713
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	PWET MINUTES	212.50	4675
640-54-00-431100	Postage	InfoSend, Inc.	JUNE 2025 BILLING	384.03	4713
640-54-00-431100	Postage	InfoSend, Inc.	MAY 2025 BILLING	398.50	4713
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	4,729.73	4508
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	21.17	4515
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	4526
640-54-00-439000	CONTRACT MAINTENANCE	Bituminous Roadways Inc	DALE ST SINKHOLE REPAIR	31,238.38	4686
640-54-00-439000	CONTRACT MAINTENANCE	Bituminous Roadways Inc	VICTORIA & B SINKHOLE REPAIR	8,839.06	4686
640-54-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB INSTALLATION	674.81	113194
640-54-00-439000	CONTRACT MAINTENANCE	Ramsey County Prop Rec & R	RCD4 PHASE 2 REPAIR	27.00	113141
640-54-00-439000-PW2509	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	2960 OLD 8 PUMP REPAIR	2,660.48	4711
640-54-00-443600	Software Operating Charges	Metro-INET	MICROSOFT 0365 LICENSE FOR CHLOE JOHN	163.00	4681
640-54-00-453000-PW2310	Other Improvements	Bituminous Roadways Inc	PROJECT 23-10 - PAY REQUEST 5 - FINAL	4,974.77	4649
640-54-00-453000-PW2510	Other Improvements	ADVANCED DRAINAGE SYSTEMS,	ADS STRUCTURE FOR 2387 CTY RD B	2,222.90	113172
640-54-00-490000-PW2509	Payments to Contractors	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE THRU JUNE	12,239.56	4524
Total Department 54-00 STORM WATER				82,055.92	
Total Fund 640 Storm Drainage				82,323.38	

Fund: 650 ENVIRONMENTAL
Department: 00-00 GENERAL

650-00-00-202000	Accounts Payable	BERNADETTE AMERONGEN	UB refund for account: 004366-000	2.02	113257
650-00-00-202000	Accounts Payable	BETTY HAGEN TRUST	UB refund for account: 004427-000	1.75	113163
650-00-00-202000	Accounts Payable	BRETT BARNEY	UB refund for account: 020959-000	1.27	113323
650-00-00-202000	Accounts Payable	CARLY VOSHELL	UB refund for account: 016165-000	15.92	113161
650-00-00-202000	Accounts Payable	CHRISTINE MUELLER	UB refund for account: 005586-000	4.61	113162
650-00-00-202000	Accounts Payable	ESTATE OF ROGER KRAUSE	UB refund for account: 007755-000	2.09	113169
650-00-00-202000	Accounts Payable	FAY CUSHMAN	UB refund for account: 008816-000	0.84	113176
650-00-00-202000	Accounts Payable	K&T NORTH ST PAUL INVESTME	UB refund for account: 026835-000	10.62	113177
650-00-00-202000	Accounts Payable	KIM RICE	UB refund for account: 020550-000	6.93	113321
650-00-00-202000	Accounts Payable	LANCE J UNGER	UB refund for account: 015723-000	3.13	113164
650-00-00-202000	Accounts Payable	LAUREN DIMARIA & JORDAN NG	UB refund for account: 026240-000	1.28	113175
650-00-00-202000	Accounts Payable	LUKE STURM	UB refund for account: 022966-000	0.98	113165
650-00-00-202000	Accounts Payable	MATTHEW WINN	UB refund for account: 024166-000	4.71	113168
650-00-00-202000	Accounts Payable	NANCY IRSFELD	UB refund for account: 006125-000	2.84	113160
650-00-00-202000	Accounts Payable	NATHAN PEATROWSKY	UB refund for account: 023995-000	1.42	113178
650-00-00-202000	Accounts Payable	NIKOLE VARGAS	UB refund for account: 022452-000	22.81	113255
650-00-00-202000	Accounts Payable	SAMUEL BAKER	UB refund for account: 013677-000	2.73	113320
650-00-00-202000	Accounts Payable	SARAH & JEFF RUDOLF	UB refund for account: 024865-000	2.53	113329
650-00-00-202000	Accounts Payable	SNOWSHOE INVESTMENTS	UB refund for account: 026682-000	12.39	113159

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	SRINIVASAN SANTHANAM	UB refund for account: 012970-000	16.14	113252
650-00-00-202000	Accounts Payable	THOMAS BUTINA	UB refund for account: 023591-000	2.88	113250
650-00-00-202000	Accounts Payable	WILLIAM & SANDRA MILLS	UB refund for account: 018512-000	1.16	113167
650-00-00-202000	Accounts Payable	YER MASOG	UB refund for account: 023438-000	24.98	113166
650-00-00-202000	Accounts Payable	ZEKE & JAIME HERNANDEZ	UB refund for account: 022018-000	3.60	113327
Total Department 00-00 GENERAL				149.63	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-424000	Operating Supplies	Northstar Maintenance Mana	COMPOSTABLE EVENT BAGS	451.44	113226
650-65-00-453000	Other Improvements	TOTER, LLC	RECYCLING CARTS 96G ADDITIONAL ORDER	22,174.77	113304
Total Department 65-00 SOLID WASTE RECYCLE				22,626.21	
Total Fund 650 ENVIRONMENTAL				22,775.84	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	341.68	113271
710-61-00-441000	Training	OECS - 170064	AUG	600.00	113224
Total Department 61-00 RISK MANAGEMENT				941.68	
Total Fund 710 Risk Management				941.68	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119118	Senior Deferred Loans	Center for Energy and Envi	LOANS AND ORIGINATION FEES	24,816.13	4712
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOANS AND ORIGINATION FEES	67,580.69	4712
Total Department 00-00 GENERAL				92,396.82	
Total Fund 723 Housing & Redevelopment Agency				92,396.82	
Fund: 725 EDA Operating Fund					
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Golden Shovel Agency	MARKETING SERVICES	1,050.00	4679
Total Department 57-56 EDA - PROGRAM				1,050.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOANS AND ORIGINATION FEES	4,400.00	4712
725-57-73-430000	Professional Services	Center for Energy and Envi	HES AUDITS	1,050.00	4712
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				5,450.00	
Total Fund 725 EDA Operating Fund				6,500.00	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE AND LARPENTEUR ALLIANCE PROFESSI	10,416.67	113205
Total Department 57-00 EDA - GENERAL				10,416.67	
Total Fund 727 South East Roseville Initiativ				10,416.67	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	3,490.00	
		100-00-00-210502	Employer Life Insurance	652.80	
		100-00-00-210600	Union Dues Deduction	73.00	
		100-00-00-210900	Long Term Disability	4,049.36	
		100-00-00-211100	ICMA Def Comp	10,166.59	
		100-00-00-211101	Mission SQ Roth	350.00	
		100-01-00-430000	Professional Services	1,002.00	
		100-01-00-448000	Miscellaneous	131.78	
		100-02-00-420000	Office Supplies	140.81	
		100-02-00-430000	Professional Services	78,928.30	
		100-02-00-441100	Tuition Reimbursement	1,500.00	
		100-02-00-448000	Miscellaneous	385.00	
		100-03-00-430000	Professional Services	26,706.00	
		100-04-00-430000	Professional Services	253.00	
		100-06-00-430000	Professional Services	33,173.03	
		100-08-00-424000	Operating Supplies	816.55	
		100-10-00-415000	Employer Insurance	119.30	
		100-10-00-420000	Office Supplies	403.84	
		100-10-00-422000	Clothing	11,120.71	
		100-10-00-423000	Vehicle Supplies & Maintenance	303.00	
		100-10-00-424000	Operating Supplies	7,471.58	
		100-10-00-424000-PD0002	Operating Supplies	52.00	
		100-10-00-430000	Professional Services	13,402.18	
		100-10-00-430001	Dispatching Services	39,777.84	
		100-10-00-431000	Telephone	6,277.66	
		100-10-00-437000	Contract Maint. - Vehicles	972.44	
		100-10-00-439000	CONTRACT MAINTENANCE	2,277.82	
		100-10-00-441000	Training	3,786.37	
		100-10-00-441100	Tuition Reimbursement	1,500.00	
		100-10-00-443600	Software Operating Charges	1,997.00	
		100-13-00-421000	Motor Fuel	49.50	
		100-13-00-423000	Vehicle Supplies & Maintenance	2,253.88	
		100-13-00-424000	Operating Supplies	805.57	
		100-13-00-437000	Contract Maint. - Vehicles	2,479.00	
		100-13-00-439000	CONTRACT MAINTENANCE	6,871.33	
		100-13-00-441000	Training	2,181.00	
		100-13-13-436000	Utilities	3,299.09	
		100-13-13-436000-FD2660	Utilities	1,190.89	
		100-13-18-436000	Utilities	80.83	
		100-20-20-420000	Office Supplies	40.00	
		100-20-20-443600	Software Operating Charges	473.00	
		100-20-21-422000	Clothing	1,098.75	
		100-20-21-423000	Vehicle Supplies & Maintenance	115.44	
		100-20-21-424000	Operating Supplies	3,343.12	
		100-20-21-439000	CONTRACT MAINTENANCE	4,000.37	
		100-20-22-436000	Utilities	17,191.99	
		100-20-22-439000	CONTRACT MAINTENANCE	9,024.20	
		100-20-30-421000	Motor Fuel	9,743.89	
		100-20-30-422000	Clothing	138.69	
		100-20-30-423000	Vehicle Supplies & Maintenance	6,429.72	
		100-20-30-424000	Operating Supplies	752.56	
		100-20-30-437000	Contract Maint. - Vehicles	9,734.99	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		100-23-00-424000	Op Supplies-City Hall	1,397.62	
		100-23-00-430000	Professional Services	15,367.23	
		100-23-00-436001	Utilities-City Hall	3,391.59	
		100-23-00-436001-PW2660	Utilities-City Hall	1,206.27	
		100-23-00-436003	Utilities-City Garage	2,133.69	
		100-23-00-436003-PW2660	Utilities-City Garage	4,063.20	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	25,071.96	
		100-23-00-439003	Contract Maint.- City Garage	1,511.13	
		100-23-00-439010	Contract Mani. - HVAC	6,543.22	
		100-23-00-439011	Fiber Maint. & Locates	4,358.16	
		103-00-00-230000	Deposits	12,575.00	
		110-09-00-430000	Professional Services	6,833.00	
		110-09-00-434000	Printing	14,168.08	
		200-00-00-230160	Deposits-Arboretum Bricks	417.00	
		200-40-40-431000	Telephone	255.16	
		200-40-40-432000	Transportation	153.65	
		200-40-40-442000	Memberships & Subscriptions	13.40	
		200-40-41-344000-PR0281	Fee Program Revenue	100.00	
		200-40-41-424000-PR0249	Operating Supplies	294.75	
		200-40-41-430000-PR0210	Professional Services	260.00	
		200-40-41-430000-PR0212	Professional Services	3,026.00	
		200-40-41-430000-PR0253	Professional Services	4,049.43	
		200-40-41-436000-PR0253	Utilities	1,760.92	
		200-40-42-430000-PR0102	Professional Services	45.00	
		200-40-42-430000-PR0115	Professional Services	6,810.00	
		200-40-42-430000-PR0121	Professional Services	210.00	
		200-40-42-430000-PR0298	Professional Services	4,501.90	
		200-40-42-430000-PR0299	Professional Services	200.00	
		200-40-42-438000	Rental	3,036.00	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-382100	Building Rental	400.00	
		200-40-53-422000	Clothing	115.00	
		200-40-53-424000	Operating Supplies	2,208.66	
		200-40-53-430000	Professional Services	707.00	
		200-40-53-430000-PR5505	Professional Services	1,575.00	
		200-40-53-436000	Utilities	9,341.79	
		200-40-53-439000	CONTRACT MAINTENANCE	6,347.73	
		201-40-43-424000	Operating Supplies	9,432.00	
		204-40-43-422000	Clothing	584.00	
		204-40-43-424000	Operating Supplies	3,191.59	
		204-40-43-430000	Professional Services	13,106.05	
		204-40-43-431000	Telephone	221.14	
		204-40-43-436000	Utilities	6,302.76	
		220-40-44-424000	Operating Supplies	503.13	
		260-00-00-230130-CD1240	Development Escrow	65.00	
		260-00-00-230130-CD1320	Development Escrow	568.75	
		260-56-57-424000	Operating Supplies	41.99	
		265-05-00-420000	Office Supplies	159.61	
		265-05-00-424000	Operating Supplies	828.94	
		265-05-00-430000	Professional Services	3,956.72	
		265-05-00-431000	Telephone	120.86	
		265-05-00-432000	Transportation	166.60	
		265-05-00-439000	CONTRACT MAINTENANCE	327.00	
		290-10-00-452000	Vehicles & Equipment	23,175.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		296-10-00-424000	Operating Supplies	3,960.00	
		400-10-00-452000	Vehicles / Equipment	52,541.41	
		400-10-00-453000	Other Improvements	11,752.17	
		401-13-00-443500	Minor Equipment	3,191.15	
		401-13-00-453000	Other Improvements	987.69	
		401-13-13-452004	Fire Department Vehicles	11,791.33	
		408-20-20-439000	CONTRACT MAINTENANCE	4,569.50	
		409-08-00-438100	Rental-Copier Machines	3,167.64	
		409-08-00-438101	Postage Meter	332.00	
		410-40-53-450000	Building & Structures	42,892.50	
		410-40-53-452000	Vehicles & Equipment	40,151.66	
		411-40-40-453000	Other Improvements	2,278.00	
		413-20-00-430000	Professional Services	1,250.00	
		414-05-00-430000	Professional Services	3,750.00	
		417-20-20-439000	CONTRACT MAINTENANCE	9,558.00	
		425-02-00-430000	Professional Services	238.20	
		534-62-00-430000	Professional Services	475.00	
		581-57-00-448000	Miscellaneous	262,128.02	
		583-57-00-430000	Professional Services	612.25	
		585-57-00-430000	Professional Services	612.25	
		586-57-00-430000	Professional Services	759.75	
		588-57-00-430000	Professional Services	612.25	
		589-57-00-430000	Professional Services	612.25	
		600-00-00-202000	Accounts Payable	763.85	
		600-50-00-370100	SANITARY SEWER - CONSUMPTION	98,378.49	
		600-50-00-415000	Employer Insurance	126.81	
		600-50-00-422000	Clothing	462.70	
		600-50-00-424000	Operating Supplies	8,488.80	
		600-50-00-430000	Professional Services	520.54	
		600-50-00-431100	Postage	782.53	
		600-50-00-436000	Utilities	1,824.75	
		600-50-00-438000	Rental	1,773.09	
		600-50-00-439000	CONTRACT MAINTENANCE	433.00	
		600-50-00-443600	Software Operating Charges	3,750.00	
		600-50-00-453000-PW2506	Other Improvements	17,545.00	
		610-00-00-202000	Accounts Payable	847.53	
		610-51-00-422000	Clothing	544.30	
		610-51-00-424000	Operating Supplies	13,686.76	
		610-51-00-430000	Professional Services	2,895.69	
		610-51-00-431100	Postage	782.53	
		610-51-00-436000	Utilities	6,493.83	
		610-51-00-438000	Rental	1,773.09	
		610-51-00-439000	CONTRACT MAINTENANCE	23,473.34	
		610-51-00-443600	Software Operating Charges	4,269.03	
		610-51-00-453006-PW2601	Water Meters	542.31	
		620-00-00-209001	Use Tax Payable	(85.14)	
		620-52-51-372300	Concession Sales	293.00	
		620-52-51-423000	Vehicle Supplies & Maintenance	129.31	
		620-52-51-424000	Operating Supplies	1,329.72	
		620-52-51-425000	Merchandise for Sale	1,714.20	
		620-52-51-430000	Professional Services	75.00	
		620-52-51-431000	Telephone	34.02	
		620-52-51-436000	Utilities	1,323.48	
		620-52-51-438000	Rental	3,750.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-52-51-439000	CONTRACT MAINTENANCE	1,535.28	
		640-00-00-202000	Accounts Payable	267.46	
		640-54-00-374000	Storm Drainage	9,442.71	
		640-54-00-422000	Clothing	761.25	
		640-54-00-424000	Operating Supplies	347.45	
		640-54-00-430000	Professional Services	1,158.03	
		640-54-00-431100	Postage	782.53	
		640-54-00-436000	Utilities	4,750.90	
		640-54-00-438000	Rental	1,773.09	
		640-54-00-439000	CONTRACT MAINTENANCE	40,779.25	
		640-54-00-439000-PW2509	CONTRACT MAINTENANCE	2,660.48	
		640-54-00-443600	Software Operating Charges	163.00	
		640-54-00-453000-PW2310	Other Improvements	4,974.77	
		640-54-00-453000-PW2510	Other Improvements	2,222.90	
		640-54-00-490000-PW2509	Payments to Contractors	12,239.56	
		650-00-00-202000	Accounts Payable	149.63	
		650-65-00-424000	Operating Supplies	451.44	
		650-65-00-453000	Other Improvements	22,174.77	
		710-61-00-430000	Professional Services	341.68	
		710-61-00-441000	Training	600.00	
		723-00-00-119118	Senior Deferred Loans	24,816.13	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	67,580.69	
		725-57-56-430000	Professional Services	1,050.00	
		725-57-73-430000	Professional Services	5,450.00	
		727-57-00-430000	Professional Services	10,416.67	
--- TOTALS BY FUND ---					
		100	General Fund	397,621.84	
		103	Contracted Engineering Svcs	12,575.00	
		110	Telecommunications	21,001.08	
		200	Recreation Fund	46,999.62	
		201	Recreation Donations	9,432.00	
		204	PARK MAINTENANCE	23,405.54	
		220	Municipal Community Band	503.13	
		260	Community Development	675.74	
		265	License Center	5,559.73	
		290	Police Forfeiture Fund	23,175.00	
		296	Police - Opioid Settlement	3,960.00	
		400	Equipment Revolving	64,293.58	
		401	Fire Equipment	15,970.17	
		408	Pathway Maintenance Fund	4,569.50	
		409	CENTRAL SERVICES FUND	3,499.64	
		410	GENERAL FACILITIES REPLACEMENT FUND	83,044.16	
		411	Recreation Improvements	2,278.00	
		413	MAINTENANCE FACILITY	1,250.00	
		414	PASSPORT / LICENSE CENTER	3,750.00	
		417	STREETSCAPE	9,558.00	
		425	2719 Lexington Avenue	238.20	
		534	GO Bonds Series 2020A	475.00	
		581	TIF DISTRICT # 23 (BRITNEY MARION APT	262,128.02	
		583	TIF DISTRICT #21 - CPC REDEVELOPMENT	612.25	
		585	TIF District #17-Twin Lakes	612.25	
		586	TIF #18 Sienna Green	759.75	
		588	TIF District #20: McGough	612.25	
		589	TIF District #22 Twin Lakes II	612.25	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		600	Sanitary Sewer	134,849.56	
		610	Water Fund	55,308.41	
		620	Golf Course	10,098.87	
		640	Storm Drainage	82,323.38	
		650	ENVIRONMENTAL	22,775.84	
		710	Risk Management	941.68	
		723	Housing & Redevelopment Agency	92,396.82	
		725	EDA Operating Fund	6,500.00	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		1,414,782.93	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Temporary Gambling Permit and 2 Temporary Liquor Licenses

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

St. Rose of Lima Catholic Church
2048 Hamline Ave N
Roseville, MN 55113

St. Rose of Lima is a religious group which is holding a raffle at Cedarholm Community Building at 2323 Hamline Ave N, on September 14, 2025.

Temporary Liquor License

Saint Rose of Lima Catholic Church
2048 Hamline Ave N.
Roseville, MN 55113

Saint Rose of Lima Catholic Church is holding a fundraising event at the Parish Center on September 20, 2025. This is their 2nd event in 2025. Their total number of days is 2 out of the limit of 12 for the calendar year.

Friends of Roseville Parks
2660 Civic Center Dr.
Roseville, MN 55113

Friends of Roseville Parks is hosting Tapped and Uncorked at the John Rose Skating Oval, 2661 Civic Center Dr. on September 19, 2025. Their total number of days is 1 out of the limit of 12 for the calendar year.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

40
41 **Staff Recommendations**

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

44
45 **Requested Council Action**

46 Motion to approve the Temporary Gambling Permit for St. Rose of Lima Church, and the Temporary
47 Liquor License for Saint Rose of Lima Church, and Friends of Roseville Parks.

48
49 **Prepared by:** Allie Sertich, Deputy City Clerk

Attachments: 1. 08112025 Temp licenses

50



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
Saint Rose of Lima Catholic Church		9/1/1941	8570281
Address	City	State	Zip Code
2048 Hamline Ave. No.	Roseville	Minnesota	55113
Name of person making application		Business phone	Home phone
Joseph Juaire jjuaire@saintroseoflima.net		651-357-1204	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
September 20, 2025	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Father Al Backmann	Roseville	Minnesota	55113
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
School and parish parking lot

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Catholic Mutual Insurance, \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Friends of Roseville Parks		1969		41-13123-80	
Organization Address (No PO Boxes)		City	State	Zip Code	
2660 Civic Center Drive		Roseville	MN	55113	
Name of person making application		Business phone		Home phone	
Jillane Anfang				651-646-7160	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
September 19, 2025		☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Linda Carlson - President		Roseville	MN	55113	
Organization officer's name		City	State	Zip Code	
Laura Peterson - Vice President		Roseville	MN	55113	
Organization officer's name		City	State	Zip Code	
Nancy Robbins - Treasurer		Roseville	MN	55113	

Location where permit will be used. If an outdoor area, describe.

Roseville Skating Center -- John Rose OVAL 2661 Civic Center Drive, Roseville, MN 55113

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Maguire Agency, 1935 Co. Rd. B2W Roseville, MN 55113

\$2,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

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: Saint Rose of Lima Catholic Church

Previous Gambling Permit Number: X-62002-21-039

Minnesota Tax ID Number, if any: 8570281

Federal Employer ID Number (FEIN), if any: 41-0790158

Mailing Address: 2048 Hamline Ave North

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

Name of Chief Executive Officer (CEO): Fr. Al Backmann

CEO Daytime Phone: 651-357-1201 CEO Email: fralbackmann@gmail.com

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

Email permit to (if other than the CEO): jjuaire@saintroseoflima.net

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): Cederholm Golf Course

Physical Address (do not use P.O. box): 2323 Hamline Ave N

Check one:

☒ City: Roseville Zip: 55113 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Sept. 14, 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

11/17
Page 2 of 2

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: Father Al Backmann Date: 7/24/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Al Backmann

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)).

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.

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.

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

An equal opportunity employer



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

OFFICE OF THE CHANCELLOR FOR CIVIL AFFAIRS

February 19, 2025

Reverend Marc Paveglio
Church of St. Rose of Lima
2048 Hamline Ave N
Roseville, MN 55113

Dear Reverend Paveglio,

The Church of Saint Rose of Lima of Rosetown, Minnesota, a Minnesota religious parish corporation, is a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code by reason of a Group Ruling issued to the United States Conference of Catholic Bishops by the Internal Revenue Service on September 18, 2024, which is the latest annual update in a series that began with the original determination of March 25, 1946. A copy of the 2024 Group Ruling is enclosed. The Group Exemption Number is 0928.

The Group Ruling provides that any organizations listed in the *Official Catholic Directory* for 2024 as being an agency, instrumentality and educational, charitable, and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States, are tax exempt.

The Church of Saint Rose of Lima of Rosetown, Minnesota, is listed in the *Official Catholic Directory* for 2024 on page 1040. A copy of the Archdiocesan section from the directory showing that listing is enclosed.

If you have any questions about the tax-exempt status, please contact me.

Sincerely,

Joseph F. Kueppers
Chancellor for Civil Affairs

ENCLOSURES

**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: September 18, 2024

Person to Contact:

K. Gleason #0203083

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your August 26, 2024, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2024*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2024* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.c.

Department Approval



City Manager Approval



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

Background

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

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

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

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

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Requested Council Action

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

Prepared by: Phil Weix - Assistant Finance Director

- Attachments:**
- 1. Over \$10,000 Report - 08.11.2025
 - 2. Golf CIP Project_Initiative Summary

45

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Golf Course	MTI Distributing, Inc.	Toro 60" Zero-Turn Mower	(a)	\$ 14,000	\$ 12,441	2025 CIP

Key

- (a) The golf course uses a zero-turn mower for the fairways, teeboxes, grounds, and mulching which is essential to golf course operations. The current mower is 17 years old and the useful life of a zero-turn mower is 8-10 years. Life of the current mower was increased with creative repairs but has incurred multiple mechanical breakdowns and is no longer cost-effective to maintain.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Replacement of 2008 Zero Turn Mower
Total Estimated Cost:	\$14,000
Funding Source:	Parks & Rec Vehicle & Equip Fund Transfer
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of 2008 Zero Turn Mower 60” rough mower. The anticipated useful life of one of these machines is 8 – 10 years. The life of this machine has been extended several times with creative repairs, but it is time to update the machine.

The zero turn is used to mow the rough of the course – 40% of the total ground cover.

Location:

Turf Maintenance Shop Cedarholm GG

REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Receive City Grant Applications Update

Background

In May, 2009, Resolution #10711 authorizing the City Manager to execute certain grant applications on behalf of the City and to report any applications to the City Council was adopted. The City has applied for several grants in the past several months.

It should be noted that the Conservation Partners Legacy grant award of \$500,000 is listed as being awarded on the attached spreadsheet. Council will make the decision on whether to formally accept the grant at tonight's meeting.

Grant dollars awarded (not including city contribution) in 2025 have so far totaled \$2,041,460.00

Grant dollars awarded (not including city contribution) in 2024 totaled \$1,790,867.68

Policy Objectives

To notify the Council of grant applications that the City has applied for in recent months.

Equity Impact Summary

City grants allow the city to expand resources to address targeted needs throughout the city. From sustainability efforts to a dedicated Housing Navigator to provide a continuum of care for a growing homeless population, to addressing public safety for vulnerable populations involved in sex trafficking, city grant programs better position city resources to directly serve stakeholders of the greatest need.

Budget Implications

Receiving grants helps to offset or completely cover the costs of delivering programming and services.

Staff Recommendations

Receive the report.

Requested Council Action

Receive the report.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. Grant Report 2025
2. Grant Report 2024
3. Resolution 10711

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	A	B	C	D	E	F	G	H
1	2024							
2	Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3	Ramsey-Washington Metro Watershed District	Street Sweeping Grant	2/1/2024	PW	\$0	\$3,000	\$3,000	\$3,000
4	Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
5	Ramsey County Comm Dev	Marion Street Pathway Construction	3/10/2022	PW	Staff time for construction admin	\$292,400	\$292,400	\$292,400
6	Ramsey County Comm Dev	CR B - Snelling Pedestrian Study	9/28/2022	PW	\$20,000	\$50,000.00	\$25,000.00	\$70,000.00
7	Metropolitan Council	2023 Water Efficiency Grant Amendment	9/8/2023	PW	\$2,000	\$8,000.00	\$8,000.00	\$10,000.00
8	Metropolitan Council	2024-2026 Water Efficiency Grant	3/1/2024	PW	20%	\$32,000.00	\$27,500.00	\$33,000.00
9	MnDOT	Active Transportation Bike Plan	11/29/2023	PW	Staff time to administer program	\$100,000 worth of consultant work	\$100,000.00	\$100,000 worth of consultant work
10	Metropolitan Council	I&I Repair for Private Homeowners	12/13/2023	PW	Staff time to administer program	\$50,000	\$40,000	\$40,000
11	Metropolitan Council	2024-2025 I&I Repair for City Sanitary Sewer	1/25/2024	PW	\$1,537,500	\$675,000	\$212,500	\$1,750,000
12	U.S. Department of Energy	Climate Action Planning - Energy Efficiency Conservation Block Grant	1/30/2024	PW	Staff time to administer program	\$76,370.00	\$76,370.00	\$76,370.00
13	Ramsey-Washington Metro Watershed District	Street Sweeping Grant	9/18/2024	PW	None	\$3,250.00	\$3,250.00	\$3,250.00
14	Ramsey-Washington Metro Watershed District	Drainage Improvement	10/2/2024	PW	50% match	\$15,000.00	\$15,000.00	\$30,000.00
15	MN Dep of Public Safety	Pathways to Policing	1/31/2024	PD	50% Match (CSO/Cadet Salary Costs)	\$50,000	\$50,000	\$100,000
16	MN Dep of Public Safety	Intensive Comprehensive Peace Officer Education and Training (ICPOET) for two trainees	1/31/2024	PD	none	\$100,000.00	\$100,000.00	\$100,000.00
17	MN Dep of Public Safety	Firearms Storage Grant	1/31/2024	PD	none	\$33,683.47	\$12,804.71	\$33,683.47
18	MN Dep of Public Safety	ARMER Equipment (radios)	6/18/2024	PD	5% Match	\$71,082.40	\$50,000.00	\$52,631.58
19	Department of Justice	Supporting LE Agencies Seeking Accreditation	6/3/2024	PD	none	\$250,000.00	\$250,000.00	\$250,000.00
20	Office of Justice Programs	Bulletproof Vest Replacement Program	6/7/2024	PD	50% Match	\$21,900	\$21,629	\$43,258
21	MN Dep of Public Safety	Crisis Response (21 months)	8/19/2024	PD	none	\$200,000		\$200,000
22	AARP	2024 AARP Community Challenge	3/6/2024	PD	none	\$4,300	\$0	\$4,300
23	Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	\$7,494.78	\$7,494.78	\$7,494.78
24	MN Dep of Public Safety	Toward Zero Deaths Traffic Safety Initiative (2024-25)	Annual	PD	none	\$26,428	\$26,428	\$26,428
25	WalMart	Local Community Grant: Shop with a Cop	9/25/2024	PD	none	\$3,200.00	\$3,200.00	\$3,200.00
26	Americorps	Forrestry Support - requesting three staff for the summer to support the EAB Program including two for watering/ pruning and one administrative support	2/1/2024	Parks and Recreation	Office space and staff support	(\$39,800 in value)	\$0.00	\$39,800.00
27	Minnesota Department of Natural Resources	Expedited Conservation Project - Reservoir Woods Natural Resources	9/17/2024	Parks and Recreation	\$5,000 in kind	\$50,000	TBD	Ongoing
28	MN PCA	Implementation Grants for Community Resilience	12/18/2024	Parks and Recreation	50% match	\$213,000.00	\$0	\$792,000.00
29	Metropolitan Council - LCA	Affordable homeownership	9/30/2024	CD	50% of eligible project gap costs	\$500,000	\$375,000	\$375,000
30	EDAM Intern grant	Intern for Summer 2025	11/22/2024	CD	dollar for dollar	\$2,000.00	\$2,000	\$4,000.00
31								
32								
33	New information					Total amount awarded	\$1,790,867.68	

**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 18th day of May, 2009, at 6:00 p.m.

The following members were present: Roe, Johnson, Ihlan, Pust and Klausing

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

**RESOLUTION No. 10711
Resolution Authorizing the City Manager to Execute Certain
Grant Applications on behalf of the City of Roseville**

WHEREAS, the City of Roseville has applied for a variety of grants which benefit the City; and

WHEREAS, the Roseville City Council encourages staff to continue to identify and apply for grants as a means to fund the policies, priorities and programs of the City, as established by actions of the Council; and

WHEREAS, grant submittals sometimes require verification of authority to submit an application on behalf of the City, and the required timeframes for submittal sometimes may not allow for Council authorization prior to application deadlines.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville does hereby authorize the City Manager to execute grant applications on behalf of the City of Roseville in cases where Council authorization is not required or is required but cannot be practically obtained prior to an application deadline, and where any matching funds or other city financial obligation related to the grant are accounted for either in the City budget or by previous Council action; and

BE IT FURTHER RESOLVED, that the City Manager will report any such grant applications to the City Council after the application is submitted.

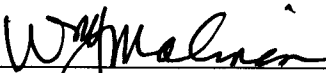
The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 18th day of May, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 18th day of May, 2009.



William J Malinen, City Manager

(Seal)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Receive 2025 Second Quarter Financial Report

Background

The second quarter of 2025 is complete and financial results are available. The Finance Director prepared the attached second quarter financial report for Council review. This report shows budget versus actual performance for the period ending June 30, 2025.

The financial report includes those programs and services that constitute the City's core functions and for which changes in financial trends can have a near-term impact on the ability to maintain current service levels. Programs such as debt service and tax increment financing which are governed by pre-existing obligations and restricted revenues are not shown. In addition, expenditures in the City's capital improvement funds are not shown as these expenditures are specifically tied to pre-established capital reserve funds. Unlike some of the City's operating budgets, these reserve funds are not typically susceptible to year-to-year fluctuations. In these instances, annual reviews are considered sufficient. Enterprise funds do record both operations and capital within the fund as the revenues and reserves pay for operations and capital improvements.

The information is presented strictly on a cash basis which measures only the *actual* revenues that have been deposited and the *actual* expenditures that have been paid, except for the Enterprise funds (Water, Sewer, Storm and Recycling) where revenues are based on amounts billed in the first three months of the year. This is in contrast with the City's audited year-end financial report which attempts to measure revenues earned but not collected, as well as costs incurred but not yet paid.

It should be noted that some of the City's revenue streams, such as property taxes and intergovernmental revenues, are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures are also intermittent and subject to wide fluctuations. The financial report notes those areas where fluctuations occur during the year. At this point in time, 50% of the year has passed and that sets the estimated benchmark for the first quarter report.

General Fund Summary - The General Fund includes the activities associated with the City's police, fire, streets, administration & finance, legal, and other general functions. Property tax revenue and state aid are the largest revenue sources for this fund. The general fund reserves carry out operations in this fund until property taxes are received from Ramsey County in June. The majority of State Aids are received in September and October. As a result, in the second quarter revenues were only at 35.77%. Expenditures are trending near the benchmark with some exceptions as noted in the report. Expenditures at this point in time are consistent with the prior two years.

Parks and Recreation Fund Summary – Revenues are running slightly ahead of 50%, similar to 2025. This is due to several park building rentals reserved at the beginning of the year and program participation reserved in advance of the various programs. As these programs are seasonal, the expenditures are tracking below 50% as many of the programs are operated in the summer and fall.

Community Development Fund – Revenues are currently tracking better than anticipated. However, there is some seasonality in the various permits issued by Community Development. Expenditures are tracking less than anticipated, but several expenditures will occur later in the year.

Communications Fund Summary – Cable franchise fees are the largest revenue source for this fund. Franchise fees are received a month after the end of the quarter, so there is a lag until year-end, when we record accruals. Expenditures are below 50% as North Suburban Cable Commission issues bills after the franchise fees are collected, so there is a lag here until year-end when accruals are recorded.

License Center Fund Summary – The License Center revenues are tracking slightly above the benchmark and expenditures are tracking at 50%. If this trend continues, this fund should end the year above the approved reserve level range of 10-15%.

Sanitary Sewer Fund Summary – The Sanitary Sewer Fund revenues and expenditures are near expected levels. The vehicle purchased is skewing the capital outlay percentage at this point in time.

Water Fund Summary – Water Fund revenues and expenditures are near expected levels. The majority of January and February invoices are booked back to 2024 as the water was used in 2024. Revenues smooth out at year-end when accruals are posted. Expenditures can fluctuate during the year based on water consumption. Expenditures are slightly lower due to only five months of St. Paul Regional Water invoices paid through June 30, 2025. Capital expenditures and transfers will occur later in the year.

Storm Sewer Fund Summary – Storm Sewer Fund revenues and expenditures are near expected levels based on the prior two years. Capital expenditures and transfers will occur later in the year.

Environment Fund Summary – The Environmental Fund revenues are running a bit below expected due to the County grant not being received as of June 30, which is consistent with prior years. Expenditures are slightly higher than 50% due to the purchase of carts in the first part of the year.

Golf Course Fund Summary – The golf course activity is seasonal in nature, which impacts both the revenues and the expenditures in this fund. The revenues are running ahead of projections based on the prior two years.

The City's overall financial condition remains strong, and the Finance Department has not noted any unexpected variances in the operating funds for the second quarter of 2025. Variances that have occurred are noted and explained in the attached financial report. There are no budget adjustments necessary at this point in time.

Policy Objectives

The information presented above satisfies the reporting requirements in the City's Operating Budget Policy.

Equity Impact Summary

There is no equity impact.

Budget Implications

Not applicable.

Staff Recommendations

Not applicable.

Requested Council Action

For informational purposes only. No formal Council action is requested.

Prepared by: Michelle Pietrick, Finance Director

Attachments: 1. 2nd Quarter Financial Report Attachment

Description	2025 Original Budget	2025 Amended Budget	Actual thru June 2025	Benchmark 50% Percent of Budget	
GENERAL OPERATING FUND					
GENERAL FUND - REVENUES					
Taxes	\$ 20,427,468	\$ 20,427,468	\$ 7,238,187	35.43%	A
Intergovernmental	\$ 1,946,920	\$ 1,946,920	\$ 384,082	19.73%	B
Charges for Services	\$ 1,327,000	\$ 1,327,000	\$ 719,863	54.25%	
Licenses & Permits	\$ 469,260	\$ 469,260	\$ 190,814	40.66%	C
Other Revenues	\$ 706,480	\$ 706,480	\$ 311,116	44.04%	C
Transfers In	\$ 265,000	\$ 265,000	\$ 150,119	56.65%	
Total Revenues	\$ 25,142,128	\$ 25,142,128	\$ 8,994,181	35.77%	
GENERAL FUND - EXPENDITURES					
General Government					
City Council	\$ 307,956	\$ 307,956	\$ 270,965	87.99%	L
Administration	\$ 2,415,221	\$ 2,415,221	\$ 1,082,998	44.84%	G
Elections	\$ 105,740	\$ 105,740	\$ 55,846	52.81%	
Legal Services	\$ 390,000	\$ 390,000	\$ 165,752	42.50%	F
Finance	\$ 984,707	\$ 984,707	\$ 490,472	49.81%	
Central Services	\$ 53,500	\$ 53,500	\$ 14,392	26.90%	E
General Insurance	\$ 70,000	\$ 70,000	\$ 35,000	50.00%	
Total General Government	\$ 4,327,124	\$ 4,327,124	\$ 2,115,425	48.89%	
Public Safety					
Police	\$ 13,210,946	\$ 13,210,946	\$ 5,965,930	45.16%	E
Fire	\$ 4,796,519	\$ 4,796,519	\$ 2,213,853	46.16%	E
Fire Relief	\$ 47,700	\$ 47,700	\$ -	0.00%	
Total Public Safety	\$ 18,055,165	\$ 18,055,165	\$ 8,179,783	45.30%	
Public Works					
Administration	\$ 1,210,090	\$ 1,210,090	\$ 527,081	43.56%	G
Streets	\$ 1,324,300	\$ 1,324,300	\$ 391,869	29.59%	E,G
Central Garage	\$ 260,100	\$ 260,100	\$ 125,224	48.14%	
Building Maintenance	\$ 482,470	\$ 482,470	\$ 269,966	55.95%	
Street Lighting	\$ 220,000	\$ 220,000	\$ 114,032	51.83%	
Total Public Works	\$ 3,496,960	\$ 3,496,960	\$ 1,428,172	40.84%	
Total Expenditures	\$ 25,879,249	\$ 25,879,249	\$ 11,723,380	45.30%	
Revenues Over (Under) Expenditures	\$ (737,121)	\$ (737,121)	\$ (2,729,199)		
OTHER OPERATING FUNDS					
PARKS AND RECREATION FUNDS					
Taxes	\$ 3,378,300	\$ 3,378,300	\$ 1,196,796	35.43%	A
Other Revenues	\$ 2,874,442	\$ 2,874,442	\$ 1,512,162	52.61%	
Expenditures - Operating	\$ 6,472,770	\$ 6,472,770	\$ 2,514,534	38.85%	H
Revenues Over (Under) Expenditures	\$ (220,028)	\$ (220,028)	\$ 194,424		
COMMUNITY DEVELOPMENT FUND					
Revenues	\$ 1,511,200	\$ 1,511,200	\$ 784,538	51.91%	
Expenditures - Operating	\$ 1,989,400	\$ 1,989,400	\$ 822,043	41.32%	
Revenues Over (Under) Expenditures	\$ (478,200)	\$ (478,200)	\$ (37,505)		
COMMUNICATION FUND					
Taxes	\$ 277,635	\$ 277,635	\$ 98,355	35.43%	A
Other Revenues	\$ 401,100	\$ 401,100	\$ 102,714	25.61%	D
Expenditures - Operating	\$ 678,735	\$ 678,735	\$ 267,598	39.43%	D
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ (66,529)		

Description	2025 Original Budget	2025 Amended Budget	Actual thru June 2025	Benchmark 50% Percent of Budget	
LICENSE CENTER FUND					
Revenues	\$ 2,601,000	\$ 2,601,000	\$ 1,513,725	58.20%	
Expenditures - Operating	\$ 1,934,216	\$ 1,934,216	\$ 972,788	50.29%	
Transfers Out	\$ 200,000	\$ 200,000	\$ 100,000	50.00%	
Revenues Over (Under) Expenditures	\$ 466,784	\$ 466,784	\$ 440,937		
ENTERPRISE FUNDS					
WATER UTILITY FUND					
Operating Revenues and Grants	\$ 10,722,499	\$ 10,722,499	\$ 3,839,306	35.81%	J
Expenditures - Operating	\$ 9,030,095	\$ 9,030,095	\$ 3,401,824	37.67%	E
Transfers Out, Capital & Debt Service	\$ 1,605,300	\$ 1,605,300	\$ 482,893	30.08%	G
Revenues Over (Under) Expenditures	\$ 87,104	\$ 87,104	\$ (45,411)		
SANITARY SEWER UTILITY FUND					
Operating Revenues and Grants	\$ 6,922,420	\$ 6,922,420	\$ 3,027,691	43.74%	J
Expenditures - Operating	\$ 5,082,510	\$ 5,082,510	\$ 2,540,121	49.98%	
Transfers Out and Capital	\$ 2,079,000	\$ 2,079,000	\$ 1,271,652	61.17%	K
Revenues Over (Under) Expenditures	\$ (239,090)	\$ (239,090)	\$ (784,082)		
STORM WATER UTILITY FUND					
Operating Revenues and Grants	\$ 3,741,281	\$ 3,741,281	\$ 533,898	14.27%	J
Expenditures - Operating	\$ 1,758,910	\$ 1,758,910	\$ 739,180	42.02%	E
Transfers Out and Capital	\$ 1,224,000	\$ 1,224,000	\$ 266,450	21.77%	G
Revenues Over (Under) Expenditures	\$ 758,371	\$ 758,371	\$ (471,732)		
ENVIRONMENTAL UTILITY FUND					
Revenues	\$ 1,215,440	\$ 1,215,440	\$ 445,561	36.66%	J
Expenditures - Operating	\$ 1,714,675	\$ 1,714,675	\$ 1,034,899	60.36%	L
Revenues Over (Under) Expenditures	\$ (499,235)	\$ (499,235)	\$ (589,338)		
GOLF COURSE FUND					
Revenues	\$ 557,500	\$ 557,500	\$ 373,920	67.07%	H
Expenditures - Operating	\$ 610,100	\$ 610,100	\$ 285,768	46.84%	H
Revenues Over (Under) Expenditures	\$ (52,600)	\$ (52,600)	\$ 88,152		
EDA Operating Fund					
Taxes	\$ 364,856	\$ 364,856	\$ 129,254	35.43%	A
Other Revenues	\$ 85,000	\$ 85,000	\$ 86,788	102.10%	
Expenditures - Operating	\$ 449,856	\$ 449,856	\$ 208,772	46.41%	
Revenues Over (Under) Expenditures	\$ -	\$ -	\$ 7,270		

EDA notes: St.Paul and Maplewood paid for SE Roseville Initiatives which is why other revenues collection exceeds 50%.

City of Roseville
Quarterly Financial Report
As of June 30, 2025

Tickmark Explanations for Budget VS Actual Variances

- A. Taxes will be received in June/July and December/January- current collections rate is consistent with prior years.
- B. State Aids and other grants are received in the third and fourth quarter.
- C. Majority of these revenues are received later in the year
- D. Franchise fees are received quarterly at the end of the following month, payment to North Suburban follows the receipt of these fees
- E. Internal allocations for Garage, Phones, postage, copier and IT costs are made quarterly at the end of the following month
- F. Legal service invoices for five months only - this is the normal process.
- G. Professional services, training, maintenance and capital costs occur later in the year in these departments.
- H. Parks & Rec is seasonal in nature - fees and building rental come in higher first quarter and then smooth out, expenditures occur more heavily in summer and fall
- I. Water has 5 months of St. Paul Regional Water charges
- J. Utility revenues are based on service delivery; bills issued in Jan and Feb of 2025 are partially accrued back to the 2024 books as they are for services delivered in 2024. This is an annual occurrence.
- K. Vehicle purchased in first quarter skews the percentage spent to date.
- L. NYFS contract paid in full at the beginning of the year and recycling carts purchased in first quarter.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Conservation Partners Legacy Grant Program Agreement

Background

The Minnesota Department of Natural Resources offers the Conservation Partners Legacy (CPL) grant program to protect, restore, and enhance the state's wetlands, prairies, forests, and wildlife habitat. The CPL program *"funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota. Funding for the CPL grant program is from the Outdoor Heritage Fund, created by the people of Minnesota. (MNDNR CPL Program Overview)"* It provides reimbursable grants from \$5,000 to \$500,000 to local, regional, state, and non-profit organizations.

This spring, staff and consultants completed a CPL application to implement a significant portion of the work that was defined in the 2024 Natural Resources Management Plan Update.

The City of Roseville has been awarded a \$500,000 grant for the implementation of the 2024 Natural Resources Management Plan update. Specifically, this project will enhance wildlife habitat at 23 parks, totaling over 170 acres. Habitats to be enhanced include roughly 16 acres of prairie/oak savanna, 145 acres of oak woodland/forest habitat, and 12 acres of wetland, plus pond and lake shorelines. In addition to wildlife benefits, most the park natural areas support passive recreation on paved trails or are in proximity to trails and other areas designed for active recreation where park users may enjoy the aesthetics of flowering native plant communities, diverse fall colors, and the overall seasonal changes in adjacent natural areas. Volunteer stewardship activities will immerse people in nature and provide opportunities for environmental education, exercise, and fostering a sense of place and community. Increasing native plant cover will further water quality protection by reducing sediment and nutrient flow into wetlands and waterbodies.

The project overall is expected to result in: (1) increased native plant cover and quality through over 130 acres of enrichment native seeding and planting, (2) increased native plant diversity and improved pollinator habitat through planting species-rich seed mixes that supplement existing vegetation, (3) decreased invasive plant cover and abundance with a goal of under 10% cover and no fruiting invasive shrubs, and (4) community engagement in natural resource stewardship through over 60 planned events and additional volunteer-led opportunities.

The project budget is cost-effective through leveraging volunteers via our Volunteer Stewardship Network and empowering trained volunteers and other volunteer groups. The work plan specifically integrates volunteer tasks with contractor tasks that require specialized training, equipment, or professional licenses, allowing for more effective cost management. By taking a park system-wide approach, the project gains an economy of scale for contracted work and provides more inclusive opportunities for volunteers (especially for the smaller neighborhood parks).

This work is planned to begin late this year, and continue into June of 2028.

Policy Objectives

Receipt of this grant greatly aligns with Roseville's strategic priorities: Parks and Natural Environment Goal #2 *Roseville's natural environment is actively protected and restored*, and the success indicator: *The Parks and Recreation Natural Resources Master Plan is implemented*.

Equity Impact Summary

The City of Roseville's application for the CPL grant recognizes the importance of equity in natural resources work. Specifically, this program uses social equity to prioritize projects and will conduct a significant amount of this work in Census Tract 416.02, Roseville's most diverse.

Budget Implications

The CPL Grant Agreement provides the City with \$500,000 in reimbursable funds to complete the projects outlined in the grant application.

The City match for this grant is volunteer labor (valued at \$50,000) and the \$50,000 per year (2025, 2026, 2027, and 2028) that is currently programmed into the CIP, to support additional seed and material needs of the program.

Staff Recommendations

Authorize the Mayor and City Manager to sign the enclosed Conservation Partners Legacy Grant Program Grant Contract (attachment 1).

Requested Council Action

Authorize the Mayor and City Manager to sign the enclosed Conservation Partners Legacy Grant Program Grant Contract (attachment 1).

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments: 1. Minnesota DNR CPL Grant Contract (Electronic Signature Request will Be Sent Following Approval)

CONSERVATION PARTNERS LEGACY GRANT PROGRAM
ENCUMBRANCE WORKSHEET
«Organization_Name»/ «Project_Name»

State Accounting information:

SWIFT Contract Doc. Type: _____

SWIFT Contract #: _____

SWIFT Contract Line # (Annual Plans): _____

SWIFT Purchase Order #: _____

Agency: R2901	Submitted By: David Stein	Origin: A24	Vendor #: «Vendor_Number»	Category Code: 84101501
Total Amount of Contract for ALL years:		\$«Total_Grant_Amount_Requested»		Total Amount of Contract: \$ «Total_Grant_Amount_Requested»
Total Amount of Contract:		For FY:		25
Total Amount of Contract:		For FY:		

Contract Start Date: Upon Execution

Speedchart Name: _____

Contract Expiration Date: June 30, 2028

Speedchart Number: _____

Grantee Name and Address:

«Organization_Name»«Fiscal_Street_Address_1»«Fiscal_City», «Fiscal_State»«Fiscal_Zip_Code»

Did you remember to:

Check for debarred vendor? ☒ Yes ☐ NoCheck for annual plan limit? ☒ Yes ☐ NoWork on state lands? ☐ Yes ☐ NoPO Reference: **DS-FY25 CPL «Project_Name»**Description: **FY2025 CPL Round 1; «Organization_Name», «Project_Name». «Recital»****Statewide/ Agency Reporting Funding String**

Line	Budget/ Bond Year	Amount	Fund	FinDeptID	AppropriID	Account	Statewide Cost	Agency Cost 1	Agency Cost 2
1	25	\$«Total_Grant_Amount_Requested»	2300	R2936725	«Appr_ID»	«Account_Code»		2W205	

Project/ Grant Reporting Funding String

Line	PC Business Unit	Project	Activity	Source Type	Category	Sub-Category

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STATE OF MINNESOTA
CONSERVATION PARTNERS LEGACY GRANT PROGRAM
GRANT CONTRACT
«Organization_Name»/ «Project_Name»

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources, ("State") and «Organization_Name», «Fiscal_Street_Address_1», «Fiscal_City», «Fiscal_State» «Fiscal_Zip_Code» ("Grantee").

Recitals

1. Under [Minnesota Laws 2024, Regular Session, Chapter 106, Article 1, Section 2, Subd. 5\(z\)](#), and [Minnesota Statute § 84.026](#) the State is empowered to enter into this grant.
2. «Recital»
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract 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 Contract

1 Term of Grant Contract

- 1.1 **Effective date:** The date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. Per, [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2 **Expiration date:** **June 30, 2028**, 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 contract: 2.5. Signage; 11. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property Rights; 15. Data Compatibility and Availability Requirements; 16. Publicity and Endorsement; 17. Governing Law, Jurisdiction, and Venue; 23. Data Disclosure; and 24. Use of Funds for Match or Reimbursement.

2 Duties

Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.2 Perform each of the duties outlined in Attachment A, Work Plan, which is attached and incorporated into this grant contract. Any changes to the Work Plan must have prior written approval from the State's Authorized Representative.
- 2.3 Apply for and receive all necessary approvals and permits to complete the project and comply with all applicable local, state and federal laws, ordinances, rules, and regulations. This includes all legal restrictions and requirements contained in Minnesota Laws 2024, Regular Session, Chapter 106, Article 1, Section 2, Subd. 5(z), and MN Statute 97A.056.
- 2.4 Meet all grant program requirements, as described in the *Conservation Partners Legacy Grant Program (CPL) FY2025 Request for Proposal*, which is incorporated into this grant contract by reference. The *Request for Proposal* (RFP) may be located [Here](#).
- 2.5 Erect signage in accordance with Minnesota Laws 2009, Chapter 172, Article 5, Section 10, and MN Statute 97A.056. Signs have been designed and created and will be ordered and mailed to Grantee towards the end of the grant period. Grantee is not responsible for the cost of signs but is responsible for placing signs according to MN Laws.
- 2.6 Submit a progress report based on expenditures made and work performed during the previous year, in a form prescribed by the State, by December 31 of each year during the term of this grant contract. A final report must be submitted prior to or with the request for final payment.

- 2.7 To provide match as pledged in the approved Work Plan in non-state cash or in-kind services for the costs incurred for the completion of the Project.
- 2.8 Follow all Invasive Species regulations, policies and procedures of the Department of Natural Resources (DNR) to prevent or limit the introduction, establishment, and spread of invasive species (see section 4.2). This requirement applies to all activities performed on all lands under this grant contract and is not limited to lands under DNR control or public waters.

State's Duties

- 2.9 To provide Grantee up to \$«Total_Grant_Amount_Requested» for the costs incurred for the completion of the Project.
- 2.10 For grants over \$50,000, the State's Authorized Representative(s) or other designated State Representative will conduct at least one monitoring visit per grant period. For grants over \$250,000, these visits will be on an annual basis. A monitoring visit may be in person or by telephone.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Project Requirements

- 4.1 **Vegetation Requirements.** All projects funded in whole or in part by this grant use only seed mixes or plant lists approved by the Land Manager of the project site. Approval by land manager should be kept on file by grantee for auditing purposes.
- 4.2 **Invasive Species Prevention.** The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during all activities performed on all lands under this grant contract. The grantee and/or hired contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee/contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee/contractor shall dispose of material cleaned from equipment and clothing at a location determined by the land manager. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The grantee/contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

- 4.3 **Project Sites.** All restoration and enhancement projects funded with this grant must be on land permanently protected by a conservation easement or public ownership or in public waters as defined in Minnesota Statutes, section 103G.005, subdivision 15.
- 4.4. **Restoration and Management Plan.** *Hereinafter known as R&M Plan.*
 - (a) For all restorations, prepare and retain an ecological restoration and management plan that, to the degree practicable, is consistent with current conservation science and ecological goals for the restoration site. Consideration should be given to soil, geology, topography, and other relevant factors that would provide the best chance for long-term success and durability of the restoration. The plan shall include the proposed timetable for implementing the restoration, including, but not limited to, site preparation, establishment of diverse plant species, maintenance, and additional enhancement to establish the restoration; identify long-term maintenance and management needs of the restoration and how the maintenance, management, and enhancement will be financed; and use the current conservation science to achieve the best restoration.
 - (b) The R&M plan shall be prepared on a form provided by the State's Authorized Representative.

- 4.5 **Timely written contact of Conservation Corps Minnesota.** All grantees must give consideration to and make timely written contact with the Conservation Corps Minnesota or its successor for consideration of possible use of their services to contract for restoration and enhancement services. A copy of the written contact must be filed with the State's Authorized Representative within 10 days of grant execution.
- 4.6 **Pollinator Best Management Practices.** Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to [Minnesota Statutes, section 84.973](#). Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: http://files.dnr.state.mn.us/natural_resources/npc/bmp_contract_language.pdf.
- 4.7 **Prescribed Burning on State Lands.** For prescribed burns on state lands, contractors must meet the equipment and personnel requirements (including training and experience) called for in the prescribed burn plan provided by the State. Requirements can be found at <https://files.dnr.state.mn.us/forestry/wildfire/rxfire/prescribed-burn-handbook.pdf>.
- 4.8 **Revenues.** Any revenues generated during the grant period from activities on land acquired, restored, or enhanced with CPL funding must be disclosed to CPL staff and used for habitat purposes to be agreed upon.

5 Additional Restrictions

CPL funded projects may not be used as future mitigation for any loss or destruction of habitat.

6 Consideration and Payment

6.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) **Compensation.** The Grantee will be paid according to the breakdown of costs contained in Attachment A, which is attached and incorporated into this grant contract. Partial payments are allowed. Grantees may vary by 10% between budget categories without prior approval from the State's Authorized Representative. Reasonable amounts may be advanced to accommodate cash flow needs or to match federal share. The advances must be approved in the Work Plan.

(b) **Travel Expenses.** Payment for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed 1% of the total awarded grant amount; 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 contract will not exceed \$«Total_Grant_Amount_Requested».

6.2 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, on or before **4 pm local time, July 25, 2028**. Invoices must include copies of appropriate documentation to prove the work has been completed. Invoices must be submitted in a timely manner and in the manner described in the CPL Payment Manual, which is incorporated into this grant contract by reference and can be found at:

http://files.dnr.state.mn.us/assistance/grants/habitat/lessard_sams/grantee/payment_manual.pdf

(b) **Hold Back.** No less than 5% of the amount of the grant must be held back from payment until the grant recipient has completed a grant accomplishment report by the deadline in the form prescribed by and satisfactory to the State and LSOHC.

(c) **Direct Expenditures.** Grant and match funds may only be used for the eligible direct expenditures as described in the approved Work Plan. Indirect costs and institutional overhead costs are ineligible.

(d) **Match Requirements Met.** All match requirements must have been fulfilled by the Grantee prior to final payment by the State.

(e) **Federal Funds.** No Federal funds will be used.

6.3 Work assigned to the State. The Grantee may provide portions of the proceeds of this contract to the State. Work done by the State must be so specified in the Work Plan. A letter shall be sent to the State's Authorized Representative and include: the specific area of the Work Plan authorizing the work; the portion of the proceeds to be used by the State; the name, title, address, phone number and e-mail address for the State's representative assigned to accomplish the work; the expected completion date of the work; and a brief description of the nature of the work sufficient as the basis for judgment of whether or not the work was accomplished. If the work authorized by the Grantee is acquisition of land or an interest in land, the amount made available to the State shall include the Grantee's proportionate cost of professional services to complete the acquisition. The Grantee's proportion shall be determined by the ratio of its contribution to the acquisition price as a portion of the whole acquisition price. The Grantee's proceeds available under Clause 8, Payment Procedures, of this contract shall be reduced by the amount provided for State use.

6.4 Contracting and Bidding Requirements.

(a) **Municipalities.** Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

i. If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2).

ii. If the amount of the contract is estimated to cost between \$25,000 and \$174,999, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).

iii. If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2).

(b) **Nonprofit Organizations.**

i. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

ii. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.

iii. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.

iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

(c) **Support documentation.** Documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable, for both municipalities and nongovernmental organizations.

(d) **Prevailing wage.** For any project of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. 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. A prevailing wage form should accompany these bid submittals. Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website at <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>. Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091. The Grant recipient is solely responsible for payment of all required prevailing wage rates.

(e) The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

7 Conditions of Payment

All services provided by the Grantee under this grant contract 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.

8 Payment Procedures

8.1 **Documentation Requirements.** To obtain the payment approved for work under this grant contract, the grantee must follow all payment procedures documented within the CPL Payment Manual.

9 Authorized Representative

The State's Authorized Representatives:

David Stein	Rob Rabasco
CPL Program Coordinator	CPL Program Administrator
500 Lafayette Road Box #20	500 Lafayette Road Box #20
St. Paul, MN 55155	St. Paul, MN 55155
651-259-5375	651-259-5216
david.stein@state.mn.us	rob.rabasco@state.mn.us

or successor(s) have the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative(s) are:

Project Manager	Fiscal Contact
«Project_Manager»	«Fiscal_Name»
«Title»	«Fiscal_Title»

«Mailing_Address_1»	«Fiscal_Street_Address_1»
«Mailing_Address_2»	
«City», «State» «Zip_Code»	«Fiscal_City», «Fiscal_State» «Fiscal_Zip_Code»
«Project_Manager_Email»	«Fiscal_email»
«Phone»	«Fiscal_phone»

If the Grantee's Authorized Representative(s) changes at any time during this grant contract, the Grantee must immediately notify the State.

10 Assignment, Amendments, Waiver, and Grant Contract Complete

- 10.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.
- 10.2 **Amendments.** Any amendment to this grant contract 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 contract, or their successors in office.
- 10.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.
- 10.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

11 Liability and Insurance

- 11.1 **Liability.** 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 contract 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 contract.
- 11.2 **General Insurance Requirements.** The Grantee shall not commence work under the contract until proof of insurance or compliance with insurance requirements has been met. Grantee must meet the insurance requirements applicable to grantee's project, as described in the FY2025 *Conservation Partners Legacy Grant Program Request for Proposal*, which is incorporated into this grant contract by reference.
- 11.3 **Worker's 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 In the Event of a Lawsuit

- 12.1 An appropriation or portion of an appropriation from a legacy fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.
- 12.2 Any grant contract or similar contract that awards money from a legacy fund must contain the information in paragraph 11.1, Liability.

13 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 contract 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 contract, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14 Government Data Practices and Intellectual Property Rights

14.1 **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 contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. 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.

14.2 **Intellectual Property Rights.**

(a) **Intellectual Property Rights.** All rights, title, and interest to all intellectual property rights, including all copyrights, patents, trade secrets, trademarks, and service marks in the works and documents funded through the State of Minnesota Conservation Partners Legacy Grant Program, shall be jointly owned by the Grantee and the State. Works shall mean all inventions, improvements, or discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes or disks, conceived, reduced to practice, created, or originated by the Grantee, its employees and subcontractors, either individually or jointly with others, in the performance of this contract. Documents shall mean the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether intangible or electronic forms, prepared by the Grantee, its employees, or subcontractors, in the performance of this contract. The ownership interests of the State and the Grantee in the works and documents shall equal the ratio of each party's contributions to the total costs described in the Budget of this contract. The party's ownership interest in the works and documents shall not be reduced by any royalties or revenues received from the sale of the products or the licensing or other activities arising from the use of the works and documents. Each party hereto shall, at the request of the other, execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interests 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 contract, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and shall promptly furnish the Authorized Representative with complete information and/or disclosure thereon. All decisions regarding the filing of patent, copyright, trademark or service mark applications and/or registrations shall be the joint decision of the Grantee and the State, and costs for such applications shall be divided as agreed by the parties at the time of the filing decisions. In the event the parties cannot agree on said filing decisions, the filing decision will be made by the State.

2. **Representation:** The Grantee shall 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 Grantee and the State as agreed herein, and that no Grantee employee, agent, or contractor retains any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and shall not infringe upon any intellectual property rights of others. The Grantee shall indemnify, defend, 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 and Documents infringe upon the intellectual property rights of others. The Grantee shall 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 the Grantee's or the State's opinion is likely

to arise, the Grantee shall, 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 and Documents necessary and appropriate to obviate the claim. This remedy shall be in addition to, and not exclusive of, other remedies provided by law.

(c) **Uses of the Works and Documents.**

The State and Grantee shall jointly have the right to make, have made, reproduce, modify, distribute, perform, and otherwise use the works, including Documents produced under this Contract, for noncommercial research, scholarly work, government purposes, and other noncommercial purposes without payment or accounting to the other party. No commercial development, manufacture, marketing, reproduction, distribution, sales or licensing of the Works, including Documents, shall be authorized without a future written contract between the parties.

(d) **Possession of Documents.**

The Documents may remain in the possession of the Grantee. The State may inspect any of the Documents at any reasonable time. The Grantee shall provide a copy of the Documents to the State without cost upon the request of the State.

15 Data Compatibility and Availability Requirements

- 15.1 Data Compatibility.** Data collected by the Projects funded under this contract that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments shall conform to the enterprise information architecture developed by the Office of Enterprise Technology (or its successor). Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Land Management Information Center. A description of these data that adheres to the Office of Enterprise Technology (or its successor) geographic metadata standards shall be submitted to the Land Management Information Center to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under the Data Practices Act, Minnesota Statutes, Chapter 13.
- 15.2 Data Availability.** To the extent practicable, summary data and results of projects funded by this grant program should be readily accessible on the Grantee's website and identified as a Lessard-Sams Outdoor Heritage Council and Conservation Partners Legacy Grant Program project.

16 Publicity, Advertising and Endorsement

- 16.1 Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State and L-SOHC as the sponsoring agency. A copy of any publicity shall be furnished to the State's Authorized Representative upon its release. 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 contract.
- 16.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

17 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18 Accessibility and Safety

- 18.1 Accessibility.** Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines, including the American with Disabilities Act (ADA). Accessibility guidelines and standards can be found at <http://www.access-board.gov>.
- 18.2 Safety.** All programs must adhere to federal safety regulations, which can be found on the Occupational Health and Safety Administration's website at www.osha.gov/law-regs.html.

19 Subgrantees/ Vendor Services

If any subgrants or contracts for any portion of the work covered under this grant contract are made to another entity, the contract with the subgrantee or contractor will contain all appropriate provisions of this grant

contract. It is recommended that all Subgrantees/Contractors carry the same insurance as the Grantee. Subgrantee or Vendor services must follow requirements listed in the *Conservation Partners Legacy Grant Program (CPL) Request for Proposal*, located [Here](#).
as applicable.

20 Purchase of Recycled or Recyclable Materials

The purchase of recycled, repairable, and durable materials must be in compliance with Minn. Stat. § 16C.0725. The purchase and use of paper stock and printing must be in compliance with Minn. Stat. 16C.073.

21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 21.1. The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 21.2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

22 Termination

- 22.1 (a) **Termination by the State.** The State may immediately terminate this grant contract with or 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.
- 22.1 (a) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.
- 22.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, 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.

23 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.

24 Use of Funds for Match or Reimbursement

Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without prior written authorization from the State's Authorized Representative.

- (a) The Grantee must submit a written request for authorization no less than 10 business days prior to applying for the new funds or program to the State's Authorized Representative. This request must include the following information: CPL project name, CPL grant contract number, the amount of CPL grant funds to be used, location where CPL grant funds were or will be used, activity the grant funded, and current landowner. The project name, location where the new funds will be used, activity to be funded, funding source of the new grant or program, and a brief description of the grant or program being applied for must also be included.
- (b) If the new grant or program will add any encumbrances to the land where grant funds were or will be spent, these encumbrances must be approved in writing by the State's Authorized Representative and the current landowner.

25 Conflict of Interest

Under the Minnesota Department of Administration's Office of Grants Management [Conflict of Interest Policy for State Grant Making](#) (and other applicable laws, Grantees must disclose actual, potential, perceived, and organizational conflicts of interest.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. '§ 16A.15 and 16C.05.

By: _____

Date: _____

Purchase Order Number:

Contract #: _____

3. DEPARTMENT OF NATURAL RESOURCES

By: _____

with delegated authority

Name: Dave Olfelt

Title: Director, Division of Fish and Wildlife

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Facility Management Agreement with McGough Facility Management, LLC

Background

In 2023, the City of Roseville approved an extension to the facility management contract with McGough Facility Management. The current contract will expire July 31, 2026. They have been providing this service to the city since 2015, to provide support for facility management of the City Hall complex, Maintenance Facility and the License Center.

Even with the Maintenance Operation Center and the License Passport Center and Dance Studio project moving forward, all these sites served by the agreement will still be in use at the end of 2026. To align with the budget year, staff requested an amendment to the contract to extend it five months or until December 31, 2026. This is the only change to the contract.

The extension will also allow staff to investigate changes to this service going forward since more details on the Maintenance Operation Center and the License Passport Center and Dance Studio project will be known a year from now. Staff would anticipate releasing a new Request for Proposal for this service in later 2026 based on the new facility information.

Policy Objectives

The City and the Public Works Department strive to provide efficient and effective services utilizing skilled staff or professional services from the private sector. Service delivery needs can change over time due to technology changes or available skilled resources.

Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

There is no increase in the cost of the contract for the extension of the contract. The 2026 price will be the same for the extended term of the contract.

Staff Recommendations

32 Staff recommends approval of the First Amendment to the Facility Management Agreement
33 with McGough Facility Management, LLC.

34
35 **Requested Council Action**

36 Approve First Amendment to the Facility Management Agreement with McGough Facility
37 Management, LLC.

38
39 **Prepared by:** Jesse Freihammer, Public Works Director

Attachments: 1. First Amendment to Facility Management Agreement
2. Facility Management Agreement

40

FIRST AMENDMENT TO MANAGEMENT SERVICE AGREEMENT

(Limited Services)

This First Amendment (the “Amendment”) to the Management Service Agreement dated August 1, 2023 (the “Agreement”) is entered into as of the date of the last signature below (the “Amendment Effective Date”) by and between the **City of Roseville** (“Owner”) and **McGough Property Management, LLC d/b/a McGough Facility Management**, a Minnesota limited liability company (“Manager”).

RECITALS

WHEREAS, Owner and Manager entered into the Agreement for facility management services for certain premises described in Schedule D of the Agreement;

WHEREAS, the current term of the Agreement is set to expire on **July 31, 2026**, unless earlier terminated in accordance with its terms;

WHEREAS, the parties desire to amend the Agreement to extend the termination date through **December 31, 2026**, on the same terms and conditions as set forth in the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Amendment to Term**

Section 1 of the Agreement (Term) is hereby amended by replacing the existing termination date with the following:

“This Agreement is effective as of the Effective Date and shall terminate on **December 31, 2026**, unless earlier terminated in accordance with this Agreement. Thereafter, the Agreement shall automatically renew for subsequent one-year periods unless otherwise terminated as provided herein.”

2. **No Other Changes**

Except as specifically amended herein, all other terms and provisions of the Agreement shall remain in full force and effect. In the event of any conflict between this Amendment and the Agreement, the terms of this Amendment shall govern.

3. **Counterparts**

This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed binding and enforceable.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the Amendment Effective Date.

OWNER

City of Roseville

By: _____

Its: _____

Date: _____

MANAGER

McGough Property Management, LLC

d/b/a McGough Facility Management

By: _____

Its: _____

Date: _____

MANAGEMENT SERVICE AGREEMENT (Limited Services)

This Agreement is entered into this 1st day of August 2023 (the "Effective Date") by and between **City of Roseville** ("Owner") and **McGough Property Management, LLC d/b/a McGough Facility Management**, a Minnesota limited liability company ("Manager").

The parties agree as follows:

1. Term. This Agreement is effective as of the Effective Date and shall terminate on July 31, 2026 but will be automatically renewed for subsequent one-year periods unless otherwise terminated as provided in this Agreement.
2. Premises. The Premises included in this agreement are those common areas, grounds, parking lots, or buildings identified on Schedule D – Description of Premises.
3. Insurance. Owner will maintain (a) commercial general liability insurance in the minimum amount of Three Million and No/100 Dollar's (\$3,000,000) for any single occurrence of bodily injury or property damage and naming Manager as an additional insured and (b) property insurance for the full replacement cost of the Premises. Owner shall provide to Manager evidence of such insurance upon request from Manager.
4. Manager's Authority. This Agreement is not one of employment by the Manager for Owner but one with the Manager engaged independently in the business of managing properties on its own behalf as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of owner and manager, or as requiring Manager to bear any portion of losses arising out of or connected with the Premises.
5. Manager's Duties. Manager, acting on behalf of Owner, will perform the duties set forth on Schedule A (attached hereto) in a diligent and efficient manner. Notwithstanding anything to the contrary set forth herein, Manager's duties and responsibilities ~~shall~~ be limited to the duties and responsibilities specifically described herein and no additional duties shall be implied. Any additional duties, managed facilities, and manager compensation, as may be agreed upon from time to time by both parties, may be incorporated into this agreement by amendment, or formal Scope of Work document, and referencing the terms and conditions of this agreement.
6. Hold Harmless; Waiver of Subrogation. Owner will defend, indemnify and hold Manager free and harmless from all liability, claims, damages, losses, and judgments arising out of the ownership, management, operation, or maintenance of the Premises, except with respect to claims or demands arising from Manager's breach of this agreement, gross negligence, or willful misconduct. Notwithstanding the foregoing, Owner and Manager each waives, releases and discharges the other, but only to the extent of available insurance proceeds, from all claims or demands which each may have or acquire against the other, or against each other's subsidiaries, affiliates, directors, officers, agents, employees, independent contractors or partners, with respect to any claims for any losses, damages, liabilities or expenses (including attorneys' fees) incurred or sustained by either of them on account of injury to persons or damage to property or business arising out of the ownership, management, operation and maintenance of the Premises, regardless whether any such claim or demand may arise because of the fault or negligence of the other party or its subsidiaries, affiliates, officer's, employees, directors, agents or independent contractors. Each policy of insurance maintained in accordance with this Agreement shall contain a specific waiver of subrogation reflecting the above.
7. Restriction on Manager's Duties. Manager's duties are subject to the following restrictions:
 - a) Except as stated in this Agreement, the Manager has no right to incur any liability on Owner's behalf or to bind Owner by any contract or obligation.
 - b) Manager will not contract for any repairs or other work without first obtaining Owner's consent, except for repairs or other work of an emergency nature, in which case no such consent shall be required.
 - c) All condemnation and casualty loss matters are exclusively within the control and direction of Owner.
 - d) Manager shall not contract for on-going services, including but not limited to plowing, lawn care, etc. Such on-going service contracts shall be negotiated, entered into, and maintained by Owner to ensure compliance with Owner's cost principals and requirements.
 - e) When acting as purchasing agent for the Owner, Manager shall endeavor to procure goods and services in a manner consistent with Federal Cost Principals as provided in 45 CFR Part 75, Subpart E: Cost Principles ("Cost Principles"), but only to the extent the provisions are directly applicable to the goods and/or services procured by Manager in furtherance of the Manager's Duties as outlined in Exhibit B.

8. Termination. This Agreement may be terminated by either party upon thirty (30) days' written notice in the event Manager or Owner defaults under the provisions of this Agreement unless the defaulting party begins and completes a cure within that period. In addition, this Agreement may be terminated by either Owner or Manager for any reason upon sixty (60) days' written notice to the other. The sale of any individual building owned by Owner will release that building from this contract agreement.
9. Termination on Sale. If there is a sale of the Premises, this Agreement will terminate upon the earlier of (i) the effective date of the closing of any such sale or (ii) thirty (30) days' written notice from one party to the other. Owner shall provide to Manager no less than thirty (30) days' prior written notice of the anticipated closing date of a sale of the Premises.
10. Management Compensation. As consideration for the services to be provided by Manager, Owner will compensate Manager as set forth in Schedule B attached hereto. All payments, reimbursements, fees, or other amounts owed to Manager from Owner, including, without limitation, any amounts which become owed pursuant to Schedule B below, shall be paid promptly to Manager' within thirty (30) days of invoice, and such payment shall be without off-set, counter claim or reduction of any nature whatsoever. Notwithstanding the foregoing, if Manager deposits or otherwise accepts payment in amount less than an invoice, such acceptance shall be construed only as acceptance of partial payment and shall not be deemed an accord and satisfaction in the amount received. Any unpaid balance not paid within the time provided for in this Section 10 shall accrue interest at a rate of eight percent (8%) per annum.
11. Expense Reimbursement. In addition to the fees payable to Manager for its services in connection with the management of the Premises as set forth in Schedule B, Owner shall reimburse Manager within thirty (30) days after receipt of an invoice for the following costs and expenses:
- a) Manager's costs:
- Any cost and expenses relating to the performance of the duties described in Schedule A.
 - Any license fees relating to the performance of the duties described in Schedule A, provided, however, that such fees shall not include any license fees Manager is required to pay to any governmental entity to engage as a facility or property manager.
- b) 3rd Party costs:
- Utility, maintenance, legal, and other' expenses relating to the performance of the duties described in Schedule A.
 - Manager's costs and expenses relating to any repairs or improvements to the Premises performed in accordance with this Agreement.
12. Crime Coverage. Manager's employees who handle Owner's funds shall be covered by insurance that provides crime coverage for employee theft to the extent required by applicable law in form and amount reasonably approved by Owner.
12. Purchasing Agent. The parties agree to execute the letter attached as Schedule C, which is hereby made a part of this Agreement.
13. Assignment. This Agreement or any rights hereunder shall not be assigned by Manager without Owner's prior written consent. If Manager seeks Owner's consent for assignment, Owner shall have the option to either consent or to immediately terminate this Agreement with immediate effect. This shall not, however, limit the right granted to Manager to employ contractors, subcontractors, employees, and agents to perform the services described in the Agreement. Upon prior written notice to Manager', Owner may assign its rights and obligations to any successor in title to the Premises, and upon such assignment, shall be relieved of all liability hereunder accruing after the effective date of such assignment.
14. Notice. Any notice required by this Agreement shall be delivered in person or by certified or regular mail to the parties at and addressed as follows:

Owner City of Roseville
 2660 Civic Center Dr.
 Roseville, MN 55113
 Attn: Patrick J. Trudgeon

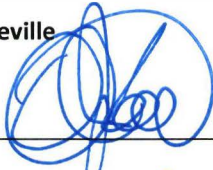
Manager McGough Property Management, LLC
 d/b/a McGough Facility Management
 2737 Fairview Avenue North
 St. Paul, MN 55113
 Attn: Tim Kuharski

15. Successors and Assigns. This agreement shall be binding upon the successors and assigns of the undersigned, subject to the restrictions and conditions set forth in this agreement.
16. Entire Agreement: This Agreement constitutes the entire Agreement between the parties, and not modifications thereof will be effective unless made by supplemental agreement in writing and executed by the parties.
17. Governing Law. This Agreement shall be interpreted and construed in accordance with the State of Minnesota.
18. Schedules. The following Schedule(s) in/are part of this agreement:
- Schedule A- Managers Duties
 - Schedule B- Management Compensation
 - Schedule C- Purchasing Agent Letter
 - Schedule D- Description of Premises
19. Access to Records. Owner reserves the right for Owner's employees, or others appointed by Owner, to conduct examinations, with reasonable advance notice, of the books and records maintained for Owner by Manager no matter where books and records are located. Any and all such audits conducted either by Owner's employees or its appointees will be at the sole expense of the Owner.
- a) Upon reasonable advance notice, Manager will provide access to Owner the above-mentioned materials, that are related to the services performed to ensure that all activities are carried out in accordance with the provisions of the Agreement. The review shall be conducted without charge to the Owner.
 - b) Manager will provide Owner with documents that substantiate the work performed as part of invoicing for the billing period. This includes, but is not limited to, work orders and invoices paid by Manager on behalf of the Owner.
20. Final Accounting. Upon termination of this Agreement for any reason, Manager shall deliver to Owner the following with respect to premises:
- a) A final accounting of Manager's services for the Premises as of the date of termination, which final accounting shall be delivered within sixty (60) days after such termination.
 - b) Any balance of monies of Owner or tenant security deposits, or both, held by Manager with respect to Premises, which shall be delivered within a reasonable period of time upon such termination.
 - c) Upon request from Owner, a copy of all records, contracts, receipts for deposits, unpaid bills and other papers or documents which pertain to the Premises, which shall be delivered within a reasonable period of time after Manager's receipt of such request. Upon such termination, Manager shall have no further obligations hereunder, except as set forth in this Section 20, and Owner will assume all responsibilities of Manager hereunder, including, without limitation, payment of all unpaid bills.

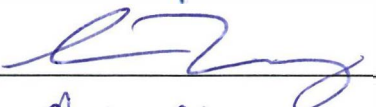
Owner and Manager have executed and delivered this Agreement as of the Effective Date.

OWNER:

City of Roseville

By:  _____

Its: MAYOR _____

By:  _____

Its: City Manager _____

MANAGER:

McGough Property Management, LLC
d/b/a McGough Facility Management

By: _____

Its: _____

SCHEDULE "A"
Schedule of Manager' Duties

Facility Management- Manager will administer the following services at the **City Hall, and Maintenance Facility** Building premises. The management fee as noted in Schedule B, Section 1- Schedule of Management Compensation.

- Assist with any special projects that may occur to the building from time to time. Extra cost may be incurred in conjunction with the cost of the project as stated in Schedule B, The Fixed Fees section item .
- Assist with the preparation of the annual operating budget, forecasting all revenue sources and expenses.
- Meet and coordinate any additional subcontractor work that may be required to maintain the building.
- Review and approve monthly invoices for accuracy.
- Perform regular and routine general building inspections, noting items that require repair and or maintenance.
- Meet with McGough service technicians and HVAC technician to review equipment
- On a monthly basis, or as required, meet with an assigned representative to review building operations.
- Provide "best value" in pricing out required subcontracting work.
- McGough to provide use of its Internet based work order system and will provide work order updates via email, any corrective maintenance to be completed by one of McGough's qualified service technicians or one of McGough's subcontractor partners on a "Time and Materials" basis.
- McGough to perform Preventive Maintenance (PM) and maintain PM database using its Internet based work order system. Preventive Maintenance to be completed in a timely fashion by one of McGough's qualified Technicians or one of McGough's subcontractor partners on a "Time and materials" basis.
- Provide 24/7 on-call support services After-hour service to be charged on a "Time and Materials" basis.
- Supervise other contract services including construction, mechanical, electrical, and plumbing contractors as directed by owner.

Facility Management- Manager will provide Facility Management support for the **Fire Station** which is not included in the monthly management compensation.

- Manager shall receive a three percent (3%) fee for Project Management and Facility Management Service support, in excess of \$10,000 per project. Upon request, Manager will coordinate and manage small facility projects (ex: carpet replacement, painting, replacement and maintenance of existing building finishes, furniture moves, lighting, etc.).
- Service fees as noted in Schedule B, Section 3- Schedule of Management Compensation.

Property Management- Manager shall provide the following services as it relates to the **Lexington Shoppes** premise. *Services included in Management Fee as noted in Schedule B, Section 1- Schedule of Management Compensation.*

- Management and upkeep of electrical utilities – includes electrical panels, transformers & power feeds.
- Management, repair and replacement of lighting fixtures and bulbs – both interior & exterior, including building perimeter, parking, and walkway areas
- Management, repair and replacement of plumbing fixtures and systems
- Management, repair, and maintenance of mechanical systems
- Management, maintenance, and repair of the building structure – includes roofing, windows, and walls.
- Management, repair, and maintenance of the grounds (green areas) includes public areas and building entrances.
- Management, maintenance, and repair of the parking lot & sidewalks – includes snow removal, trash pickup, oversight of illegally parked vehicles, and related issues.
- Management and maintenance of all refuse – includes dumpster & recycling programs.
- Manage third party facility service contracts for as directed by the owner (grounds, snow removal, HVAC, pest control, etc.) will be held directly between the property owner and the service provider. Manager will oversee and manage these facility services on the owner's behalf.
- In the event of an emergency the Manager, in good faith and reasonable judgement is authorized to make necessary expenditures on behalf of the owner to protect persons or property.
- Management and inspection of the life safety equipment – fire systems, fire extinguishers, emergency & exit lighting.
- Lease administration and management – act as owners' representative in all property related contact with tenants including repair requests, late payment notification, tenant compliance with lease provisions. Manager will maintain periodic contact with tenants.
- Work with brokerage representatives on marketing or promotional efforts to retain and attract new tenants.

SCHEDULE "A"
Schedule of Manager Duties (continued)

Financial Management & Bookkeeping- *Services included in Management Fee as noted in Schedule B, Section 1- Schedule of Management Compensation.*

- Develop and manage an operating budget that is in line with industry standards and meets the owner's approval.
- Invoicing and collections of rents
- Occupancy reporting
- Capital improvement forecasting and tracking.
- Annual Tenant CAM reconciliations
- Other specific financial reporting as requested by owner.
- Operating account funded by Owner with access to deposit and withdraw funds for the operation of the building: collecting rent and payment of invoices.

Maintenance Tech/Building Services- *Management fee will cover overhead/ operating costs, labor will be provided on a T&M basis as noted in Schedule B, Section 2- Schedule of Management Compensation.*

- Inspect and Maintain lighting throughout the premises.
- Inspect and Maintain Fire Life Safety Systems, including emergency lighting, fire extinguishers, fire sprinkler system, fire detection & alarm system as applicable.
- Verify that spaces are maintaining appropriate heating and cooling setpoints and make corrections as needed to provide building efficiency and comfortability.
- Perform mechanical/ HVAC system operations and post appropriate licensing.
- Perform preventive maintenance checks to building and site equipment as needed.
- Respond to work requests submitted through Manager's web-based work order system.
- Complete facility related projects as assigned.
- Other requirements TBD.

SCHEDULE "B"
Schedule of Management Fees

Facility Management Compensation shall be paid as follows:

1. Three Thousand Seven Hundred dollars (\$3,700.00) per month for the **Roseville City Hall and Maintenance Facility** buildings.
2. Two Thousand dollars (\$2,000) per month for the **Lexington Shoppes Strip Mall**.

Payment of the full fee (\$5,700.00) shall commence on the Effective Date. Notwithstanding the foregoing, Manager shall have the right, with sixty (60) days prior written notice to increase the management fee not to exceed 5% annually. Management Fees will be adjusted at each one (1) year anniversary of the Effective Date

The Fixed Fee includes the following:

- Account Manager time for all regular contract requirements and mileage
 - Manager's Liability insurance
 - Accounting services required by this agreement.
 - Annual property budgeting input
 - Use of internet-based world order system
 - All Manager's IT costs including personal computer, servers, I.T. support, software, and phone service to support Owner
 - Purchasing support of premise, as related to purchases and services such as belts, filter's, rental rugs, janitorial services, etc.
 - Manager's profit and other overhead related costs
 - Verification, approval, and disbursements of vendor invoices
 - Capital improvement forecasting and tracking.
 - Other specific reporting as requested by owner.
3. Special projects not covered- Manager shall receive a fee for supervision of projects in the amount of three percent (3%) of owner leasehold improvements and major repairs and improvements in excess of \$20,000 per project.
 4. Hourly Services for Preventive Maintenance, Repair's and all other's services:
 - General Service Technicians - \$85.00 per hour, 7:00 a.m. to 3:30 p.m. Monday through Friday. Scheduled Overtime Monday through Saturday (time and a half \$127.50), and (double-time \$170.00) on Sunday and holidays. Rates subject to change each calendar year.
 - HVAC Engineering Technicians - \$95.00 per hour, 7:00 a.m. to 3:30 pm, Monday through Friday. Scheduled Overtime Monday through Saturday (time and a half \$142.50), and (double-time \$190.00) on Sunday and holidays. Rates subject to change each calendar year.
 - On-call support (after hours)
 - After-hours emergency calls that require on onsite emergency response will be billed at double-time the rate of service type, with a two (2) hour minimum. Time and billing for emergency calls starts from one the service technician is in route to when they leave the site.
 - A truck service charge of \$50.00 will apply to all non-scheduled maintenance visits, as well as for travel required to procure needed supplies during scheduled site visits. Unless there is an urgent request, Manager will strive to combine multiple work requests into a single visit. Truck service charge subject to change each calendar year.
 - Project Management and Facility Management Services not included in Schedule A or for will be billed at \$125.00 per hour.
 5. Materials:
 - All supplies and materials required to perform Manager's duties as outlined in Schedule "A" and in providing preventive maintenance work, purchased by Manager will be invoiced to the owner at a pass-through rate with no markup.
 6. **TIMING OF PAYMENT AND INTEREST CHARGE FOR LATE PAYMENTS.** Payment terms are Net Thirty-days. 8% interest to be charge on any outstanding balance after thirty-days (30).

SCHEDULE "C"
Purchasing Agent Letter



McGOUGH *Facility Management*

The purpose of this letter is to amend our letter agreement of August 1, 2023 ("Agreement") by providing that certain goods and services acquired under the Agreement by **McGough Property Management, LLC d/b/a McGough Facility Management** for the benefit of **City of Roseville** shall be purchased by **McGough Property Management, LLC d/b/a McGough Facility Management** as purchasing agent for **City of Roseville** in accordance with the provisions of this letter.

1. The **City of Roseville** appoints and designates **McGough Property Management, LLC d/b/a McGough Facility Management** as the **City of Roseville** purchasing agent for the purchase of all goods and services acquired under the Agreement by **McGough Property Management, LLC d/b/a McGough Facility Management** for the benefit of the **City of Roseville** that would be subject to sales and use taxation if purchased by a non-exempt entity but that would qualify for exemption from such taxation if purchased by a "nonprofit organization" as defined in Minn. Stat. § 297A.70, subd. 4. References to "Agency Items" in this letter are to the goods and services purchased through **McGough Property Management, LLC d/b/a McGough Facility Management** pursuant to this agency appointment. The **City of Roseville**, not **McGough Property Management, LLC d/b/a McGough Facility Management**, shall be responsible for payment for Agency Items. **McGough Property Management, LLC d/b/a McGough Facility Management**, as purchasing agent, shall purchase Agency items in the name of the **City of Roseville**. All right, title and interest to Agency Items shall vest immediately in the **City of Roseville**, not **McGough Property Management, LLC d/b/a McGough Facility Management**, at the point of delivery, and all incidents of ownership shall remain in the **City of Roseville** at all times. The risk of loss with respect to Agency Items is that of **City of Roseville**, not **McGough Property Management, LLC d/b/a McGough Facility Management**. The **City of Roseville** not **McGough Property Management, LLC d/b/a McGough Facility Management**, is responsible for all defective Agency Items. However, to the extent the **City of Roseville** prejudiced by the lack of timely notice as provided in paragraph 2.1 below, **McGough Property Management, LLC d/b/a McGough Facility Management** shall be responsible for any resulting damages to the **City of Roseville**. Warranties against inherent defects in Agency Items from the vendors, not **McGough Property Management, LLC d/b/a McGough Facility Management**, to the **City of Roseville**.

2. **McGough Property Management, LLC d/b/a McGough Facility Management** has and shall perform the following duties:

2.1 Except to the extent that the **City of Roseville** otherwise requires the use of a specific supplier or vendor, **McGough Property Management, LLC d/b/a McGough Facility Management** shall be responsible for the selection of suppliers and vendors of Agency Items. **McGough Property Management, LLC d/b/a McGough Facility Management** shall use its best skill and judgment in inspecting Agency Items and shall promptly notify the **City of Roseville** of any and all defects as **McGough Property Management, LLC d/b/a McGough Facility Management** becomes or reasonable should become aware of them. As agent for the **City of Roseville**, **McGough Property Management, LLC d/b/a McGough Facility Management** shall contact the manufacturer or supplier for immediate replacement or correction of defective Agency Items and to obtain all other remedial action for breaches of warranty.

2.2 **McGough Property Management, LLC d/b/a McGough Facility Management** shall notify all vendors and suppliers of Agency Items that **McGough Property Management, LLC d/b/a McGough Facility Management** is the **City of Roseville** purchasing agent and that obligation for payment is that of the **City of Roseville** and not **McGough Property Management, LLC d/b/a McGough Facility Management**. All contracts, purchase orders and other documents executed by **McGough Property Management, LLC d/b/a McGough Facility Management** in the course of its duties as the **City of Roseville** purchasing agent, including those furnished to vendors, suppliers and other parties shall clearly reflect the agency relationship and shall include or be accompanied by the following statement:

This purchase is made by **McGough Property Management, LLC d/b/a McGough Facility Management** ("MCGOUGH FACILITY MANAGEMENT") as purchasing agent for the **City of Roseville**. Title to the purchased goods or services shall pass directly from seller to the **City of Roseville**. The obligation to pay for the purchased goods or services is solely that of the **City of Roseville**, but invoices may be submitted for payment to **McGough Property Management, LLC d/b/a McGough Facility Management** as agent for the **City of Roseville**. The **City of Roseville** is exempt from Minnesota sales and use taxation on this purchase. A copy of its Certificate of Exempt Status is attached. Accordingly, no sales or use tax should be imposed on the transaction.

2.3 Prior to issuing any purchase order or other agreement as the **City of Roseville** purchasing agent; **McGough Property Management, LLC d/b/a McGough Facility Management** shall review the proposed purchase order or other agreement with the **City of Roseville** for approval. **McGough Property Management, LLC d/b/a McGough Facility Management** shall not issue any such purchase order or agreement without **City of Roseville**.

2.4 On behalf of the **City of Roseville**, **McGough Property Management, LLC d/b/a McGough Facility Management** shall review invoices for Agency Items to reasonably ensure that such invoices are valid, that items on such invoices have not been previously billed, and that sales or use tax is not charged on such invoices. If **McGough Property Management, LLC d/b/a McGough Facility Management** determines that an invoice is proper, it shall forward a copy to the **City of Roseville** shall pay the invoice on behalf of the **City of Roseville** and shall be promptly reimbursed by the **City of Roseville**.

The **City of Roseville** shall indemnify, defend, and hold harmless **McGough Property Management, LLC d/b/a McGough Facility Management** from and against all claims for sales or use tax, penalty, or interest payable by **McGough Property Management, LLC d/b/a McGough Facility Management** related to, in connection with, or arising out of the purchase of Agency Items. To be indemnified, **McGough Property Management, LLC d/b/a McGough Facility Management** must give the **City of Roseville** prompt notice of any challenge to the exemption from tax and opportunity to fully defend against the challenge at the **City of Roseville** expense to a final determination (including appeals).

Sincerely,

**McGough Property Management, LLC
d/b/a McGough Facility Management**

By _____

Date: _____

It's _____

We agree with the provisions of this letter.

City of Roseville

By  _____

Date: 7/24/23 _____

Its City Manager _____

SCHEDULE "D"
Description of Premises

Roseville City Hall
2660 Civic Center Dr.
Roseville, MN 55113

Roseville Maintenance Facility
1140 Woodhill Dr.
Roseville, MN 55113

Roseville Fire Department
2701 Lexington Ave. North
Roseville, MN 55113

Lexington Shoppes
2719 North Lexington Ave.
Roseville, MN 55113

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Agreement with Reach for Resources for Inclusion Services in 2026

Background

Reach for Resources is an inclusion services provider based in Minnetonka, MN, with over 35 years of experience providing support for inclusive recreational activities. The Parks and Recreation Department contracts with Reach for Resources to provide inclusion services and support for the City's recreational programming. Specifically, Reach for Resources offers on-site inclusion support to program participants, provides training for Parks and Recreation staff, and offers consultation with City staff on issues related to inclusion.

Through July of 2025, Reach has provided 231 hours of on-site support - supporting participants with Autism, ADHD, Down Syndrome and more. Feedback from families who utilize Reach for Resources continues to be positive, with a number of people stating that the City's partnership with Reach for Resources is essential to their child's ability to participate in City programming.

The enclosed contract is to continue the City's use of Reach for Resources through 2026.

Policy Objectives

The provision of effective inclusion services is consistent with the city's aspiration to be "a community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing."

Equity Impact Summary

According to the US Census Bureau, 3,998 Roseville residents (11.2%) live with a disability, many of which are barriers to participation in Parks and Recreation programming without additional inclusion support. As more becomes known about the essential benefits of parks and recreation program participation, including physical and emotional health benefits, childhood development benefits, and a counterweight to the detrimental impacts of screen-time, failure to provide adequate inclusion services exacerbates the inequities between those who can participate and those who cannot.

Additionally, according to the US Census Bureau, adverse outcomes due to experiencing a disability are disproportionately higher among historically underrepresented populations, including people of color and low income, compared to other demographics.

Budget Implications

The proposed 2026 Reach for Resources contract anticipates 268 hours of inclusion services at a cost of \$13,836.66. The proposed 2026 budget included \$13,000 for the Reach for Resources agreement in the Recreation Non-Fee budget.

Staff Recommendations

Authorize staff to sign the enclosed Contract for Inclusive Services in 2026 with Reach for Resources.

Requested Council Action

Authorize staff to sign the enclosed Contract for Inclusive Services in 2026 with Reach for Resources.

Prepared by:

Attachments: 1. 2026 Agreement with Reach for Resources



June 26, 2025

City of Roseville: Parks & Recreation Dept
Attn: Carrie Anderson
2660 Civic Center Drive
Roseville, MN 55113

Dear Carrie Anderson:

Enclosed you will find the 2026 contract for The City of Roseville (hereafter referred to as Roseville), as well as a breakdown of pricing methodology for adaptive recreation and/or inclusion support from Reach for Resources, Inc.

We have included the following within the 2026 Inclusion services and training contract for Roseville:

Package	Amount
Membership C: Cities with a population over 35,000 people, or counties over 500,000 people	\$4580.74
No Adaptive package selected <i>In 2024, Roseville had participation units</i>	\$0
Inclusion Package 4: up to 268 hours of inclusion support	\$8935.14
One in-person 60-90 minute training session on inclusion and behavior management or topic of choice. Also includes pre-recorded video training.	\$320.78
TOTAL:	\$13836.66

Please review the contract in its entirety and contact me with any questions you may have or changes you would like to make. If all is well, please return a signed copy to Emily at Reach via mail, email, or fax by 9/1/2025.

Best,

Emily Orr
Senior Director of Strategic Development
612-916-4021
eorr@reachforresources.org



Inclusion Services Contract Agreement 2026

Reach for Resources, Inc. and the City of Roseville (Minnesota) agree that Reach for Resources Inc. will provide the Inclusion services and training for Roseville residents and/or programs. The contract fee is \$13836.66 to be paid annually upon receipt of an invoice. The services will begin on January 1, 2026 and continue until December 31, 2026.

General Benefits of Membership - \$4580.74

- Membership in the Reach consortium allows for utilization of Reach's recreation team to plan and implement hundreds of adaptive programs each year and/or to coordinate and facilitate inclusion opportunities (depending on the package(s) purchased).
- After becoming a member, partners may purchase their choice of adaptive and/or inclusion packages to support their residents with disabilities.
- All Reach staff will be trained and insured under Reach for Resources.
- Reach contracts help city partners meet the program access standard in Title II of the Americans with Disabilities Act. Contracting with Reach for Resources does not dispel all administrative requirements under the Americans with Disabilities Act. See ada.gov for more information and details on requirements.
- Membership gives the opportunity to purchase adaptive and/or inclusive recreation program services at below market, nonprofit prices.
- Members have access to Reach's professional staff by phone for information and referral, consultation and assessment about disability related recreational concerns and needs.
- Members have access to Reach's professional staff in person on a biannual basis to discuss access issues, exchange ideas, and jointly plan adaptive recreation services for each program's residents with disabilities.
- Members can purchase professional, disability-related training sessions at below market, nonprofit rates. These are an optional contract add-on. Training options can be viewed and requested here:
<https://forms.office.com/r/GXwbr1s6n6>
 - 60-90 minute in-person training of your choice in 2026 is \$320.78. This also includes the video link for any number of learners.
 - 60-90 minute recorded virtual training in 2026 is \$127.52.
- Roseville staff will have access to Reach's certified, adaptive recreation professionals, licensed social workers, and special education staff by phone for information, referral and consultation about disability related recreational concerns and needs for up to the number of administrative hours purchased (120 hours).
 - If Roseville utilizes more than 120 administrative hours, additional hours will be billed at \$47.38 per hour in 15 minute units.
- Reach will coordinate and facilitate semi-annual meetings including Reach's professional staff and other service recipients to discuss ADA law, problem solve, exchange ideas, review services provided, delivery methods devised, and results achieved in the prior 6-month period.
- Membership gives Roseville access to the Reach inclusion questionnaire and other service-related forms upon request.

Sensory Safe Spot Add-On Option

5900 Green Oak Drive, Suite 303, Minnetonka, MN 55343

reachforresources.org • info@reachforresources.org • General Voicemail: 952-200-3030 • Fax: 952-229-4468

Reach for Resources, Inc. is pleased to introduce a partnership with the Sensory Safe Spot as an add-on option to enhance the accessibility and inclusivity of community events. The Sensory Safe Spot is overseen by an Occupational Therapist and provides a calm and regulating space for individuals with sensory needs, ensuring that everyone can enjoy the event comfortably.

Items Included:

- Weighted Items
- Sequin Wall
- Bean Bag Chair
- Fiber Optic Lights
- Calming Visuals
- Fidgets
- Sensory Bins
- Noise Reduction Items
- And more!

Pricing Options:

- **The Calm Cove:**
 - 10' x 10' tented area
 - Customized sensory tools
 - Staff supervision provided
 - **\$25/hour with a \$50 setup fee**
- **The Sensory Suite:**
 - 10' x 20' tented area
 - Customized sensory tools
 - Staff supervision provided
 - **\$50/hour with a \$50 setup fee**

For more information or to add the Sensory Safe Spot to your contract, please contact Emily Orr at Reach for Resources, Inc. This add-on option ensures that your event is accessible to all attendees, regardless of their sensory needs.

Adaptive Recreation Package Details - \$0

- Adaptive packages ensure you are offering programs for all the residents living in your area.
- Reach will plan a wide array of quarterly adaptive recreation opportunities. Activities available will include arts programming, social groups, community outings, adapted exercise, life skills and education classes, and therapeutic recreation, music therapy and art therapy programs.
- Programs will be designed for residents of all ages including youth, teens, and adults.
- Specific programs can be planned upon request.
- Reach staff will plan, staff, facilitate, and manage registrations for all adaptive programs.
- Residents of member cities will receive discounted rates on nearly all program fees excluding therapeutic services or other specialty programs.
- City partners will grant access for Reach to reserve city community centers, fields, gyms, and park buildings when available for programming at no cost as this program should be seen as an extension of other parks and recreation programming. Additional specialty services such as field lights or hayrides may be reserved at an additional cost for Reach for Resources.
- Reach may partner with other organizations for program facilitation but will always have at least one Reach staff on-site at hosted activities.
- An annual adaptive program satisfaction survey will be offered to all participants. The results of this survey will be evaluated, and changes will be made if applicable. Survey results will be shared with the consortium.
- Administrative hours will only be tallied for cities if the programs are being coordinated due to a specific request from the city partner. Programs planned and initiated by Reach will not result in any admin hour tracking.

As long as it is safe to do so, adaptive recreation programs will be primarily held in person with some virtual options for individuals who prefer connecting that way. In the event where it is unsafe to meet in person for an extended period of time, virtual options will be made available. Unsafe scenarios may include but are not limited to natural disasters, public health crises, and political unrest. The Director of Adaptive Recreation will work with the Senior Director of Program Services at Reach for Resources to determine what situations may be deemed as “unsafe.”

Inclusion Package - \$8935.14

Inclusion services ensure that individuals of all abilities are welcomed into programming in a way that sets up the program and the individual up for success. Inclusion service provided by Reach shall include both the professional and paraprofessional services below:

Reach for Resources Professional Services (120 Hours for Roseville)

*All of these services listed (except those with an *) below will be tracked as administrative time when they are done for a specified partner. General hiring, training and supervision of Reach staff will not be tracked unless it relates to a specific request.*

- Consultation with staff about general programmatic or specific resident's needs;
- Observation and needs assessment of individuals with disabilities;
- Inclusion plan development and virtual inclusion intake meetings;
- *Recruitment and training of inclusion facilitators on an ongoing basis;
- Individualized coaching for specific recreation generalists who are including individuals with disabilities;
- *Ongoing supervision and management of Reach's paraprofessional inclusion staff;
- *Reports compiling inclusion hours provided semi-annually;
- More detailed or frequent reporting upon request;
- Inclusion Progress reports available upon request;
- Ongoing communication between family, Reach professionals and program leaders to ensure coverage and preparedness
- *Roseville will receive completed inclusion questionnaires upon request, only to be shared on a need-to-know basis with team members directly supporting the participant.

Paraprofessional Services

- Implement the inclusion plan
- Attend scheduled programs and provide direct assistance to the identified individual(s)

Inclusion Policies and Procedures

- Inclusion Services may be provided for a qualified individual with a disability. The definition of a qualified individual with a disability under the Americans with Disabilities Act includes:
 - A person who has a physical or mental impairment that substantially limits one or more major life activities
 - A person who has a history or record of such an impairment
 - A person who is regarded as having such an impairment

- (<https://www.ada.gov/topics/intro-to-ada/>)
- Major life activities are the kind of activities that you do every day. Examples include: eating, sleeping, speaking, breathing, walking, cognitive functions, sensory functions, reading, learning, communicating, and operation of major bodily functions.
 - (<https://www.ada.gov/topics/intro-to-ada/>)
- Reach inclusion services are provided only to programs planned, run, and registered for within the contracted entity. Reach cannot provide inclusion services for partnered programs unless the registration is completed through the contracted entity. For further assistance, program partners may contact Reach for contract options.
- Reach recreation staff are paid a minimum of two hours for each shift, thus Reach will bill a minimum of two hours for each scheduled inclusion unless otherwise noted above.
- When inclusions are held in locations that are more than 18 miles from 5900 Green Oak Dr., Minnetonka MN 55343 (driving directions), Roseville will be billed at the federal rate for each mile over 18 miles both to and from the program. In 2025 the federal mileage rate is \$0.70 per mile. Mileage will be calculated based on distances according to Google Maps.
- Reach staff working programs should be treated as an extension of the recreation staff team. The expectation is that Roseville staff will introduce them to the group, communicate directly with them about concerns, and keep them in the loop about plans and schedule changes. This can be done via email or in person. Roseville staff should still communicate and interact with the person who is receiving services, just as they would any other child.
- If there is an incident that occurs at a program where inclusion staff are scheduled, please send a copy of the report to inclusion@reachforresources.org ASAP (within 24 hours of the event). This applies even if inclusion staff are not present that day, but they will be back to provide support to the program at a future date. If there are any safety concerns, please call the Director of Adaptive Recreation & Inclusion and leave a message if they are not available.
- Inclusion staff should receive copies of emergency preparedness plans if these exist for any scheduled programs prior to starting the inclusion.
- Inclusion staff may require adaptive equipment to assist people with disability-related needs in participating fully in recreational activities. To ensure the seamless provision of these services, Reach will work with contracted partners to provide such equipment free of charge when necessary for the program.
- As long as it is safe to do so, inclusion support will be offered as an in-person service. In the event where it is unsafe to meet in person at a given program, support may be terminated at the discretion of the Director of Recreation. Unsafe scenarios may include but are not limited to natural disasters, threats of violence or previously experienced violence, public health crises, and political unrest. The Director of Adaptive Recreation will work with the Senior Director of Program Services at Reach for Resources to determine what situations may be deemed as “unsafe.”
- An annual inclusion satisfaction survey will be offered to all participants. The results of this survey will be evaluated and changes will be made if applicable. Survey results will be shared with the consortium.

Inclusion Support Request Procedure:

- To request inclusion support for a program Roseville staff are requested to go to this website: <https://www.reachforresources.org/services/inclusion/> and click on “Schedule an inclusion.” Fill out all necessary fields. After this request is submitted, it will go into Reach’s queue for follow up. You are able to save a PDF of your request after it is submitted, or you can request one at a later date.
- Reach will communicate with Roseville staff for approval before attending any program to ensure Roseville would like to use their contract hours for the requested program.
- When requesting inclusion support, the requesting entity shall provide as much notice as possible after registration is confirmed.
- Requests for inclusion support should not be made for individuals who are not yet registered. Participants must be on a confirmed roster to make an official request.
- For those participants on a waitlist, contact Reach or Resources to see if it is possible to fill the inclusion request prior to completing registration.
- Shift Filling Procedure:
 - 1.) Post the opening and message all current inclusion staff
 - 2.) Follow up 1:1 with specific recreation staff who may be interested/available
 - 3.) Offer the shift to other professionals who work at Reach and if a fit is found, provide training
 - 4.) Post job openings specific to this needed position
- Efforts to Fill Shifts:
 - Every effort will be made to find a team member to provide inclusion assistance and programs that request support.
 - Requests will be attempted to be filled in the order they are received.
 - Requests from contracted partners who still have hours remaining in their contracts will be prioritized.
 - If Reach is unable to fill a shift due to a workforce shortage, special skills needed, or any other issue, Reach will not bill for any hours.
- Inclusion substitutes may be sent in the event the scheduled staff person has a schedule conflict.
 - Reach has approximately 40 inclusion facilitators, as well as the adaptive recreation and inclusion department’s Director, Assistant Director, and Program Assistant. Program administrators will do their best to fulfill the inclusion needs for a scheduled program.
 - If no substitute can be scheduled, Reach will contact the program leads and/or the caregiver to ask if they are available to support the inclusion participant for the specified shift. Reach administrative staff can provide creative solutions, tips and feedback to help create a successful experience.
 - Unless there is a safety concern, participants should not be denied access to a program due to the unavailability of inclusion staff. If no staff can be scheduled, program hosts are responsible for identifying and executing alternative solutions. This may include reallocating staff from another program, reaching out to volunteers for assistance, or posting an open shift to the schedule.

- If a request cannot be filled for more than a week or two, program hosts must escalate the issue to determine long-term solutions, such as adjusting staffing resources or collaborating with Reach leadership for support. Denying participation in these cases could be considered discriminatory, as programs would likely not qualify for "undue burden" under the ADA in this circumstance. It is critical to utilize available resources creatively to ensure program accessibility for all participants.

Procedures for unfilled shifts, cancellations, or absent participants:

- In the event of an unforeseeable circumstance that would prohibit an inclusion staff from making it to a scheduled program with little or no notice then the Roseville staff would work with the caregiver or have a staff that has attended Reach's Inclusion/Disability training assist the instructors for the class or program to help provide the inclusion support needed.
- In the event of a cancellation with at least two weeks' notice Reach will not bill for any services.
- In the event of an absent participant at a scheduled inclusion without any notice (no call no show):
 - Reach staff may stay and assist the other children in the program and bill for their time.
 - Reach staff may wait for the participant for 30 minutes after the program scheduled start time before departing. Roseville will be billed for the time that staff are present.
- In the event of a cancellation with less than two weeks' notice:
 - Reach Staff may stay and assist the other children in the program and bill for their time.
 - Reach staff may choose not to attend or be pulled to an area of greater need. Reach will not bill for any services.
 - In the event of a weather cancellation, Reach will bill for the scheduled number of hours, including a 2-hour minimum if applicable, to ensure our staff can rely on their planned schedules and income. This policy supports our commitment to our team by allowing them to plan around their work hours and maintain financial stability.

Contract Summary

The package of service selected by Roseville includes:

- General benefit services
- One in-person 60-90 minute training session on inclusion and behavior management or topic of choice. Also includes pre-recorded video training.
-
- Inclusion Services: Inclusion Package 4: up to 268 hours of inclusion support
 - Roseville will buy the above package but understands that if more hours than anticipated are needed, additional inclusion service hours may be purchased at a rate of \$45.07 per hour.

Tiered Pricing and Contract Renewal Terms

To ensure smooth budgeting processes and timely planning, Reach for Resources, Inc. requests that all current partners renew their contracts by September 1st for the best pricing. The following tiered pricing structure will apply based on the date the signed contract is returned:

- **If signed and returned by September 1st, 2025:** Contracts will be honored at the current rate.
- **If signed and returned by October 1st, 2025:** An additional 5% will be added to the contract amount.
- **If signed and returned after October 1st, 2025:** An additional 10% will be added to the contract amount.

In addition, a contract cancellation fee of 25% will be implemented if the city chooses to end the services before the end of the annual contract term.

To assist with Reach's budgeting processes, it is crucial to know the number and number of contracts expected as soon as possible. Please review the contract in its entirety and contact Emily Orr at Reach for Resources, Inc. with any questions or changes you may have. If all is well, please return a signed copy by the specified dates to ensure the best pricing.

The contractor agrees to maintain general and professional liability insurance in the amount of \$2,000,000 at all times during the term of this agreement. Proof of insurance will be provided upon request.

The parties agree that the relationship created by this Agreement is that of independent contractor, and not of employer and employee, a joint venture or a partnership. Reach shall be solely and entirely responsible for its acts and for the acts of its employees, agents, and subcontractors in connection with the performance of services hereunder. Reach shall be responsible for the compensation and benefits of its employees and for payment of all federal, state and local taxes payable with respect to any amounts paid under this Agreement. Neither Reach nor its employees shall acquire rights to



wages, workers' compensation benefits, unemployment compensation benefits or other rights or benefits offered to employees of Roseville.

Reach agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Reach will immediately report to Roseville any requests from third parties for information relating to this Agreement. Reach agrees to hold Roseville, its officers, and employees harmless from any claims resulting from Reach's unlawful disclosure or use of data protected under state and federal laws.

The parties agree, to the fullest extent permitted by law, to indemnify and hold the other party harmless from any claims, damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the indemnifying party's negligent acts, errors or omissions in the performance of professional services under this Agreement.



By signing this page Roseville agrees to pay the contract total of \$13836.66 and agrees to all aforementioned policies and procedures.

Package	Amount
Membership C: Cities with a population over 35,000 people, or counties over 500,000 people	\$4580.74
Inclusion Package: Inclusion Package 4: up to 268 hours of inclusion support	\$8935.14
<i>As Needed: Additional hours of Inclusion Support</i>	<i>\$45.07 / hour</i>
<i>Training</i>	<i>\$320.78</i>
Total	\$13836.66

By _____

Title _____

City of Roseville: Parks & Recreation Dept
Attn: Carrie Anderson
2660 Civic Center Drive
Roseville, MN 55113

Date _____

By _____

Title: Senior Director of Strategic Development

Emily Orr
Reach for Resources, INC.
5900 Green Oak Drive, Suite 303
Minnetonka, MN 55343

Date _____



REQUEST FOR COUNCIL ACTION

Date: 8/11/2025

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Approval to Submit a Grant Application for the Intensive Peace Officer Education and Training Program

Background

The Roseville Police Department (RPD) is requesting City Council approval to submit a grant application to the Minnesota Office of Justice Programs for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) program. This program was established by the Minnesota Legislature to address the critical shortage of peace officers across the state by providing financial support to law enforcement agencies that have developed plans to recruit, educate, and train highly qualified candidates to become license-eligible peace officers.

Under the ICPOET program, law enforcement agencies may apply for reimbursement grants of up to \$50,000 per candidate to cover the costs of educating, training, and paying eligible candidates until they are licensed by the Minnesota Peace Officer Standards and Training (POST) Board. Candidates attend a designated Professional Peace Officer Education (PPOE) program cohort—most likely at Hennepin Technical College—to complete the state-required curriculum. Candidates must already hold a two- or four-year college degree and focusing on recruiting individuals who are interested in transitioning to a law enforcement career.

In the most recent grant cycle, RPD successfully received funding to sponsor three candidates, totaling approximately \$150,000. This funding reimbursed the department for the costs of the candidates' salaries during the nine-month program as well as tuition and program expenses. The program has proven to be an effective recruitment tool both locally and statewide, providing opportunities for highly qualified individuals to enter the law enforcement profession while reducing financial barriers that might otherwise prevent them from pursuing this career path.

However, unlike previous years, funding for this cycle is extremely limited. The Legislature did not allocate additional resources for the program, and only \$400,000 is available statewide, which is enough to fund approximately eight candidates total. Law enforcement agencies may request up to two candidate awards, but competition is expected to be significant, and it is uncertain whether RPD will be awarded funding. This grant period will run for 18 months, beginning on or around January 1, 2026, through June 30, 2027.

Despite these challenges and limited funding, RPD believes it is important to pursue this opportunity to remain competitive in recruiting qualified candidates and to continue addressing staffing needs. If approved, RPD will submit a grant application requesting funding for up to two candidates (\$100,000).

Policy Objectives

The Roseville Police Department (RPD) is committed to recruiting and retaining highly qualified peace officers who reflect the values and aspirations of the Roseville community. Participation in the ICPOET

program directly supports this objective by providing the resources necessary to attract and prepare candidates for successful law enforcement careers. The program aligns with the City's mission to provide ethical, efficient, and responsive local government by ensuring RPD has the staffing capacity to meet community needs.

Submitting this grant application allows RPD to remain competitive in a highly challenging recruitment environment and to build a strong pipeline of future officers. By leveraging state funding, RPD can attract diverse and motivated candidates who may not otherwise be able to pursue a law enforcement career due to financial barriers.

Equity Impact Summary

The ICPOET program addresses significant financial and systemic barriers that often limit access to law enforcement careers. Without grant funding, candidates must leave the workforce to return to school full-time to meet state licensing requirements. This can be an obstacle that disproportionately impacts individuals from underrepresented and economically disadvantaged backgrounds.

By participating in this program, RPD is better positioned to recruit a diverse and highly qualified workforce, reflecting the community it serves.

Budget Implications

There is no direct financial impact to the City for applying to the ICPOET grant program. If awarded, the grant will reimburse the City for eligible costs associated with the salary, benefits, and education expenses of up to two police officer candidates during their training period. The reimbursement is capped at \$50,000 per candidate. While the City may need to front costs during the program, full reimbursement is expected.

Staff Recommendations

Staff recommends the City Council approve submission of a grant application to the Minnesota Office of Justice Programs for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) program. If approved, the grant would provide reimbursement of up to \$50,000 per candidate (maximum of two candidates) for salary, benefits, and tuition expenses during the nine-month Professional Peace Officer Education (PPOE) program.

Requested Council Action

Approve submission of a grant application to the Minnesota Office of Justice Programs for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) program, requesting funding for up to two police officer candidates.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. 2026 ICPOET Grant Request for Proposals



Department of Public Safety
Minnesota Office of Justice Programs

2026 Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Program

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Intensive Comprehensive Peace Officer Education & Training (ICPOET) 2026
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: July 15, 2025
- Application Due Date: August 15, 2025

1.2 Program Description

The Minnesota Office of Justice Programs (OJP), MN Department of Public Safety, is requesting proposals to fund the Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant program. The program is intended to address the critical shortage of peace officers in the state by providing grants to law enforcement agencies that have developed a plan to recruit, educate, and train highly qualified two-and four-year college graduates to become license-eligible peace officers in the state. Law enforcement agencies may apply for reimbursement grants up to \$50,000 per eligible candidate for the cost of educating, training, and paying an eligible peace officer candidate until the candidate is eligible to be licensed by the board as a peace officer. The candidate will attend a Minnesota State Colleges and Universities-designated cohort, likely at Hennepin Technical College, to receive the Professional Peace Officer Education (PPOE) objectives as required by the Minnesota Peace Officer Standards and Training (POST) Board.

1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

1.4 Funding and Project Dates

Funding

Funds authorized by MN Laws, Chapter 52, 2023 Minnesota Session Laws. Up to \$400,000 is expected to be awarded under this RFP, funding 8 candidates. Additional funds may become available and be awarded under this RFP. Final award amounts may be lower than requested. An agency may submit for more than one candidate but not more than 2 candidates. The funding is a cost reimbursement only grant. Award decisions will consider geographic diversity, prior ICPOET grant awards, and agency size in grant distribution based on grant applications received.

Project Dates

This is an 18-month grant period, from on or around January 1, 2026, through June 30, 2027.

1.5 Eligible Applicants

Local units of government and tribal governments are eligible to apply including county sheriff's offices, police departments and tribal public safety agencies. Colleges and universities that operate law enforcement training programs are not eligible applicants.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to Mary.Vukelich@state.mn.us. Questions and answers will be updated on the ICPOET RFP Question Answer (QA) document on the grants page of the [OJP website](#) each week until one week before the RFP closes.

Application Information Sessions

OJP will offer an online information session. Staff will provide a brief background on the Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant program, provide an overview of the RFP and application requirements, provide an overview of the application review process, and answer questions. Prospective applicants are encouraged to participate in the information session. Questions and answers from the information session will be posted on the ICPOET RFP Question Answer (QA) document on the grants page of the [OJP website](#).

- ICPOET Session I: Thursday, July 29, 2025, from 10 – 11 am [Register Here](#)

RFP Part 2: Background Information

2.1 Project Overview

The ICPOET program is intended to address the critical shortage of peace officers in the state by providing grants to law enforcement agencies that have developed a plan to recruit, educate, and train highly qualified two-and four-year college graduates to become license-eligible peace officers in the state. Law enforcement agencies may apply for reimbursement grants up to \$50,000 per eligible candidate for the cost of educating, training, and paying an eligible peace officer candidate until the candidate is eligible to be licensed by the board as a peace officer. An agency may apply for more than one candidate, up to a maximum of 2 candidates.

Minnesota requires those aspiring to work in law enforcement to complete an educational program certified by the Minnesota Peace Officer Standards and Training (POST) Board at a Professional Peace Officer Education (PPOE) certified institution and pass the state board exam. Licensing itself only occurs when eligible candidates are appointed to a peace officer position [and certain selection standards](#) are met.

Grantees identify eligible candidates that meet the standards for admission to a board-certified Professional Peace Officer Education (PPOE) program as well as standards for license eligibility. Each agency grantee executes a contract with the selected academic provider and assists in facilitating the registration of their candidate. The two schools designated as approved providers for the ICPOET

program are Hennepin Technical College and Alexandria Technical and Community College. Currently, Hennepin Technical College is the only approved provider known to be offering the acceptable format in 2026-27.

The Peace Officer Licensing Exam is accessible to individuals who possess a post-secondary degree from a [regionally accredited](#) college or university and successfully complete a Minnesota PPOE program from a POST Board certified school. Tuition to the designated cohort hosted by one of the two approved education providers are eligible grant expenses for the grantee agency to seek reimbursement. Other eligible expenses, which are anticipated to be included in the total education cost, include books, equipment, uniforms, and other associated academic expenses.

Candidates shall be employed by the grantee during PPOE enrollment. Salary and fringe benefits for candidates are eligible grant expenses.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 12:00 pm on August 15, 2025. Applications cannot be submitted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [E-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the [ICPOET Grant Program Guidelines 2026](#). Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission.

A. Project Information Form

Input this information directly into the form in e-grants. You will need:

- Contact information for the Fiscal Agent, including federal and state identification numbers.
- Authorized representative information, preferably the Chief Law Enforcement Officer (CLEO) for the applicant agency.
- Contact information for agency representative designated as project contact
- Financial agent contact information
- Project information

B. Intensive Comprehensive Peace Officer and Training Information Form (2 points)

This form includes information around candidate recruitment (and identification), department's authorized and actual hiring levels, and the anticipated education provider.

- Candidate(s) identified
- Authorized vs. actual LE staffing

C. Narrative (13 points):

Address the following in a three-page maximum Word document with $\frac{3}{4}$ " margins, single-spaced and with a 12-point font size. Use the following headings when writing your narratives: Community Information, Agency Demographics, and Recruitment Strategies. When ready to submit, **upload the narrative as an attachment in e-grants**. The narrative should address the following issues:

- Community: where are you located within the context of the state, what is your community's population, and any other information you deem relevant.
- Agency: demographics to include number of men & women, need statement based on strength, retention, etc.
- Recruitment Strategies: describe your plan to recruit career transition candidates with specific details (assume the reviewers are not aware of what is typical or not typical for your agency or the profession)

D. Budget (5 Points):

Budget information will be entered directly into e-grants.

- Budget line items for each candidate will generally include program, salary, & fringe; anticipate \$22,000 for program (tuition & related supplies) and \$28,000 for salary & fringe, unless you decide to include other eligible expenses.
- Tuition expenses should be listed under program expenses.
- Each candidate requested should have individual line items for program, salary & fringe.
- **Include candidate's actual salary & fringe calculations for the position.**
- Note that source documentation will be required for all items reimbursed.

Enter the budget directly into e-grants. Directions for entering the budget are available in the [Application Guide](#).

E. Organizational Financial Information Form

This information will be entered into e-grants form.

Grantee Information (entity type)

Fiscal Information (accounting basis, fiscal year)

Financial Documentation (based on annual revenue amount)

Administrative Systems & Internal Controls (ability to report grant expenses separately, upload organizational chart)

Grant Management Experience

WHAT AN APPLICATION MUST INCLUDE TO BE FORWARDED FOR REVIEW:

(E-grants will not allow the application to be submitted if any of these are missing.)

- **Project Information form**
- **ICPOET Information form**
- **Narrative** addressing questions listed above
- **Budget** with calculations included
- **Organization Financial Information form**

RFP Part 4: Application Review Process

This is a competitive application process. A review committee will read and rate applications using a 20-point scale. [Click here](#) to view guidance/score sheet reviewers will use. The reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

RFP Part 5: Post Award Requirements

- **Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement**
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the [OEP website](#).

- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit quarterly progress and expense reports with supporting reimbursement documentation and one final report with the POST number for each candidate and any outstanding supporting reimbursement documentation.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

RIGHT OF CANCELLATION

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

FUTURE MEETING AGENDA HIGHLIGHTS

August 11, 2025

August 20, 2025 – Special City Council Meeting

- Commission Applicant Interviews (PWET)

August 25, 2025 – City Council Meeting

- Receive City Manager's Recommended Budget and Levy
- Discuss Civil and Prosecuting Legal Services Contracts
- Receive Stormwater Pond Update
- Receive Street Light Policy Update
- Appoint Commissioner to PWET
- Discuss Bee Keeping Regulations

September Meetings

- September 8
- September 15 (EDA and City Council meeting)
- September 22

October Meetings

- October 13
- October 20
- October 27

November Meetings

- November 10
- November 24

			<u>Future Agenda Review - Longer Term Initiatives</u>				7/9/2025
			(items that likely require council discussion/action)				
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>		
Discuss penalties for license holders of mulitple businesses			Council	3rd/4th Quarter 2025	Liquor/Tobacco License Presumptive Penalties		
Discuss Bee Keeping Rules			Resident/Council	Aug-25			
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		