



City Council Agenda

Monday, November 24, 2025

6:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

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

- 6:30 p.m. **1. Roll Call**
Voting and Seating Order: Schroeder, Groff, Bauer, Strahan, and Roe
- 6:31 p.m. **2. Pledge of Allegiance**
- 6:33 p.m. **3. Approve Agenda**
- 6:33 p.m. **4. Public Comment**
- 6:38 p.m. **5. Recognitions and Donations**
- 6:43 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
 - 6:45 p.m. a. Receive Presentation from Metropolitan Council Member Peter Lindstrom
 - 7:00 p.m. b. Hold a Public Hearing to Consider Approving Liquor License Renewals for 2026
 - 7:10 p.m. c. Consider Abatement of Private Hydrant at 1375 Commerce Street
 - 7:15 p.m. d. Consider Abatement of Private Hydrant at 1960 Twin Lakes Parkway
 - 7:20 p.m. e. Consider Abatement of Private Hydrant at 2597 Cleveland Avenue
 - 7:25 p.m. f. Consider Abatement of Private Hydrant at 1641 County Road B2
 - 7:30 p.m. g. Consider Abatement of Private Hydrant at 1885 County Road C
 - 7:35 p.m. h. Consider a request to perform an abatement for unresolved violations of City Code at 1719 Chatsworth Street
 - 7:45 p.m. i. Hold a public hearing and consider a request to approve a minor plat (PF25-017)
 - 8:40 p.m. j. Consider Adopting Ordinances to implement Gas and Electric Franchise Ordinances and Gas and Electric Franchise Fees
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:25 p.m. **9. Approval of City Council Minutes**
 - a. Approve Minutes from November 10, 2025 City Council Meeting
 - b. Approve Minutes from November 10, 2025 EDA Meeting
- 8:30 p.m. **10. Approve Consent Agenda**
 - a. Approval of Payments
 - b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
 - c. Approval of 2026 Business License Renewals
 - d. Approve the renewal of a short term rental license for 1820 Chatsworth St N
 - e. Adopt Resolutions approving a PUD Amendment concept plan and final plan to allow a home design that is different from the design approved in 2005 at 180-188 Elmer Street
 - f. Approve the Sanitary Sewer System Interconnection Agreement for Community Park

between the City of Roseville and the City of Falcon Heights

- g. Resolution Requesting Funding From Metropolitan Council Environmental Services' 2026 Private Property Inflow and Infiltration Grant Program
- h. Approve Professional Services Agreement for 2026 Construction Projects Geotechnical Exploration
- i. Approve Roseville Firefighters Relief Association Benefit Increase
- j. Approve position of Cadet II for the Fire Department

8:35 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda

8:45 p.m. **12. Adjourn to Closed Session**

- a. Closed session pursuant to Minnesota Statutes § 13D.05, Subdivision 3(b) related to attorney-client privilege to discuss District Court File #62-CV-25-8626, SMP Hospitality LLC v. City of Roseville et al litigation

13. Reconvene Open Session

9:15 p.m. **14. Adjourn**



Peter Lindstrom

District 10

Peter Lindstrom is an accessible, responsive leader with nearly two decades of public service experience as mayor and council member of Falcon Heights. He helps build strong communities through his work with the Roseville Area Schools Foundation, Lions Club, and Northeast Youth and Family Services, while demonstrating an ability to empower all members of the community.

Lindstrom brings his passion for sustainable community development to his role on the University of Minnesota's Clean Energy Resource Teams, where he champions energy efficiency and renewable solutions. His work with the Minnesota GreenStep Cities program underscores his commitment to help cities create a more sustainable future. Lindstrom holds a master's degree in public administration from Hamline University and a bachelor's degree in government from St. John's University. He and his wife are the parents of two children.



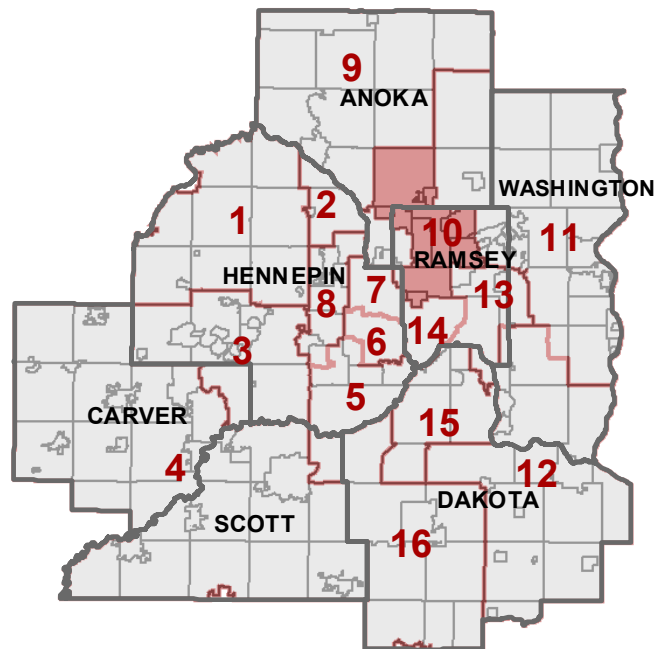
Peter Lindstrom District 10

390 Robert St. N.

Saint Paul, MN 55101

Phone: 651-602-1095

peter.lindstrom@metc.state.mn.us



Serving a Thriving Region

Peter Lindstrom
Metropolitan Council Member, District 10

November 24, 2025




0

Metropolitan Council – Our History



- Created in 1967 as a “regional solution to regional problems,” like:
 - Water quality concerns and wastewater treatment;
 - Sprawl into sensitive natural areas and uncoordinated planning and economic development; and
 - Fiscal inequality between local governments, which threatened essential service delivery.
- At the time, Governor Harold LeVander shared that the “Council was created to do a job which has proved too big for any single community.”
- Over the 58 years since the Council was created, we have taken on additional regional policy and service delivery responsibilities.

Metropolitan Council

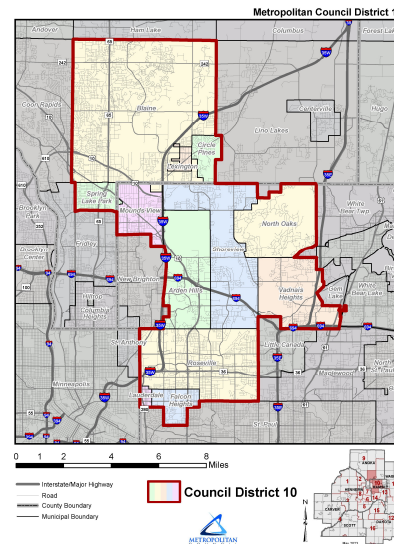
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Metropolitan Council District 10



- Council Member for District 10
- Committee assignments
 - Community Development Committee
 - Environment Committee
- Council's representative at:
 - Regional Council of Mayors
 - Environmental Quality Board

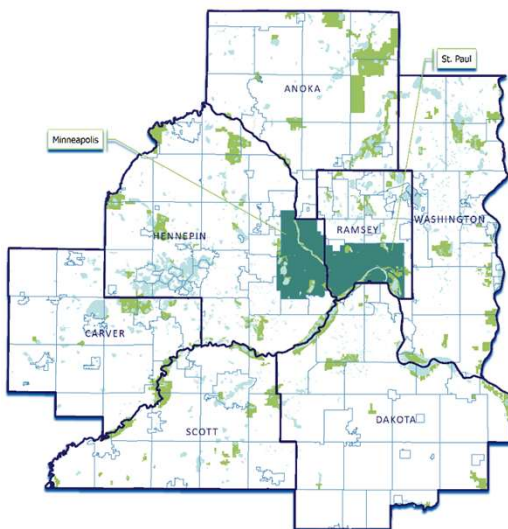


Metropolitan Council

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Twin Cities Metropolitan Region



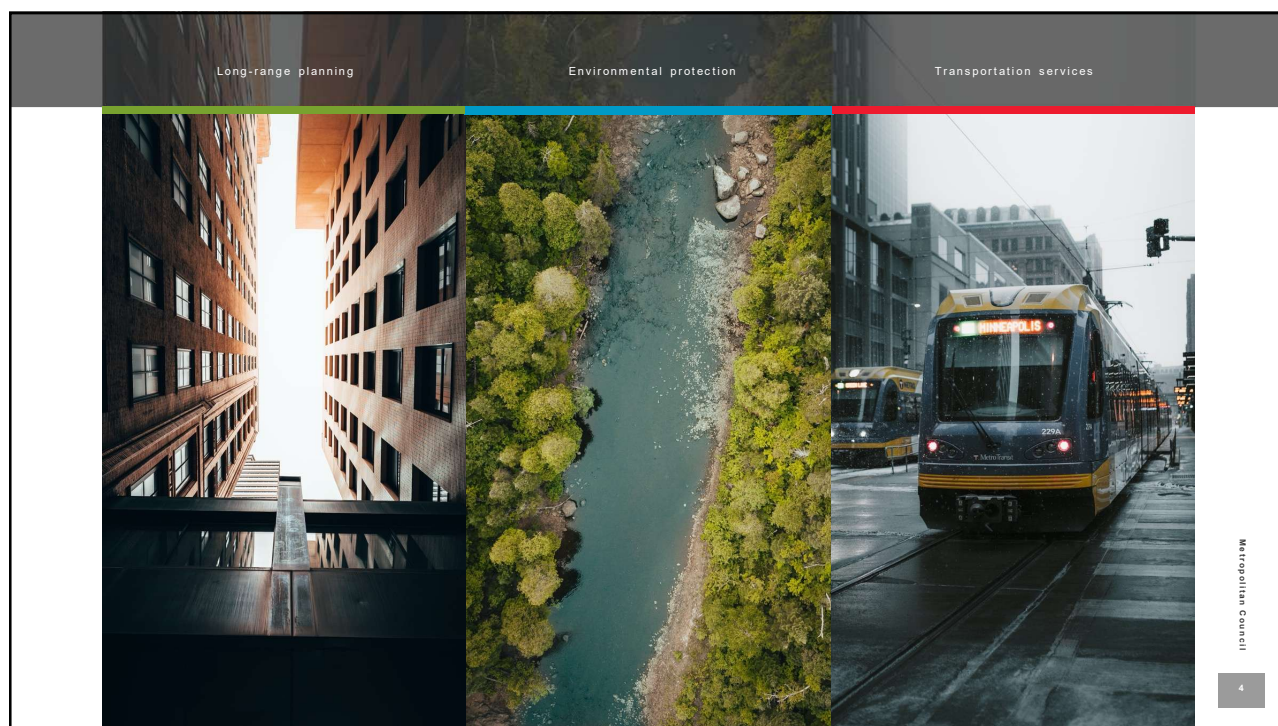
Fast Facts

- 7 Counties
- 181 Cities and Townships
- People from 11 federally recognized Tribal Nations and many other Native communities
- About 3.25 million people (2024 estimate)
- Projected growth of +610K people by 2050

Metropolitan Council

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MN Statute Requires a Regional Development Guide

The Metropolitan Council shall prepare and adopt, after appropriate study and such public hearings as may be necessary, **a comprehensive development guide** for the metropolitan area.....
(Metropolitan Land Planning Act: Minn. Stat. 473.145)

- Every 10 years, the Council
 - Prepares system plans for parks, water resources and transportation
 - Adopt policy plans for Housing and Water Supply policy plans
- Council is also responsible for reviewing local comprehensive plans and providing technical assistance to communities as they work through their local comprehensive planning process.



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2050 Regional Planning Vision

Our Region is Equitable, Inclusive, and Welcoming

Our quality of life is high by national standards but not all communities share in this. We envision a future where inequities and injustices have been eliminated and all residents and newcomers feel welcome, included, and empowered.

Our Communities are Healthy, Safe, and Vibrant

The wellbeing of our region depends on the strength and inclusiveness of our economy as well as the quality, safety, and reliability of our public infrastructure and services. We envision a future where all our region's residents can live healthy, productive, and rewarding lives with a sense of security, agency, and wellbeing.

We Lead on Addressing Climate Change

Our region leads on the critical issue of climate change. We envision a future where we have eliminated or mitigated greenhouse gas emissions and have adapted to ensure that our communities and systems are resilient.

We Protect and Restore Natural Systems

Our region has world class parks and abundant natural resources. We envision a future where natural systems are increasingly protected, integrated, and restored to ensure a high quality of life for our growing region.



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Community Development: Livable Communities Act Funding



- The Met Council provides millions of dollars for community development projects across the region through Livable Communities Act (LCA) grant programs.
- In the last 10 years, the Council has provided over \$4.6M of LCA grant funds to a variety of projects ranging from site cleanup for Twin Lakes Station to funding the Roseville Community Land Trust to support affordable homeownership opportunities.

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Regional Parks: Many Adventures Close to Home

- 56 regional parks and park reserves
- 8 special recreation features
- Nearly 55,000 acres open for public use
- Regional trails totaling nearly 400 miles
- 63.3 million visits in 2019, millions more than the Mall of America
- By 2040, we plan to expand the regional parks system to nearly 70,000 acres and 1,100 miles of trails

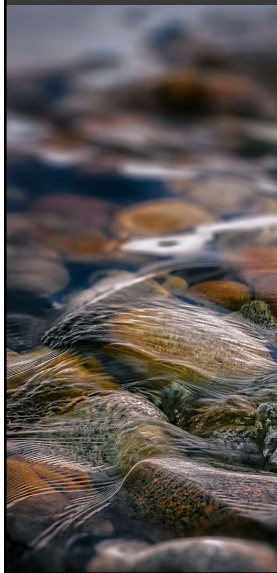


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Water: Collection and Treatment



- Whenever someone in the Twin Cities region takes a shower, flushes a toilet, or runs a washing machine, it likely reaches a Met Council treatment facility through the extensive network of local and regional sanitary sewer pipes.
- We own, operate, and maintain the Twin Cities metro regional wastewater collection and treatment system, which includes:
 - 635 miles of regional sanitary sewers
 - 230 metering stations
 - 60 lift stations
 - 9 wastewater treatment facilities

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Transportation: Responsibilities

Planning

- Serves as the region's federally required **Metropolitan Planning Organization**
- Performs long-range **transportation system planning**
- Shorter term federal transportation funds programming with the **Transportation Advisory Board**

Transit Operations

- Provide, contract for, and coordinate **metropolitan transit operations**
- Provide financial assistance to other **regional transit providers**



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Transportation: Planning and Funding



- Since 2016, we have awarded over \$14M of federal infrastructure funding to projects in Roseville. This includes:
- 2024: \$7M to replace the CSAH 23 (County Road C) bridge over BNSF Railway
- 2018: \$4.3M Route 32 Transit Service Expansion
- 2016: \$2.7M Snelling Ave Expansion

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About Metro Transit

AREA SERVED

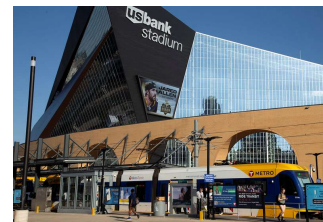
7+
COUNTIES

90
CITIES



900 SQ. MILES

- Division of the Metropolitan Council
- Largest regional transit provider
- Met Council transportation services
 - Metro Mobility
 - Contracted service
 - Planning
 - Allocates federal funding



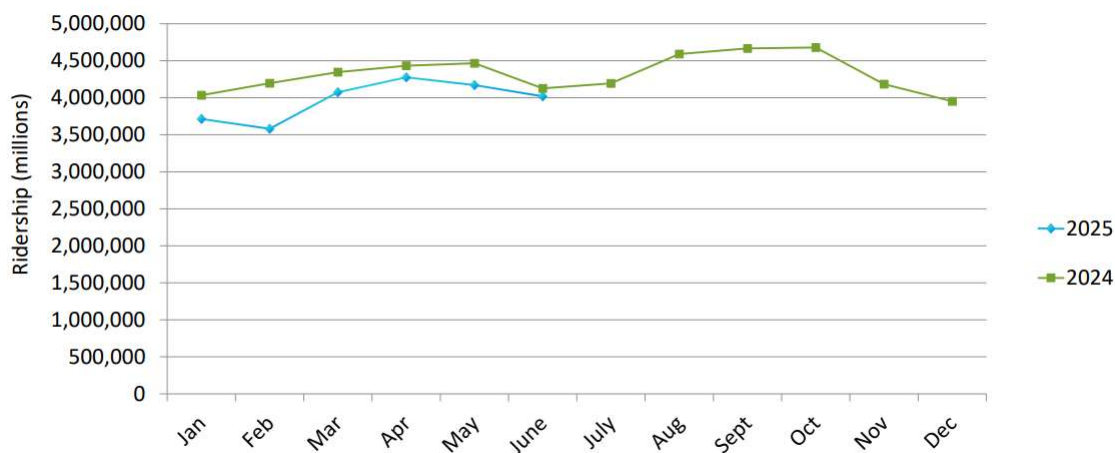
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Total Met Council Ridership

Q2 2024 Total: 25.6 Million

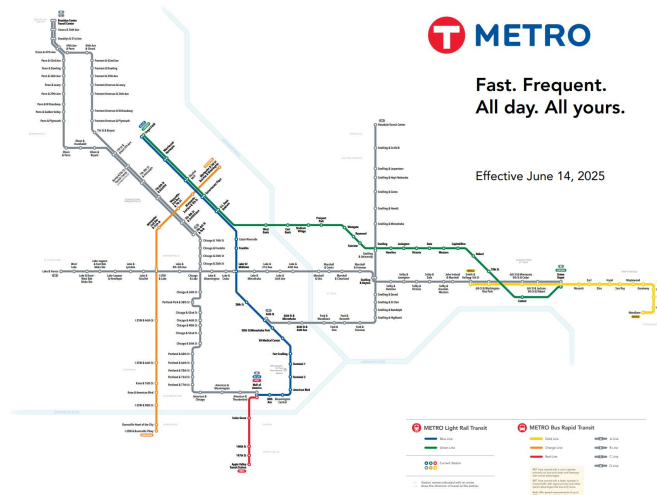
Q2 2025 Total: 23.8 Million



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Current METRO Transitway Network



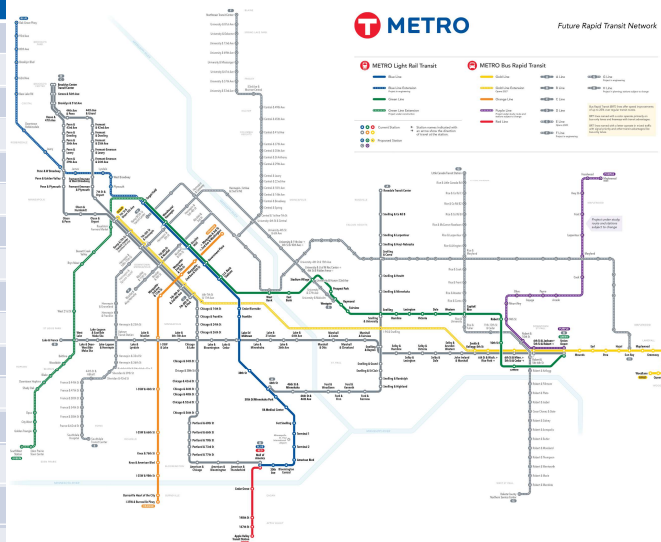
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Future METRO Network

METRO Line	Opened/Opening
Blue Line LRT	2004
Green Line LRT	2014
A Line BRT	2016
C Line BRT	2019
Orange Line BRT	2021
D Line BRT	2022
B Line BRT	2024
Gold Line BRT	2025
E Line BRT	2025
F Line BRT	2026
Green Line LRT Ext	2027
Gold Line BRT Ext	2027
Purple Line BRT	2027/2028
G Line BRT	2027/2028
H Line BRT	2028/2029
Blue Line LRT Ext	2028/2030



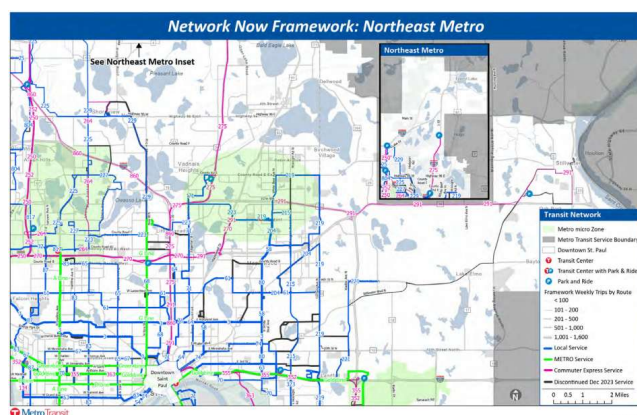
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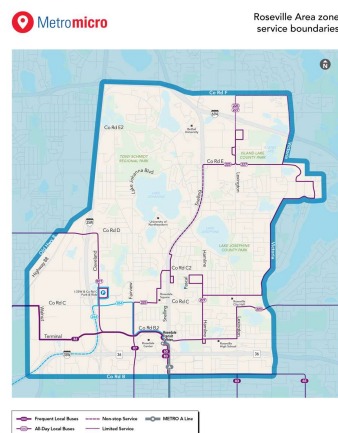
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Rebuilding Service: Network Now

Network Now: our near-term plan to design transit service to best meet the needs of our region



<https://www.metrotransit.org/network-now>



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Recent Progress and What's Next

Recent Accomplishments

- Opened the Gold Line and the B Line BRT
- Expansion of Micro Transit around the metro.
- Major Investments in our wastewater treatment system.

Upcoming Activities

- Supporting local governments in implementing the Imagine 2050 regional development guide.
- Finalizing plans and beginning construction on the Metro G and F lines.
- Continuing to implement the Metro Transit Safety and Security Action Plan in collaboration with our partners.

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Questions?

Peter Lindstrom
Council Member, Metropolitan Council
Peter.Lindstrom@metc.state.mn.us

Merritt Clapp-Smith
Sector Representative
Merritt.Clapp-Smith@metc.state.mn.us

Elias Montesa
Community Relations Specialist
Elias.Montesa@metc.state.mn.us



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ENVIRONMENTAL SERVICES:

CLEAN WATER FOR FUTURE GENERATIONS



PETER
LINDSTROM
DISTRICT: **10**

Everyone deserves clean, accessible water. With nearly every home, business, and school connected to one of our water resource recovery facilities, we partner with state and federal agencies, local governments, watershed organizations, interest groups, and residents to make the water in the region affordable and safe. After all, we all share responsibility to protect and conserve this rich, natural resource.



[DISTRICT FACTS]

\$91.6M

infrastructure investments since 1970

\$3.02M

total grants have been awarded for wastewater and water related projects

\$2.94M

municipal inflow and infiltration grants

\$22.34k

private inflow and infiltration grants

\$53.08k

water efficiency grants

\$422M

planned capital improvements between 2024 and 2029

[REGIONAL FACTS]

250+ million gallons of wastewater treated daily

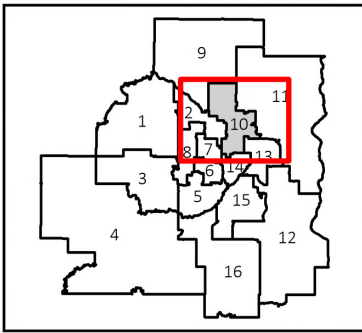
2.8 million people served in 111 communities

634 miles of sewer pipes

9 water resource recovery facilities

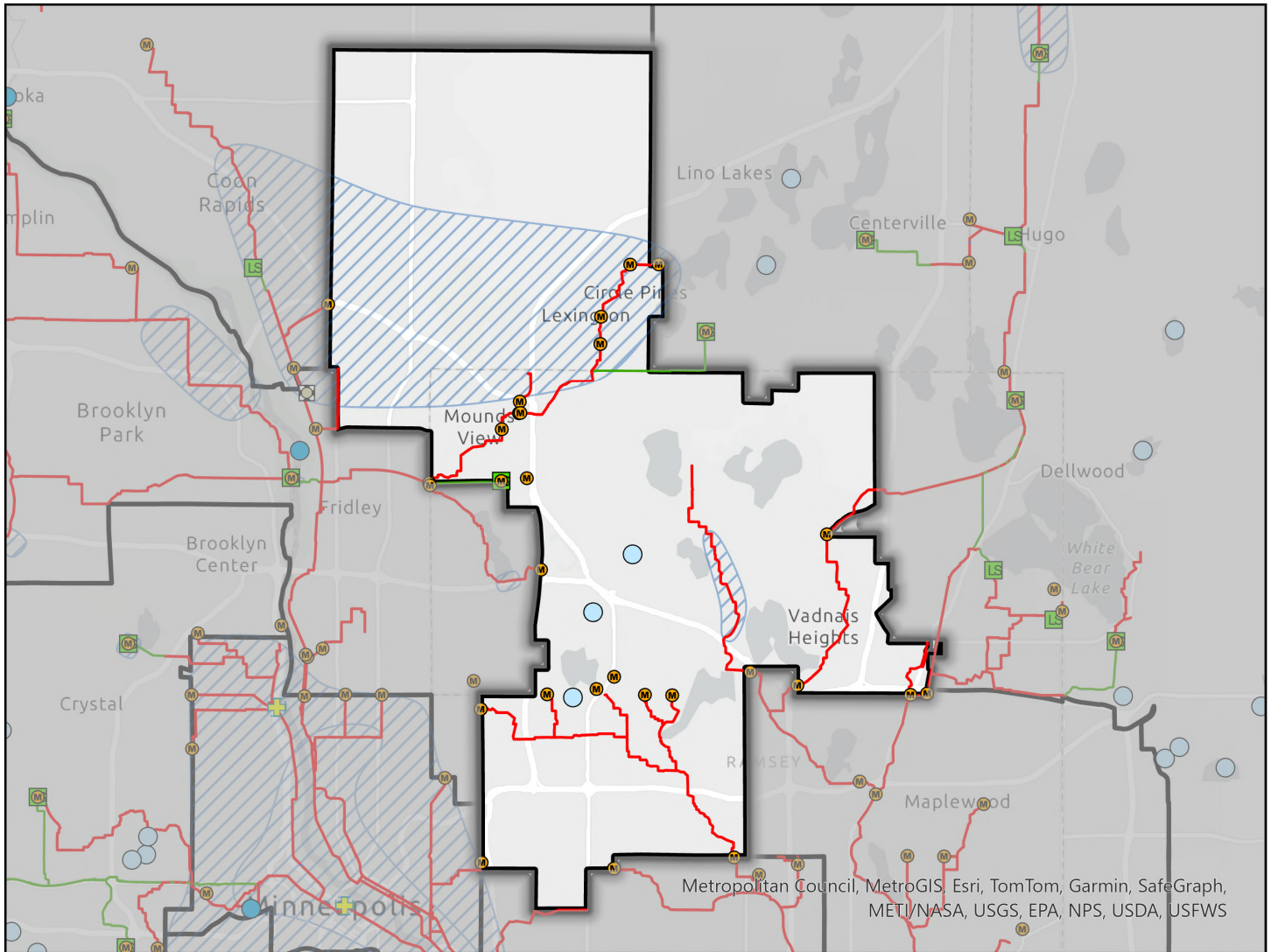


*All data listed are detailed estimates and include investments that span multiple districts for 2023 or through 2023. As such, district investments may be counted more than once due to our desire to inclusively identify impacts on specific districts. Data related to district investments cannot be combined without significant duplication.



REGIONAL RESOURCE RECOVERY FACILITIES AND WATER QUALITY MONITORING SITES

METROPOLITAN COUNCIL **DISTRICT 10**



Monitoring Sites

- River and Stream Monitoring Sites
- Staff & Community Lake Monitoring Sites

Infrastructure

- Meters
- Lift Stations
- Emergency Relief Structures
- Liquid Waste Hauler Disposal Sites
- Water Resource Recovery Facilities
- Current Capital Improvement Program Boundaries

Interceptors

- Gravity
- Forcemain
- Siphon
- Effluent

HOUSING:

SAFE, QUALITY, AFFORDABLE HOUSING FOR ALL



PETER
LINDSTROM

DISTRICT: **10**

Everyone needs a place to call home. With housing in high demand, the Met Council's Housing and Redevelopment Authority – or Metro HRA – partners with other public agencies and non-profit organizations to make stable housing more affordable and accessible. In fact, the Metro HRA is the largest provider of tenant-based rent subsidies in Minnesota. We provide rent assistance to about 20,000 people across the seven-county metro region, so they can afford safe, clean, and quality housing on the open market, while infusing federal dollars into the local economy.



[DISTRICT FACTS]

Provides rental assistance benefits to 1,450 low-income families, including:

1,994

children

392

elderly

790

people with disabilities

35

people experiencing homelessness at admission

\$14.32M

subsidy funding investment

[REGIONAL FACTS]

Administers nine federal and state rent assistance programs:

Awards \$83 million annually

Benefits 8,600+ households annually

Created 18,660+ affordable housing units



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METROPOLITAN COUNCIL DISTRICT 10



LIVABLE COMMUNITIES ACT (LCA): BUILDING STRONGER COMMUNITIES



PETER
LINDSTROM
DISTRICT: **10**

Livable Communities Act (LCA) grants connect jobs, housing, and regional amenities to help communities meet their planning and development goals, add more housing choices, and improve living wages for a more equitable region. With LCA funding, participating cities and townships can leverage private investment, attract businesses to raise the tax base, create jobs, and provide critically needed affordable housing.



[DISTRICT FACTS]

59

grants awarded
via the following
programs:

**Livable Communities Demonstration
Account (LCDA)**

Local Housing Incentives Account (LHIA)

Tax Base Revitalization Account (TBRA)

Transit-Oriented Development (TOD)

[REGIONAL FACTS]

Awarded 1,400+ grants since
program's inception in 1996

\$530+ million grant awards

9 unique grant programs

\$16.61M

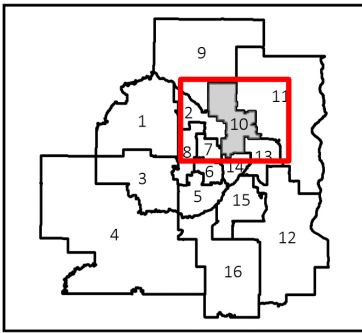
in grants awarded since 1996



Learn more about LCA grants at
metro council.org/lcagrants

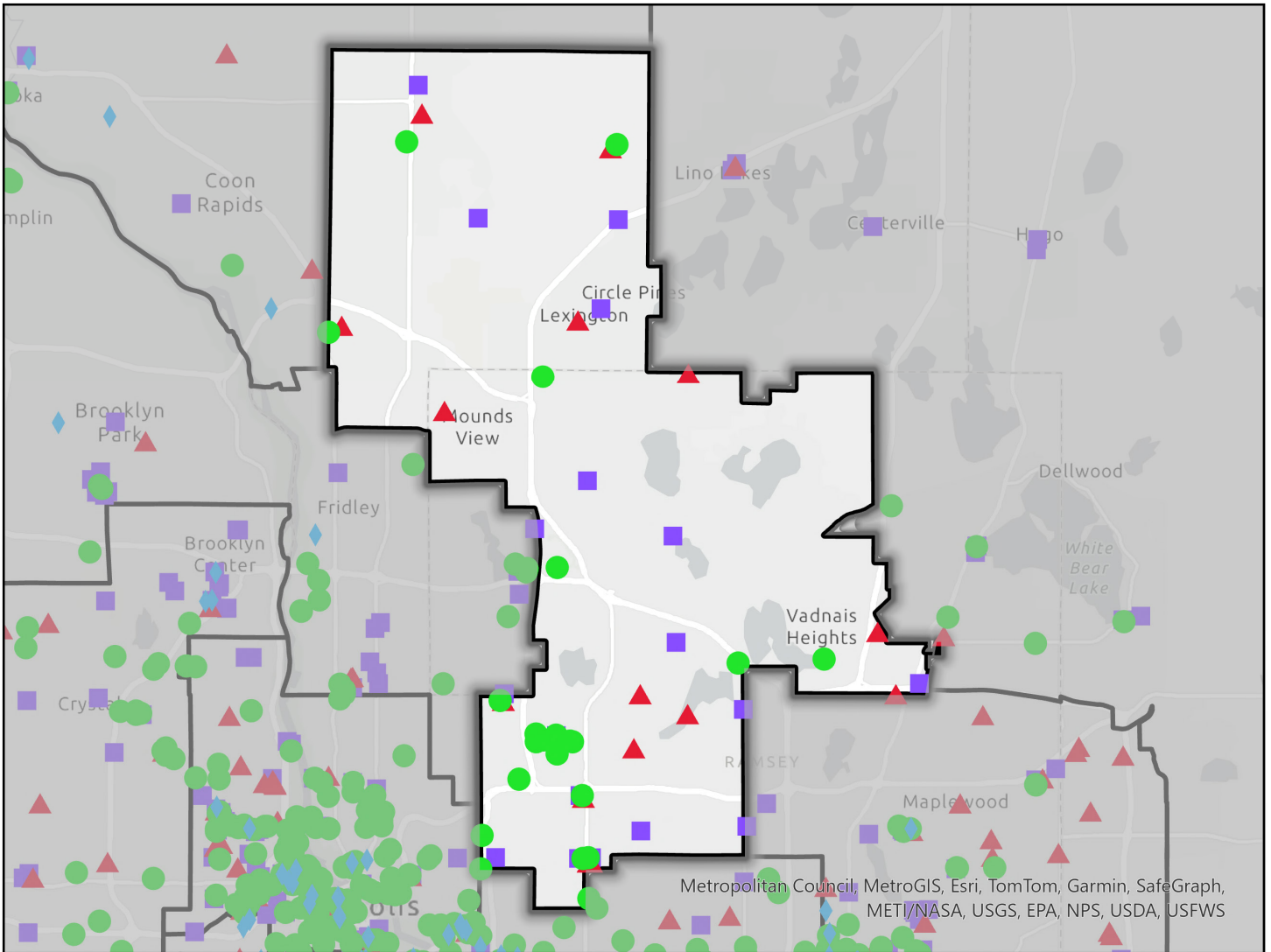


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LIVABLE COMMUNITIES GRANTS

METROPOLITAN COUNCIL DISTRICT 10



Livable Communities Grant Awards

- Livable Communities Demonstration Account (LCDA)
- ▲ Local Housing Incentives Account (LHIA)
- Tax Base Revitalization Account (TBRA)
- ◆ Transit - Oriented Development (TOD)

REGIONAL PARKS AND TRAILS:

NATURE IMPROVES OUR COLLECTIVE WELL-BEING



PETER
LINDSTROM
DISTRICT: **10**

The Twin Cities region ranks high in national livability rankings – in large part because of our Regional Parks and Trails System. The system showcases the region's unique landscapes while providing world-class, year-round recreation. The Met Council partners with a wide range of stakeholders, including residents and the ten regional park implementing agencies, to develop policies that help expand ecological benefits, build resiliency, and reduce climate change impacts for our regional parks, trails, park reserves, special features, and more. Last year, regional parks and trails welcomed nearly twice as many visitors as the Mall of America.



[DISTRICT FACTS]

\$18.77M

investments since 2009

10

open and planned
regional parks
and trails

2,093

acres of regional parks

33

regional trail miles

3,448,155

estimated visits annually

[REGIONAL FACTS]

10 park partner agencies

58 regional parks and park reserves

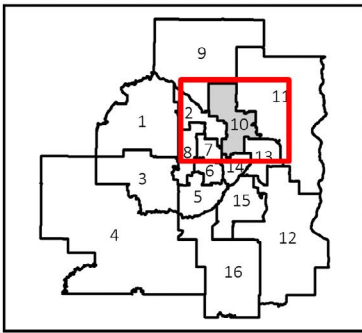
65,339 acres of land protected

487 miles of trails open to the public

8 special features, including Como Park Zoo, Gale Woods Farm, and Square Lake

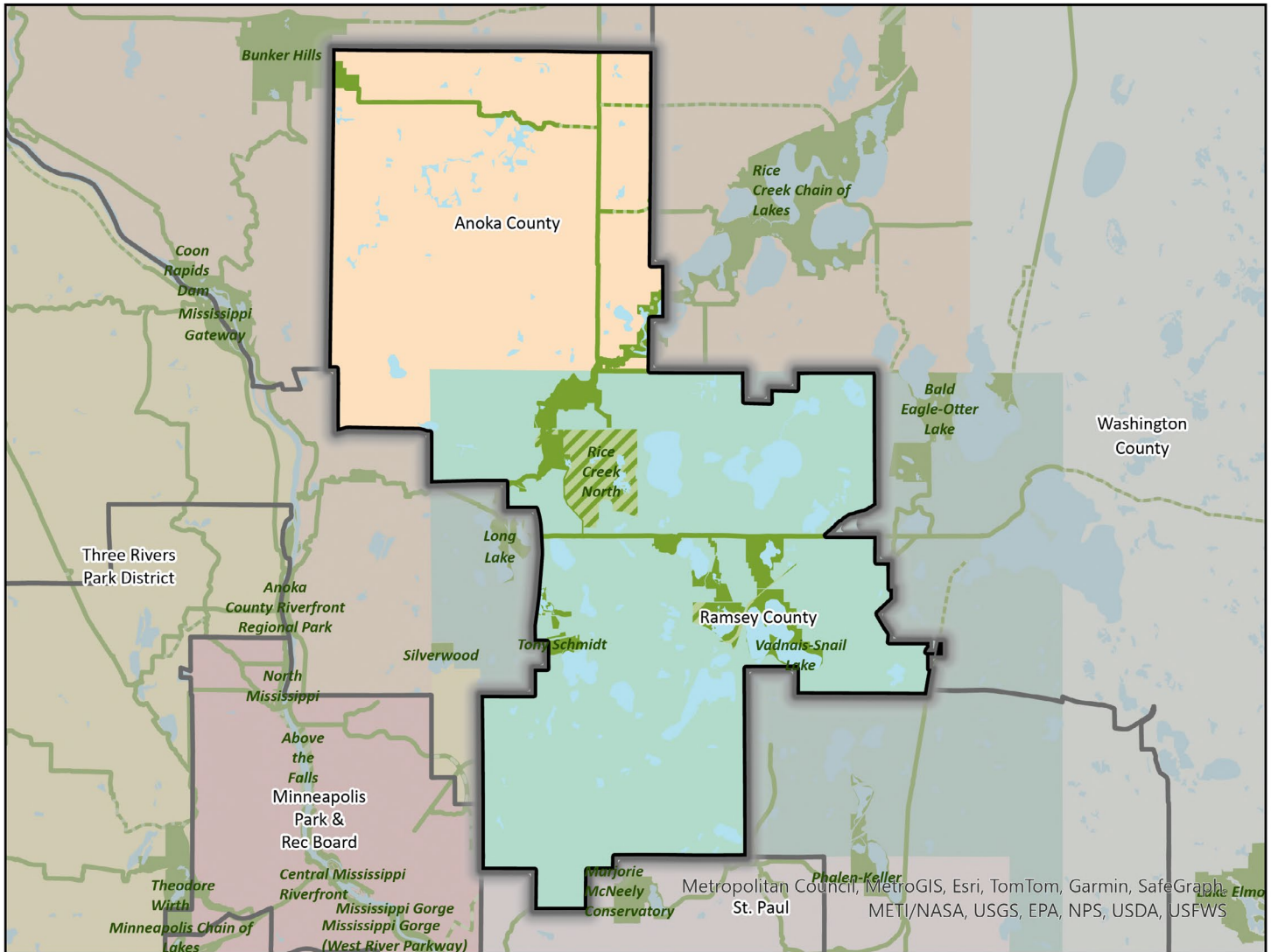
\$1.25 billion investment over 50 years

69.4 million estimated visits in 2023



REGIONAL PARKS SYSTEM

METROPOLITAN COUNCIL DISTRICT 10



Park Operating Agencies

- Anoka County
- Bloomington
- Carver County
- Dakota County
- Minneapolis
- Ramsey County
- Scott County
- St. Paul
- Three Rivers Park District
- Washington County

Regional Parks & Trails Administrative Boundaries

- Regional Park (Open to the Public)
- Regional Park (Not Open to the Public)
- Planned Park (Not Open to the Public)

Regional Trails

- Regional Trail (Open to the Public)
- Regional Trail (Not Open to the Public)
- Planned Regional Trail (Not Open to the Public)
- Lakes and Rivers



TRANSPORTATION:

MOVE OUR REGION FORWARD



PETER
LINDSTROM
DISTRICT: **10**

Our transportation system is the essential pathway that connects people, communities, and commerce. It grants access to all the places we want to reach – and offers choices for how to get there. The Met Council operates and oversees Metro Transit's local bus service, express service, bus rapid transit, and light rail as well as the Northstar Commuter rail line. A separate division, Metropolitan Transportation Services (MTS), provides privately contracted services to include regular route service, Metro Mobility for people with disabilities, Metro Move for waiver-eligible recipients, Transit Link (Dial-a-Ride) services for the general public where regular route service is not available, Metro Vanpool for commuters, and Metro Micro on-demand service.



[DISTRICT FACTS]

REGULAR BUS SERVICE

23 routes | **6,482,283** annual rides | **\$75.72M** annual operating costs

TRANSIT PROVIDERS

Metropolitan Council - Metropolitan Transportation Services
Metro Transit

METRO MOBILITY (ADA) RIDES

128,096
rides

TRANSIT LINK RIDES

5,765
rides

[METRO TRANSIT FACTS]

45 million rides in 2023

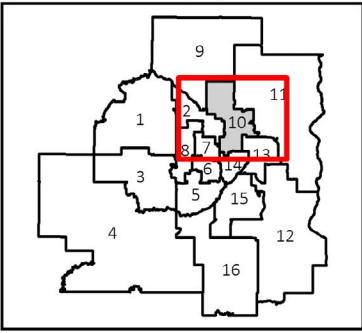
900 square mile service area

159 routes

76 cities served

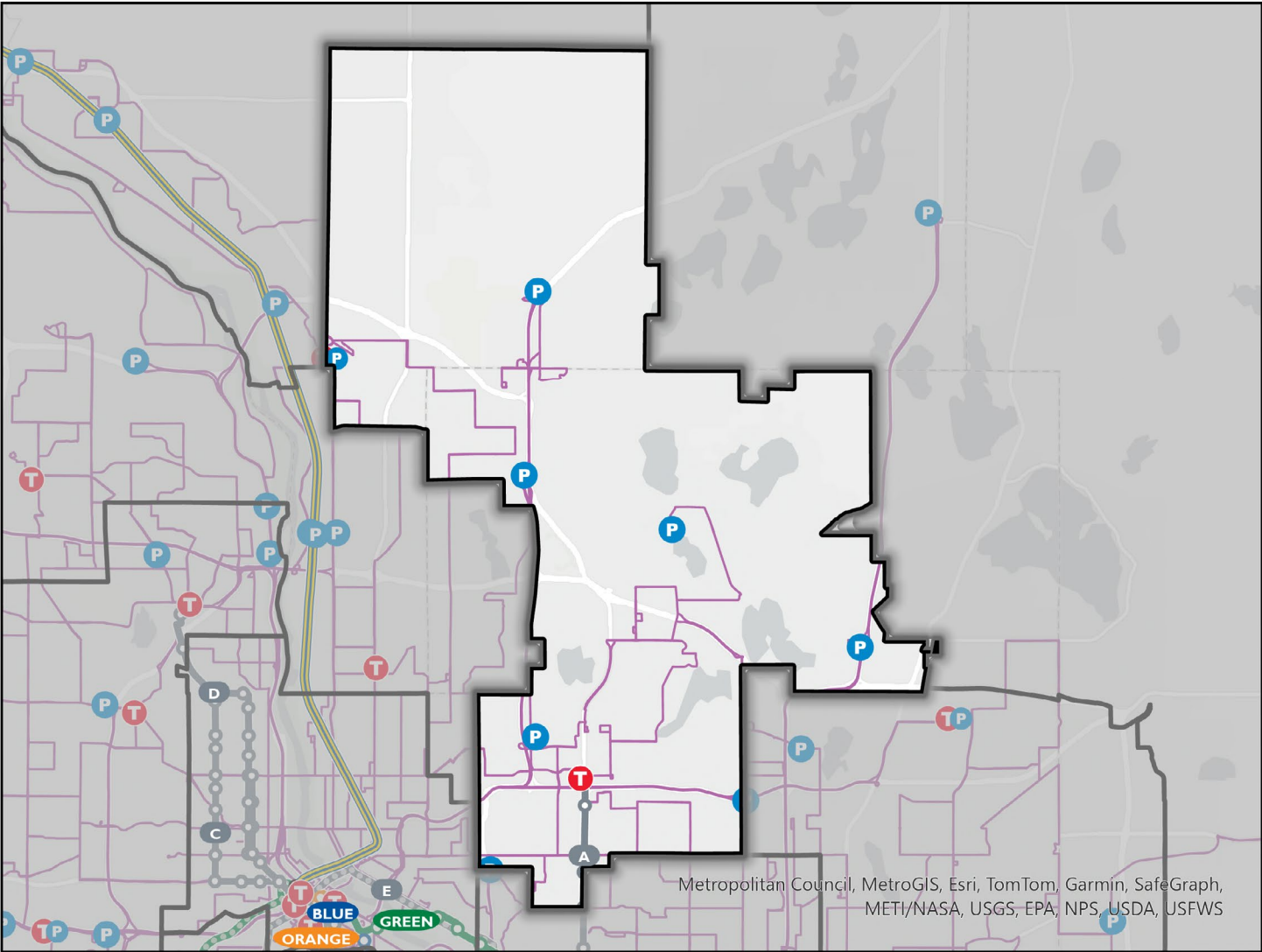


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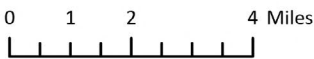


TRANSIT

METROPOLITAN COUNCIL DISTRICT 10



Metropolitan Council, MetroGIS, Esri, TomTom, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, USFWS



Existing Transitways and Stops

- Blue Line
- Green Line
- Orange Line
- Red Line
- Northstar
- Arterial Bus Rapid Transit
- Shared station

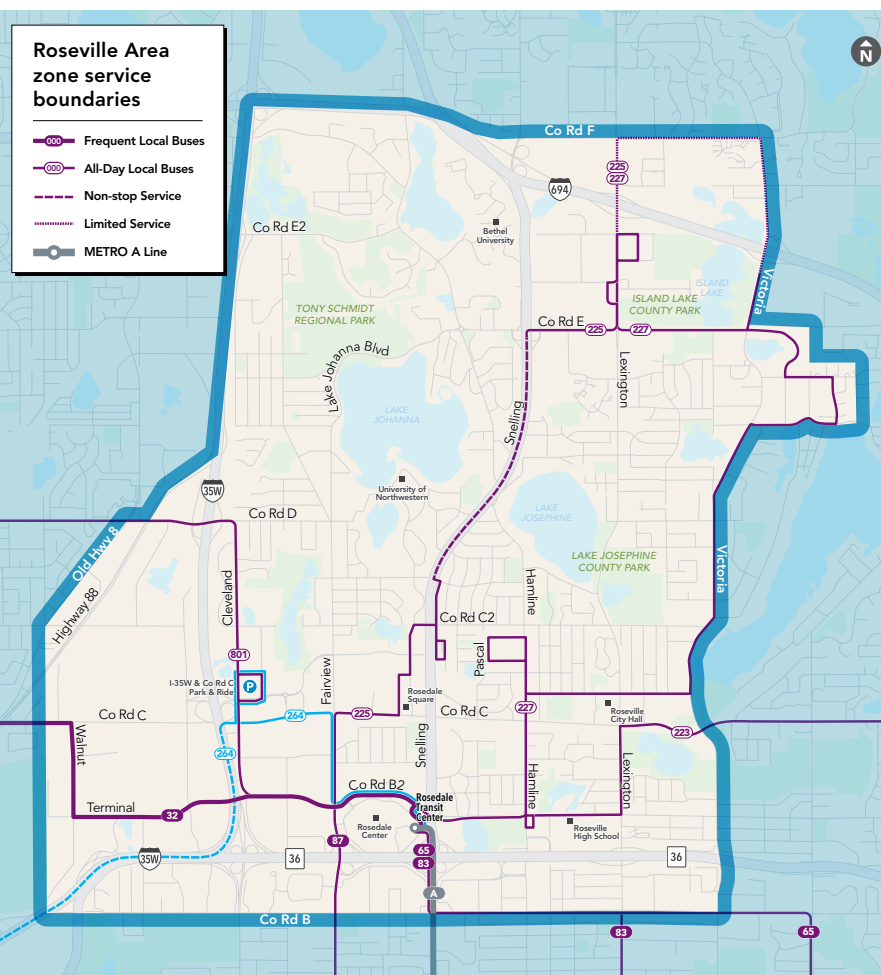
Transitways Under Construction

- B and E Line
- Green Line Extension
- Gold Line

- Park & Ride
- Transit Center
- Transit Center with Park & Ride
- Regular Route Bus



Get connected with Metro micro. It's right in your neighborhood.



HOW IT WORKS

- 

Fare is \$2.50/\$3.25, depending on time of day. Pay in cash, a Go-To Card, or the Metro Transit app. Transfers to buses and trains, including the METRO A Line, are free.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving Liquor License Renewals for 2026

Background

Under City Code, a public hearing is required to consider approving liquor license renewals for the following calendar year. The City has received the following completed renewal applications for 2026:

- 7 Off Sale Intoxicating Liquor Licenses
- 10 Off Sale 3.2 Non-intoxicating Malt Liquor Licenses
- 23 On Sale Intoxicating Liquor Licenses
- 20 On Sale 3.2 Non-intoxicating Malt Liquor Licenses
- 18 On Sale Wine Licenses
- 4 Club Liquor Licenses
- 1 Brewery Off Sale Liquor Licenses
- 1 Taproom On Sale Liquor License

These license renewals are detailed in Attachment 1. Attachment 2 indicates establishments have had liquor compliance failures during the previous 5 years. The Council has discretion to factor in these compliance failures when considering whether to renew a liquor license.

Policy Objectives

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

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The revenue that is generated from the license fees is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

Staff Recommendations

All liquor license renewal applications have met Statutory and City Code requirements. Staff recommends approval of the liquor license renewals upon receipt of all outstanding application materials and payments.

Requested Council Action

Motion to approve/deny the renewal of the requested liquor licenses for 2026, upon receipt of all outstanding application materials and payments.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. Listing of Liquor License Renewal Requests for 2026
2. Alcohol Violations - Past 5 Years

Off-Sale

Chuchao Liquor
Cub Liquor Larpenieur
Cub Wine & Spirits Harmar
MGM Wine & Spirits
Target Store T-2101
Top Ten Liquors
Total Wine & More

Off-Sale 3.2 Non-Intoxicating

Cub Foods - Larpenieur
Cub Foods – Har Mar
Grab N Go
Holiday
Roseville Winner
Speedway #4115
Speedway #4210
Speedway #4502
Speedway #4520
Speedway #7030

On-Sale & Special Sunday Liquor Sales

AMC Rosedale
Applebee's Neighborhood Grill & Bar
Baldamar
Buffalo Wild Wings Grill & Bar #355
Burger Dive Suite 1020
Burger Dive Suite 1030
Cedarholm Golf Course
Centro
Chianti Grill
Chili's Grill & Bar
Courtyard by Marriott
Crave
Double Tree by Hilton
Khan's Mongolian Barbeque
La Tapatia
LaCasita
Lucky's 13 Pub
Mito
Olive Garden #1245
Osaka
Par365
Pizza Luce
Smash Park

On-Sale 3.2 Non-Intoxicating

Amira Choice Roseville at Lexington
Bonchon
Davanni's Pizza & Hot Hoagies
Famous Dave's BBQ Shack
Gamezenter

Hampton Inn
Ichiddo Ramen
India Palace
Karta Thai
Keys Café & Bakery
Kyoto Sushi
Lunds & Byerlys
Pagoda
Parkway Pizza
Portillo's
Punch Pizza
Residence Inn
Shake Shack
Shinhwa
Szechuan

Wine

Amira Choice Roseville at Lexington
Bonchon
Davanni's Pizza & Hot Hoagies
Famous Dave's
Gamezenter
Ichiddo Ramen
India Palace
Karta Thai
Keys Café & Bakery
Kyoto Sushi
Lunds & Byerlys
Pagoda
Parkway Pizza
Portillo's
Punch Pizza
Shake Shack
Shinhwa
Szechuan

On-Sale Club & Special Sunday Liquor Sales

B-Dale Club
Midland Hills Country Club
Rosetown American Legion
VFW 7555

On-Sale Brewer's Taproom w/ Sunday

High Pines Brewing

Micro/Small Brewer Off Sale Malt Liquor

High Pines Brewing

	2020	2021	2022	2023	2024	2025
Applebees				8/12/2023		
Axel's				11/11/2023		9/17/2025
Baldamar			7/15/2022			
Bonchon					3/23/2024	
Centro						3/29/2025
Chili's			7/16/2022	8/12/2023		
ChuChao					10/12/2024	9/17/2025
Courtyard by Marriot				11/11/2023		
Crave			12/17/2022			
Cub Foods Larpenteur				11/11/2023	10/12/2024	
Davanni's			12/17/2022			
Gamezenter						3/29/2025
India Palace		12/28/2021				
Keys Café		12/28/2021		11/11/2023		
Khans			7/15/2022			
Kyoto Sushi		12/28/2021			10/12/2024	
La Tapatia					3/23/2024	
LaCasita				8/12/2023		3/29/2025
MGM - Larpenteur				8/12/2023 *	10/12/2024	
Mito				8/12/2023		
Osaka					10/12/2024	
Pagoda				8/12/2023		
Par 365					10/12/2024	
Parkway Pizza					10/12/2024	
Portillos		8/19/2020		11/11/2023	3/23/2024	
Shake Shack				11/11/2023	3/23/2024	
Shinhwa						3/29/2025
Speedway (Lex/Cty B)						9/17/2025
Speedway (Rice St)			12/17/2022			
Szechuan			7/15/2022	8/12/2023		

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Consider Abatement of Private Hydrant at 1375 Commerce Street

Background

In 2016, the City of Roseville approved an ordinance (Attachment 2) requiring all private hydrants to be inspected annually. The goal of the ordinance is to make sure this part of the water system, although it is private, is maintained in good working order to protect life and safety.

Since 2017, the City has been providing inspection service for most of the 425 private hydrants in the city. Some property owners choose to perform their own inspections and share the inspection reports with the City. Once the inspections are completed, property owners are made aware of corrections that are needed. The City has sent letters to property owners to fix or replace approximately 112 hydrants that were inoperable or needed repairs. The majority of the property owners have made the repairs needed to get the hydrants in good operational condition. To date, there are only five private hydrants that are out of service and in need of repair.

The property at 1375 Commerce Street has been notified on the following timeline regarding the private hydrants at their property:

- City performed inspection - July 11, 2024
- City sent hydrant repair letter - September 5, 2024
- City performed inspection - June 10, 2025
- City sent hydrant repair letter - September 9, 2025
- City sent abatement notice - November 13, 2025

Policy Objectives

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

Equity Impact Summary

The abatement should benefit the entire city by making sure an out-of-service hydrant

32 becomes operable.

33

34 **Budget Implications**

35 All costs to abate the violation and fix the private hydrant will be assessed back to the
36 property owner.

37

38 City Abatement:

39 The estimated costs of the proposed abatement include the following:

40

Hydrant repair	\$5,000.00
Abatement Fee per Council Approved Fee Schedule	\$ 350.00
Total:	\$5,350.00

41

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43

44 **Staff Recommendations**

45 Staff recommends the Council direct Public Works staff to abate the above-referenced
46 public nuisance violations at 1375 Commerce Street.

47

48 **Requested Council Action**

49 By motion, direct Public Works staff to abate the public nuisance violations at 1375
50 Commerce Street by hiring a contractor to repair or replace the private hydrant at the
51 property.

52

53 If so ordered, the property owner will be billed for actual and administrative costs. If
54 charges are not paid, staff is to recover costs as specified in City Code Section 801.20(g).

55

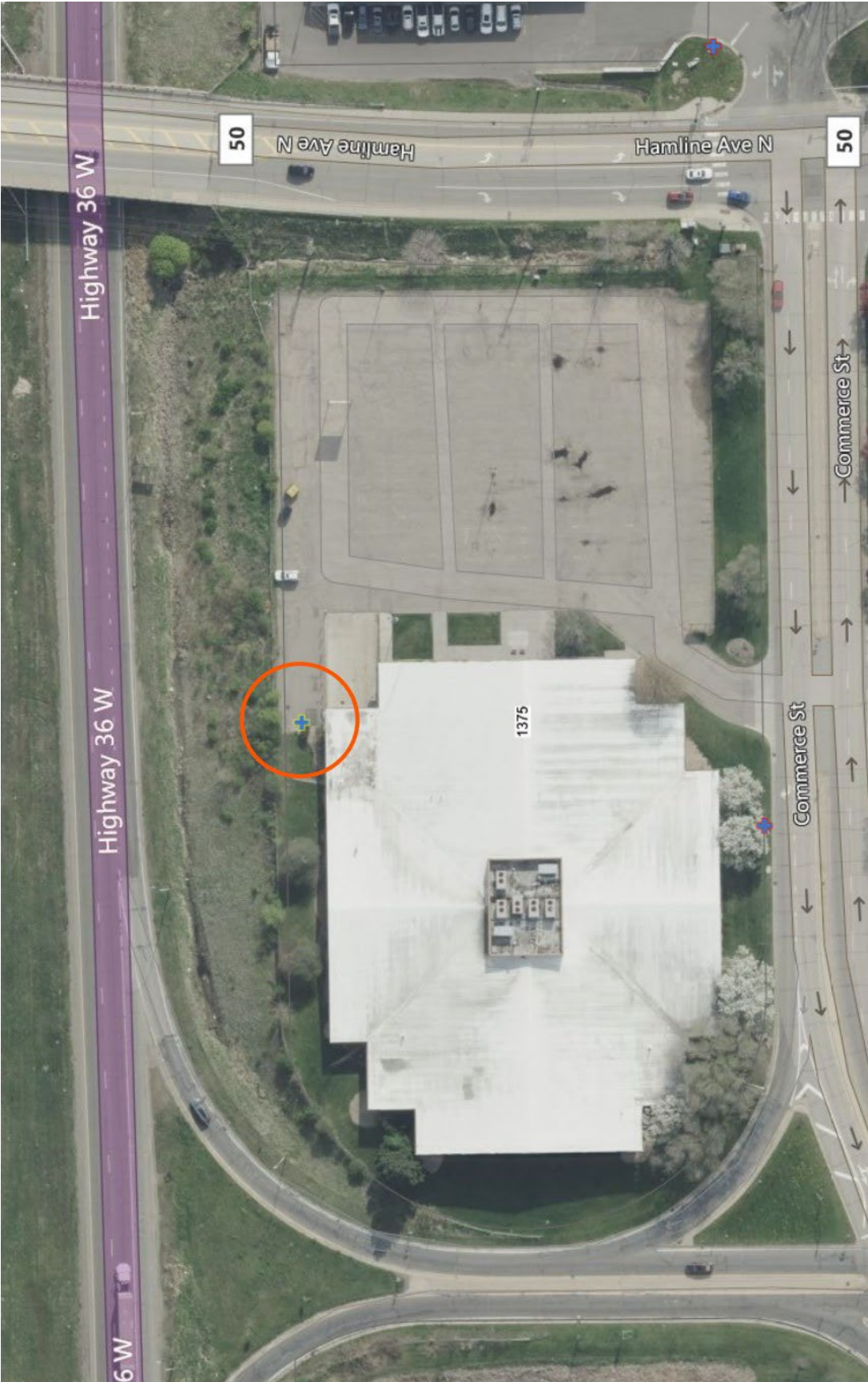
56

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Map of 1375 Commerce Street
2. Cited City Code Section
3. Property Owner Correspondence

57

Location of Hydrant at Macys Federated Dept Stores - 1375 Commerce St W



CITED CITY CODE SECTION

SEC. 801.20. - PRIVATELY OWNED HYDRANTS.

- (a) Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code. The city considers the private hydrants part of the city waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- (b) Fire protection inspections shall be conducted annually on all private hydrants directly or indirectly connected to the city water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a city approved plumber that is licensed in the state to perform the inspection or elect to have the city perform the inspection for a fee.
- (c) If the property owner elects to have the city complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the city fee schedule.
- (d) In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the public works department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.
- (e) The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.
- (f) If the property owner elects to hire their own city approved inspection company that is licensed in the state, they will be required to submit a completed city provided annual inspection form to the public works department.
- (g) Action to collect charges. Any amount due for the above charges in excess of 90 days past due shall be certified to the county auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The city shall also have the right to bring a civil action or other remedies to collect unpaid charges.

(Code 1995, § 801.20; Ord. No. 1590, 10-12-2020)



November 13, 2025

Macys Federated Dept Stores
PO Box 182351
Columbus, OH 43218

RE: Private Hydrant Repair (FH 10-135, north east corner of building) - 1375 Commerce St W, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting private property by having all fire hydrants operational as required by City Code. City Code 801.20 (on backside of this letter) requires all private hydrants to be inspected annually and always maintained in operative condition. The City performed inspections of the hydrant on your property on July 11, 2024 and June 10, 2025. The City sent you notice of the condition of the hydrant on September 5, 2024 and September 9, 2025 and ordered that you need to complete repairs by October 7, 2024 and October 10, 2025. You have failed to notify the City that the necessary repairs have been made. You are receiving this letter to notify you that the City intends to take the below-described corrective measures, and you will be responsible for the costs.

The specific violation on your property is:

- Inoperable private fire hydrant

City Staff intend to take the following Corrective Measures:

- Repair/replace fire hydrant so it is in operable condition

This matter will be discussed at a public hearing before Roseville's City Council on **November 24, 2025**. At this public hearing, the Public Works Department will request authority from the City Council to contract with private companies to have all violations corrected. This would entail the expenditure of funds for which you, as the property owner, would be responsible for repaying. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, or if you have already made the necessary repair, please contact me at 651-792-7041 or jesse.freihammer@cityofroseville.com.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Encl.



September 9, 2025

Macys Federated Dept Stores
PO Box 182351
Columbus, OH 43218

RE: Private Hydrant Repair
1375 Commerce St W / Parcel Identification Number ("PIN"): 102923340001
FH 10-135 at PRIVATE at NE corner of building

Dear Property Owner:

During our annual private hydrant inspection required by City Code, the city's contractor inspected and determined that your hydrant is not usable and is **out of service**. See the attached inspection report.

Since this is a fire safety issue it needs to be repaired or replaced immediately. The hydrant must be repaired or replaced by **October 10, 2025**. Three contractors are listed on the back side of this letter that can do this type of work. There are also many other contractors that could do this work. We would recommend you get at least three quotes. A permit will be required by the Community Development department prior to the installation of any **new hydrants**. Apply for permits online at www.cityofroseville.com/epermits. Please contact 651-792-7080 with permit questions.

If you do not make arrangement to repair/replace the hydrant to a usable condition by **October 10, 2025**, the City will hire a contractor to do the work and access the property as allowed by City Code.

If you have any questions about what you need to do to correct this issue, please contact Ted Fish, Utilities Superintendent at Ted.Fish@cityofroseville.com or 651-792-7053.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Cc: David Brosnahan, Fire Chief
Ted Fish, Utilities Superintendent



List of contractors who can do hydrant work. There are numerous other vendors who could do this work as well. The City of Roseville does not make referrals.

Escape Fire Protection – This company performed the hydrant inspections.

Address: 3000 Centerville Rd, Little Canada, MN 55117

Phone: (651) 771-8874

Viking Automatic Sprinkler Co

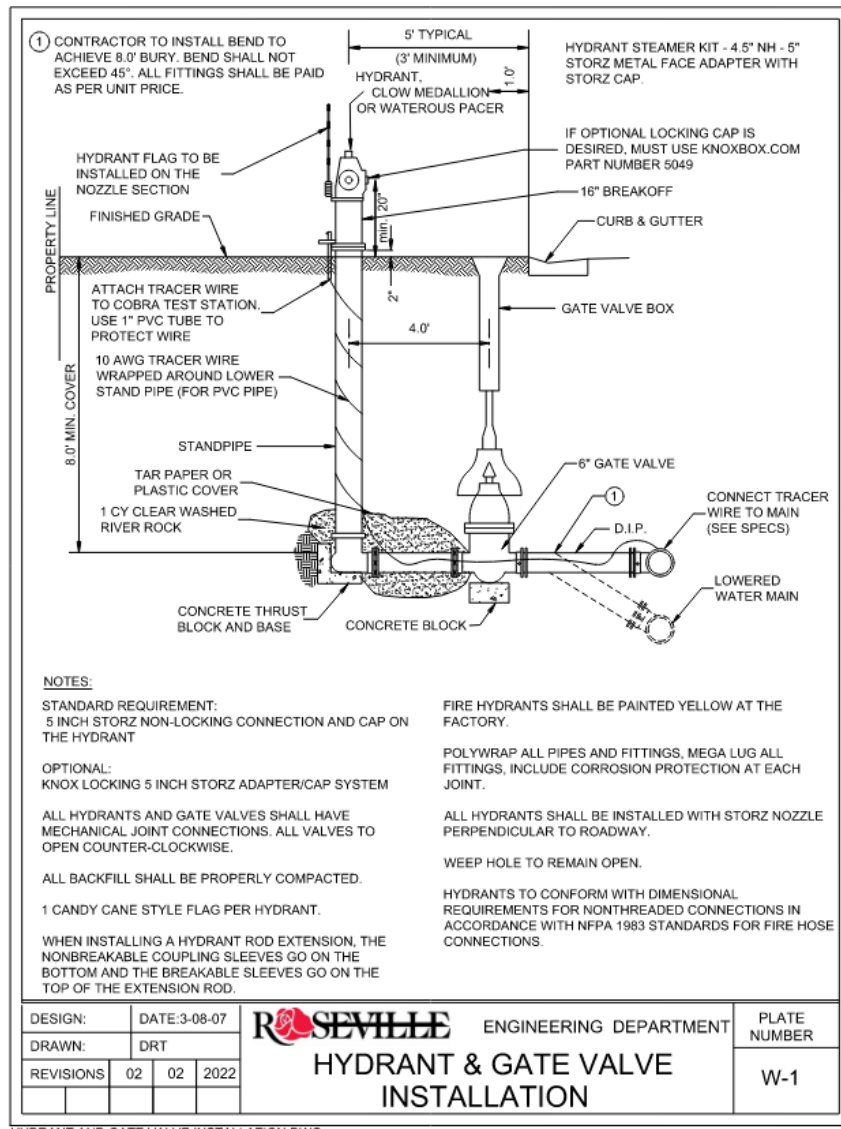
Address: 301 York Ave, St Paul, MN 55130

Phone: (651) 558-3300

Valley Rich Co Inc.

Address: 147 N Jonathan Blvd #4, Chaska, MN 55318

Phone: (952) 448-3002



City of Roseville

Public Works Department

Inspection date: 6-10-25

Maintenance report of private fire hydrant

Business / Property Information:

Facility name: Macys Federated Dept Stores

Address: 1375 Commerce St W

Contact:

Main Phone #: (952) 239-4079

Special Instructions:

Hydrant #: 10-135

Hydrant location: FH 10-135 at PRIVATE at NE corner of building

No. of hydrants at this location: 1

Notes:

Report of private fire hydrant service condition

Condition Checked	Status (circle one or add comments)			
Ease of Operation (Required)	Good	Needs Repair	Out of Service	
Overall Condition (Required)	Good	Needs Repair	Out of Service	
Paint Condition (Required)	Bad	Fair	Good	
Site Condition Before / Obstacles	Good			
Site Condition After / Any damage to yard	Good			
Length of time for flush (Required)	0			
Items that need repair	Hydrant			
Type (Required)	Clow Medallion	Mueller Co	Waterous 59	Waterous Pacer
Construction Year (Required)	1968			

Comments: Doesn't work

Inspector's signature: Myke Nelson

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Abatement of Private Hydrant at 1960 Twin Lakes Parkway

Background

In 2016, the City of Roseville approved an ordinance (Attachment 2) requiring all private hydrants to be inspected annually. The goal of the ordinance is to make sure this part of the water system, although it is private, is maintained in good working order to protect life and safety.

Since 2017, the City has been providing inspection service for most of the 425 private hydrants in the city. Some property owners choose to perform their own inspections and share the inspection reports with the City. Once the inspections are completed, property owners are made aware of corrections that are needed. The City has sent letters to property owners to fix or replace approximately 112 hydrants that were inoperable or needed repairs. The majority of the property owners have made the repairs needed to get the hydrants in good operational condition. To date, there are only five private hydrants that are out of service and in need of repair.

The property at 1960 Twin Lakes Parkway has been notified on the following timeline regarding the private hydrants at their property:

- City performed inspection - July 9, 2024
- City sent hydrant repair letter - September 5, 2024
- City performed inspection - June 5, 2025
- City sent hydrant repair letter - September 9, 2025
- City sent abatement notice - November 13, 2025

Policy Objectives

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

Equity Impact Summary

The abatement should benefit the entire city by making sure an out-of-service hydrant

32 becomes operable.

33

34 **Budget Implications**

35 All costs to abate the violation and fix the private hydrant will be assessed back to the
36 property owner.

37

38 City Abatement:

39 The estimated costs of the proposed abatement include the following:

40

Hydrant repair	\$5,000.00
Abatement Fee per Council Approved Fee Schedule	\$ 350.00
Total:	\$5,350.00

41

42

43

44 **Staff Recommendations**

45 Staff recommends the Council direct Public Works staff to abate the above-referenced
46 public nuisance violations at 1960 Twin Lakes Parkway.

47

48 **Requested Council Action**

49 By motion, direct Public Works staff to abate the public nuisance violations at 1960 Twin
50 Lakes Parkway by hiring a contractor to repair or replace the private hydrant at the
51 property.

52

53 If so ordered, the property owner will be billed for actual and administrative costs. If
54 charges are not paid, staff is to recover costs as specified in City Code Section 801.20(g).

55

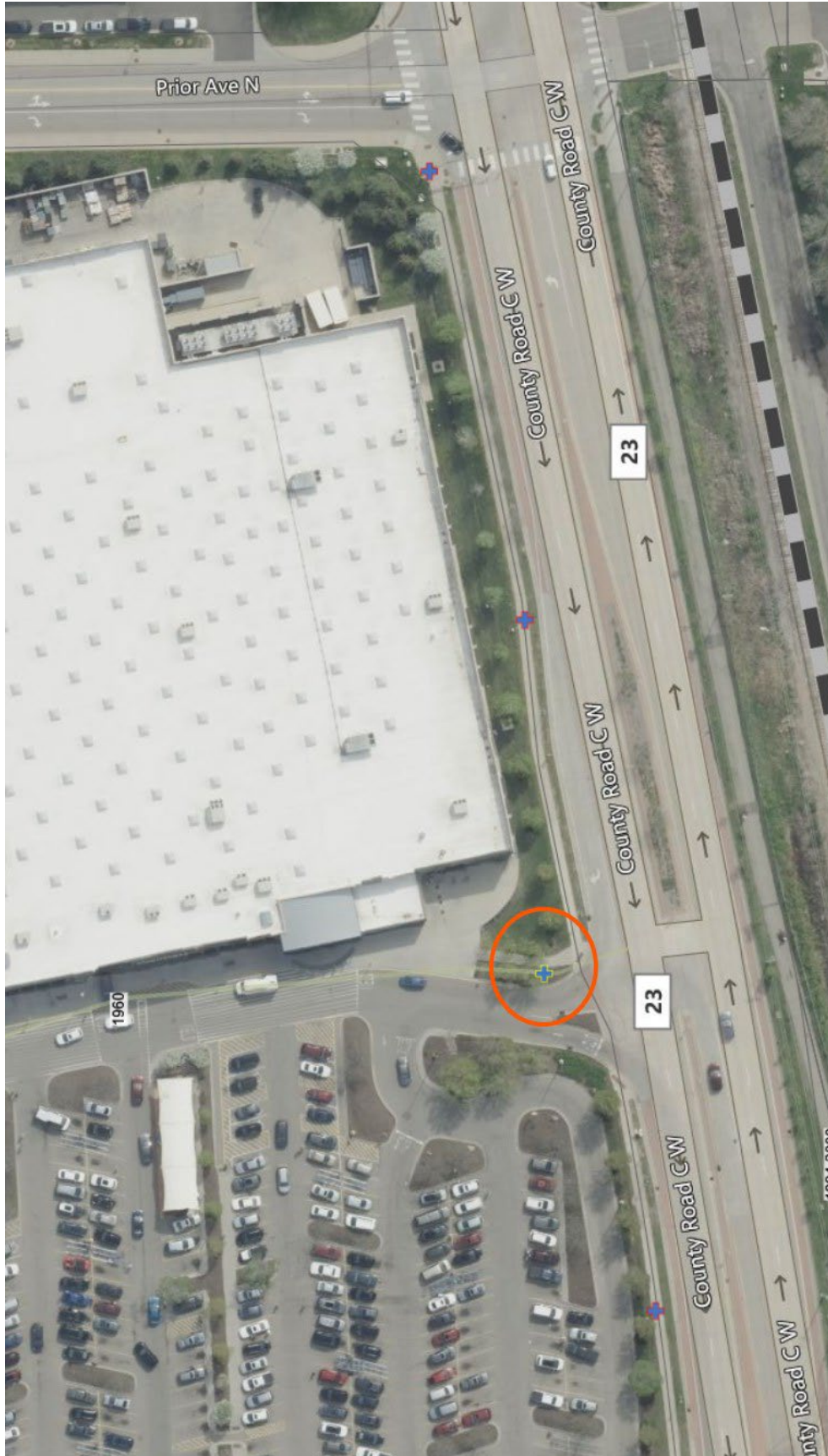
56

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Map of 1960 Twin Lakes Parkway
2. Cited City Code Section
3. Property Owner Correspondence

57

Location of Hydrant at Wal-Mart Realty Company - 1960 Twin Lakes Pkwy W



CITED CITY CODE SECTION**SEC. 801.20. - PRIVATELY OWNED HYDRANTS.**

- (a) Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code. The city considers the private hydrants part of the city waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- (b) Fire protection inspections shall be conducted annually on all private hydrants directly or indirectly connected to the city water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a city approved plumber that is licensed in the state to perform the inspection or elect to have the city perform the inspection for a fee.
- (c) If the property owner elects to have the city complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the city fee schedule.
- (d) In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the public works department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.
- (e) The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.
- (f) If the property owner elects to hire their own city approved inspection company that is licensed in the state, they will be required to submit a completed city provided annual inspection form to the public works department.
- (g) Action to collect charges. Any amount due for the above charges in excess of 90 days past due shall be certified to the county auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The city shall also have the right to bring a civil action or other remedies to collect unpaid charges.

(Code 1995, § 801.20; Ord. No. 1590, 10-12-2020)



November 13, 2025

Wal-Mart Realty Company
PO Box 8050
Bentonville, AR 72712-8050

RE: Private Hydrant Repair (FH 4-206, south west corner of building) - 1960 Twin Lakes Pkwy W, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting private property by having all fire hydrants operational as required by City Code. City Code 801.20 (on backside of this letter) requires all private hydrants to be inspected annually and always maintained in operative condition. The City performed inspections of the hydrant on your property on July 9, 2024 and June 5, 2025. The City sent you notice of the condition of the hydrant on September 5, 2024 and September 9, 2025 and ordered that you need to complete repairs by October 7, 2024 and October 10, 2025. You have failed to notify the City that the necessary repairs have been made. You are receiving this letter to notify you that the City intends to take the below-described corrective measures, and you will be responsible for the costs.

The specific violation on your property is:

- Inoperable private fire hydrant

City Staff intend to take the following Corrective Measures:

- Repair/replace fire hydrant so it is in operable condition

This matter will be discussed at a public hearing before Roseville's City Council on **November 24, 2025**. At this public hearing, the Public Works Department will request authority from the City Council to contract with private companies to have all violations corrected. This would entail the expenditure of funds for which you, as the property owner, would be responsible for repaying. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, or if you have already made the necessary repair, please contact me at 651-792-7041 or jesse.freihammer@cityofroseville.com.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Encl.



September 9, 2025

Wal-Mart Realty Company
PO Box 8050
Bentonville, AR 72712-8050

RE: Private Hydrant Repair
1960 Twin Lakes Pkwy W / Parcel Identification Number ("PIN"): 042923330027
FH 4-206 at PRIVATE at south west corner of building

Dear Property Owner:

During our annual private hydrant inspection required by City Code, the city's contractor inspected and determined that your hydrant is not usable and is **out of service**. See the attached inspection report.

Since this is a fire safety issue it needs to be repaired or replaced immediately. The hydrant must be repaired or replaced by **October 10, 2025**. Three contractors are listed on the back side of this letter that can do this type of work. There are also many other contractors that could do this work. We would recommend you get at least three quotes. A permit will be required by the Community Development department prior to the installation of any **new hydrants**. Apply for permits online at www.cityofroseville.com/epermits. Please contact 651-792-7080 with permit questions.

If you do not make arrangement to repair/replace the hydrant to a usable condition by **October 10, 2025**, the City will hire a contractor to do the work and access the property as allowed by City Code.

If you have any questions about what you need to do to correct this issue, please contact Ted Fish, Utilities Superintendent at Ted.Fish@cityofroseville.com or 651-792-7053.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Cc: David Brosnahan, Fire Chief
Ted Fish, Utilities Superintendent



List of contractors who can do hydrant work. There are numerous other vendors who could do this work as well. The City of Roseville does not make referrals.

Escape Fire Protection – This company performed the hydrant inspections.

Address: 3000 Centerville Rd, Little Canada, MN 55117

Phone: (651) 771-8874

Viking Automatic Sprinkler Co

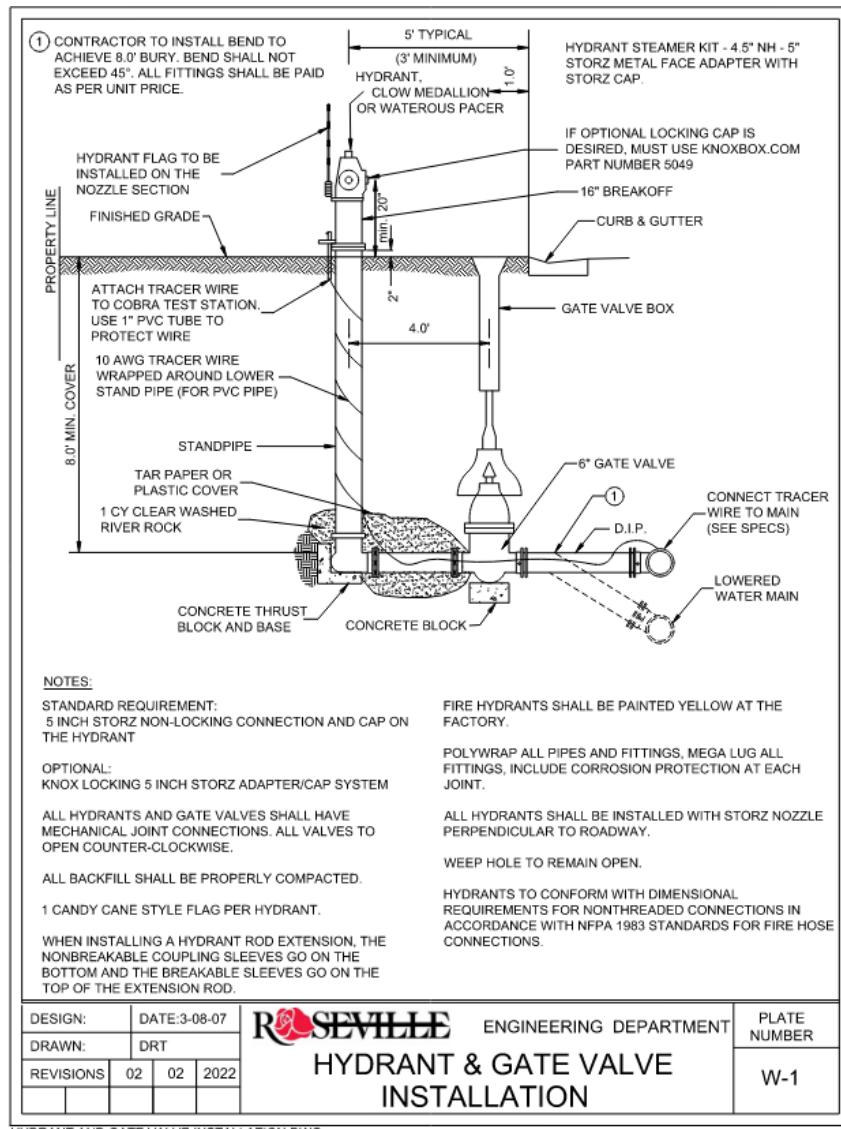
Address: 301 York Ave, St Paul, MN 55130

Phone: (651) 558-3300

Valley Rich Co Inc.

Address: 147 N Jonathan Blvd #4, Chaska, MN 55318

Phone: (952) 448-3002



City of Roseville

Public Works Department

Inspection date:

6/5/25

Maintenance report of private fire hydrant

Business / Property Information:

Facility name: Wal-Mart Realty Company

Address: 1960 Twin Lakes Pkwy W

Contact:

Main Phone #:

Special Instructions:

Hydrant #: 4-206

Hydrant location: FH 4-206 at PRIVATE at south west corner of building

No. of hydrants at this location: 2

Notes:

Report of private fire hydrant service condition

Condition Checked	Status (circle one or add comments)			
Ease of Operation (Required)	Good	Needs Repair	Out of Service	
Overall Condition (Required)	Good	Needs Repair	Out of Service	
Paint Condition (Required)	Bad	Fair	Good	
Site Condition Before / Obstacles	Good / NO			
Site Condition After / Any damage to yard	Good / NO			
Length of time for flush (Required)	Hydrant out of service			
Items that need repair				
Type (Required)	Clow Medallion	Mueller Co	Waterous 59	Waterous Pacer
Construction Year (Required)	2012			

Comments:

YES FLAG

Inspector's signature:



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Consider Abatement of Private Hydrant at 2597 Cleveland Avenue

Background

In 2016, the City of Roseville approved an ordinance (Attachment 2) requiring all private hydrants to be inspected annually. The goal of the ordinance is to make sure this part of the water system, although it is private, is maintained in good working order to protect life and safety.

Since 2017, the City has been providing inspection service for most of the 425 private hydrants in the city. Some property owners choose to perform their own inspections and share the inspection reports with the City. Once the inspections are completed, property owners are made aware of corrections that are needed. The City has sent letters to property owners to fix or replace approximately 112 hydrants that were inoperable or needed repairs. The majority of the property owners have made the repairs needed to get the hydrants in good operational condition. To date, there are only five private hydrants that are out of service and in need of repair.

The property at 2597 Cleveland Avenue has been notified on the following timeline regarding the private hydrants at their property:

- City performed inspection - July 15, 2024
- City performed inspection - June 9, 2025
- City sent hydrant repair letter - September 9, 2025
- City sent abatement notice - November 13, 2025

Policy Objectives

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

Equity Impact Summary

The abatement should benefit the entire city by making sure an out-of-service hydrant becomes operable.

Budget Implications

All costs to abate the violation and fix the private hydrant will be assessed back to the property owner.

City Abatement:

The estimated costs of the proposed abatement include the following:

Hydrant repair	\$5,000.00
Abatement Fee per Council Approved Fee Schedule	\$ 350.00
Total:	\$5,350.00

Staff Recommendations

Staff recommends the Council direct Public Works staff to abate the above-referenced public nuisance violations at 2597 Cleveland Avenue.

Requested Council Action

By motion, direct Public Works staff to abate the public nuisance violations at 2597 Cleveland Avenue by hiring a contractor to repair or replace the private hydrant at the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in City Code Section 801.20(g).

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Map of 2597 Cleveland Avenue
2. Cited City Code Section
3. Property Owner Correspondence

Location of Hydrant at H and K Glass LLC - 2597 Cleveland Ave N



CITED CITY CODE SECTION

SEC. 801.20. - PRIVATELY OWNED HYDRANTS.

- (a) Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code. The city considers the private hydrants part of the city waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- (b) Fire protection inspections shall be conducted annually on all private hydrants directly or indirectly connected to the city water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a city approved plumber that is licensed in the state to perform the inspection or elect to have the city perform the inspection for a fee.
- (c) If the property owner elects to have the city complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the city fee schedule.
- (d) In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the public works department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.
- (e) The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.
- (f) If the property owner elects to hire their own city approved inspection company that is licensed in the state, they will be required to submit a completed city provided annual inspection form to the public works department.
- (g) Action to collect charges. Any amount due for the above charges in excess of 90 days past due shall be certified to the county auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The city shall also have the right to bring a civil action or other remedies to collect unpaid charges.

(Code 1995, § 801.20; Ord. No. 1590, 10-12-2020)



November 13, 2025

H and K Glass LLC
2597 Cleveland Ave N
Roseville, MN 55113

RE: Private Hydrant Repair (FH 8-186, south west corner of building) - 2597 Cleveland Ave N, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting private property by having all fire hydrants operational as required by City Code. City Code 801.20 (on backside of this letter) requires all private hydrants to be inspected annually and always maintained in operative condition. The City performed inspections of the hydrant on your property on July 15, 2024 and June 9, 2025. The City sent you notice of the condition of the hydrant on September 9, 2025 and ordered that you need to complete repairs by October 10, 2025. You have failed to notify the City that the necessary repairs have been made. You are receiving this letter to notify you that the City intends to take the below-described corrective measures, and you will be responsible for the costs.

The specific violation on your property is:

- Inoperable private fire hydrant

City Staff intend to take the following Corrective Measures:

- Repair/replace fire hydrant so it is in operable condition

This matter will be discussed at a public hearing before Roseville's City Council on **November 24, 2025**. At this public hearing, the Public Works Department will request authority from the City Council to contract with private companies to have all violations corrected. This would entail the expenditure of funds for which you, as the property owner, would be responsible for repaying. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, or if you have already made the necessary repair, please contact me at 651-792-7041 or jesse.freihammer@cityofroseville.com.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Encl.



September 9, 2025

H and K Glass LLC
2597 Cleveland Ave N
Roseville, MN 55113

RE: Private Hydrant Repair
2597 Cleveland Ave N / Parcel Identification Number ("PIN"): 082923110020
FH 8-186 at PRIVATE at south west corner of building

Dear Property Owner:

During our annual private hydrant inspection required by City Code, the city's contractor inspected and determined that your hydrant is not usable and is **out of service**. See the attached inspection report.

Since this is a fire safety issue it needs to be repaired or replaced immediately. The hydrant must be repaired or replaced by **October 10, 2025**. Three contractors are listed on the back side of this letter that can do this type of work. There are also many other contractors that could do this work. We would recommend you get at least three quotes. A permit will be required by the Community Development department prior to the installation of any **new hydrants**. Apply for permits online at www.cityofroseville.com/epermits. Please contact 651-792-7080 with permit questions.

If you do not make arrangement to repair/replace the hydrant to a usable condition by **October 10, 2025**, the City will hire a contractor to do the work and access the property as allowed by City Code.

If you have any questions about what you need to do to correct this issue, please contact Ted Fish, Utilities Superintendent at Ted.Fish@cityofroseville.com or 651-792-7053.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Cc: David Brosnahan, Fire Chief
Ted Fish, Utilities Superintendent



List of contractors who can do hydrant work. There are numerous other vendors who could do this work as well. The City of Roseville does not make referrals.

Escape Fire Protection – This company performed the hydrant inspections.

Address: 3000 Centerville Rd, Little Canada, MN 55117

Phone: (651) 771-8874

Viking Automatic Sprinkler Co

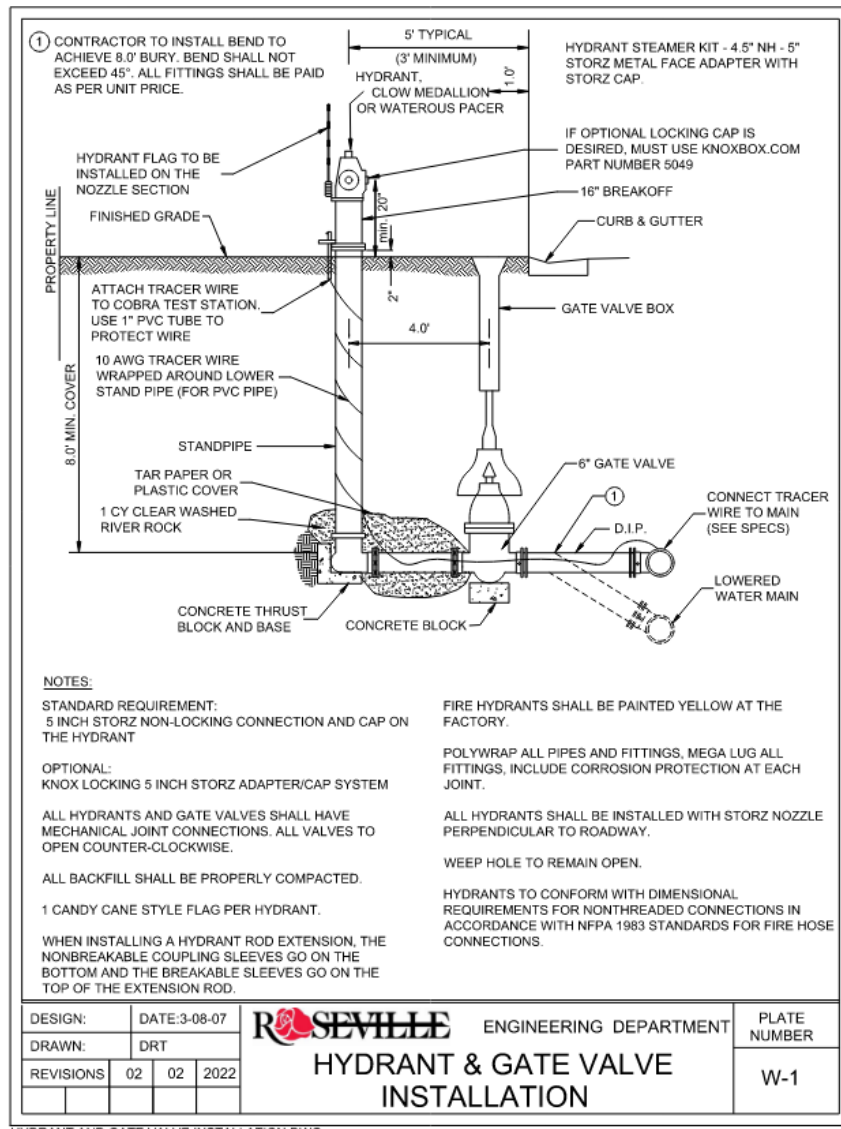
Address: 301 York Ave, St Paul, MN 55130

Phone: (651) 558-3300

Valley Rich Co Inc.

Address: 147 N Jonathan Blvd #4, Chaska, MN 55318

Phone: (952) 448-3002



City of Roseville

Public Works Department

Inspection date: 6/9/25

Maintenance report of private fire hydrant

Business / Property Information:

Facility name: H and K Glass LLC

Address: 2597 Cleveland Ave N

Contact:

Main Phone #:

Special Instructions:

Hydrant #: 8-186

Hydrant location: FH 8-186 at PRIVATE at south west corner of building

No. of hydrants at this location: 1

Notes:

Report of private fire hydrant service condition

Condition Checked	Status (circle one or add comments)			
Ease of Operation (Required)	Good	<u>Needs Repair</u>	<u>Out of Service</u>	
Overall Condition (Required)	Good	<u>Needs Repair</u>	<u>Out of Service</u>	
Paint Condition (Required)	Bad	Fair	<u>Good</u>	
Site Condition Before / Obstacles	<u>GOOD / NO</u>			
Site Condition After / Any damage to yard	<u>Good / NO</u>			
Length of time for flush (Required)	<u>non-operational</u>			
Items that need repair	<u>Hit by something damaged from base</u>			
Type (Required)	Clow Medallion	Mueller Co	Waterous 59	<u>Waterous Pacer</u>
Construction Year (Required)	<u>2004</u>			

Comments:

Yes FLAG

CRACKED BASE FLANGE

Inspector's signature:



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Consider Abatement of Private Hydrant at 1641 County Road B2

Background

In 2016, the City of Roseville approved an ordinance (Attachment 2) requiring all private hydrants to be inspected annually. The goal of the ordinance is to make sure this part of the water system, although it is private, is maintained in good working order to protect life and safety.

Since 2017, the City has been providing inspection service for most of the 425 private hydrants in the city. Some property owners choose to perform their own inspections and share the inspection reports with the City. Once the inspections are completed, property owners are made aware of corrections that are needed. The City has sent letters to property owners to fix or replace approximately 112 hydrants that were inoperable or needed repairs. The majority of the property owners have made the repairs needed to get the hydrants in good operational condition. To date, there are only five private hydrants that are out of service and in need of repair.

The property at 1375 Commerce Street has been notified on the following timeline regarding the private hydrants at their property:

- City performed inspection - July 11, 2024
- City sent hydrant repair letter - September 5, 2024
- City performed inspection - June 10, 2025
- City sent hydrant repair letter - September 9, 2025
- City sent abatement notice - November 13, 2025

Policy Objectives

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

Equity Impact Summary

The abatement should benefit the entire city by making sure an out-of-service hydrant

becomes operable.

Budget Implications

All costs to abate the violation and fix the private hydrant will be assessed back to the property owner.

City Abatement:

The estimated costs of the proposed abatement include the following:

Hydrant repair	\$5,000.00
Abatement Fee per Council Approved Fee Schedule	\$ 350.00
Total:	\$5,350.00

Staff Recommendations

Staff recommends the Council direct Public Works staff to abate the above-referenced public nuisance violations at 1641 County Road B2.

Requested Council Action

By motion, direct Public Works staff to abate the public nuisance violations at 1641 County Road B2 by hiring a contractor to repair or replace the private hydrant at the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in City Code Section 801.20(g).

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Map of 1641 County Road B2
2. Cited City Code Section
3. Property Owner Correspondence

Location of Hydrant at Guitar Center Stores, Inc - 1641 County Rd B2



CITED CITY CODE SECTION

SEC. 801.20. - PRIVATELY OWNED HYDRANTS.

- (a) Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code. The city considers the private hydrants part of the city waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- (b) Fire protection inspections shall be conducted annually on all private hydrants directly or indirectly connected to the city water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a city approved plumber that is licensed in the state to perform the inspection or elect to have the city perform the inspection for a fee.
- (c) If the property owner elects to have the city complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the city fee schedule.
- (d) In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the public works department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.
- (e) The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.
- (f) If the property owner elects to hire their own city approved inspection company that is licensed in the state, they will be required to submit a completed city provided annual inspection form to the public works department.
- (g) Action to collect charges. Any amount due for the above charges in excess of 90 days past due shall be certified to the county auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The city shall also have the right to bring a civil action or other remedies to collect unpaid charges.

(Code 1995, § 801.20; Ord. No. 1590, 10-12-2020)



November 13, 2025

Guitar Center Stores, Inc
1641 County Rd B2
Roseville, MN 55113

RE: Private Hydrant Repair (FH 9-141, north east of building) - 1641 County Rd B2, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting private property by having all fire hydrants operational as required by City Code. City Code 801.20 (on backside of this letter) requires all private hydrants to be inspected annually and always maintained in operative condition. The City performed inspections of the hydrant on your property on July 15, 2024 and June 12, 2025. The City sent you notice of the condition of the hydrant on September 9, 2025 and ordered that you need to complete repairs by October 10, 2025. You have failed to notify the City that the necessary repairs have been made. You are receiving this letter to notify you that the City intends to take the below-described corrective measures, and you will be responsible for the costs.

The specific violation on your property is:

- Inoperable private fire hydrant

City Staff intend to take the following Corrective Measures:

- Repair/replace fire hydrant so it is in operable condition

This matter will be discussed at a public hearing before Roseville's City Council on **November 24, 2025**. At this public hearing, the Public Works Department will request authority from the City Council to contract with private companies to have all violations corrected. This would entail the expenditure of funds for which you, as the property owner, would be responsible for repaying. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, or if you have already made the necessary repair, please contact me at 651-792-7041 or jesse.freihammer@cityofroseville.com.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Encl.



September 9, 2025

Guitar Center Stores, Inc
Jeff
1641 County Rd B2
Roseville, MN 55113

RE: Private Hydrant Repair
1641 County Rd B2 / Parcel Identification Number ("PIN"): 092923140029
FH 9-141 at PRIVATE at north east of 1641

Dear Property Owner:

During our annual private hydrant inspection required by City Code, the city's contractor inspected and determined that your hydrant is not usable and is **out of service**. See the attached inspection report.

Since this is a fire safety issue it needs to be repaired or replaced immediately. The hydrant must be repaired or replaced by **October 10, 2025**. Three contractors are listed on the back side of this letter that can do this type of work. There are also many other contractors that could do this work. We would recommend you get at least three quotes. A permit will be required by the Community Development department prior to the installation of any **new hydrants**. Apply for permits online at www.cityofroseville.com/epermits. Please contact 651-792-7080 with permit questions.

If you do not make arrangement to repair/replace the hydrant to a usable condition by **October 10, 2025**, the City will hire a contractor to do the work and access the property as allowed by City Code.

If you have any questions about what you need to do to correct this issue, please contact Ted Fish, Utilities Superintendent at Ted.Fish@cityofroseville.com or 651-792-7053.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Cc: David Brosnahan, Fire Chief
Ted Fish, Utilities Superintendent



List of contractors who can do hydrant work. There are numerous other vendors who could do this work as well. The City of Roseville does not make referrals.

Escape Fire Protection – This company performed the hydrant inspections.

Address: 3000 Centerville Rd, Little Canada, MN 55117

Phone: (651) 771-8874

Viking Automatic Sprinkler Co

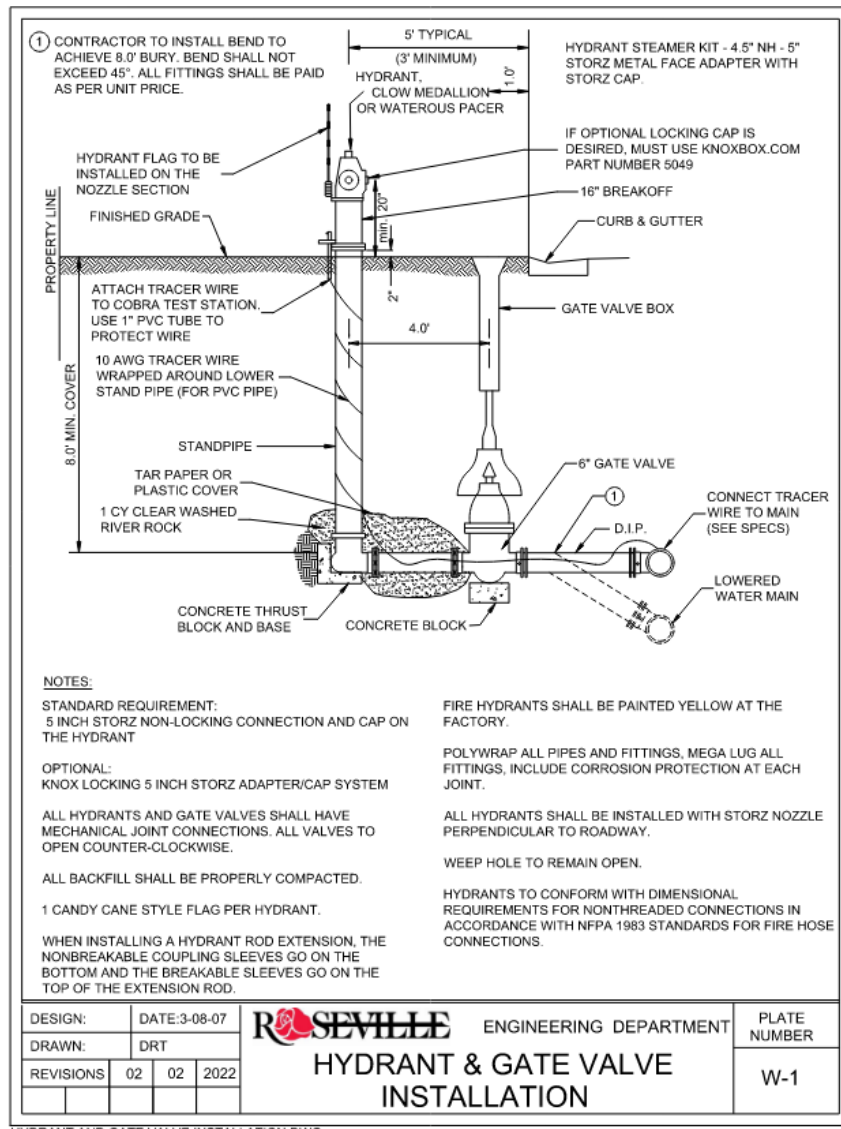
Address: 301 York Ave, St Paul, MN 55130

Phone: (651) 558-3300

Valley Rich Co Inc.

Address: 147 N Jonathan Blvd #4, Chaska, MN 55318

Phone: (952) 448-3002



City of Roseville
Public Works Department

Inspection date: 6/12/25

Maintenance report of private fire hydrant

Business / Property Information:

Facility name: Guitar Center Stores, Inc

Address: 1641 County Road B2 W

Contact: Jeff

Main Phone #: (651) 634-0100

Special Instructions:

Hydrant #: 9-141

Hydrant location: FH 9-141 at PRIVATE at noth east of 1641

No. of hydrants at this location: 1

Notes:

Report of private fire hydrant service condition

Condition Checked	Status (circle one or add comments)			
Ease of Operation (Required)	Good	<u>Needs Repair</u>	<u>Out of Service</u>	
Overall Condition (Required)	Good	<u>Needs Repair</u>	<u>Out of Service</u>	
Paint Condition (Required)	<u>Bad</u>	Fair	Good	
Site Condition Before / Obstacles	<u>Good / SHARDS</u>			
Site Condition After / Any damage to yard	<u>Good / NO</u>			
Length of time for flush (Required)	<u>DID NOT FLUSH OUT OF SERVICE</u>			
Items that need repair	<u>SHAFT IS FROZEN WILL NOT TURN</u>			
Type (Required)	Clow Medallion	Mueller Co	<u>Waterous 59</u>	Waterous Pacer
Construction Year (Required)	<u>1963</u>			

Comments: NO FLAG

Inspector's signature: 

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.g.

Department Approval



City Manager Approval



Item Description: Consider Abatement of Private Hydrant at 1885 County Road C

Background

In 2016, the City of Roseville approved an ordinance (Attachment 2) requiring all private hydrants to be inspected annually. The goal of the ordinance is to make sure this part of the water system, although it is private, is maintained in good working order to protect life and safety.

Since 2017, the City has been providing inspection service for most of the 425 private hydrants in the city. Some property owners choose to perform their own inspections and share the inspection reports with the City. Once the inspections are completed, property owners are made aware of corrections that are needed. The City has sent letters to property owners to fix or replace approximately 112 hydrants that were inoperable or needed repairs. The majority of the property owners have made the repairs needed to get the hydrants in good operational condition. To date, there are only five private hydrants that are out of service and in need of repair.

The property at 1885 County Road C has been notified on the following timeline regarding the private hydrants at their property:

- City performed inspection - July 9, 2024
- City performed inspection - June 5, 2025
- City sent hydrant repair letter - September 9, 2025
- City sent abatement notice - November 13, 2025

Policy Objectives

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

Equity Impact Summary

The abatement should benefit the entire city by making sure an out-of-service hydrant becomes operable.

Budget Implications

All costs to abate the violation and fix the private hydrant will be assessed back to the property owner.

City Abatement:

The estimated costs of the proposed abatement include the following:

Hydrant repair	\$5,000.00
Abatement Fee per Council Approved Fee Schedule	\$ 350.00
Total:	\$5,350.00

Staff Recommendations

Staff recommends the Council direct Public Works staff to abate the above-referenced public nuisance violations at 1885 County Road C.

Requested Council Action

By motion, direct Public Works staff to abate the public nuisance violations at 1885 County Road C by hiring a contractor to repair or replace the private hydrant at the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in City Code Section 801.20(g).

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Map of 1885 County Road C
2. Cited City Code Section
3. Property Owner Correspondence

Location of Hydrant at Colfin Cobalt I-II Owner, LLC - 1885-1915 County Road C W



CITED CITY CODE SECTION**SEC. 801.20. - PRIVATELY OWNED HYDRANTS.**

- (a) Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code. The city considers the private hydrants part of the city waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- (b) Fire protection inspections shall be conducted annually on all private hydrants directly or indirectly connected to the city water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a city approved plumber that is licensed in the state to perform the inspection or elect to have the city perform the inspection for a fee.
- (c) If the property owner elects to have the city complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the city fee schedule.
- (d) In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the public works department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.
- (e) The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.
- (f) If the property owner elects to hire their own city approved inspection company that is licensed in the state, they will be required to submit a completed city provided annual inspection form to the public works department.
- (g) Action to collect charges. Any amount due for the above charges in excess of 90 days past due shall be certified to the county auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The city shall also have the right to bring a civil action or other remedies to collect unpaid charges.

(Code 1995, § 801.20; Ord. No. 1590, 10-12-2020)



November 13, 2025

Colfin Cobalt I-II Owner, LLC
PO Box 182665
Columbus, OH 43218-2665

RE: Private Hydrant Repair (FH 4-197, north of building) - 1885-1915 County Road C W, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting private property by having all fire hydrants operational as required by City Code. City Code 801.20 (on backside of this letter) requires all private hydrants to be inspected annually and always maintained in operative condition. The City performed inspections of the hydrant on your property on July 9, 2024 and June 5, 2025. The City sent you notice of the condition of the hydrant on September 9, 2025 and ordered that you need to complete repairs by October 10, 2025. You have failed to notify the City that the necessary repairs have been made. You are receiving this letter to notify you that the City intends to take the below-described corrective measures, and you will be responsible for the costs.

The specific violation on your property is:

- Inoperable private fire hydrant

City Staff intend to take the following Corrective Measures:

- Repair/replace fire hydrant so it is in operable condition

This matter will be discussed at a public hearing before Roseville's City Council on **November 24, 2025**. At this public hearing, the Public Works Department will request authority from the City Council to contract with private companies to have all violations corrected. This would entail the expenditure of funds for which you, as the property owner, would be responsible for repaying. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, or if you have already made the necessary repair, please contact me at 651-792-7041 or jesse.freihammer@cityofroseville.com.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Encl.



September 9, 2025

Colfin Cobalt I-II Owner, LLC
PO Box 182665
Columbus, OH 43218-2665

RE: Private Hydrant Repair
1885-1915 County Road C W / Parcel Identification Number ("PIN"): 042923340034
FH 4-197 at PRIVATE at north of building

Dear Property Owner:

During our annual private hydrant inspection required by City Code, the city's contractor inspected and determined that your hydrant is not usable and is **out of service**. See the attached inspection report.

Since this is a fire safety issue it needs to be repaired or replaced immediately. The hydrant must be repaired or replaced by **October 10, 2025**. Three contractors are listed on the back side of this letter that can do this type of work. There are also many other contractors that could do this work. We would recommend you get at least three quotes. A permit will be required by the Community Development department prior to the installation of any **new hydrants**. Apply for permits online at www.cityofroseville.com/epermits. Please contact 651-792-7080 with permit questions.

If you do not make arrangement to repair/replace the hydrant to a usable condition by **October 10, 2025**, the City will hire a contractor to do the work and access the property as allowed by City Code.

If you have any questions about what you need to do to correct this issue, please contact Ted Fish, Utilities Superintendent at Ted.Fish@cityofroseville.com or 651-792-7053.

Sincerely,

Jesse Freihammer, PE
Public Works Director

Cc: David Brosnahan, Fire Chief
Ted Fish, Utilities Superintendent



List of contractors who can do hydrant work. There are numerous other vendors who could do this work as well. The City of Roseville does not make referrals.

Escape Fire Protection – This company performed the hydrant inspections.

Address: 3000 Centerville Rd, Little Canada, MN 55117

Phone: (651) 771-8874

Viking Automatic Sprinkler Co

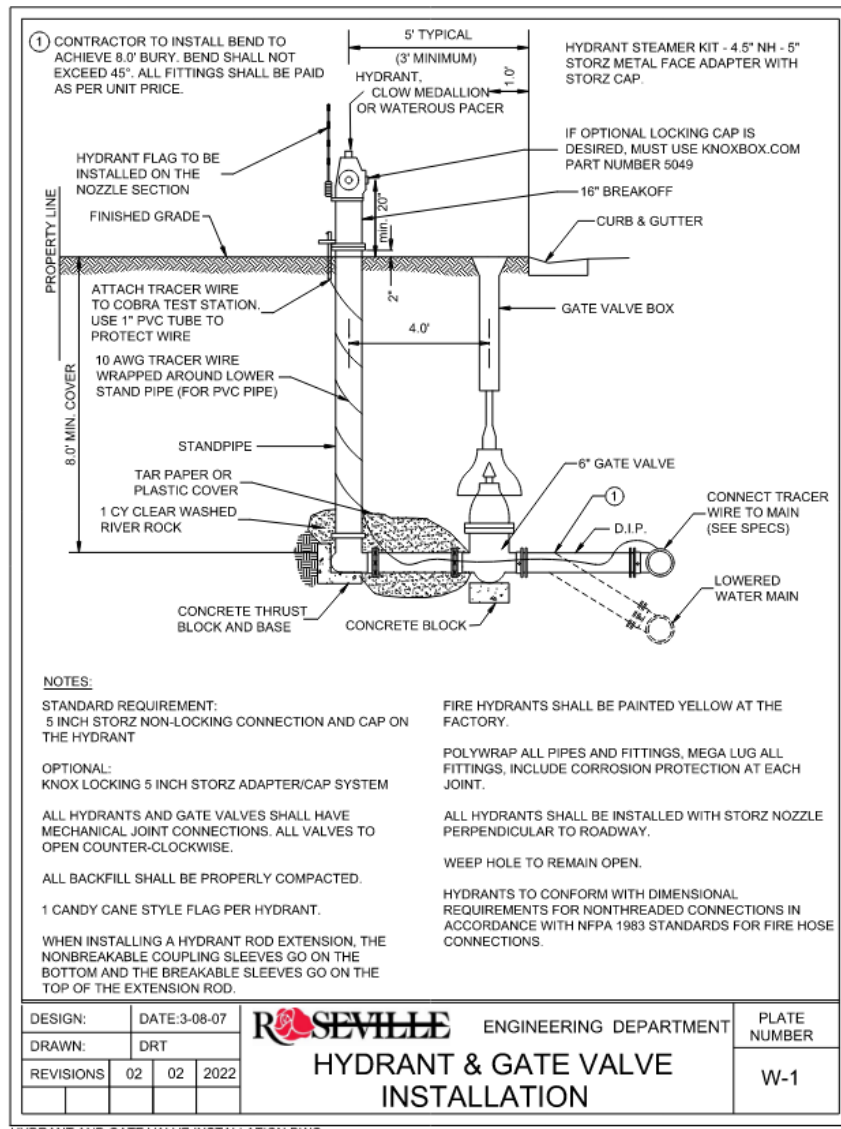
Address: 301 York Ave, St Paul, MN 55130

Phone: (651) 558-3300

Valley Rich Co Inc.

Address: 147 N Jonathan Blvd #4, Chaska, MN 55318

Phone: (952) 448-3002



City of Roseville

Public Works Department

Inspection date:

6/5/25

Maintenance report of private fire hydrant

Business / Property Information:

Facility name: Colfin Cobalt I-II Owner, LLC

Address: 1885-1915 County Road C W

Contact:

Main Phone #: (612) 306-0784

Special Instructions: Please call 24 hours in advance before coming to the property: Colfin Cobalt Partnership, Mitchell Kall, 612-306-0784

Hydrant #: 4-197

Hydrant location: FH 4-197 at PRIVATE at north of building

No. of hydrants at this location: 1

Notes:

Report of private fire hydrant service condition

Condition Checked	Status (circle one or add comments)			
Ease of Operation (Required)	<u>Good</u>	Needs Repair	<u>Out of Service</u>	
Overall Condition (Required)	<u>Good</u>	Needs Repair	<u>Out of Service</u>	
Paint Condition (Required)	Bad	<u>Fair</u>	Good	
Site Condition Before / Obstacles	<u>Good / NO</u>			
Site Condition After / Any damage to yard	<u>Good / NO</u>			
Length of time for flush (Required)	<u>been out of service</u>			
Items that need repair	<u>0</u>			
Type (Required)	Clow Medallion	Mueller Co	<u>Waterous 59</u>	<u>Waterous Pacer</u>
Construction Year (Required)	<u>1994</u>			

Comments:

YES FLAG

Inspector's signature:

[Signature]

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.h.

Department Approval

Janice Gundlach

City Manager Approval

Sam Trueman

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 1719 Chatsworth Street

Background

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

- Outside storage of inoperable vehicle (expired registration, flat tire) and household appliance (405.02.7.b.3, 405.02.7.d.2, 405.03.9, 405.04.a, 405.04.d, 502.02.a)

On September 22, 2025 staff received a complaint of numerous properties with inoperable, unlicensed vehicles near Chatsworth and Larpentour. Staff visited the neighborhood on October 13 and noted violations at this property. A door hanger detailing the violations (unlicensed, inoperable vehicle and unsecured freezer appliance) was hand-delivered to the occupant. Staff also secured the freezer to prevent any accidental entry or entrapment inside the freezer. A follow-up inspection was conducted on October 23, 2025, with the subject property remaining in a non-compliant state. A letter was sent to the subject property, as well as, the property owner listed on the Ramsey County website. Staff conducted additional inspections on October 28 and November 12 with no progress toward compliance being observed. Notices of a Council hearing were mailed on October 28 and November 13 informing the occupant and property owner that staff would be requesting abatement approval from the City Council. Other than the initial discussion with the occupant upon door hanger delivery, no communication or contact has been received from the occupant or property owner as of the writing of this request for council action. Staff previously addressed the same/similar violations at this property in 2023 and 2024. In 2023, the vehicle was in violation for not displaying current registration. The same vehicle now has a flat tire and continues not to display current registration. A timeline of staff's actions is included with this report in Attachment 2, cited City Code sections are provided as Attachment 3, and staff correspondence and photos are included in Attachment 4.

As of the writing of this Request for Council Action, no progress related to any noted violation or code compliance has been observed on this property. A status update will be provided during the hearing.

Policy Objectives

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

Equity Impact Summary

Equity impacts related to this request have not been evaluated.

Budget Implications

The estimated costs of the proposed abatement include the following:

Removal of inoperable vehicle:	\$000.00
Removal and disposal of items stored outside:	\$250.00
Council approved abatement fee per fee schedule:	\$350.00
Total:	\$600.00

Staff Recommendations

Staff recommends the Council direct Community Development staff to abate the above-referenced public nuisance violations at 1719 Chatsworth Street.

Requested Council Action

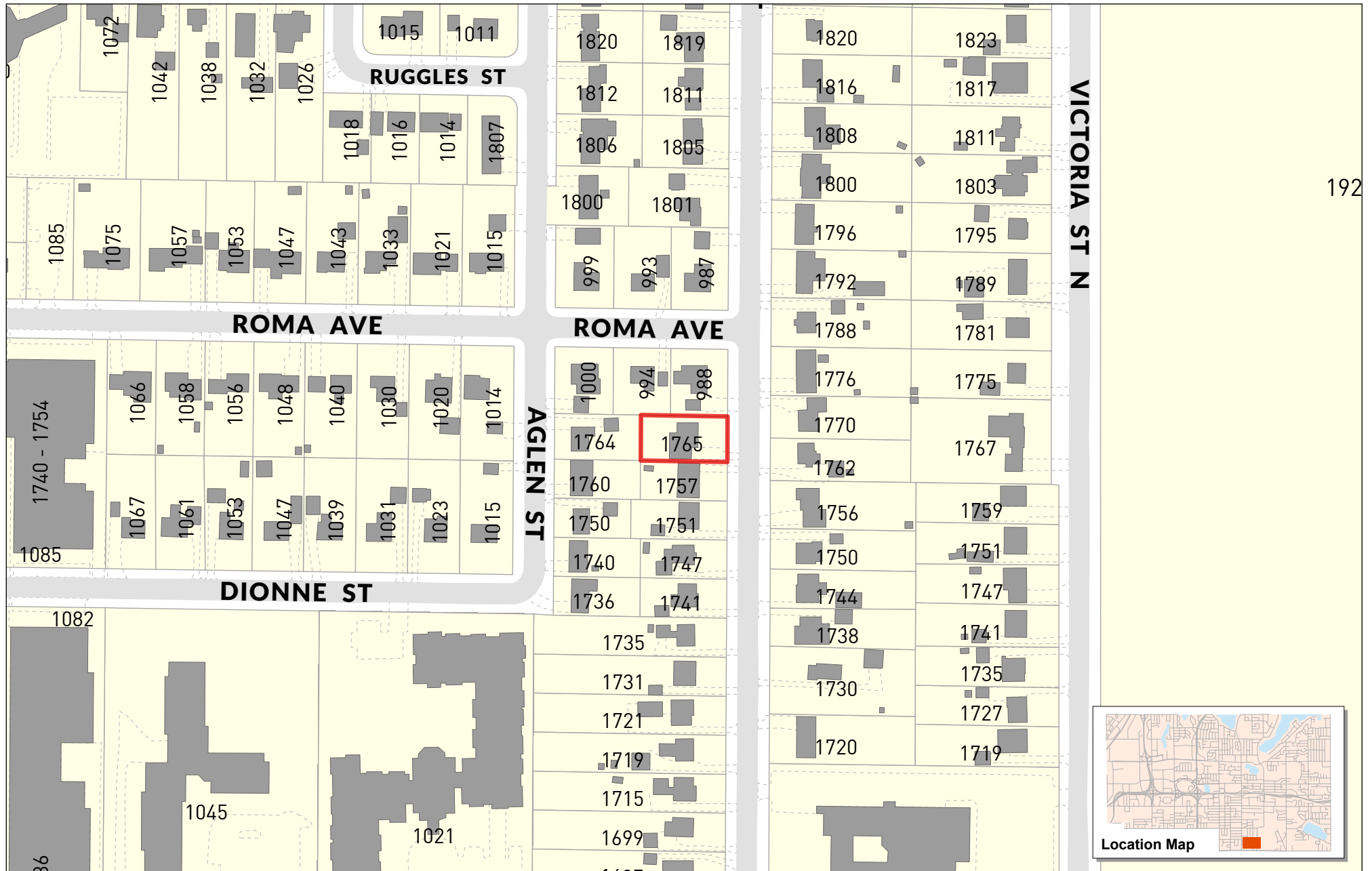
By motion, direct Community Development staff to abate the public nuisance violations at 1765 Chatsworth Street, by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the property and by notifying a separate contractor to remove the referenced junk/debris from the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff will recover costs as specified in Section 405.08.b.

Prepared by: Dave Englund, Building Official

Attachments:

1. Map
2. Timeline
3. Cited City Code Sections
4. Correspondence and photos



1719 Chatsworth St.

ATTACHMENT 2

September 22, 2025

- Staff received a concern regarding an inoperable vehicles and junk/debris
- Staff confirmed violations
- Door hanger hand delivered to occupant on property

October 13, 2025

- Staff confirmed violations
- Door hanger hand delivered to occupant on property
- Freezer in driveway, staff secured
- Letter sent to property owner

October 23, 2025

- Inspection revealed no progress
- Case referred to Building Official with recommendation for abatement
- October 28, Council hearing notification email sent to occupant and owner

November, 12, 2025

- No progress observed
- Additional City Council notification mailed to property and property owner

November 24, 2025

- Public Hearing before Roseville City Council

CITED CITY CODE SECTIONS
***New Municode numbers and sections**

Sec. 405.02. - Nuisances affecting public comfort or repose.

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

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

3.Vehicles of any type in inoperable condition; or

d.Vehicle parking, general. No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements:

2.Vehicles must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.

Sec. 405.03. - Nuisances affecting public health and safety.

The following are declared to be nuisances affecting public health and safety:

(9)Junk. The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.

Sec. 405.04. - Vehicles constituting a public nuisance

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

(d)Vehicles without current registration. Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the state, shall be deemed to be junked, inoperable, unauthorized or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper state agency.

Sec. 502.02. - Offenses involving public health and safety.

(a)Abandoned ice boxes. No person shall leave in a place accessible to children any abandoned, unattended or discarded ice box, refrigerator or any other container of any kind which has an airtight snap lock or other device without first removing the snap lock or doors from the ice box, refrigerator or container.

City of Roseville

Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICEDate: 10/13/25Address: 1719 Chatsworth St.

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

- ☒ Outside Storage Chest Freezer in drive way
- ☒ Vehicle Unlicensed & inoperable
Vehicle stored outside
- ☐ Property Maintenance
- ☐ Other

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

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

651-792-7014 or complaints@cityofroseville.com

ROSEVILLE

October 23, 2025

Case #ENF25-542

Current Resident
1719 Chatsworth St
Roseville, MN 55113

Lois Glasgow
1765 Chatsworth St N
Roseville MN 55113

Dear Resident and Property Owner,

The City previously notified the resident at the property located at 1719 Chatsworth St (Roseville) via door hanger of violations of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of chest freezer.

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

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 - c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
 - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I**, Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.

Corrective Measures:

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

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

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

as the property owner, would be responsible to repay. If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

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

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

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

October 28, 2025

Case #ENF25-542

Current Resident
1719 Chatsworth St
Roseville, MN 55113

Lois Glasgow
1765 Chatsworth St N
Roseville MN 55113

RE: 1719 Chatsworth St, Roseville MN 55113

Dear Property Owner:

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

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of chest freezer.

This is a violation of Roseville's City Code, specifically:

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 - c. Vehicles of any type in inoperable condition
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- Move chest freezer to storage inside of a structure or remove chest freezer from property.

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

This public hearing will be scheduled for the upcoming City Council meeting on **November 24, 2025**. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Codes Coordinator

651-792-7087

david.englund@cityofroseville.com



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

November 13, 2025

Case #ENF25-542

Current Resident
 1719 Chatsworth St
 Roseville, MN 55113

Lois Glasgow
 1765 Chatsworth St N
 Roseville MN 55113

RE: 1719 Chatsworth St, Roseville MN 55113

Dear Property Owner:

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

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2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7000 ❖ www.cityofroseville.com
 Recycled paper - 30% post-consumer content

This public hearing will be scheduled for the upcoming City Council meeting on **November 24, 2025**. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Building Official

651-792-7087

david.englund@cityofroseville.com









ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.i.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Hold a public hearing and consider a request to approve a minor plat (PF25-017)

Background

General Application and Site Information

Property Owner and Applicant: Presbyterian Homes Care Centers, Inc.

Location: 1900-1910 County Road D

Application Submitted: October 6, 2025

Application Complete: October 10, 2025

City Action Deadline: February 7, 2026

Land Use Context	Existing Land Use	Guiding	Zoning
Site	Langton Shores senior care	HR	HDR
North	detached dwellings in Arden Hills	n/a	n/a
West	detached dwellings	LR	LDR
East	detached dwellings	LR	LDR
South	Langton Lake Park	POS	PR

The subject site is approximately 15.25 acres in size. According to the proposed preliminary plat included with this RCA as Attachment 3, about 1.5 acres would be dedicated for County Road D right-of-way, 2.25 acres would be platted as Lot 1, Block 1, of the Langton Shores Outlots plat, and the remaining 11.5 acres would be platted as an outlot until such time as it is re-platted as a developable lot for construction of potential future additional phases of the Langton Shores care facility. Subdivision proposals resulting in three or fewer lots are considered minor plats, requiring the City Council to hold the public hearing (unlike a major plat that requires the Planning Commission to hold the public hearing).

Legislative Authority

When considering subdivision requests, the role of the City is *quasi-judicial*; to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely to be entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that potential impacts on parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

Public Hearing

The purpose of the public hearing for such an application is to *consult* the public; it is an opportunity for the public to learn the relevant facts about the proposal, ask clarifying questions, and provide input pertaining to the relevant facts as well as the analysis of the facts presented by City staff.

Preliminary Plat Analysis

Roseville's Development Review Committee (DRC) met to review the proposed subdivision plans. Because no development is contemplated with the proposed plat, members of the DRC did not have the sort of development-related comments that typically accompany plat proposals, although the Parks and Recreation Director determined that review by the Parks and Recreation Commission for their recommendation about park dedication would be appropriate at such time as the proposed outlot is platted for future development. Beyond this, the only other relevant considerations pertain to whether Lot 1 conforms to the various provisions in the zoning code.

Proposed Lots

While there are no minimum dimensional standards for lots in the HDR District, the proposed 2.25-acre Lot 1 has sufficient area that the 50-bed care facility represents a residential density of less than the standard limit of 24 units per acre, and it ensures that the existing improvements remain below the limit of 75% coverage of the lot.

Setbacks

The proposed southern boundary of Lot 1 is located such that it is at least 30 feet from the southern wall of the existing building, which meets the minimum rear yard setback requirement.

Tree Preservation

Unlike typical plat applications, no tree preservation plan is necessary at this time because no development is proposed.

Public Comment

As of the time this RCA was drafted, Planning Division staff had not received any communication from the public except for one person who called for some clarification of how the public hearing notice should be understood.

Policy Objectives

Facilitate development and redevelopment of land consistent with the guidance of the future land use plan. Ensure all subdivisions of land lying within the incorporated limits of the City fully comply with the regulations set forth in the Subdivision Code or Subdivision Variances are granted where necessary. Regulations and requirements for the subdivision of land are necessary to preserve the health, safety, general welfare, convenience, and good order of the community.

Equity Impact Summary

This analysis is not indicated for quasi-judicial land use decisions.

Budget Implications

None

Staff Recommendations

Approve the proposed Langton Shores Outlots plat, based on the content of this RCA, public input, and City Council deliberation.

Requested Council Action

Adopt a resolution approving the proposed Langton Shores Outlots plat, based on the content of this RCA, public input, and City Council deliberation.

82

83

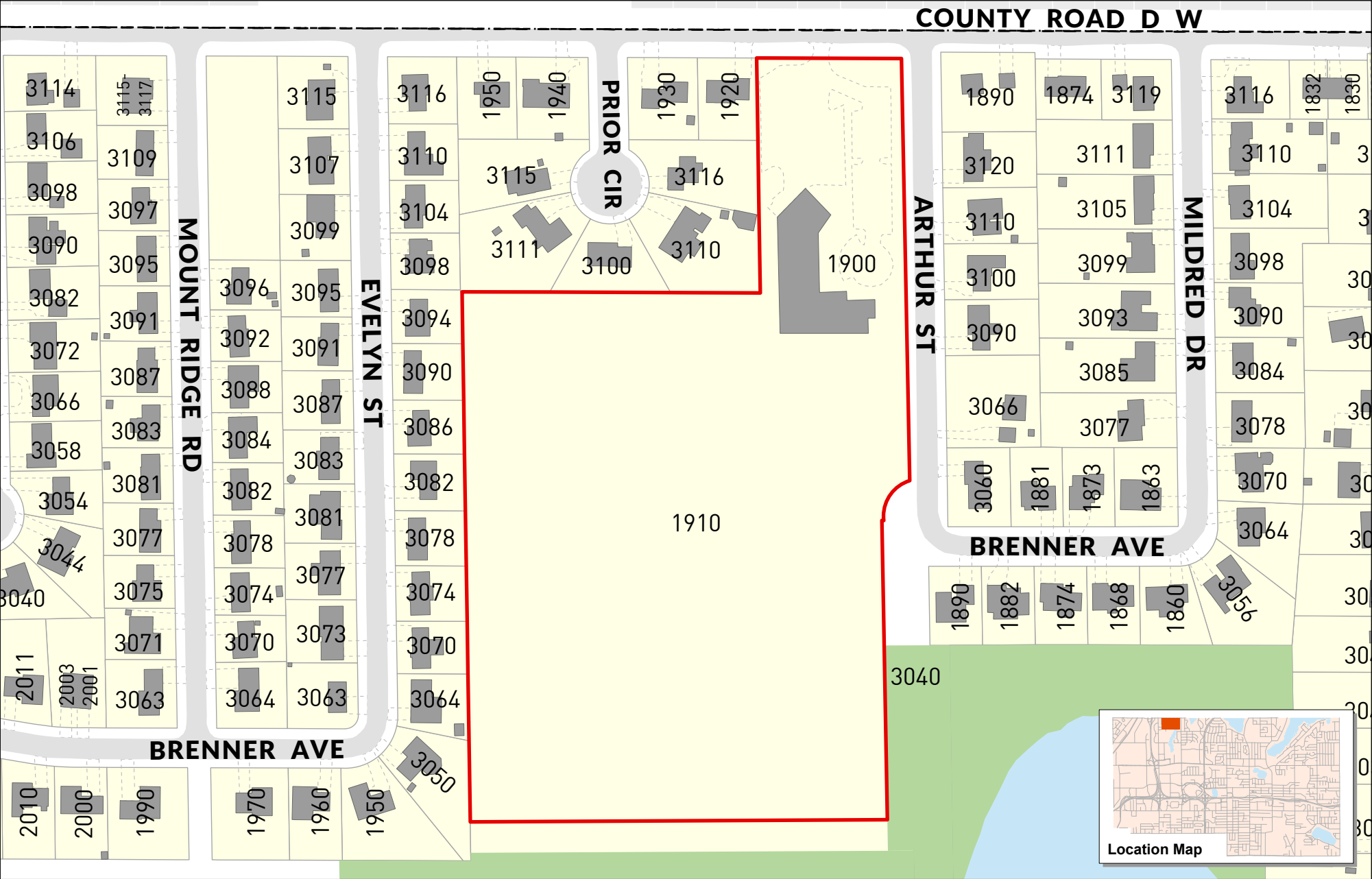
Prepared by: Bryan Lloyd, Senior Planner

Attachments:

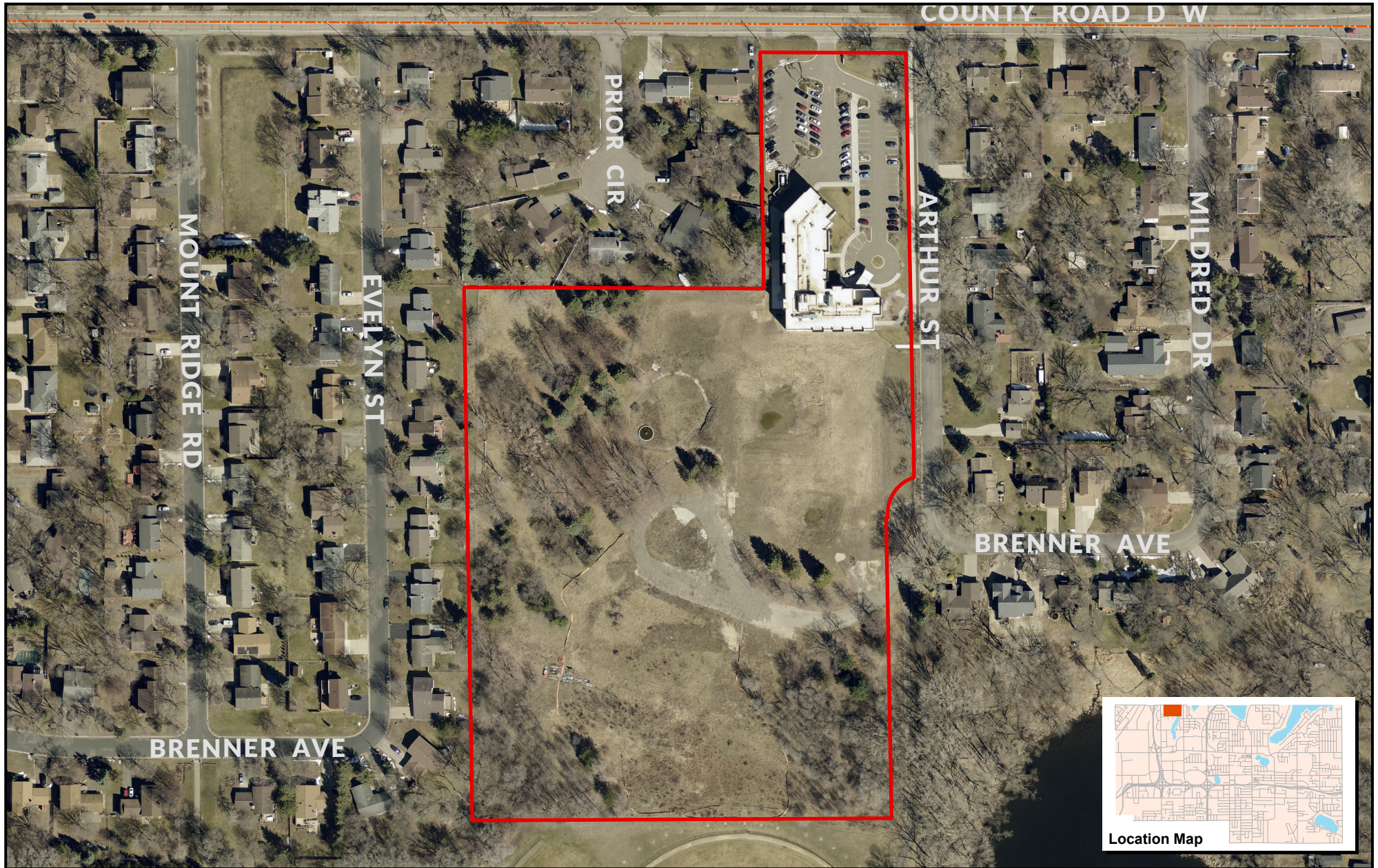
1. Area Map
2. Aerial Photo
3. Preliminary Plat
4. Draft Resolution

84

Attachment 1: Planning File 25-017



Attachment 2: Planning File 25-017



Data Sources

- * Ramsey County GIS Base Map (11/4/2025)
- * Aerial Data: EagleView (4/2024)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer: This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 50 100 Feet

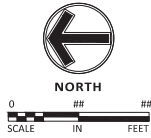
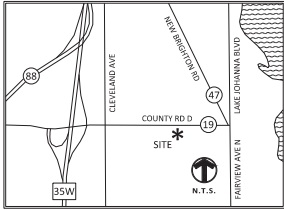


Prepared by:

Community Development Department

Printed: November 19, 2025

VICINITY MAP



- FOUND MONUMENT
- FOUND CAST IRON MONUMENT
- FOUND RIGHT-OF-WAY MONUMENT
- SET MONUMENT MARKED LS 21729
- GATE VALVE / HYDRANT
- SANITARY MANHOLE
- CLEAN OUT
- STORM MANHOLE
- STORM CATCH BASIN
- FLARED END SECTION
- TRANSFORMER
- LIGHT
- UTILITY POLE
- GUARD POST
- SIGN
- GAS METER
- GAS MANHOLE
- ELECTRIC MANHOLE
- ELECTRIC METER
- TELEPHONE PEDESTAL
- CABLE TV BOX
- COMMUNICATIONS MANHOLE
- BOUNDARY LINE
- RIGHT-OF-WAY LINE
- UNDERLYING / ADJACENT LOT
- TIE LINE
- SECTION LINE
- DEED DISTANCE
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- UNDERGROUND GAS
- OVERHEAD ELECTRICAL WIRE
- CHAIN LINK FENCE
- WOOD FENCE
- WIRE FENCE
- WET LAND
- RETAINING WALL
- BLOCK RETAINING WALL
- STONE RETAINING WALL
- POND / WATER LINE
- FEMA FLOOD ZONE LINE
- EASEMENT LINE
- SETBACK LINE
- RESTRICTED ACCESS
- TREE LINE
- CONCRETE CURB
- BUILDING LINE
- BUILDING CANOPY
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- DECIDUOUS TREE
- CONIFEROUS TREE
- SPOT ELEVATION
- CONTOUR
- SOIL BORING
- REGULAR PARKING
- STALL COUNT
- TRAFFIC MARKERS

SURVEY NOTES

- This survey was prepared utilizing the First American Title Insurance Company Title Commitment No. NCS-915215-MPLS, bearing an effective date of 07/02/2018.
- The bearing system is based on the Ramsey County coordinate system, NAD83 (1986 Adjust).
- The vertical datum is based on NAVD88. The originating bench mark is MNDT 6216 S, referenced from the MNDOT Geospatial Database.

BENCHMARK #1
Top nut of hydrant west of most northerly northwest property corner. Elev.=927.09

BENCHMARK #2
Storm manhole rim elevation at property access drive to Arthur St. Elev.=919.92

SUBJECT PROPERTY

Description from title commitment:

That part of the following described property lying North of a line parallel to and 372.36 feet North of the south line of the North Half of the Northwest Quarter of Section 4, Township 29, Range 23, in Ramsey County, Minnesota:

The East 250 feet of the North 400 feet of that part of the Northeast Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, lying West of the Land platted as Lake Johanna Homes;

AND

That part of the North Half of the Northwest Quarter of Section 4, Township 29, Range 23, lying West of said Lake Johanna Homes and East of a line extending from a point on the south line 1101.57 feet from the southwest corner to a point on the north line 1102.68 feet from the northwest corner of said North Half of the Northwest Quarter, EXCEPT the North 400 feet.

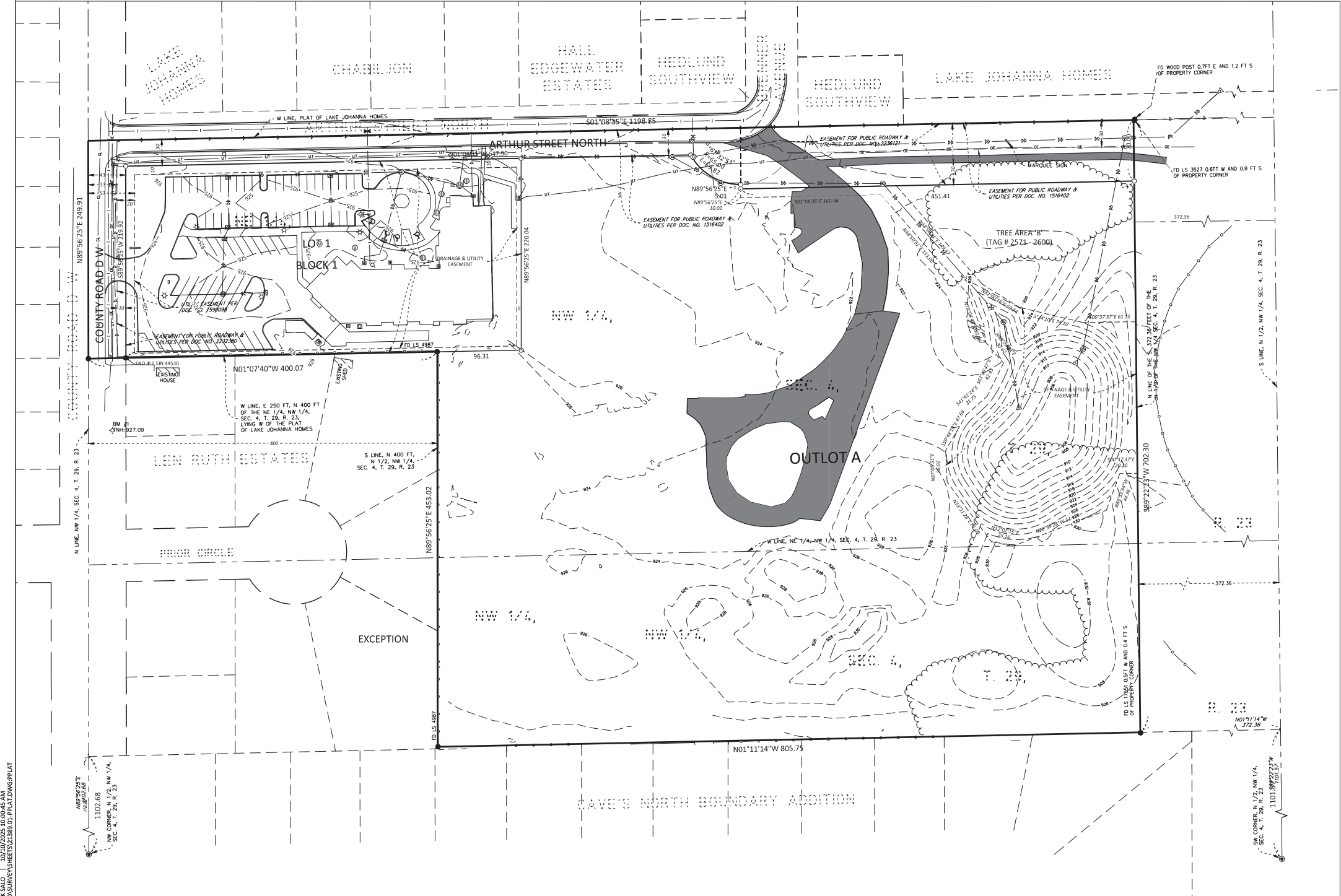
ABSTRACT PROPERTY

PROPERTY SUMMARY

TOTAL SITE AREA: 663,640 S.F. (GROSS)
LOT 1, BLOCK 1: 99,713 S.F.
OUTLOT A: 499,039 S.F.
RIGHT-OF-WAY: 64,888 S.F.

DEVELOPMENT NOTES

- ALL DIMENSIONS ARE TO THE HUNDRETH OF A FOOT.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- DRAINAGE AND UTILITY EASEMENTS SHALL BE PROVIDED AS REQUIRED. DRAINAGE AND UTILITY EASEMENTS WILL BE PROVIDED OVER ALL PUBLIC UTILITIES AND UP TO 1 FOOT ABOVE THE HIGH WATER LEVEL OF ALL PONDS.



24.15 (MAY 2021) 1. MARK SALO 1. 10/10/2025 10:00:05 AM
C:\PROJECTS\21389.D\21389.D\SURVEY\21389.D\PP\PLAT.DWG\PP\PLAT

NO.	DATE	BY	CKD	APPR	COMMENT

I hereby certify that this plan, survey, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Print Name: Mark R. Salo

Date: 10/10/2025 License #: 43933

DATE ISSUED
10/10/2025

DRAWN BY
DA

DESIGNED BY
MA

CHECKED BY
MS

PROJECT NO.
21389.01



PRELIMINARY PLAT
SENIOR HOUSING PARTNERS
LANGTON SHORES OUTLOTS
PRELIMINARY PLAT SUBMITTAL
ROSEVILLE, MINNESOTA

SHEET
1
OF 1
REV. Page 92 of 273

**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 24th day November 2025 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No. 12XXX

**RESOLUTION APPROVING THE PROPOSED LANGTON SHORES OUTLOTS PLAT
(PF25-017).**

WHEREAS, Presbyterian Homecare Center, Inc. has submitted a valid application for approval of the proposed Minor Plat of the property addressed as 1900-1910 County Road D; and

WHEREAS, the property affected by the proposed Langton Shores Outlots plat is assigned Ramsey County Property Identification Number 04-29-23-21-0064 and is legally described as:

That part of the following described property lying North of a line parallel to and 372.36 feet North of the south line of the North Half of the Northwest Quarter of Section 4, Township 29, Range 23, in Ramsey County, Minnesota;

The East 250 feet of the North 400 feet of that part of the Northeast Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, lying West of the land platted as Lake Johanna Homes;

AND

That part of the North Half of the Northwest Quarter of Section 4, Township 29, Range 23, lying West of said Lake Johanna Homes and East of a line extending from a point on the south line 1101.57 feet from the southwest corner to a point on the north line 1102.68 feet from the northwest corner of said North Half of the Northwest Quarter, EXCEPT the North, 400 feet.

and

WHEREAS, the proposed preliminary plat conforms to all applicable requirements of the zoning and subdivision codes, and creates no nonconforming conditions with respect to the existing improvements; and

WHEREAS, the City Council of the City of Roseville held a duly noticed public hearing pertaining to the proposed Langton Shores Outlots plat on November 24, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, to hereby approve the proposed Langton Shores Outlots plat, based on the public record and City Council deliberation.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of November 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of November 2025.

Patrick Trudgeon, City Manager

Seal

REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 7.j.

Department Approval

City Manager Approval



Item Description: Consider Adopting Ordinances to implement Gas and Electric Franchise Ordinances and Gas and Electric Franchise Fees

1
2 **Background**

3 Under Minnesota Law, statutory cities have the authority to grant franchises to privately-owned public
4 gas and electric utilities for the use of public rights-of-way. The franchise agreement, which takes the
5 form of an ordinance, sets expectations between the city and the utility company, including how the
6 company constructs, operates and maintains equipment located on public grounds and rights-of-way.
7 Roseville's 20-year franchise agreement with Xcel Energy expired in 2018.

8
9 Both the City and Xcel are interested in entering into a new franchise agreement. Based on the work of
10 the City Manager, the City Attorney and Xcel, the City Council is being asked to consider approving four
11 ordinances; 1) Electric Franchise Ordinance with Xcel; 2) Gas Franchise Ordinance with Xcel; 3) Electric
12 Franchise Fee Ordinance; 4) Gas Franchise Fee Ordinance.

13
14 **Electric and Gas Franchise Ordinances**

15 In summary, the ordinances grant Xcel Energy a 20-year franchise to construct, operate, repair, and
16 maintain electric and gas transmission and distribution facilities within the City of Roseville. This includes
17 the right to use public rights-of-way and public grounds to provide electric service to residents,
18 businesses, and the City itself. Under the ordinances, the city retains the right to require permits for
19 work in public areas. However, if electric and gas franchise fees are imposed, the City agrees to waive
20 permit fees. The City currently averages about \$50,000 annually in revenue from Xcel Energy through
21 permits. To make up for that loss in revenue, staff is proposing to allocate each year a portion of the
22 franchise fees collected from Xcel to cover the lost revenue for the operational costs as part of their
23 permits.

24
25 Lastly, under the franchise ordinances, the City may impose a franchise fee for electric and gas
26 services. The franchise fees are charged to all customers, including those properties that are tax-
27 exempt. (It is estimated that about 84 properties in Roseville are tax-exempt and subject to the franchise
28 fee. These tax-exempted properties are estimated to generate around \$175,000 in annual franchise
29 fees). The City can determine the amount, structure and use of collected franchise fees. Generally, they
30 are structured in two ways: a flat rate per utility account or a percentage of consumption used by each
31 utility account.

32
33 **Franchise Fee Ordinances**

34 Over 100 cities have franchise fees in Minnesota. In Ramsey County, 12 of the 15 cities have utility
35 franchise fees as shown in the table below.
36

City	Franchise Fee?	Electric	Gas
Arden Hills	Yes	Yes	No
Falcon Heights	Yes	Yes	Yes
Gem Lake	No	No	No
Lauderdale	No	No	No
Little Canada	Yes	Yes	Yes
Maplewood	Yes	Yes	No
Mounds View	Yes	Yes	Yes
New Brighton	Yes	Yes	Yes
North St. Paul	Yes	Yes	Yes
Roseville	No	No	No
St. Paul	Yes	Yes -	Yes
Shoreview	Yes	Yes	Yes
Vadnais Heights	Yes	Yes	Yes
White Bear Lake	Yes	Yes	Yes
White Bear Township	No	No	No

The fact that franchise fees are used by other cities is not intended to suggest that Roseville should automatically follow suit simply because others have. Rather, it highlights that franchise fees are a widely accepted and effective tool that many cities rely on to support both operational and capital needs. As the City Council considers strategies to address rising costs and potential tax levy increases, franchise fees represent a practical and commonly used option worth consideration.

For City Council consideration, staff brought forward a suggested utility franchise fee schedule at the November 10 meeting which was slightly different than what was discussed at the August 25 City Council meeting and subsequent 2026 budget discussion. The updated fee estimate increases the amount of revenue generated by the franchise fees by slightly more than \$300,000. Under the proposed utility franchise fees (Attachments 5 and 6), the residential rate of \$3 per month for gas and electricity will remain the same. The non-residential rates have been modified and as a result, additional revenue is generated. Below is the table showing the proposed franchise fees:

Customer Class Electric	Monthly Fee	Customer Class Gas	Monthly Fee
Residential	\$ 3.00	Residential	\$ 3.00
Small C&I Non-Demand	\$ 13.00	Small C&I Non-Demand	\$ 13.00
Small C&I Demand	\$ 25.00	Small C&I Demand	\$ 25.00
Large C&I	\$ 329.00	Large C&I	\$ 329.00
Total Annual Collection	\$ 1,783,884	Total Annual Collection	\$ 637,104
Total Estimated Fees (Annual)	\$ 2,420,988		
Annual Cost for Residential Account	\$ 72.00		

Under these proposed franchise fees, residential customers, which comprise 88% of the total electric and gas accounts, will pay 40% of the fees. Non-residential customers, or 12% of the total accounts, will pay 60% of the fees.

According to the Minnesota Department of Revenue, in 2023, 56.5% of taxpayers in Roseville had a residential (homestead and non-homestead, apartments) property tax classification and 43.2% of taxpayers were classified as commercial/industrial taxpayers. In Roseville, residential properties pay 54% of the city property taxes while non-residential classifications pay 46%. Statewide, residential (homestead and non-homestead, apartments) taxpayers comprise 64% of the taxpayers and pay 62% of total property taxes with the remaining classifications comprising 36% of taxpayers and paying 38% of the total property taxes.

Although residential customers comprise the vast majority of utility users in Roseville, they will contribute a smaller share of total franchise fee revenue compared to their share of city property tax payments as shown in the table.

	Electric and Gas Utility Customers (Roseville)	Percentage of Franchise Fees Paid
Residential	88%	40%
Non-Residential	12%	60%
	Source: Xcel Energy Company	Source: Xcel Energy Company
	Roseville Taxpayer Composition	Percentage of Property Tax Paid
Residential	57%	54%
Non-Residential	43%	46%
	Source: Ramsey County Assessor Office	Source: MN Department of Revenue
	State of Minnesota Taxpayer Composition	Percentages of Property Tax Paid
Residential	64%	62%
Non-Residential	36%	38%
	Source: MN House Research	Source: MN House Research

If implemented, the City Manager is proposing that the revenue from the franchise fees primarily be allocated to the City of Roseville's Capital Funds to free up existing tax levy to help the City's Operational Budget. At the November 10 City Council meeting, the City Manager presented a memo regarding the use of franchise fees and the resulting impact on the proposed 2026 City Budget and Levy. Since that meeting, staff has made minor modifications to the allocation of the franchise fees to maximize the impact on the capital funds, but the overall impact is the same as presented on November 10. This information is contained in Attachment 9.

To effectuate franchise fees, the City Council must first adopt the electric and gas utility franchise agreement ordinances. Once those are passed, the City Council can then consider passing the franchise fee ordinance. Since the 2026 budget and levy will have a public hearing on December 1 and final approval on December 8, a decision on the use of franchise fees will need to be made soon.

Policy Objectives

The implementation of franchise fees would provide an alternative revenue source to pay for right-of-way infrastructure capital costs that would cover all properties in Roseville, including tax-exempt parcels.

Equity Impact Summary

90 The adoption of franchise fees may disproportionately burden low-income households. These residents
91 often spend a higher percentage of their income on utilities and may live in older, less energy-efficient
92 housing. In addition, franchise fees are often misunderstood by the public and can lead to mistrust of
93 government, especially for communities with language barriers or limited access to civic information.
94

95 **Budget Implications**

96 The additional revenue from franchise fees would be used to replace existing levy funds put towards
97 right-of-way infrastructure capital funds and allow for reallocation of existing levy to other parts of the
98 City budget. Based on the scenarios presented in Attachment 9, the adoption of franchise fees will
99 allow for \$2.3 to \$2.8 million in new capital funding depending on the scenario chosen.
100

101 **Staff Recommendations**

102 Staff requests that the City Council approve the Electric (Attachment 1) and Gas (Attachment 2)
103 Franchise Ordinances, Summary Ordinances for the Electric and Gas Franchise Ordinances
104 (Attachments 3 and 4) and approve the Electric (Attachment 5) and Gas (Attachment 6) Franchise Fee
105 Ordinances and the Summary Ordinances for the Electric (Attachment 7) and Gas (Attachment 8)
106 Franchise Fees.
107

108 **Requested Council Action**

109 Motion to approve the Electric (Attachment 1) and Gas (Attachment 2) Franchise Ordinances
110 -and-
111 Motion to approve Ordinance Summary of Electric (Attachment 3) and Gas (Attachment 4) Franchise
112 Ordinances
113 -and-
114 Motion to approve the Electric (Attachment 5) and Gas (Attachment 6) Franchise Fee Ordinance.
115 -and-
116 Motion to approve Ordinance Summary of Electric (Attachment 7) and Gas (Attachment 8) Franchise
117 Fee Ordinances
118
119

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Electric Franchise Ordinance
2. Gas Franchise Ordinance
3. Summary Publication Resolution - Electric Franchise Ordinance
4. Summary Publication Resolution - Gas Franchise Ordinance
5. Electric Franchise FEE Ordinance
6. Gas Franchise FEE Ordinance
7. Summary Publication Resolution - Electric Franchise FEE Ordinance
8. Summary Publication Resolution - Gas Franchise FEE Ordinance
9. Memo regarding franchise fee impacts to the 2026 budget and levy

120

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF ROSEVILLE, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES.

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

City. The City of Roseville, County of Ramsey, State of Minnesota.

City Utility System. Facilities used for providing public utility service owned or operated by the City or an agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Commission. The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government which preempts all or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.

Company. Northern States Power Company, a Minnesota corporation, its successors and assigns including all successors or assigns that own or operate any part or parts of the Electric Facilities subject to this franchise.

Electric Facilities. Electric transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, and necessary appurtenances owned or operated by the Company for the purpose of providing electric energy for public.

Notice. A writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to General Counsel, 414 Nicollet Mall, 401-8, Minneapolis, Minnesota 55401. Notice to the City shall be mailed to the City Manager, 2660 Civic

Center Drive, Roseville, Minnesota 55113. Any party may change its respective address for the purpose of this Ordinance by written notice to the other parties.

Public Ground. Land owned or otherwise controlled by the City for park, open space or similar public purpose, which is held for use in common by the public and not a Public Way.

Public Way. Any public right-of-way within the City as defined by Minnesota Statutes, Section 237.162, subd. 3.

Section 2. ADOPTION OF FRANCHISE.

2.1. Grant of Franchise. The City hereby grants the Company, for a period of twenty (20) years from the date this Ordinance is passed and approved by the City, the right to transmit and furnish electric energy for light, heat, and power for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, the Company may construct, operate, repair, and maintain electric facilities in, over, under and across the Public Grounds and Public Ways of the City, subject to the provisions of this Ordinance. The Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance and to the further provisions of this franchise agreement.

2.2. Effective Date;; Written Acceptance. This franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance by the Company. If the Company does not file a written acceptance with the City within sixty (60) days after the date the City Council adopts this Ordinance, the City Council by resolution may revoke this franchise, seek its enforcement in a court of competent jurisdiction or pursue other remedies in law or in equity.

2.3. Service, Rates and Area. The service to be provided and the rates to be charged by the Company for electric service in City are subject to the jurisdiction of the Commission. The area within the City in which the Company may provide electric service is subject to the provisions of Minnesota Statutes, Sections 216B. 37 - 40.

2.4. Publication Expense. The City shall pay the expense of publication of this Ordinance and shall be reimbursed by Company.

2.5. Dispute Resolution. If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the date of written notice,

the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of the mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an action in Ramsey County District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity.

2.6. Continuation of Franchise. If the City and the Company are unable to agree on the terms of a new franchise by the time this franchise expires, this franchise will remain in effect until a new franchise is agreed upon, or until ninety (90) days after the City or the Company serves written Notice to the other party of its intention to allow the franchise to expire. However, in no event shall this franchise continue for more than one year after expiration of the 20-year term set forth in Section 2.1.

Section 3. LOCATION, OTHER REGULATIONS.

3.1. Location of Facilities. Electric Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt or interfere with the normal operation of any City Utility System previously installed therein. Electric Facilities may be located on Public Grounds as determined by the City. The Company's construction, reconstruction, operation, repair, maintenance, location and relocation of Electric Facilities shall be subject to other reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this franchise.

3.2. Street Openings. The Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. However, if City imposes a franchise fee under Section 9.1 of this franchise, City shall not also impose permit fees on the Company. Permit conditions imposed on the Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. The Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Electric Facilities and (ii) the Company gives telephone, email, or similar notice to the City before commencement of the emergency repair, if reasonably possible. Within two business days, or as soon thereafter as reasonably possible, after commencing the repair, the Company shall apply for any required permits and, subject to the terms of this Section 3.2, pay any required fees.

3.3. Restoration. After undertaking any work requiring the opening of any Public Way, the Company shall restore the Public Way in accordance with Minnesota Rules, part 7819.1100 and applicable City ordinances consistent with law. The Company shall restore

the Public Ground to as good a condition as formerly existed and shall maintain any paved surface in good condition for one year thereafter. All work shall be completed as promptly as weather permits, and if the Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to the Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration of the Public Ground at the expense of the Company. The Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.3.

3.4. Shared Use of Poles. The Company shall make space available on its poles or towers for City fire, water utility, police or other City facilities upon terms and conditions acceptable to Company whenever such use will not interfere with the use of such poles or towers by the Company, by another electric utility, by a telephone utility, or by any cable television company or other form of communication company. In addition, the City shall pay for any added cost actually incurred by the Company because of such use by City.

3.5. Avoid Damage to Electric Facilities. The Company, in accordance with current standards and regulations, must take reasonable protective measures when the City performs work near Electrical Facilities, if given reasonable notice by the City of such work prior to its commencement. Nothing in this Ordinance relieves any person, including Company, from liability arising out of the failure to exercise reasonable care to avoid damaging Electric Facilities while performing any activity.

3.6. Notice of Improvements to Streets. The City must give the Company reasonable written Notice of plans for improvements to Public Ways or Public Grounds where the City has reason to believe that Electric Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Ways and Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Ground is involved, the order in which the work is to proceed. The notice will be given to the Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit the Company to make any additions, alterations or repairs to its Electric Facilities the Company deems necessary.

3.7. Mapping Information. The Company must promptly provide complete mapping information for any of its underground Electric Facilities in accordance with the requirements of Minnesota Rules, parts 7819.4000 and 7819.4100. Any mapping information so provided shall be treated as protected nonpublic data, not public data, trade secret information and security information, as is protected from public or unauthorized

disclosure to the extent such protection is consistent with the Government Data Practices Act, Minn. Stat. §13 and state law.

3.8. **Field Locations.** Company shall provide field locations for its underground Electric Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

Section 4. FACILITIES RELOCATION.

4.1. **Relocation in Public Ways.** The Company shall comply with Minnesota Rules, part 7819.3100 and applicable City ordinances consistent with law. If a relocation is ordered by the City within five years of a prior relocation of the same Electric Facilities, which was made at Company expense, the City shall reimburse Company for non-betterment costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense.

4.2. **Relocation in Public Grounds.** The City may require the Company at the Company's expense to relocate or remove its Electric Facilities from Public Ground upon a finding by the City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground. Relocation shall comply with applicable city ordinances consistent with law.

4.3. **Projects with Federal Funding.** City shall not order Company to remove or relocate its Electric Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal, or rearrangement of any Electric Facilities made necessary because of the extension into or through the City of a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended.

4.4 **No Waiver.** The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. TREE TRIMMING.

Unless otherwise provided in any permit or other reasonable regulation required by the City under separate ordinance, the Company may trim all trees and shrubs in the Public Ways and Public Grounds of the City to the extent the Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Electric Facilities installed hereunder, provided that the Company shall hold the City harmless from any liability arising therefrom.

SECTION 6. INSURANCE AND INDEMNIFICATION.

6.1. **Insurance.** The Company is required to maintain Commercial General Liability Insurance on an occurrence basis protecting it from claims for damages for bodily injury, including death, and for claims for property damage, which may arise from operations under this Ordinance. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence
- \$4,000,000 – annual aggregate

The following coverages shall be included: Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury Blanket Contractual Liability and Products and Completed Operations Liability.

The City must be endorsed as an Additional Insured.

With the City's consent, which shall not be unreasonably withheld, the Company shall have the option of providing a program of self-insurance to meet its obligation under this Ordinance. In such event, the Company shall submit to the city a Certificate of Self-Insurance or other documents showing proof of its financial responsibility.

6.2. **Indemnity of City.** The Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner, of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

6.3. **Defense of City.** In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, the Company at its sole cost and expense shall

defend the City in such suit if written notice thereof is promptly given to the Company within a period wherein the Company is not prejudiced by lack of such notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert on its own behalf. This franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give the Company at least two weeks prior written notice of a proposed vacation of a Public Way. The City and the Company shall comply with Minnesota Rules, part 7819.3200 and applicable ordinances consistent with law. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Electric Facilities, shall not operate to deprive Company of its rights to operate and maintain such Electric Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation are first paid to Company.

SECTION 8. ABANDONED FACILITIES.

The Company shall comply with City ordinances to the extent consistent with law, Minnesota Statutes, Sections 216D.01 et seq. and Minnesota Rules, part 7819.3300, as they may be amended from time to time. The Company shall produce records of abandoned and retired Facilities within the City if such records are available. The Company shall provide field locations for its underground Electric Facilities within the City consistent with the requirements of Minnesota Statutes Chapter 216D. The Company may abandon underground Electric Facilities in place, provided at the City's request, Company will remove abandoned Electric Facilities interfering with a City improvement project but only to the extent such Electric Facilities are uncovered by city excavation, interfere with the construction of a city project, or are causing a safety issue.

SECTION 9. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 10. FRANCHISE FEE.

10.1. **Form.** During the term of the franchise hereby granted, and in lieu of any permit or other fees being imposed or that the City has a right to impose on Company, the City may charge the Company a franchise fee by collecting the amounts the parties have agreed to as indicated in a Fee Schedule set forth in a separate franchise fee ordinance from each customer in the designated Company Customer Class. The fee may be (i) a percentage of gross revenues received by the Company for its operations within the City, or (ii) a flat fee per customer, or (iii) a fee based on some other basis as agreed to by the parties. The method of imposing the franchise fee, the percentage of revenue rate, or the flat rate may differ for each customer class or combine the methods described in (i) - (iii) above in assessing the fee. The City shall seek to use a formula that provides a stable and predictable amount of fees. If the Company claims that the City-required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company shall propose a formula that will produce a substantially similar fee amount to the City.

10.2. **Separate Ordinance.** The franchise fee shall be imposed by a separate franchise fee ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least ninety (90) days after written notice enclosing such proposed ordinance has been served upon Company by certified mail. The fee shall not become effective until the beginning of a Company billing month at least ninety (90) days after written notice enclosing such adopted ordinance has been served upon Company by certified mail. Section 2.5 shall constitute the sole remedy for solving disputes between Company and the City in regard to the interpretation of, or enforcement of, the separate ordinance. No action by the City to implement a separate ordinance will commence until this Ordinance is effective.

10.3. **Collection of Fee.** The franchise fee shall be payable not less than quarterly and shall be based on the amount collected by Company during complete billing months of the period for which payment is to be made by imposing a surcharge equal to the designated franchise fee for the applicable customer classification in all customer billings for electric service in each class. The payment shall be due the last business day of the month following the period for which the payment is made. The franchise fee formula may be changed by ordinance from time to time; however, each change shall meet the same notice requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City. The time and manner of collecting the franchise fee is subject to the approval of the Commission. No franchise fee shall be payable by Company if Company is legally unable to first collect an amount equal to the franchise fee from its customer in each applicable class of customers by imposing a surcharge in Company's applicable rates for electric service. Such fee is subject to subsequent reductions to account for uncollectibles, customer refunds incurred by the Company, and correction of erroneous billings. The Company agrees to make available for inspection by the City at reasonable times all records

necessary to audit the Company's determination of the franchise fee payments provided that the City and its designated representative agree in writing not to disclose any information which would indicate the amount paid by any identifiable customer or customers or any other information regarding identified customers.

10.4. Equivalent Fee Requirement. The separate ordinance imposing the fee shall not be effective against Company unless it lawfully imposes and the City monthly or more often collects a fee or tax of the same or greater equivalent amount on the receipts from sales of energy within the City by any other energy supplier, provided that, as to such a supplier, the City has the authority to require a franchise fee or to impose a tax. The “same or greater equivalent amount” shall be measured, if practicable, by comparing amounts collected as a franchise fee from each similar customer, or by comparing, as to similar customers the percentage of the annual bill represented by the amount collected for franchise fee purposes. If the Company specifically consents in writing to a franchise or separate ordinance collecting or failing to collect a fee from another energy supplier in contravention of this Section 10.4, the foregoing conditions will be waived to the extent of such written consent.

10.5. Continuation of Franchise Fee. If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon or until the franchise expiration as provided in section 2.6 above. In no event shall the franchise fee continue beyond the franchise expiration as provided in section 2.6 above.

SECTION 11. SERVICE RELIABILITY, INFRASTRUCTURE REPORTING.

The Company and the City shall meet annually at a mutually convenient time to discuss items of concern or interest raised by the City or the Company.

SECTION 12. PROVISION OF ORDINANCE.

12.1. Severability. Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

12.2. Limitation on Applicability. This Ordinance constitutes a franchise agreement between the City and the Company as the only parties and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

Section 13. Amendment Procedure.

Either Party to this franchise agreement may at any time propose that the agreement be amended. This Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of the Company's written consent thereto with the City Manager within sixty (60) days after the effective date of the amendatory ordinance. Neither party waives any rights hereby.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.

Signatures as follows on separate page:

Ordinance – Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC GROUND OF THE CITY OF ROSEVILLE, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF.

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

City. The City of Roseville, County of Ramsey, State of Minnesota

City Utility System. Facilities used for providing public utility service owned or operated by the City or an agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Commission. The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate gas retail rates now vested in the Minnesota Public Utilities Commission.

Company. Northern States Power Company, a Minnesota corporation, its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this franchise.

Gas Facilities. Gas transmission and distribution pipes, lines, ducts, fixtures, and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing gas energy for public or private use.

Notice. A writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to General Counsel, 414 Nicollet Mall, 401-8, Minneapolis, Minnesota 55401. Notice to the City shall be mailed to the City Manager, 2660 Civic Center Drive, Roseville, Minnesota 55113. Any party may change its respective address for the purpose of this Ordinance by written notice to the other parties.

Public Ground. Land owned or otherwise controlled by the City for park, open space or similar public purpose, which is held for use in common by the public and not a Public Way.

47 **Public Way.** Any public right-of-way within the City as defined by Minnesota Statutes,
48 Section 237.162, subd. 3.
49

50 **SECTION 2. ADOPTION OF FRANCHISE.**
51

52 2.1 **Grant of Franchise.** The City hereby grants the Company, for a period of twenty (20)
53 years from the date this Ordinance is passed and approved by the City, the right to import,
54 manufacture, distribute and sell gas for public and private use within and through the limits
55 of the City as its boundaries now exist or as they may be extended in the future. For these
56 purposes, the Company may construct, operate, repair and maintain Gas Facilities in, on, over,
57 under and across the Public Ways and Public Grounds of City, subject to the provisions of
58 this Ordinance. The Company may do all reasonable things necessary or customary to
59 accomplish these purposes, subject, however, to such reasonable regulations as may be
60 imposed by the City pursuant to ordinance and to the further provisions of this franchise
61 agreement.
62

63 2.2 **Effective Date; Written Acceptance.** This franchise shall be in force and effect from
64 and after the passage of this Ordinance and publication as required by law and its acceptance
65 by the Company. If the Company does not file a written acceptance with the City within sixty
66 (60) days after the date the City Council adopts this Ordinance, the City Council by resolution
67 may revoke this franchise, seek its enforcement in a court of competent jurisdiction or pursue
68 other remedies in law or in equity.
69

70 2.3. **Service and Gas Rates.** The service to be provided and the rates to be charged by the
71 Company for gas service in the City are subject to the jurisdiction of the Commission.
72

73 2.4. **Publication Expense.** The City shall pay the expense of publication of this Ordinance
74 and shall be reimbursed by Company.

75 2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the
76 performance of any obligation hereunder, the complaining party shall notify the other party
77 of the default and the desired remedy. The notification shall be written. Representatives of the
78 parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute.
79 If the dispute is not resolved within thirty (30) days of the date of written notice, the parties
80 may jointly select a mediator to facilitate further discussion. The parties will equally share the
81 fees and expenses of the mediator. If a mediator is not used or if the parties are unable to
82 resolve the dispute within thirty (30) days after first meeting with the selected mediator, either
83 party may commence an action in Ramsey County District Court to interpret and enforce this
84 franchise or for such other relief as may be permitted by law or equity.
85

86 2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the
87 terms of a new franchise by the time this franchise expires, this franchise will remain in effect
88 until a new franchise is agreed upon, or until ninety (90) days after the City or the Company
89 serves written Notice to the other party of its intention to allow the franchise to expire.
90 However, in no event shall this franchise continue for more than one year after expiration of
91 the 20-year term set forth in Section 2.1.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1. Location of Facilities. Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt or interfere with the normal operation of any City Utility System previously installed therein. Gas Facilities may be located on Public Grounds as determined by the City. The Company's construction, reconstruction, operation, repair, maintenance, location and relocation of Gas Facilities shall be subject to other reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this franchise.

3.2. Street Openings. The Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. However, if City imposes a franchise fee under Section 8.1 of this franchise, City shall not impose permit fees on the Company. Permit conditions imposed on the Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. The Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Gas Facilities; and (ii) the Company gives telephone, email or similar notice to the City before commencement of the emergency repair, if reasonably possible. Within two business days, or as soon thereafter as reasonably possible, after commencing the repair, the Company shall apply for any required permits and, subject to the terms of this Section 3.2, pay any required fees.

3.3. Restoration. After undertaking any work requiring the opening of any Public Way, the Company shall restore the Public Way in accordance with Minnesota Rules, part 7819.1100 and applicable City ordinances consistent with law. The Company shall restore the Public Ground to as good a condition as formerly existed, and shall maintain any paved surface in good condition for one year thereafter. All work shall be completed as promptly as weather permits, and if the Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to the Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration of the Public Ground at the expense of the Company. The Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.3.

3.4. Avoid Damage to Gas Facilities. The Company, in accordance with current standards and regulations, must take reasonable protective measures when the City performs work near Gas Facilities, if given reasonable notice by the City of such work prior to its commencement. Nothing in this Ordinance relieves any person, including Company, from liability arising out of the failure to exercise reasonable care to avoid damaging Gas Facilities while performing any activity.

3.5. Notice of Improvements to Streets. The City must give the Company reasonable written Notice of plans for improvements to Public Ways or Public Grounds where the City

has reason to believe that Gas Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one-Public Way or Public Ground is involved, the order in which the work is to proceed. The notice will be given to the Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit the Company to make any additions, alterations or repairs to its Gas Facilities the Company deems necessary.

3.6 Mapping Information. The Company must promptly provide complete a mapping information for any of its Gas Facilities in accordance with the requirements of Minnesota Rules, parts 7819.4000 and 7819.4100. Any mapping information so provided shall be treated as protected nonpublic data, not public data, trade secret information and security information, as is protected from public or unauthorized disclosure to the extent such protection is consistent with the Government Data Practices Act, Minn. Stat. §13 and state law.

3.7. Field Locations. Company shall provide field locations for its underground Gas Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

SECTION 4. RELOCATIONS.

4.1. Relocation in Public Ways. The Company shall comply with Minnesota Rules, part 7819.3100 and applicable City ordinances consistent with law. If a relocation is ordered by the City within five years of a prior relocation of the same Gas Facilities which was made at Company expense, the City shall reimburse Company for non-betterment costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense. .

4.2. Relocation in Public Grounds. The City may require the Company at the Company's expense to relocate or remove its Gas Facilities from Public Ground upon a finding by the City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground. Relocation shall comply with applicable city ordinances consistent with law.

4.3. Projects with Federal Funding. City shall not order Company to remove or relocate its Gas Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal, or rearrangement of any Company Gas Facilities made necessary because of the extension into or through the City of

a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended.

4.4 No Waiver. The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. INSURANCE AND INDEMNIFICATION.

5.1. Insurance. The Company is required to maintain Commercial General Liability Insurance on an occurrence basis protecting it from claims for damages for bodily injury, including death, and for claims for property damage, which may arise from operations under this Ordinance. Insurance minimum limits are as follows:

- ☐ \$2,000,000 – per occurrence
- ☐ \$4,000,000 – annual aggregate

The following coverages shall be included: Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury Blanket Contractual Liability and Products and Completed Operations Liability.

The City must be endorsed as an Additional Insured.

With the City's consent, which shall not be unreasonably withheld, the Company shall have the option of providing a program of self-insurance to meet its obligation under this Ordinance. In such event, the Company shall submit to the city a Certificate of Self-Insurance or other documents showing proof of its financial responsibility.

5.2. Indemnity of City. The Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Gas Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner, of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

5.3. Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, the Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to the Company within a period wherein the Company is not prejudiced by lack of such notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the

Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert on its own behalf. This franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

SECTION 6. VACATION OF PUBLIC WAYS.

The City shall give the Company at least two weeks prior written notice of a proposed vacation of a Public Way. The City and the Company shall comply with Minnesota Rules, part 7819.3200 and applicable ordinances consistent with law. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Gas Facilities, shall not operate to deprive Company of its rights to operate and maintain such Gas Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation are first paid to Company.

SECTION 7. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 8. FRANCHISE FEE.

8.1. **Form.** During the term of the franchise hereby granted, and in lieu of any permit or other fees being imposed or that the City has a right to impose on Company, the City may charge the Company a franchise fee by collecting the amounts the parties have agreed to as indicated in a Fee Schedule set forth in a separate franchise fee ordinance from each customer in the designated Company Customer Class. The fee may be (i) a percentage of gross revenues received by the Company for its operations within the City, or (ii) a flat fee per customer, or (iii) a fee based some other basis as agreed by the parties. The method of imposing the franchise fee, the percentage of revenue rate, or the flat rate may differ for each customer class or combine the methods described in (i) – (iii) above in assessing the fee. The City shall seek to use a formula that provides a stable and predictable amount of fees. If the Company claims that the City-required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company shall propose a formula that will produce a substantially similar fee amount to the City.

8.2. **Separate Ordinance.** The franchise fee shall be imposed by a separate franchise fee ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least ninety (90) days after written notice enclosing such proposed ordinance has been served upon the Company by certified mail. The fee shall not become effective until the beginning of a Company billing month at least ninety (90) days after written notice enclosing such adopted ordinance has been served upon the Company by certified mail. Section 2.5 shall

constitute the sole remedy for solving disputes between Company and the City in regard to the interpretation of, or enforcement of, the separate ordinance. No action by the City to implement a separate ordinance will commence until this Ordinance is effective.

8.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against Company unless it lawfully imposes and the City monthly or more often collects a fee or tax of the same or greater equivalent amount on the receipts from sales of energy within the City by any other energy supplier, provided that, as to such a supplier, the City has the authority to require a franchise fee or to impose a tax. The “same or greater equivalent amount” shall be measured, if practicable, by comparing amounts collected as a franchise fee from each similar customer, or by comparing, as to similar customers the percentage of the annual bill represented by the amount collected for franchise fee purposes. If the Company specifically consents in writing to a franchise or separate ordinance collecting or failing to collect a fee from another energy supplier in contravention of this Section 8.3, the foregoing conditions will be waived to the extent of such written consent.

8.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly and shall be based on the amount collected by Company during complete billing months of the period for which payment is to be made by imposing a surcharge equal to the designated franchise fee for the applicable customer classification in all customer billings for Gas service in each class. The payment shall be due the last business day of the month following the period for which the payment is made. The franchise fee formula may be changed by ordinance from time to time, however, each change shall meet the same notice requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City. The time and manner of collecting the franchise fee is subject to the approval of the Commission. No franchise fee shall be payable by Company if Company is legally unable to first collect an amount equal to the franchise fee from its customer in each applicable class of customers by imposing a surcharge in Company’s applicable rates for Gas service. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company, and correction of erroneous billings. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company’s determination of the franchise fee payments provided that the City and its designated representative agree in writing not to disclose any information which would indicate the amount paid by any identifiable customer or customers or any other information regarding identified customers.

8.5. **Continuation of Franchise Fee.** If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon or until the franchise expiration as provided in section 2.6 above. In no event shall the franchise fee continue beyond the franchise expiration as provided in section 2.6 above.

SECTION 9. ABANDONED FACILITIES.

The Company shall comply with City ordinances to the extent consistent with law, Minnesota Statutes, Sections 216D.01 et seq. and Minnesota Rules, part 7819.3300, as they may be amended from time to time. The Company shall produce records of abandoned and retired Facilities within the City if such records are available. The Company shall provide field locations for its underground Gas Facilities within the City consistent with the requirements of Minnesota Statutes Chapter 216D. The Company may abandon underground Gas Facilities in place, provided at the City's request, Company will remove abandoned gas Facilities interfering with a City improvement project but only to the extent such Gas Facilities are uncovered by city excavation, interfere with the construction of a city project, or are causing a safety issue.

SECTION 10. SAFETY AND INFRASTRUCTURE REPORTING.

The Company and the City shall meet annually at a mutually convenient time to discuss items of concern or interest raised by the City or the Company.

SECTION 11. PROVISIONS OF ORDINANCE.

11.1. **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

11.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and the Company as the only parties and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third-party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 12. TREE TRIMMING

Unless otherwise provided in any permit or other reasonable regulation required by the City under separate ordinance, the Company may trim all trees and shrubs in the Public Ways and Public Grounds of the City to the extent the Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Gas Facilities installed hereunder, provided that the Company shall hold the City harmless from any liability arising therefrom.

SECTION 13. AMENDMENT-PROCEDURE.

Either party to this franchise agreement may at any time propose that the agreement be amended. This Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall

become effective upon the filing of the Company's written consent thereto with the City Manager within sixty (60) days after the effective date of the amendatory ordinance. Neither party waives any rights hereby.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.

373 **Signatures as follows on separate page:**

374
375 *Ordinance – Title of Ordinance* -

376
377
378 (SEAL)

379
380
381 CITY OF ROSEVILLE

382
383
384 BY: _____
385 Daniel J. Roe, Mayor

386
387 ATTEST:

388
389
390 _____
391 Patrick Trudgeon, City Manager

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

* * * * *

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

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. ____ GRANTING TO NORTHERN STATES POWER COMPANY, A
MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO
CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF ROSEVILLE,
MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION
LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND
APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE
CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC WAYS AND
PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES..**

WHEREAS, the City Council of the City of Roseville, on ____ 2025, adopted Ordinance No. ____; entitled “AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF ROSEVILLE, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES.,” and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance

City of Roseville

SUMMARY PUBLICATION

Ordinance No. ____

The following is the official summary of Ordinance No. ____ entitled “AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF ROSEVILLE, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES.”.

On _____, 2025, the City Council of the City of Roseville adopted Ordinance No. ____ . As the above title suggests, the ordinance grants to Northern States Power Company, d/b/a Xcel Energy, a franchise to construct, operate, repair and maintain facilities and equipment for the transmission and distribution of electric energy for public and private use and to use the public ways and grounds in the city for such purposes. The ordinance also prescribes certain terms and conditions associated with such activities. This public notice is intended only to summarize the ordinance.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City’s website. (www.cityofroseville.com)

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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

WITNESS MY HAND officially as such Manager this ____ day of ____, 2025.

Patrick Trudgeon, City Manager

Seal

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

* * * * *

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

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. ____ GRANTING TO NORTHERN STATES POWER COMPANY, A
MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A
NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND
MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION,
DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND
PRIVATE USE AND TO USE THE PUBLIC GROUND OF THE CITY OF ROSEVILLE,
MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND
CONDITIONS THEREOF.**

WHEREAS, the City Council of the City of Roseville, on ____ 2025, adopted Ordinance No. ____; entitled “AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC GROUND OF THE CITY OF ROSEVILLE, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF;” and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance.

City of Roseville
SUMMARY PUBLICATION
Ordinance No. _____

The following is the official summary of Ordinance No. _____ entitled “GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC GROUND OF THE CITY OF ROSEVILLE, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF.”

On _____, 2025, the City Council of the City of Roseville adopted Ordinance No. _____. As the above title suggests, the ordinance grants to Northern States Power Company, d/b/a Xcel Energy, a franchise to construct, operate, repair and maintain facilities and equipment for the transmission and distribution of gas energy for public and private use and to use the public ways and grounds in the city for such purposes. The ordinance also prescribes certain terms and conditions associated with such activities. This public notice is intended only to summarize the ordinance.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City’s website. (www.cityofroseville.com)

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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

WITNESS MY HAND officially as such Manager this ____ day of _____, 2025.

Patrick Trudgeon, City Manager

Seal

39 **Section 4. Surcharge.** The City recognizes that the Minnesota Public Utilities
40 Commission may allow the Company to add a surcharge to customer rates of city
41 residents to reimburse the Company for the cost of the fee. The Company agrees
42 that it is prohibited from adding an administrative fee of any kind on to the
43 franchise fee.

44 **Section 5. Enforcement.** Any dispute, including enforcement of a default
45 regarding this ordinance will be resolved in accordance with Section 2.5 of the
46 Franchise Agreement.

47 **Section 6. Effective Date of Franchise Fee.** The effective date of fee collection
48 shall be March 1, 2026 or 90 days after the City sends written notice enclosing a
49 copy of this adopted Ordinance to the Company by certified mail, whichever date
50 is later.

51 **Section 7. Effective Date.** This ordinance becomes effective from and after its
52 passage and publication.

53
54 Passed by the City Council of the City of Roseville this ____ day of _____ 2025.
55
56

57 **Signatures as follows on separate page:**

58
59 *Ordinance – AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES*
60 *POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC*
61 *SERVICE WITHIN THE CITY OF ROSEVILLE*

62
63 (SEAL)

64
65
66 CITY OF ROSEVILLE

67
68
69 BY: _____
70 Daniel J. Roe, Mayor

71
72 ATTEST:

73
74
75 _____
76 Patrick Trudgeon, City Manager

EXHIBIT A
XCEL ENERGY ELECTRIC FRANCHISE

FEE SCHEDULE

<u>Class</u>	<u>Monthly Fee per Customer*</u>
Residential	\$ 3.00
Sm C & I – Non-Dem	\$ 13.00
Sm C & I – Demand	\$ 25.00
Large C & I	\$329.00

*Franchise fees are to be collected monthly by the Company in the amounts set forth in the above schedule, and remitted to the City on a quarterly basis as follows:

January – March: Collections due by April 30.

April – June: Collections due by July 31.

July – September: Collections due by October 31.

October – December: Collections due by January 31.

Passed by the City Council of Roseville, Minnesota this _____ day of [MONTH], 2025.

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

1 **City of Roseville**
2 **ORDINANCE NO.**

3
4 AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE
5 ON NORTHERN STATES POWER COMPANY, A MINNESOTA
6 CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING
7 GAS SERVICE WITHIN THE CITY OF ROSEVILLE
8

9
10 THE CITY OF ROSEVILLE ORDAINS:
11

12 **Section 1. Purpose.** The Roseville City Council has determined that it is in the
13 best interest of the City to impose a franchise fee on those public utility companies
14 that provide gas services within the City of Roseville. Pursuant to City Ordinance
15 No. [REDACTED], a Franchise Agreement between the City of Roseville and Northern
16 States Power Company, a Minnesota corporation, its successors and assigns,
17 ("Company") the City has the right to impose a franchise fee on the Company.
18

19 **Section 2. Terms.** A franchise fee is hereby imposed on the Company under its
20 gas franchise in accordance with the amount and fee design set forth in the fee
21 schedule attached as Exhibit A to this Ordinance commencing with the
22 Company's March 2026 billing month.

23 This fee is an account-based fee on each premise and not a meter-based fee. In
24 the event that an entity covered by this ordinance has more than one meter at a
25 single premise, but only one account, only one fee shall be assessed to that
26 account. If a premise has two or more meters being billed at different rates, the
27 Company may have an account for each rate classification, which will result in
28 more than one franchise fee assessment for gas service to that premise. If the
29 Company combines the rate classifications into a single account, the franchise
30 fee assessed to the account will be the largest franchise fee applicable to a
31 single rate classification for energy delivered to that premise. In the event any
32 entities covered by this ordinance have more than one premise, each premise
33 (address) shall be subject to the appropriate fee. In the event a question arises
34 as to the proper fee amount for any premise, the Company's manner of billing
35 for energy used at all similar premises in the city will control.

36 **Section 3. Payment and Fee Modification.** The franchise fee shall be payable
37 to the City in accordance with the terms set forth in Section 8 of the Franchise.

38 **Section 4. Surcharge.** The City recognizes that the Minnesota Public Utilities
39 Commission may allow the Company to add a surcharge to customer rates of

city residents to reimburse the Company for the cost of the fee. The Company agrees that it is prohibited from adding an administrative fee of any kind on to the franchise fee.

Section 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Section 6. Effective Date of Franchise Fee. The effective date of fee collection shall be March 1, 2026 or 90 days after the City sends written notice enclosing a copy of this adopted Ordinance to the Company by certified mail, whichever date is later.

Section 7. Effective Date. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 2025.

56 **Signatures as follows on separate page:**

57
58 *Ordinance – AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON NORTHERN STATES POWER*
59 *COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE*
60 *WITHIN THE CITY OF ROSEVILLE*

61
62 (SEAL)

63
64
65 CITY OF ROSEVILLE

66
67
68 BY: _____
69 Daniel J. Roe, Mayor

70
71 ATTEST:

72
73
74 _____
75 Patrick Trudgeon, City Manager

EXHIBIT A
XCEL ENERGY GAS FRANCHISE

FEE SCHEDULE

<u>Class</u>	<u>Monthly Fee per Customer*</u>
Residential	\$ 3.00
Commercial Non-Demand	\$ 13.00
Commercial Demand	\$ 13.00
Small Interruptable	\$ 25.00
Medium and Large Interruptable	\$329.00

Franchise fees are to be collected monthly by the Company in the amounts set forth in the above schedule, and remitted to the City on a quarterly basis as follows:

January – March: Collections due by April 30.

April – June: Collections due by July 31.

July – September: Collections due by October 31.

October – December: Collections due by January 31.

Passed by the City Council of Roseville, Minnesota this ____ day of [MONTH], 2025.

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

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

* * * * *

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

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. _____ IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON
NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE
CITY OF ROSEVILLE**

WHEREAS, the City Council of the City of Roseville, on _____ 2025, adopted Ordinance No. _____; entitled “AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF ROSEVILLE;” and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance

City of Roseville
SUMMARY PUBLICATION
Ordinance No. _____

The following is the official summary of Ordinance No. _____ entitled “AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF ROSEVILLE”.

On _____, 2025, the City Council of the City of Roseville adopted Ordinance No. _____. The ordinance establishes the city's electric franchise fees on Northern States Power Company, the utility which provides electric service within Roseville under a franchise agreement with the city. The new rates, effective March 1, 2026, will be \$3.00 per month for electric service for residential customers. Other rate changes apply to non-residential customers. This public notice is intended only to summarize the ordinance.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City's website. (www.cityofroseville.com)

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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

WITNESS MY HAND officially as such Manager this ____ day of _____, 2025.

Patrick Trudgeon, City Manager

Seal

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

* * * * *

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

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. _____ IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON
NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE
CITY OF ROSEVILLE**

WHEREAS, the City Council of the City of Roseville, on _____ 2025, adopted Ordinance No. _____; entitled “AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE WITHIN THE CITY OF ROSEVILLE;” and

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City of Roseville
SUMMARY PUBLICATION
Ordinance No. _____

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On _____, 2025, the City Council of the City of Roseville adopted Ordinance No. _____. The ordinance establishes the city's gas franchise fees on Northern States Power Company, the utility which provides gas service within Roseville under a franchise agreement with the city. The new rates, effective March 1, 2026, will be \$3.00 per month for electric service for residential customers. Other rate changes apply to non-residential customers. This public notice is intended only to summarize the ordinance.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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

WITNESS MY HAND officially as such Manager this ____ day of _____, 2025.

Patrick Trudgeon, City Manager

Seal



Memo

To: Mayor, City Council
From: Patrick Trudgeon, City Manager
Date: November 10, 2025, Updated November 19, 2025
Re: Franchise Fee Impacts to Budget and Levy

As the City Council narrows down the 2026 budget and levy scenarios, staff is assuming that the additional public safety personnel will be part of the 2026 budget as evidenced by the acceptance of the SAFER and COPS grants. In addition, while a final decision has not been made, the City Council has indicated, through previous discussions, that a start date of April 15, 2026 is desired for the 15 new firefighters.

With that in mind, there are 3 scenarios that should be focused on.

Scenario 1

- Adds the public safety personnel with the SAFER and COPS grants partially assisting in the costs for 2026
- Firefighters starting on April 15, 2026
- No franchise fees are implemented
- No additional capital spending is proposed

Scenario 1 results in a tax levy increase of 11.54% and an increase of \$15.71 more per month for the owner of the median-valued home (\$378,600)

Scenario 2

- Adds the public safety personnel with the SAFER and COPS grants partially assisting in the costs for 2026
- Firefighters starting on April 15, 2026
- Franchise Fees raising \$2,420,000 are implemented
- Of the \$2.42 million of franchise fees:
 - \$2,106,00 are used to replace \$1.631million of existing levy dollars going to the Street Fund, Street Light Fund, Pathway and Parking Lot fund, and Public Works Equipment Fund.
 - \$264,000 of the franchise fees will be used for the Police Department Vehicle and Equipment Fund
 - \$50,000 will be allocated to the Engineering Services Fund to replace the Xcel permit revenue

- Of the \$1.631 million of existing levy dollars currently going to capital funds that are freed up with use of franchise fees:
 - \$420,000 will be repurposed to 4 capital funds on an ongoing basis:
 - \$100,000 into the Public Works Department Vehicle and Equipment Fund
 - \$120,000 into the Fire Department Vehicle and Equipment Fund
 - \$100,000 into the Parks and Recreation Department Vehicle and Equipment Fund
 - \$100,000 into the Park Improvement Fund
- The remaining \$1.211 million of levy currently going to capital funds will now be reallocated to support the operational portion of the budget on an ongoing basis

Scenario 2 results in a tax levy increase of 7.59% and an increase of \$10.61 more per month for the owner of the median-valued home (\$378,600)

With the inclusion of franchise fees, the owner of a median-valued home will pay a total of \$16.61 more per month

Scenario 3

- Adds the public safety personnel with the SAFER and COPS grants partially assisting in the costs for 2026
- Firefighters starting on April 15, 2026
- Franchise Fees raising \$2,420,000 are implemented
- Of the \$2.42 million of franchise fees:
 - \$2,106,00 are used to replace \$1.631million of existing levy dollars going to the Street Fund, Street Light Fund, Pathway and Parking Lot fund, and Public Works Equipment Fund.
 - \$264,000 of the franchise fees will be used for the Police Department Vehicle and Equipment Fund
 - \$50,000 will be allocated to the Engineering Services Fund to replace the Xcel permit revenue
- Of the \$1.631 million of existing levy dollars currently going to capital funds that are freed up with use of franchise fees:
 - All \$1.631 million of the levy currently going to capital funds will now be reallocated to support the operational portion of the budget on an ongoing basis

Scenario 3 results in a tax levy increase of 6.22% and an increase of \$8.83 more per month for the owner of the median-valued home (\$378,600)

With the inclusion of franchise fees, the owner of a median-valued home will pay a total of \$14.83 more per month in total

Scenario 1				
R-O-W Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Street Fund	\$ 1,120,000		\$ -	\$ -
Street Light Fund	\$ 21,000	\$ -	\$ -	\$ -
Pathway and Parking Lot Fund	\$ 255,000	\$ -	\$ -	\$ -
PW Equipment Fund	\$ 235,000	\$ -	\$ -	\$ -
	\$ 1,631,000	\$ -	\$ -	\$ -
Other Capital Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Police Department Veh & Eqp Fund	\$ 300,000	\$ -	\$ -	\$ 300,000
Fire Department Veh & Eqp Fund	\$ 335,000	\$ -	\$ -	\$ 335,000
Facilities Fund	\$ 651,000	\$ -	\$ -	\$ 651,000
Parks Department Veh & Eqp Fund	\$ 202,000	\$ -	\$ -	\$ 202,000
Park Improvement Fund	\$ 785,000	\$ -	\$ -	\$ 785,000
	\$ 2,273,000	\$ -	\$ -	\$ 2,273,000
	Current Levy	Repurposed Levy	Franchise Fees	Total
Engineering Services Fund	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	Current Levy	Repurposed Levy	Franchise Fees	Total
Grand Totals	\$ 3,904,000.00	\$ -	\$ -	\$ 3,904,000.00
Capital Levy Available due to use of Franchise Fees	\$ -			
Repurposed Capital Levy to other Capital Funds	\$ -			
Capital Levy available to be repurposed to Operational Budget	\$ -			
Scenario 1 Tax Levy Increase	11.54%			
Scenario 1 Monthly \$ increase for median-valued home with levy increase	\$15.71			
Total - Tax Levy Increase & Franchise Fee	\$ 15.71			

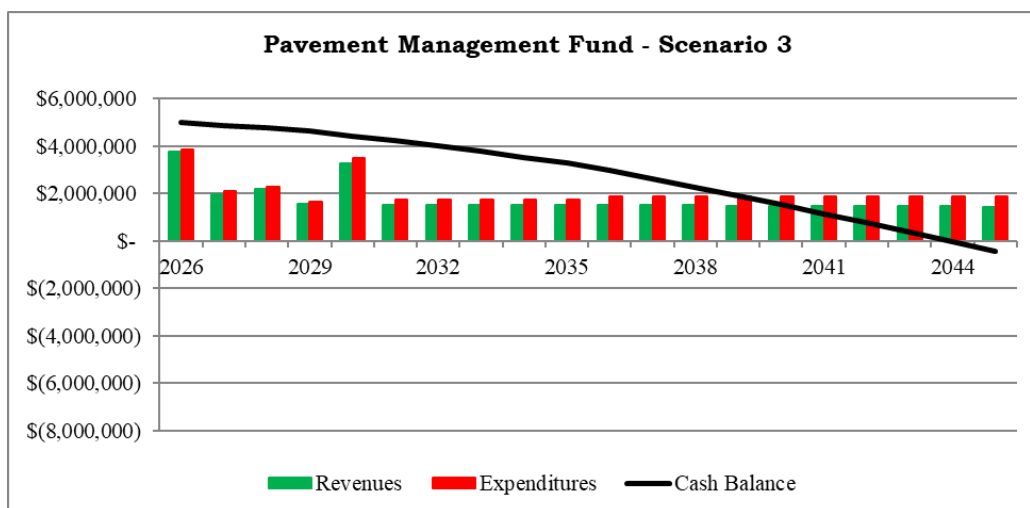
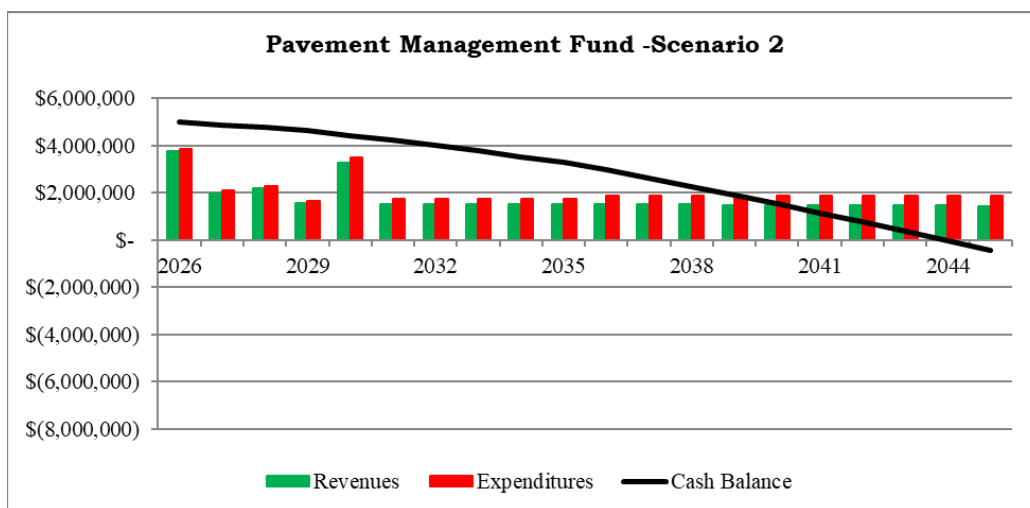
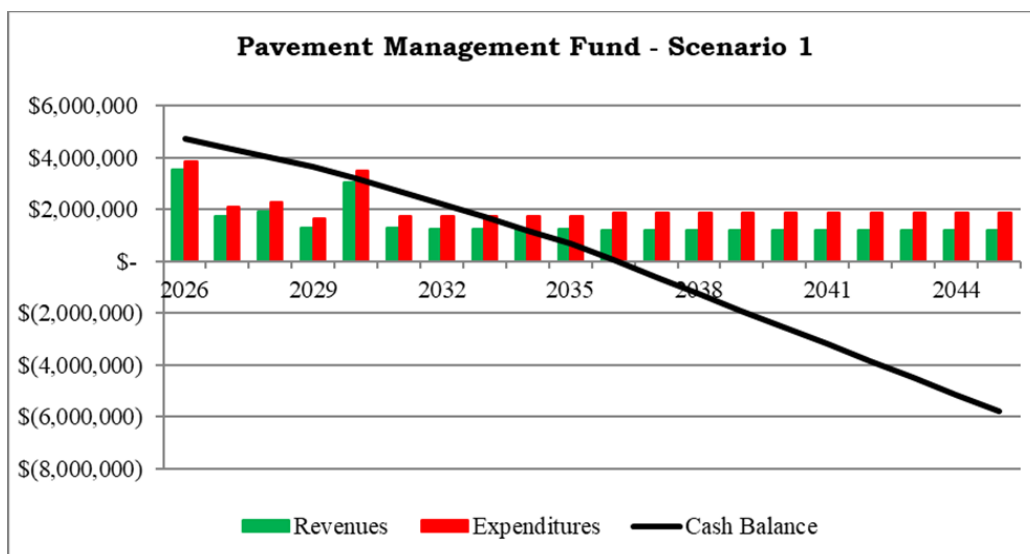
- No franchise fees
- No additional capital spending as part of the 2026 City Budget
- Levy and monthly dollar increase to the median valued home assumes using the SAFER and COPS grants to add the 22 public safety personnel with the firefighters starting on April 15, 2026
- Median-valued home in Roseville is \$378,600
- Finance Commission Recommendation: 10% levy increase or less equals an increase of **\$13.72** per month for median-valued home

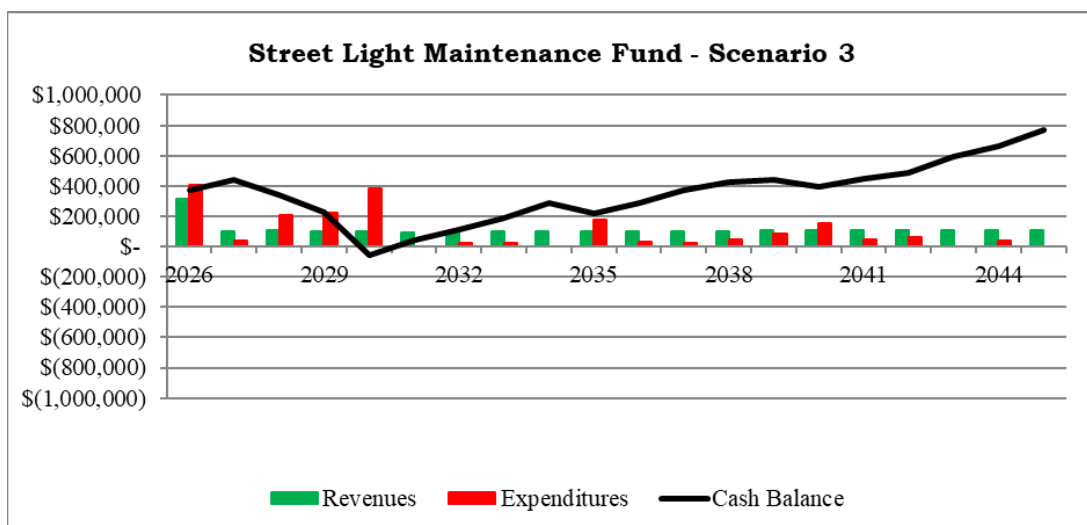
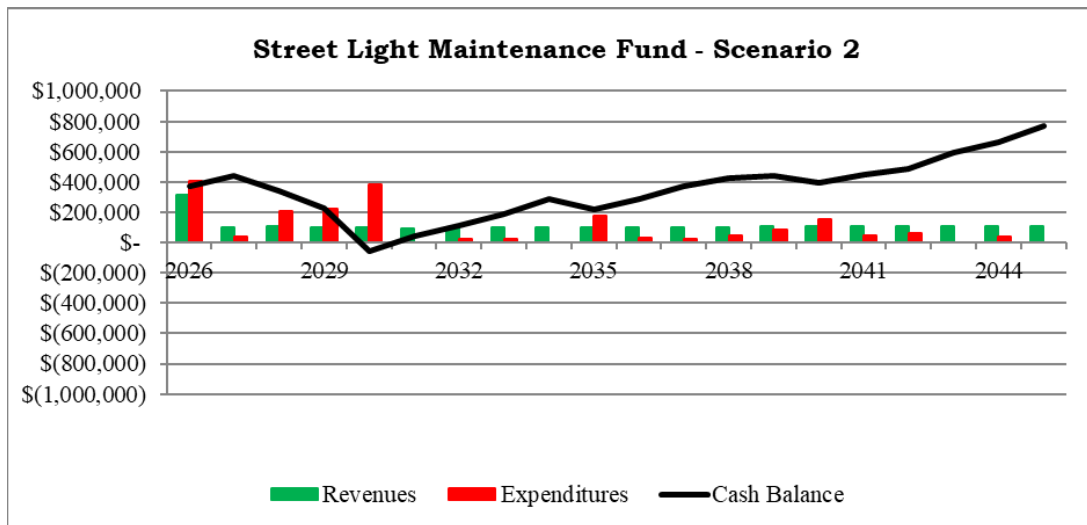
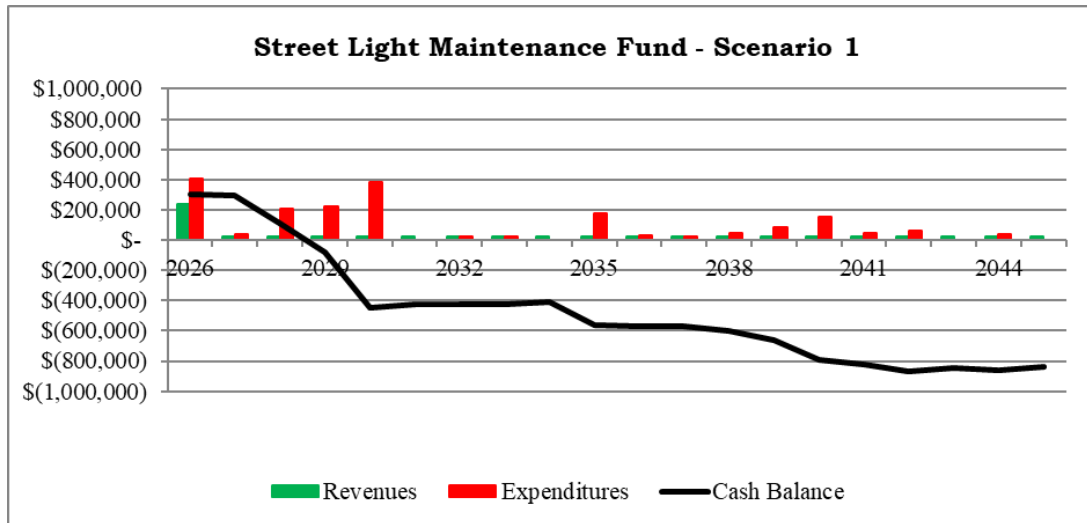
Scenario 2				
R-O-W Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Street Fund	\$ 1,120,000		\$ 1,360,000	\$ 1,360,000.00
Street Light Fund	\$ 21,000	\$ -	\$ 96,000	\$ 96,000.00
Pathway and Parking Lot Fund	\$ 255,000	\$ -	\$ 365,000	\$ 365,000.00
PW Equipment Fund	\$ 235,000	\$ 100,000	\$ 285,000	\$ 385,000.00
	\$ 1,631,000	\$ 100,000	\$ 2,106,000	\$ 2,206,000.00
Other Capital Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Police Department Veh & Eqp Fund	\$ 300,000	\$ -	\$ 264,000	\$ 564,000
Fire Department Veh & Eqp Fund	\$ 335,000	\$ 120,000	\$ -	\$ 455,000
Parks Department Veh & Eqp Fund	\$ 202,000	\$ 100,000	\$ -	\$ 302,000
Park Improvement Fund	\$ 785,000	\$ 100,000	\$ -	\$ 885,000
	\$ 1,622,000	\$ 320,000	\$ 264,000	\$ 2,206,000
	Current Levy	Repurposed Levy	Franchise Fees	Total
Engineering Services Fund	\$ -	\$ -	\$ 50,000	\$ 50,000
	\$ -	\$ -	\$ 50,000	\$ 50,000
	Current Levy	Repurposed Levy	Franchise Fees	Total
Grand Totals	\$ 3,253,000.00	\$ 420,000	\$ 2,420,000	\$ 6,093,000.00
Capital Levy Available due to use of Franchise Fees	\$ 1,631,000			
Repurposed Capital Levy to other Capital Funds	\$ 420,000			
Capital Levy available to be repurposed to Operational Budget	\$ 1,211,000			
Scenario 2 Tax Levy Increase	7.59%			
Scenario 2 Monthly \$ increase for median-valued home with levy increase	\$ 10.61			
Total - Tax Levy Increase & Franchise Fee	\$ 16.61			

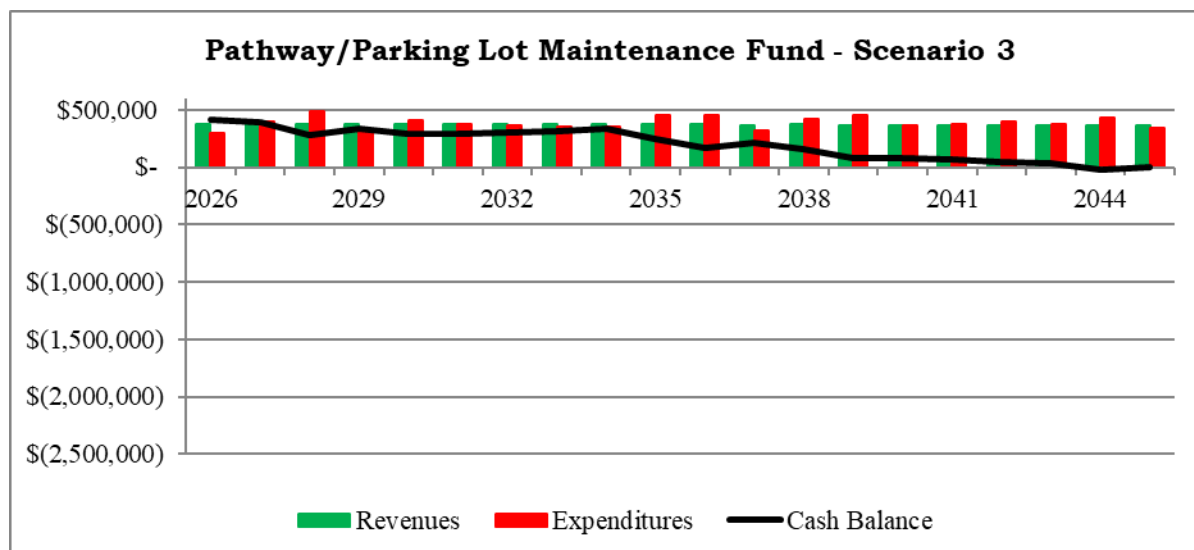
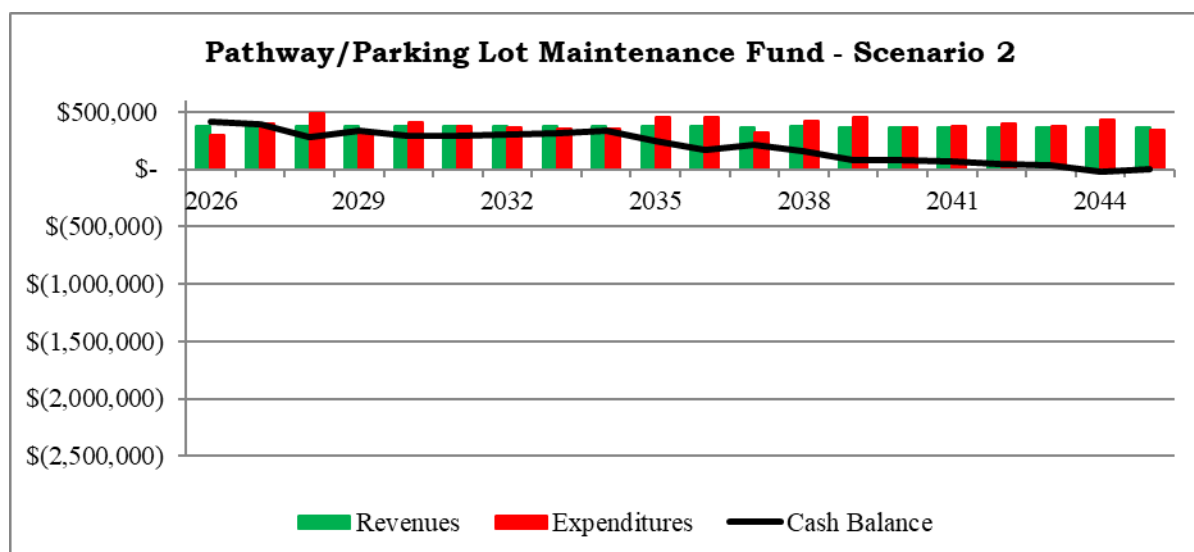
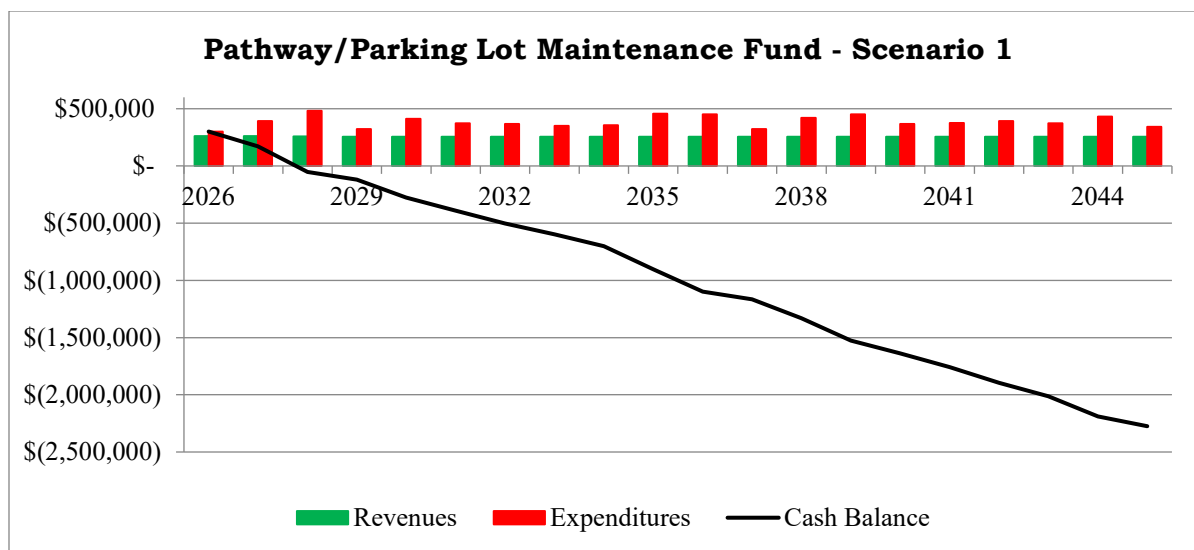
- Implements franchise fees that collect \$2,420,000 annually
- Additional capital spending of \$2,840,000 as part of the 2026 City Budget (\$2,370,000 from franchise fees and \$420,000 from repurposed capital levy)
- \$50,000 of franchise will be used to replace lost revenue of permit fees
- Levy and monthly dollar increase to the median valued home assumes using the SAFER and COPS grants to add the 22 public safety personnel with the firefighters starting on April 15, 2026
- Median-valued home in Roseville is \$378,600
- Finance Commission Recommendation: 10% levy increase or less equals an increase of **\$13.72** per month for median-valued home

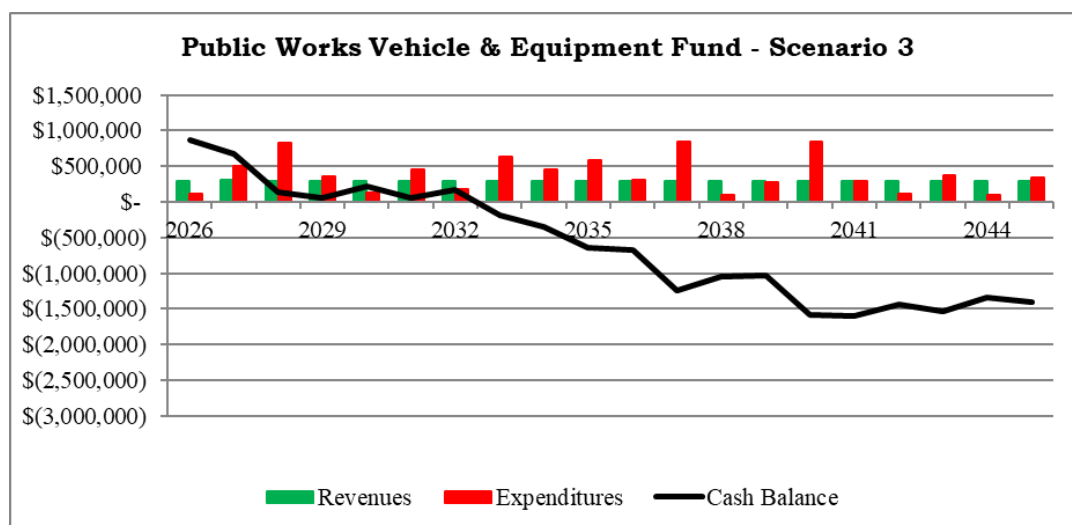
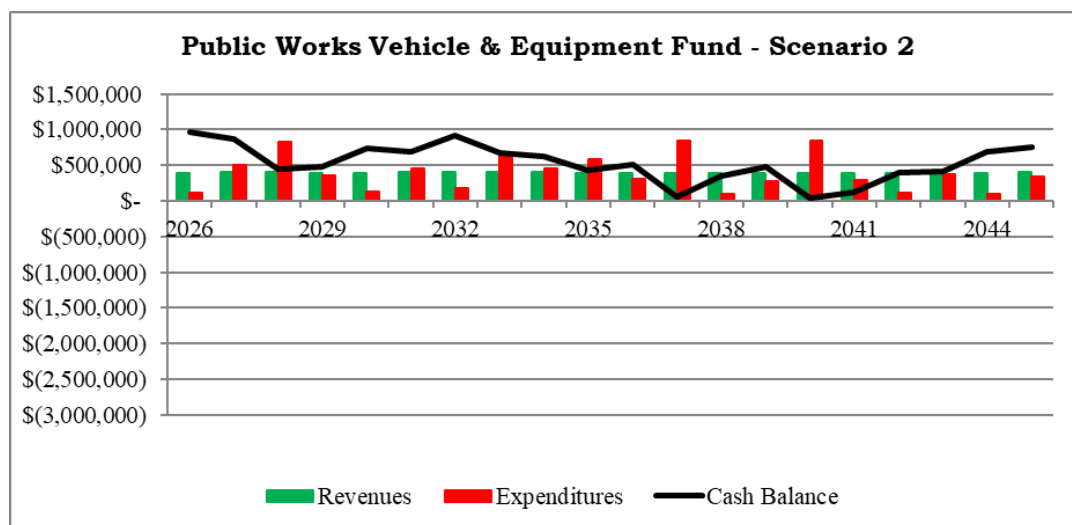
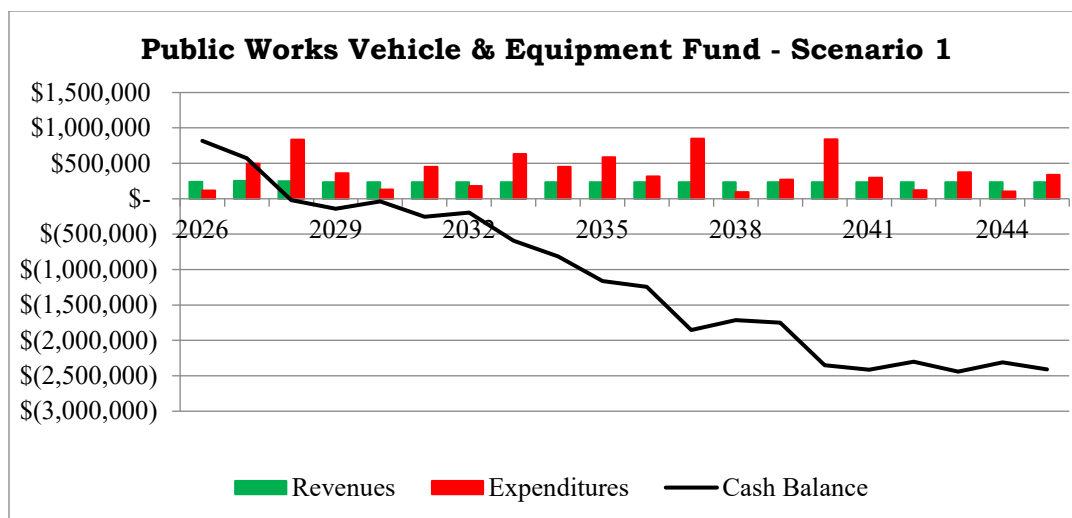
Scenario 3				
R-O-W Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Street Fund	\$ 1,120,000		\$ 1,360,000	\$ 1,360,000.00
Street Light Fund	\$ 21,000	\$ -	\$ 96,000	\$ 96,000.00
Pathway and Parking Lot Fund	\$ 255,000	\$ -	\$ 365,000	\$ 365,000.00
PW Equipment Fund	\$ 235,000	\$ -	\$ 285,000	\$ 285,000.00
	\$ 1,631,000	\$ -	\$ 2,106,000	\$ 2,106,000.00
Other Capital Funds	Current Levy	Repurposed Levy	Franchise Fees	Total
Police Department Veh & Eqp Fund	\$ 300,000	\$ -	\$ 264,000	\$ 564,000
Fire Department Veh & Eqp Fund	\$ 335,000	\$ -	\$ -	\$ 335,000
Facilities Fund	\$ 651,000	\$ -	\$ -	\$ 651,000
Parks Department Veh & Eqp Fund	\$ 202,000	\$ -	\$ -	\$ 202,000
Park Improvement Fund	\$ 785,000	\$ -	\$ -	\$ 785,000
	\$ 2,273,000	\$ -	\$ 264,000	\$ 2,537,000
	Current Levy	Repurposed Levy	Franchise Fees	Total
Engineering Services Fund	\$ -	\$ -	\$ 50,000	\$ 50,000
	\$ -	\$ -	\$ 50,000	\$ 50,000
	Current Levy	Repurposed Levy	Franchise Fees	Total
Grand Totals	\$ 3,904,000.00	\$ -	\$ 2,420,000	\$ 6,324,000.00
Capital Levy Available due to use of Franchise Fees	\$ 1,631,000			
Repurposed Capital Levy to other Capital Funds	\$ -			
Capital Levy available to be repurposed to Operational Budget	\$ 1,631,000			
Scenario 3 Tax Levy Increase	6.22%			
Scenario 2 Monthly \$ increase for median-valued home with levy increase	\$8.83			
Total - Tax Levy Increase & Franchise Fee	\$ 14.83			

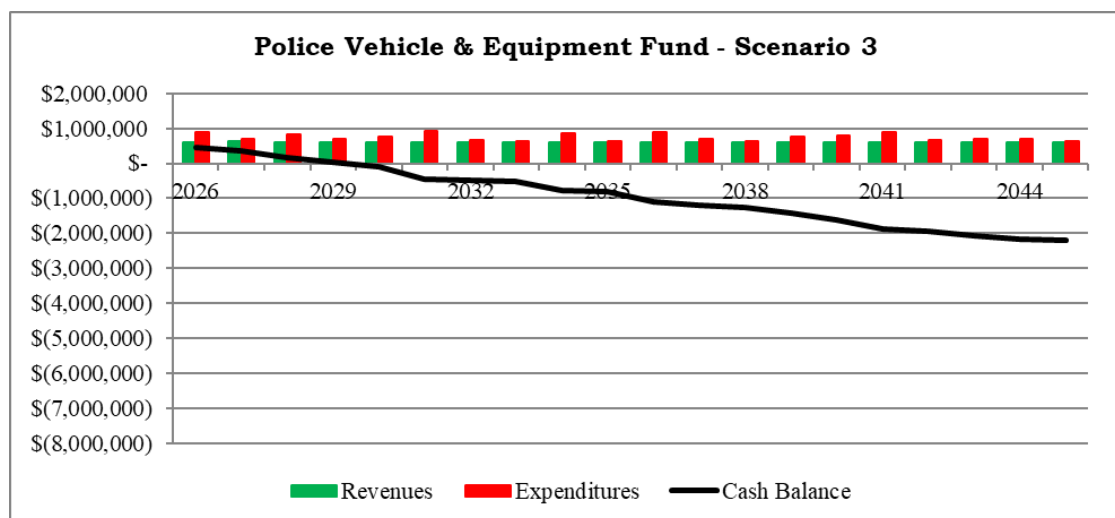
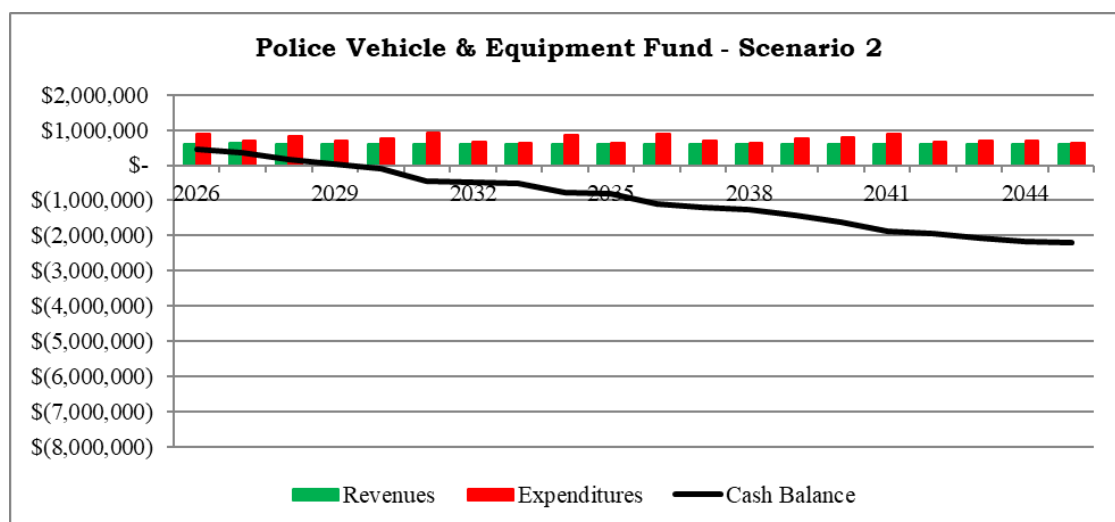
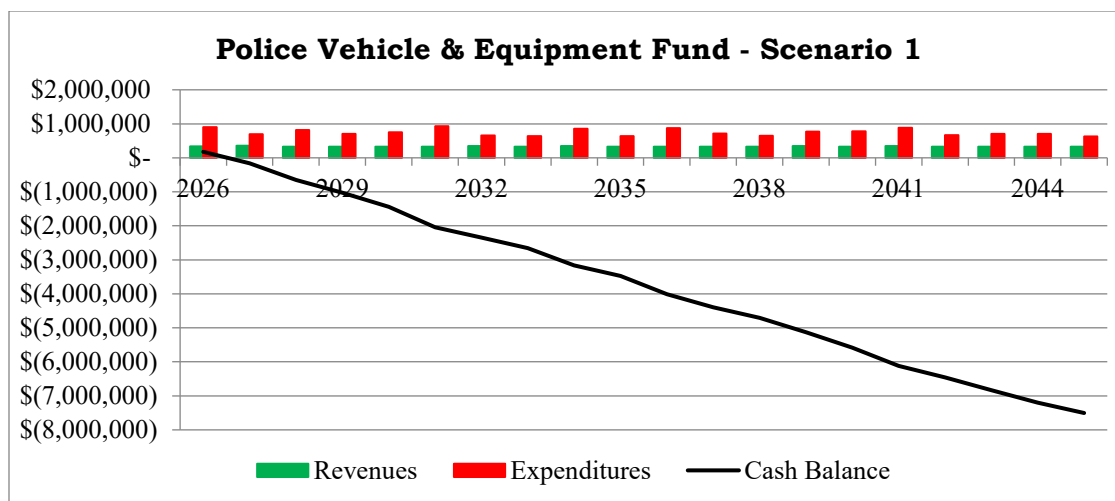
- Implements franchise fees that collect \$2,420,000 annually
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- \$50,000 of franchise will be used to replace lost revenue of permit fees
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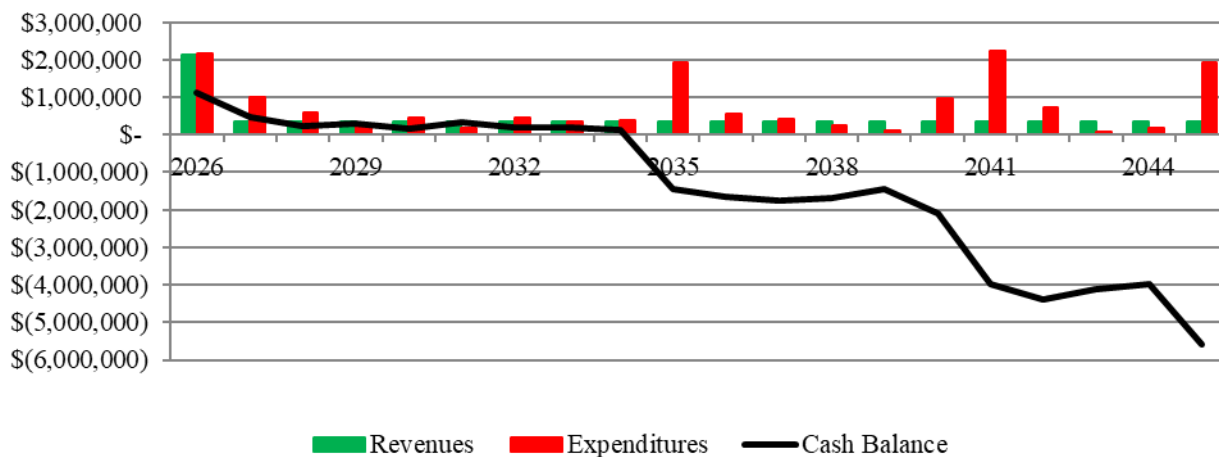




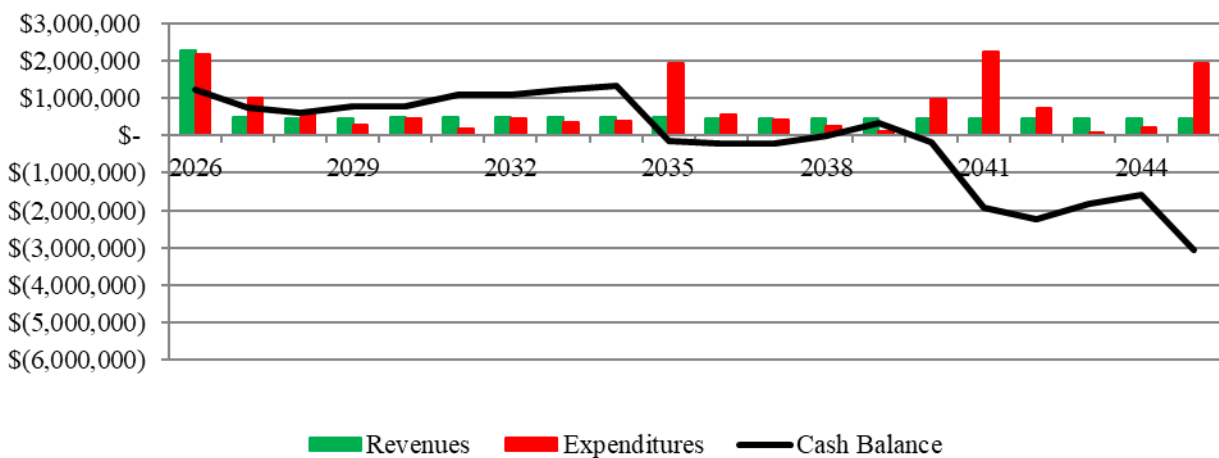




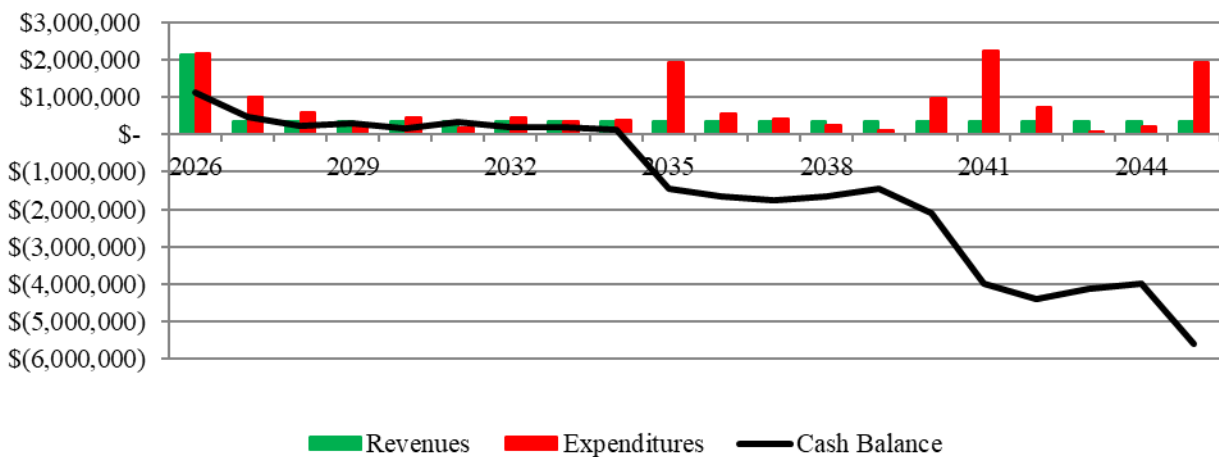
Fire Vehicle & Equipment Fund - Scenario 1

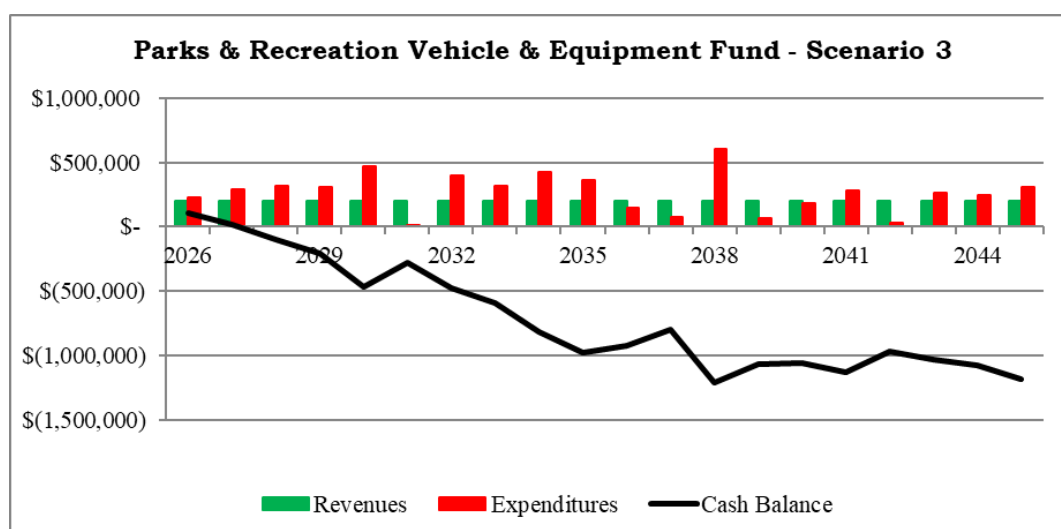
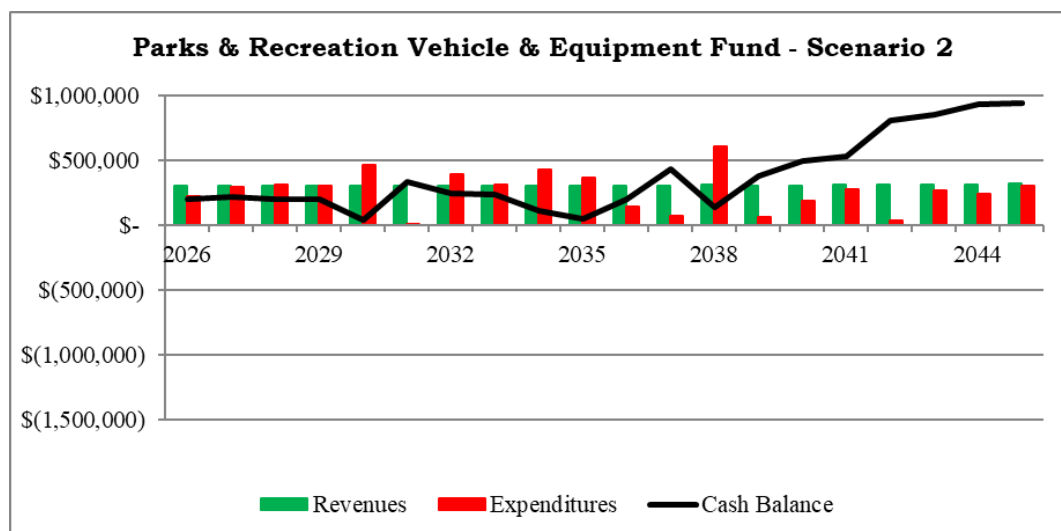
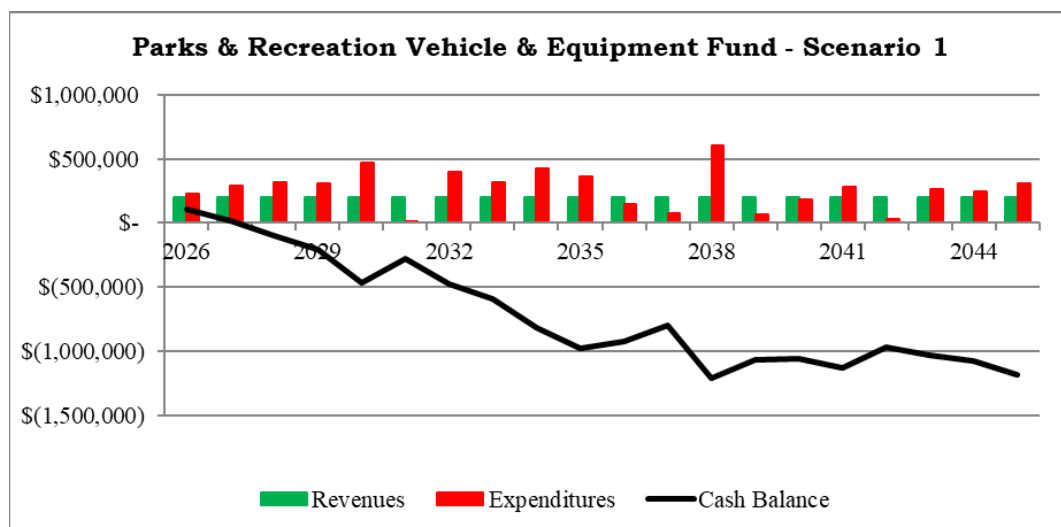


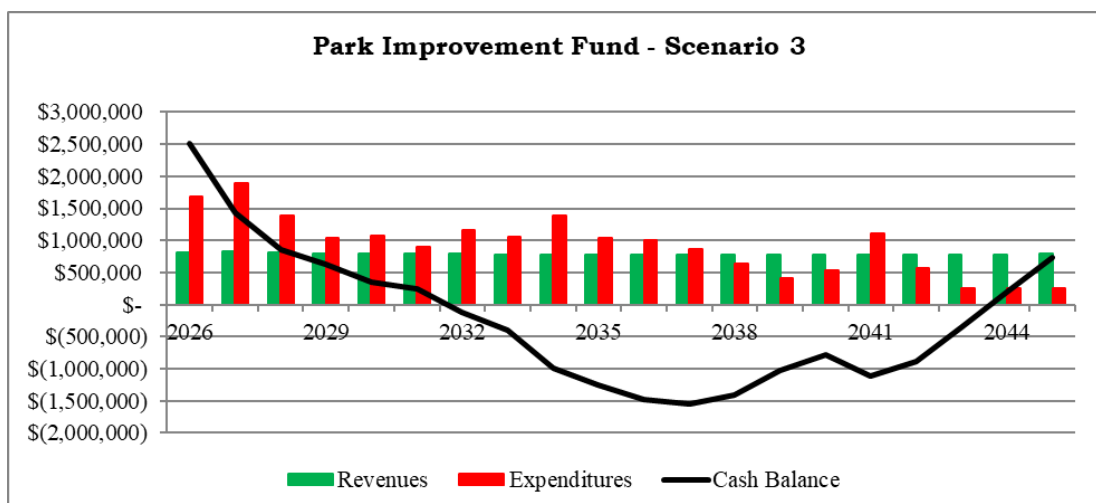
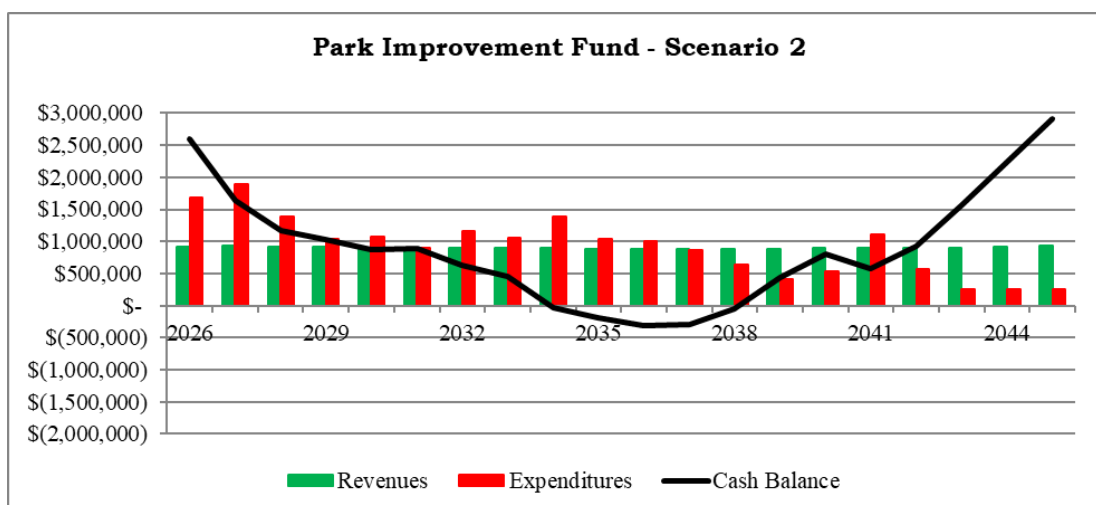
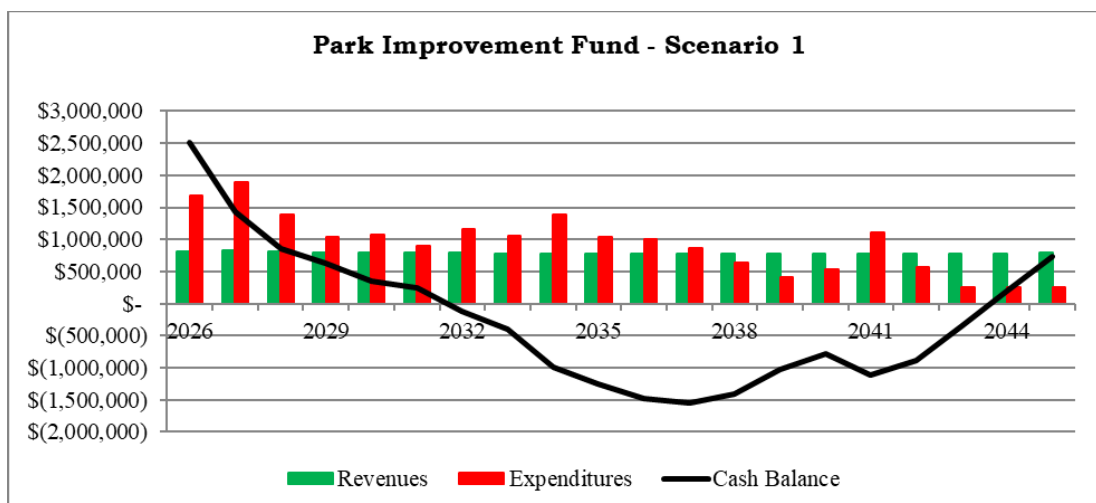
Fire Vehicle & Equipment Fund - Scenario 2

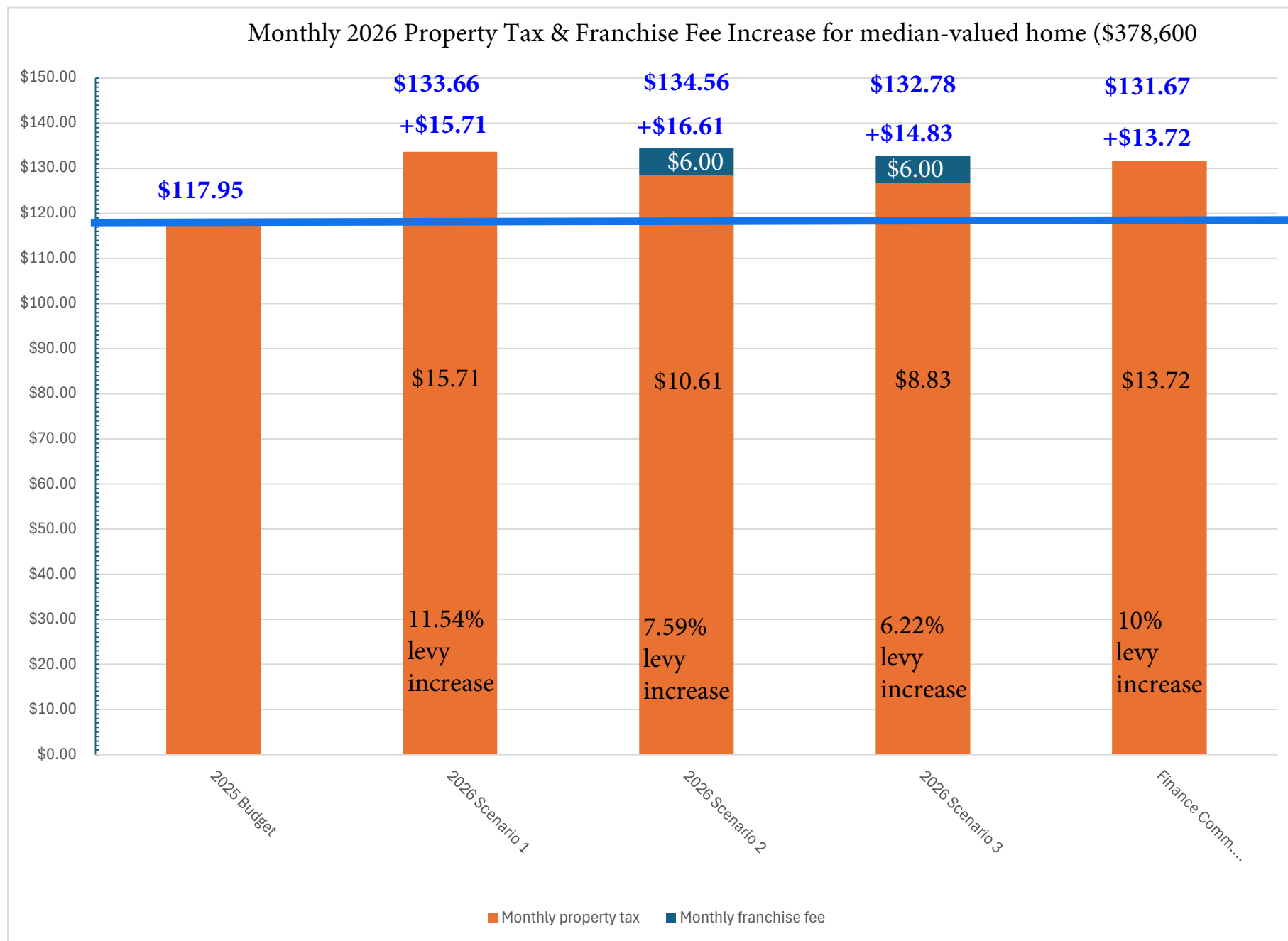


Fire Vehicle & Equipment Fund - Scenario 3









ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

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	\$508,824.30
114107 – 114215	\$465,926.36
Total	\$974,750.66

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

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Staff recommends approval of all payment of claims.

34 **Requested Council Action**

35 Motion to approve the payment of claims as submitted.

36

37

38

Prepared by: Ebonie Cannady - Accounting Tech II

Attachments: 1. Checks for Approval

39

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	OCTOBER NEW YORK LIFE PREMIUMS	3,268.27	5664
100-00-00-210500	Life Ins. Employee	LINA	OCTOBER NEW YORK LIFE PREMIUMS	12.00	5664
100-00-00-210500	Life Ins. Employee	LINA	OCTOBER NEW YORK LIFE PREMIUMS	(0.03)	5664
100-00-00-210500	Life Ins. Employee	LINA	OCTOBER NEW YORK LIFE PREMIUMS	2.00	5664
100-00-00-210502	Employer Life Insurance	LINA	OCTOBER NEW YORK LIFE PREMIUMS	662.40	5664
100-00-00-210502	Employer Life Insurance	LINA	OCTOBER NEW YORK LIFE PREMIUMS	3.20	5664
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,504.00	5651
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	219.00	5651
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	584.00	5651
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	5651
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	1,050.00	114160
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,397.84	5663
100-00-00-210900	Long Term Disability	LINA	OCTOBER NEW YORK LIFE PREMIUMS	4,149.42	5664
100-00-00-210900	Long Term Disability	LINA	OCTOBER NEW YORK LIFE PREMIUMS	(0.09)	5664
100-00-00-210900	Long Term Disability	LINA	OCTOBER NEW YORK LIFE PREMIUMS	12.09	5664
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,860.85	5647
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,147.00	5647
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	5647
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	538.45	5647
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,003.29	5647
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	425.00	5647
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	9,710.00	5656
Total Department 00-00 GENERAL				36,771.69	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	HealthSource Solutions, LL	FLU SHOT - BAKKEN	34.00	114199
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU OCT	85.30	114193
100-02-00-430060	wellness Plan	DEANE, MEGAN	WELLNESS SHOE REIMBURSEMENT	50.00	5667
100-02-00-430060	wellness Plan	Neil Sjostrom	WELLNESS SHOE REIMBURSEMENT	50.00	5620
100-02-00-430060	wellness Plan	Reasoner, Kusuma	WELLNESS SHOE REIMBURSEMENT	50.00	5630
100-02-00-430060	wellness Plan	Scheider, Erika L	WELLNESS SHOE REIMBURSEMENT	50.00	5631
100-02-00-430060	wellness Plan	Yer Vue	WELLNESS SHOE REIMBURSEMENT	50.00	5626
100-02-00-430099	Drug Testing	Vault Health	RANDOM DRUG AND ALCOHOL TEST	675.31	114188
Total Department 02-00 ADMINISTRATION				1,044.61	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	OCTOER 2025 SERVICE CHARGE	833.21	114180
Total Department 04-00 FINANCE				833.21	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Definitive Technology solu	WASTE TONER	58.00	114135
100-10-00-424000	Operating Supplies	Code 4 Laser works - CC	NEW DEPARTMENT PATCHES (LOBBY AND TRA	3,400.00	114200
100-10-00-430000	Professional Services	CITY OF ST. PAUL	CANINE BOARDING SEPT 11-13 CAL	70.00	114109
100-10-00-430000	Professional Services	Language Line Services	SEPT INTERPRETATION SERVICES	691.99	114173
100-10-00-430001	Dispatching Services	Ramsey County	MOHTLY DISPATCH SERVICES - SEPT	34,581.67	114124
100-10-00-431000	Telephone	Verizon	DATA SEPTEMBER 26 - OCTOBER 26 - ACC#	40.01	114192
100-10-00-431000	Telephone	Verizon	MONTHLY PHONE CHARGES	4,371.41	114134
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	REPAIRS TO SQUAD 2303	75.00	5608
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	BODY REPAIR FOR SQUAD 2400	972.00	114143
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	MONTHLY FLEET SUPPORT	533.52	114124
100-10-00-441000	Training	POLICE EXECUTIVE RESEARCH	SENIOR MANAGEMENT INSTITUTE FOR POLIC	11,200.00	114191
Total Department 10-00 POLICE DEPARTMENT				55,993.60	

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					
100-13-00-422000	Clothing	Aspen Mills Inc.	ONEILL	426.59	114158
100-13-00-422000	Clothing	Aspen Mills Inc.	SCHULTZ	57.95	114108
100-13-00-422000	Clothing	Aspen Mills Inc.	DUBAY	64.00	114108
100-13-00-422000	Clothing	Aspen Mills Inc.	DUBAY	277.74	114108
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	CATHETER	448.64	114137
100-13-00-423000	Vehicle Supplies & Mainten	MCKesson Medical-Surgical	GLOVES	300.00	114117
100-13-00-423000	Vehicle Supplies & Mainten	MCKesson Medical-Surgical	GLOVES	(139.01)	114117
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	CAR WASHES OCT	143.00	114140
100-13-00-437000	Contract Maint. - Vehicles	Jefferson Fire & Safety, I	ANNUAL MAINT	1,190.00	5617
100-13-00-437000	Contract Maint. - Vehicles	WHELEN ENGINEERING COMPANY	ANNUAL CLOUD PLATFORM	412.28	114206
100-13-00-439000	CONTRACT MAINTENANCE	HM Cragg	GEN P SERVICE	509.00	114136
100-13-00-439000	CONTRACT MAINTENANCE	MES SERVICE COMPANY LLC	NIEDNER REPAIR	228.94	5654
Total Department 13-00 FIRE DEPARTMENT				3,919.13	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-442000	Memberships & Subscription	MN State Fire Chiefs Assoc	ANNUAL DUES	572.00	114167
100-13-13-442000	Memberships & Subscription	MN State Fire Dept Associa	ANNUAL MEMBERSHIP	495.00	114166
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				1,067.00	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	SHIPPING FOR PAPER AND TONER	16.95	114181
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	10.68	5649
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				27.63	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT PATCHING MATERIAL	2,756.60	114159
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	RADIO MAINTENANCE	90.00	114109
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	RADIO MAINTENANCE	135.85	114109
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	JULY ASPHALT MATERIAL	15,240.06	114109
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	CLASS 6 RECYCLE, BLACK DIRT AND RIVER	1,467.40	114114
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	CLASS 6 RECYCLE	8,008.59	114165
100-20-21-424000	Operating Supplies	Local 49 Training Center	LOCAL 49 PHASE TRAINING	1,920.00	114170
100-20-21-424000	Operating Supplies	Precise MRM, LLC	PRECISE GPS SEPTEMBER DATA PLAN	736.00	5660
100-20-21-424000	Operating Supplies	Sign Solutions USA, LLC	SIGN POSTS,CAPS AND BREAK OFFS	7,009.33	114198
100-20-21-424000	Operating Supplies	Sign Solutions USA, LLC	SIGN POSTS AND BREAK OFFS	2,085.71	114198
100-20-21-424000	Operating Supplies	SKB Environmental, Inc.	DEMOLITION DISPOSAL	92.94	114107
100-20-21-424000	Operating Supplies	TOFT'S OUTDOOR SUPPLY, LLC	HARDWOOD MULCH	1,740.00	114204
100-20-21-424000	Operating Supplies	Warning Lites of MN, Inc.	CONES, ROLLUP SIGNS, TUBE DELINEATORS	2,748.20	114129
100-20-21-439000	CONTRACT MAINTENANCE	Sir Lines-A-Lot	2025 CENTERLINE STRIPING	29,161.64	114186
100-20-21-441000	Training	Local 49 Training Center	LOCAL 49 PHASE TRAINING	1,680.00	114170
Total Department 20-21 STREET DEPARTMENT				74,872.32	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	STREETLIGHT INSTALLATION	21,106.00	5613
Total Department 20-22 STREET LIGHTING				21,106.00	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	9,823.89	114128
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	DIESEL MOTOR FUEL	10,589.89	114183
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	9,694.06	114183
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	47.46	114177
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	44.83	114123
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	44.83	114123

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	2.63	114123
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	2.63	114123
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	47.46	114177
100-20-30-423000	Vehicle Supplies & Mainten	Astleford International	BELT TENSIONER	412.19	114113
100-20-30-423000	Vehicle Supplies & Mainten	Astleford International	BELT TENSIONER ASSEMBLY	227.08	114113
100-20-30-423000	Vehicle Supplies & Mainten	Astleford International	FRONT DOOR LATCH	201.04	114113
100-20-30-423000	Vehicle Supplies & Mainten	Custom Truck One Source	WIRE ROPE AND SWIVEL HOOK LATCH	298.88	114197
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	MARKER LAMPS	52.02	5609
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	V-BELT	26.71	5609
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	HEATER HOSE	168.75	114194
100-20-30-423000	Vehicle Supplies & Mainten	MCMASTER-CARR	CUTOFF WHEELS	65.59	114110
100-20-30-423000	Vehicle Supplies & Mainten	MCMASTER-CARR	DISPOSABLE BATTERIES, AUTOMATIVE FUSE	106.26	114110
100-20-30-423000	Vehicle Supplies & Mainten	MIDWAY FORD CO.	SEAL	9.58	114162
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	VEHICLE TIRES	829.00	114178
100-20-30-423000	Vehicle Supplies & Mainten	TOWMASTER	SHURCO TARP ROLLER	373.02	114157
100-20-30-423000	Vehicle Supplies & Mainten	TOWMASTER	ONSPOT CHAINS	1,995.00	114157
100-20-30-423000	Vehicle Supplies & Mainten	Transwest	INPUT MODULE	386.98	114196
100-20-30-424000	Operating Supplies	General Industrial Supply	BLACK POLYURETHANE PALM DIP BLACK NYL	27.60	5623
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	REPAIRS TO SQUAD CAR	1,172.28	114194
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SERVICES TO SQUAD CAR	1,409.20	114194
100-20-30-437000	Contract Maint. - Vehicles	Zahl Petroleum Maintenance	FUEL PUMP TESTING	340.00	114164
Total Department 20-30 VEHICLE MAINTENANCE				38,398.86	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,963.00	5655
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS PD	59.88	114176
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	MAT/RUGS CH	47.30	114176
100-23-00-439003	Contract Maint.- City Gara	Mn Dept of Labor & Industr	MAINTENANCE 1140 WOODHILL DR/789208 P	50.00	114171
100-23-00-439003	Contract Maint.- City Gara	Yale Mechanical	9/8 PARKS GARAGE CO DETECTOR IN ALARM	514.50	5658
Total Department 23-00 BUILDING MAINTENANCE				4,634.68	
Total Fund 100 General Fund				238,668.73	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230120	Encroachment Escrow	EDWARD SWEENEY	RETURN OF EASEMENT VACATION ESCROW	500.00	114212
Total Department 00-00 GENERAL				500.00	
Total Fund 103 Contracted Engineering Svcs				500.00	
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0239	Fee Program Revenue	FLORETTE HUJANEN	REFUND FOR CANCELLED TAP FOR OLDER AD	51.00	114150
200-40-41-344000-PR0380	Fee Program Revenue	FLORETTE HUJANEN	REFUND FOR CANCELLED TAP FOR OLDER AD	2.00	114150
200-40-41-371400	Collected Insurance Fee	FLORETTE HUJANEN	REFUND FOR CANCELLED TAP FOR OLDER AD	2.00	114150
200-40-41-424000-PR0267	Operating Supplies	NORTH SHORE GYM SALES	ROOFING WATER DAMAGE - GYMNASTICS EQU	5,402.00	114130
200-40-41-424000-PR0267	Operating Supplies	NORTH SHORE GYM SALES	UPGRADE EQUIPMENT	1,782.00	114187
200-40-41-430000-PR0211	Professional Services	Todd Richard Sauers	ADULT FALL SOCCER REFEREE PAYMENT	5,335.00	114202
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL LEAGUE UMPIRE PAYMENT	1,224.00	5661
200-40-41-430000-PR0239	Professional Services	Angel Benes	TAP PAYMENT SEPT-OCT	422.00	5618
200-40-41-430000-PR0250	Professional Services	WHATTON, CHRISTOPHER	YOUTH FALL SOCCER REFEREE PAYMENT II	164.00	114148
Total Department 40-41 RECREATION FEE PROGRAMS				14,384.00	
Department: 40-42 RECREATION NON FEE PROGRAMS					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0102	Operating Supplies	Kay Foster	REIMBURSEMENT FOR BIG BAND PURCHASES	491.00	114126
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	BOB NIELSEN PAY	45.00	114115
200-40-42-438000	Rental	On Site Companies-OSSTC	CP VIC PORTABLE	110.25	114163
200-40-42-438000	Rental	On Site Companies-OSSTC	OCT-NOV PORTABLES	948.79	114112
Total Department 40-42 RECREATION NON FEE PROGRAMS				1,595.04	
Department: 40-50 NATURE CENTER					
200-40-50-430000-PR0119	Professional Services	MINNE KITCHEN LLC	REFUND OF HOLIDAY CRAFT FAIR VENDOR F	75.00	114207
200-40-50-430000-PR0119	Professional Services	Nashke Native Games	SALES OF NASHKE NATIVE GAMES VIA HANC	572.87	114144
Total Department 40-50 NATURE CENTER				647.87	
Department: 40-53 SKATING CENTER					
200-40-53-382100	Building Rental	BRISTOL PLACE	REFUND ON AV EQUIPMENT	54.44	114149
200-40-53-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	118.16	114179
200-40-53-424000	Operating Supplies	Airgas USA, LLC	GAS	53.82	5615
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	175.00	5622
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	45.90	5659
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	SUPPLIES FOR CONCESSIONS	623.05	114139
200-40-53-433000	Advertising	Taho Sportswear, Inc.	STAFF HOODIES	1,437.30	5650
200-40-53-439000	CONTRACT MAINTENANCE	Mn Dept of Labor & Industr	SKATING CTR 2661 CIVIC CENTER DR/1031	50.00	114171
200-40-53-439000	CONTRACT MAINTENANCE	Mn Dept of Labor & Industr	JOHN ROSE MN OVAL MECH BOILER/PRESSUR	175.00	114171
200-40-53-439000	CONTRACT MAINTENANCE	Voss Lighting	LIGHTS	426.00	5612
200-40-53-442000-PR5512	Memberships & Subscription	Ramsey County Environmenta	FOOD SERVICE LICENSE FOR CONCESSIONS	618.00	114190
Total Department 40-53 SKATING CENTER				3,776.67	
Total Fund 200 Recreation Fund				20,403.58	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-431000	Telephone	Verizon	DATA SEPTEMBER 26 - OCTOBER 26 - ACC#	356.16	114192
204-40-43-431000-PR0627	Telephone	Verizon	DATA SEPTEMBER 26 - OCTOBER 26 - ACC#	35.01	114192
Total Department 40-43 RECREATION MAINTENANCE				391.17	
Total Fund 204 PARK MAINTENANCE				391.17	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND SEPTEMBER PAY	250.00	5629
Total Department 40-45 BIG BAND ACTIVITIES				250.00	
Total Fund 221 Municipal Jazz Band				250.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD2722	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES FOR REFINANCE OF TI	884.00	114120
Total Department 00-00 GENERAL				884.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	OCT 2025 TOKLE PAYMENTS	12,831.04	114203
260-56-17-431000	Telephone	Verizon	DATA SEPTEMBER 26 - OCTOBER 26 - ACC#	38.41	114192
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				12,869.45	
Total Fund 260 Community Development				13,753.45	
Fund: 265 License Center					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-432000	Transportation	Kari Leverty	MILEAGE REIMBURSEMENT	113.40	5628
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	231.00	114131
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU OCT	157.30	114193
Total Department 05-00 DEPUTY REGISTER				501.70	
Total Fund 265 License Center				501.70	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-453000	Other Improvements	Galls, LLC	TACTICAL GEAR LEVEL III 20X30 BALLIST	8,858.70	5616
Total Department 10-00 POLICE DEPARTMENT				8,858.70	
Total Fund 400 Equipment Revolving				8,858.70	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	Barnum Companies, Inc.	ADD LIGHT TO GATE - CIP SECURITY	734.69	114138
401-13-00-453000	Other Improvements	Brothers Fire & Security	CIP DOOR ACCESS/SECURITY	1,485.00	114125
401-13-00-453000	Other Improvements	ENDLESS POXYBILITIES CONCR	2025 BUILDING CIP	4,750.00	114208
401-13-00-453000	Other Improvements	MES SERVICE COMPANY LLC	BLASTMASK FACE PIECES	714.00	5619
Total Department 13-00 FIRE DEPARTMENT				7,683.69	
Total Fund 401 Fire Equipment				7,683.69	
Fund: 406 Street Light Replacement					
Department: 20-22 STREET LIGHTING					
406-20-22-443500	Minor Equipment	Xcel Energy	STREETLIGHT INSTALLATION	21,612.00	5613
Total Department 20-22 STREET LIGHTING				21,612.00	
Total Fund 406 Street Light Replacement				21,612.00	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-424000	Operating Supplies	MARTIN MARIETTA MATERIALS, ASPHALT PATCHING MATERIAL		522.50	114111
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				522.50	
Total Fund 408 Pathway Maintenance Fund				522.50	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 23-00 BUILDING MAINTENANCE					
410-23-00-453000	Other Improvements	All State Communications, CAMAERAS - PD		1,598.00	114184
Total Department 23-00 BUILDING MAINTENANCE				1,598.00	
Department: 40-53 SKATING CENTER					
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	PAYMENT FOR PURCHASE OF UNITS	35,227.50	114145
Total Department 40-53 SKATING CENTER				35,227.50	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				36,825.50	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-430000-PR2601	Professional Services	LHB Inc	PROFESSIOINAL SERVICES THROUGH MAY 23,	3,576.00	5657
411-40-40-430000-PR2601	Professional Services	LHB Inc	PROFESSIONAL SERVICES THROUGH JUNE 27	857.00	5621
411-40-40-430000-PR2601	Professional Services	LHB Inc	PROFESSIONAL SERVICES THROUGH JULY 25	1,829.10	5621
411-40-40-430000-PR2601	Professional Services	LHB Inc	PROFESSIONAL SERVICES THROUGH AUGUST	1,151.00	5621
411-40-40-430000-PR2601	Professional Services	LHB Inc	PROFESSIONAL SERVICES THROUGH SEPTEMB	855.00	5621

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
		Total Department 40-40 RECREATION ADMINISTRATION		8,268.10	
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS - APRIL, MAY, JUNE	5,760.00	114119
		Total Department 40-43 RECREATION MAINTENANCE		5,760.00	
		Total Fund 411 Recreation Improvements		14,028.10	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, STREETSCAPE ROW MOWING		7,500.00	5662
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, STREETSCAPE MAINTENANCE THRU OCT		1,586.00	5662
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		9,086.00	
		Total Fund 417 STREETSCAPE		9,086.00	
Fund: 420 TREE PRESERVATION					
Department: 40-43 RECREATION MAINTENANCE					
420-40-43-430000-PR2340	Professional Services	Tree Trust	TREE REMOVALS - APRIL, MAY, JUNE	115,920.00	114119
		Total Department 40-43 RECREATION MAINTENANCE		115,920.00	
		Total Fund 420 TREE PRESERVATION		115,920.00	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2504	Other Improvements	North Valley, Inc.	2025 PMP	31,271.35	114168
		Total Department 20-23 STREET CONSTRUCTION		31,271.35	
		Total Fund 590 Special Assmt. Construction		31,271.35	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	4.24	114153
600-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	7.46	114153
600-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	20.64	114214
600-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	62.78	114214
600-00-00-202000	Accounts Payable	LORI FRANCISCO	UB refund for account: 007696-000	67.69	114152
600-00-00-202000	Accounts Payable	MARGARET GREFIG & LAUREL M	UB refund for account: 018782-000	13.70	114154
600-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	0.46	114215
600-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	4.44	114215
600-00-00-208000	Sewer SAC Charges	Metropolitan Council	OCTOBER 2025 SAC PAYMENT	34,442.10	5648
		Total Department 00-00 GENERAL		34,623.51	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	Batteries Plus Bulbs	2 - SLA12-7F 12 V 7 AH LEAD	45.90	114182
600-50-00-424000	Operating Supplies	Batteries Plus Bulbs	SLA12-9F2 12 V 9AH LEAD DURA 12-9F2,	169.75	114182
600-50-00-424000	Operating Supplies	Safe-Fast, Inc.	WHITE COTTON FLANNEL SHEETING 25/ARMO	154.76	114201
600-50-00-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	INVOICE FOR PIPE RESTORATION, 671 LAR	15,288.26	5625
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	307,853.32	5610
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	OCTOBER INVOICE AND CC PROCESSING FEE	4,652.22	5665
600-50-00-453000-PW2512	Other Improvements	Bolton & Menk, Inc.	COHANSEY LIFT STATION REHAB	510.00	114172
600-50-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	135.54	114172
		Total Department 50-00 SANITARY SEWER		328,809.75	
		Total Fund 600 Sanitary Sewer		363,433.26	

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	CRAIG BUNDLIE	UB refund for account: 004153-000	64.31	114213
610-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	0.41	114153
610-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	8.46	114153
610-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	7.58	114153
610-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	3.45	114214
610-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	63.75	114214
610-00-00-202000	Accounts Payable	MARGARET GREFIG & LAUREL M	UB refund for account: 018782-000	0.75	114154
610-00-00-202000	Accounts Payable	MARGARET GREFIG & LAUREL M	UB refund for account: 018782-000	13.92	114154
610-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	0.25	114215
610-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	4.50	114215
610-00-00-202000	Accounts Payable	MARY JANE OLSON	UB refund for account: 006694-000	28.91	114151
610-00-00-209000	Sales Tax Payable	CRU UTILITIES	HYDRANT METER REFUND	(7.23)	114210
610-00-00-209000	Sales Tax Payable	Park Construction Company,	HYDRANT METER REFUND	(0.52)	114209
610-00-00-230200	Hydrant Meter Deposits	CRU UTILITIES	HYDRANT METER REFUND	6,000.00	114210
610-00-00-230200	Hydrant Meter Deposits	Park Construction Company,	HYDRANT METER REFUND	6,000.00	114209
Total Department 00-00 GENERAL				12,188.54	
Department: 51-00 WATER FUND					
610-51-00-371000	WATER - ROSEVILLE - CONSUM	CRU UTILITIES	HYDRANT METER REFUND	(81.48)	114210
610-51-00-371000	WATER - ROSEVILLE - CONSUM	Park Construction Company,	HYDRANT METER REFUND	(5.82)	114209
610-51-00-382900	Miscellaneous Revenue	CRU UTILITIES	HYDRANT METER REFUND	(100.00)	114210
610-51-00-382900	Miscellaneous Revenue	Park Construction Company,	HYDRANT METER REFUND	(200.00)	114209
610-51-00-424000	Operating Supplies	Fastenal Company Inc.	5/8"11 FHNZ 5, HCS5 /8-11x3 Z 5, HCS1	224.22	5614
610-51-00-424000	Operating Supplies	Fastenal Company Inc.	25- HCS1/2-13X1 3/4 Z 5, 25- 1/2"-13	56.22	5614
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	CLASS 6 RECYCLE, BLACK DIRT AND RIVER	554.40	114114
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	1,334.92	114161
610-51-00-424000	Operating Supplies	Safe-Fast, Inc.	34" MARKING WAND W/ WHEEL	133.50	114142
610-51-00-430000	Professional Services	Water Conservation Service	WATER LEAK LOCATE/1179 BURKE AVE.	391.00	114175
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.99	114133
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER ETHERNET	530.50	114169
610-51-00-453000-PW2504	Other Improvements	North Valley, Inc.	2025 PMP	197.30	114168
Total Department 51-00 WATER FUND				3,070.75	
Total Fund 610 Water Fund				15,259.29	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372300	Concession Sales	Tio's Food and Beverage	SEPTEMBER FOOD SALES	293.00	114141
620-52-51-382100	Building Rental	FRIENDS OF ST PAUL CHAMBER	ROOM RENTAL DAMAGE DEPOSIT REFUND	200.00	114211
620-52-51-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	BAFFLE-MULCHING	78.79	5611
620-52-51-424000	Operating Supplies	A and L Superior Sod-CC	ROLLS TURFGRASS SOD	17.52	114132
620-52-51-424000	Operating Supplies	A and L Superior Sod-CC	ROLLS TURFGRASS SOD	25.95	114132
620-52-51-424000	Operating Supplies	A and L Superior Sod-CC	ROLLS BLUEGRASS SOD	201.76	114132
620-52-51-424000	Operating Supplies	Reinders Inc.	PILLAR G FUNGICIDE	780.00	114174
620-52-51-424000-PR5304	Operating Supplies	The Vernon Company	BIRDIE PINS FOR LEAGUE PARTICIPANTS	1,484.06	114116
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOLIC BEVERAGES FOR RESALE	253.15	5607
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	537.00	114121
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	50.00	114146
620-52-51-438000	Rental	Anderson Irrigation, Inc.	IRRIGATION BLOW-OUT / 600 CFM AIR COM	375.00	114127
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	BULK CO2 TANK RENTAL	53.00	114147
620-52-51-439000	CONTRACT MAINTENANCE	COMCAST FINANCIAL AGENCY C	COMCAST BUSINESS SERVICE AT CEDARHOLM	386.66	5666
620-52-51-439000	CONTRACT MAINTENANCE	On Site Companies-OSSTC	OCTOBER PORTABLE AT GOLF	148.00	114112

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
Total Department 52-51 CEDARHOLM GOLF COURSE				4,883.89	
Total Fund 620 Golf Course				4,883.89	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	4.45	114153
640-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	37.45	114214
640-00-00-202000	Accounts Payable	MARGARET GREFIG & LAUREL M	UB refund for account: 018782-000	8.17	114154
640-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	2.64	114215
Total Department 00-00 GENERAL				52.71	
Department: 54-00 STORM WATER					
640-54-00-424000	Operating Supplies	Fra-Dor Inc.	CLASS 6 RECYCLE, BLACK DIRT AND RIVER	7,539.54	114114
640-54-00-424000	Operating Supplies	Fra-Dor Inc.	CLASS 6 RECYCLE	3,479.06	114165
640-54-00-424000	Operating Supplies	Warning Lites of MN, Inc.	CONES, ROLLUP SIGNS, TUBE DELINEATORS	2,748.20	114129
640-54-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	336.00	114122
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEAD DEER DISPOSAL	387.00	114189
640-54-00-439000-PW2509	CONTRACT MAINTENANCE	MNL	CORPUS CHRISTI MAINTENANCE	250.00	114195
640-54-00-439000-PW2509	CONTRACT MAINTENANCE	MNL	TWIN LAKES TRAIL MAINTENANCE	375.00	114195
640-54-00-439000-PW2509	CONTRACT MAINTENANCE	MNL	CONCORDIA POND MAINTENANCE	350.00	114195
640-54-00-439000-PW2509	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE THRY OCT	15,270.73	5662
640-54-00-441000	Training	Local 49 Training Center	LOCAL 49 PHASE TRAINING	2,800.00	114170
640-54-00-453000-PW2504	Other Improvements	North Valley, Inc.	2025 PMP	(1,382.24)	114168
640-54-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	68.46	114172
640-54-00-490000-PW2508	Payments to Contractors	WSB & Associates, Inc.	2025-2027 POND MAINTENANCE	1,267.25	5652
Total Department 54-00 STORM WATER				33,489.00	
Total Fund 640 Storm Drainage				33,541.71	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	HAROLD KISTLER	UB refund for account: 010102-000	2.53	114153
650-00-00-202000	Accounts Payable	JOE & ABIGAIL VAUGHAN	UB refund for account: 022836-000	21.31	114214
650-00-00-202000	Accounts Payable	MARGARET GREFIG & LAUREL M	UB refund for account: 018782-000	4.65	114154
650-00-00-202000	Accounts Payable	MARK FARAGHER	UB refund for account: 003652-000	1.51	114215
Total Department 00-00 GENERAL				30.00	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-440000	Conferences	Noelle Bakken	HOTEL AND MEALS - CONFERENCE	743.51	5627
Total Department 65-00 SOLID WASTE RECYCLE				743.51	
Total Fund 650 ENVIRONMENTAL				773.51	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	OCTOBER 25 ADMIN SERVICES	224.00	5653
700-60-00-430012	Police Services Claims	SFM RISK SOLUTIONS	OCTOBER 25 ADMIN SERVICES	247.00	5653
700-60-00-430025	Motor Vehicle Claims	SFM RISK SOLUTIONS	OCTOBER 25 ADMIN SERVICES	1,503.00	5653
Total Department 60-00 WORKERS COMPENSATION				1,974.00	
Total Fund 700 workers Compensation				1,974.00	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEE OCT 25	1,578.05	5646
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS OCT 25	8,092.56	5646
Total Department 00-00 GENERAL				9,670.61	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	341.68	114118
710-61-00-430010	Police Admin. Claims	ARETE ADVISORS LLC	DATA BREACH SERVICES	3,380.00	114205
Total Department 61-00 RISK MANAGEMENT				3,721.68	
Total Fund 710 Risk Management				13,392.29	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	308.00	114120
725-57-00-432000	Transportation	Jeanne Kelsey	MILEAGE REIMBURSEMENT	74.90	5624
Total Department 57-00 EDA - GENERAL				382.90	
Total Fund 725 EDA Operating Fund				382.90	
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	114185
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE AND LARPENTEUR ALLIANCE PROFESSI	10,416.67	114185
Total Department 57-00 EDA - GENERAL				20,833.34	
Total Fund 727 South East Roseville Initiativ				20,833.34	

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	3,282.24	
		100-00-00-210502	Employer Life Insurance	665.60	
		100-00-00-210600	Union Dues Deduction	7,827.84	
		100-00-00-210900	Long Term Disability	4,161.42	
		100-00-00-211100	ICMA Def Comp	10,699.59	
		100-00-00-211101	Mission SQ Roth	425.00	
		100-00-00-211202	HRA Employer	9,710.00	
		100-02-00-420000	Office Supplies	34.00	
		100-02-00-430000	Professional Services	85.30	
		100-02-00-430060	Wellness Plan	250.00	
		100-02-00-430099	Drug Testing	675.31	
		100-04-00-430000	Professional Services	833.21	
		100-10-00-420000	Office Supplies	58.00	
		100-10-00-424000	Operating Supplies	3,400.00	
		100-10-00-430000	Professional Services	761.99	
		100-10-00-430001	Dispatching Services	34,581.67	
		100-10-00-431000	Telephone	4,411.42	
		100-10-00-437000	Contract Maint. - Vehicles	1,047.00	
		100-10-00-439000	CONTRACT MAINTENANCE	533.52	
		100-10-00-441000	Training	11,200.00	
		100-13-00-422000	Clothing	826.28	
		100-13-00-423000	Vehicle Supplies & Maintenance	609.63	
		100-13-00-437000	Contract Maint. - Vehicles	1,745.28	
		100-13-00-439000	CONTRACT MAINTENANCE	737.94	
		100-13-13-442000	Memberships & Subscriptions	1,067.00	
		100-20-20-420000	Office Supplies	27.63	
		100-20-21-424000	Operating Supplies	44,030.68	
		100-20-21-439000	CONTRACT MAINTENANCE	29,161.64	
		100-20-21-441000	Training	1,680.00	
		100-20-22-436000	Utilities	21,106.00	
		100-20-30-421000	Motor Fuel	30,107.84	
		100-20-30-422000	Clothing	189.84	
		100-20-30-423000	Vehicle Supplies & Maintenance	5,152.10	
		100-20-30-424000	Operating Supplies	27.60	
		100-20-30-437000	Contract Maint. - Vehicles	2,921.48	
		100-23-00-430000	Professional Services	3,963.00	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	107.18	
		100-23-00-439003	Contract Maint.- City Garage	564.50	
		103-00-00-230120	Encroachment Escrow	500.00	
		200-40-41-344000-PR0239	Fee Program Revenue	51.00	
		200-40-41-344000-PR0380	Fee Program Revenue	2.00	
		200-40-41-371400	Collected Insurance Fee	2.00	
		200-40-41-424000-PR0267	Operating Supplies	7,184.00	
		200-40-41-430000-PR0211	Professional Services	5,335.00	
		200-40-41-430000-PR0212	Professional Services	1,224.00	
		200-40-41-430000-PR0239	Professional Services	422.00	
		200-40-41-430000-PR0250	Professional Services	164.00	
		200-40-42-424000-PR0102	Operating Supplies	491.00	
		200-40-42-430000-PR0102	Professional Services	45.00	
		200-40-42-438000	Rental	1,059.04	
		200-40-50-430000-PR0119	Professional Services	647.87	
		200-40-53-382100	Building Rental	54.44	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-53-415100	Unemployment Insurance	118.16	
		200-40-53-424000	Operating Supplies	274.72	
		200-40-53-425000-PR5512	Merchandise for Sale	623.05	
		200-40-53-433000	Advertising	1,437.30	
		200-40-53-439000	CONTRACT MAINTENANCE	651.00	
		200-40-53-442000-PR5512	Memberships & Subscriptions	618.00	
		204-40-43-431000	Telephone	356.16	
		204-40-43-431000-PR0627	Telephone	35.01	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230130-CD2722	Development Escrow	884.00	
		260-56-17-430007	Electrical Inspections	12,831.04	
		260-56-17-431000	Telephone	38.41	
		265-05-00-432000	Transportation	113.40	
		265-05-00-439000	CONTRACT MAINTENANCE	231.00	
		265-05-00-448000	Miscellaneous	157.30	
		400-10-00-453000	Other Improvements	8,858.70	
		401-13-00-453000	Other Improvements	7,683.69	
		406-20-22-443500	Minor Equipment	21,612.00	
		408-20-20-424000	Operating Supplies	522.50	
		410-23-00-453000	Other Improvements	1,598.00	
		410-40-53-452000	Vehicles & Equipment	35,227.50	
		411-40-40-430000-PR2601	Professional Services	8,268.10	
		411-40-43-430000-PR2350	Professional Services	5,760.00	
		417-20-20-439000	CONTRACT MAINTENANCE	9,086.00	
		420-40-43-430000-PR2340	Professional Services	115,920.00	
		590-20-23-453000-PW2504	Other Improvements	31,271.35	
		600-00-00-202000	Accounts Payable	181.41	
		600-00-00-208000	Sewer SAC Charges	34,442.10	
		600-50-00-424000	Operating Supplies	370.41	
		600-50-00-439000	CONTRACT MAINTENANCE	15,288.26	
		600-50-00-445000	Metro Waste Control Board	307,853.32	
		600-50-00-448600	Credit Card Fees	4,652.22	
		600-50-00-453000-PW2512	Other Improvements	510.00	
		600-50-00-453000-PW2516	Other Improvements	135.54	
		610-00-00-202000	Accounts Payable	196.29	
		610-00-00-209000	Sales Tax Payable	(7.75)	
		610-00-00-230200	Hydrant Meter Deposits	12,000.00	
		610-51-00-371000	WATER - ROSEVILLE - CONSUMPTION	(87.30)	
		610-51-00-382900	Miscellaneous Revenue	(300.00)	
		610-51-00-424000	Operating Supplies	2,303.26	
		610-51-00-430000	Professional Services	391.00	
		610-51-00-431000	Telephone	35.99	
		610-51-00-443600	Software Operating Charges	530.50	
		610-51-00-453000-PW2504	Other Improvements	197.30	
		620-52-51-372300	Concession Sales	293.00	
		620-52-51-382100	Building Rental	200.00	
		620-52-51-423000	Vehicle Supplies & Maintenance	78.79	
		620-52-51-424000	Operating Supplies	1,025.23	
		620-52-51-424000-PR5304	Operating Supplies	1,484.06	
		620-52-51-425000	Merchandise for Sale	840.15	
		620-52-51-438000	Rental	375.00	
		620-52-51-439000	CONTRACT MAINTENANCE	587.66	
		640-00-00-202000	Accounts Payable	52.71	
		640-54-00-424000	Operating Supplies	13,766.80	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		640-54-00-439000	CONTRACT MAINTENANCE	723.00	
		640-54-00-439000-PW2509	CONTRACT MAINTENANCE	16,245.73	
		640-54-00-441000	Training	2,800.00	
		640-54-00-453000-PW2504	Other Improvements	(1,382.24)	
		640-54-00-453000-PW2516	Other Improvements	68.46	
		640-54-00-490000-PW2508	Payments to Contractors	1,267.25	
		650-00-00-202000	Accounts Payable	30.00	
		650-65-00-440000	Conferences	743.51	
		700-60-00-430000	Professional Services	224.00	
		700-60-00-430012	Police Services Claims	247.00	
		700-60-00-430025	Motor Vehicle Claims	1,503.00	
		710-00-00-210503	DENTAL	9,670.61	
		710-61-00-430000	Professional Services	341.68	
		710-61-00-430010	Police Admin. Claims	3,380.00	
		725-57-00-430000	Professional Services	308.00	
		725-57-00-432000	Transportation	74.90	
		727-57-00-430000	Professional Services	20,833.34	
--- TOTALS BY FUND ---					
		100	General Fund	238,668.73	
		103	Contracted Engineering Svcs	500.00	
		200	Recreation Fund	20,403.58	
		204	PARK MAINTENANCE	391.17	
		221	Municipal Jazz Band	250.00	
		260	Community Development	13,753.45	
		265	License Center	501.70	
		400	Equipment Revolving	8,858.70	
		401	Fire Equipment	7,683.69	
		406	Street Light Replacement	21,612.00	
		408	Pathway Maintenance Fund	522.50	
		410	GENERAL FACILITIES REPLACEMENT FUND	36,825.50	
		411	Recreation Improvements	14,028.10	
		417	STREETSCAPE	9,086.00	
		420	TREE PRESERVATION	115,920.00	
		590	Special Assmt. Construction	31,271.35	
		600	Sanitary Sewer	363,433.26	
		610	Water Fund	15,259.29	
		620	Golf Course	4,883.89	
		640	Storm Drainage	33,541.71	
		650	ENVIRONMENTAL	773.51	
		700	Workers Compensation	1,974.00	
		710	Risk Management	13,392.29	
		725	EDA Operating Fund	382.90	
		727	South East Roseville Initiativ	20,833.34	
		Total For All Funds:		974,750.66	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.b.

Department Approval



City Manager Approval



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

Background

City Code section 103.06 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 103.06.

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

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

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Requested Council Action

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

Prepared by: Phil Weix - Assistant Finance Director

Attachments: 1. Over \$10,000 Items for Purchase or Sale/Trade-In

45

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Sanitary Sewer	Pipe Services Corporation	Televising Sanitary and Strom Sewer Pipe	(a)	\$ 60,000	\$ 19,012	2025 Operating
Storm Sewer				\$ 30,000	\$ 16,083	2025 Operating

Key

- (a) The Public Works Department hire specialty contractors for televising sanitary and storm sewer pipe. Televising allows inspection of underground sewer infrastructure and helps identify maintenance needs. The 2026 solicitation for televising included over 19,000 feet of sanitary sewer for the upcoming 2026 Sanitary Sewer Lining Project and over 10,000 feet of storm sewer for upcoming 2026 storm sewer projects. Based on the price and previous successful projects Pipe Services Corporation has completed within Roseville, City staff recommends approval of the quote for \$35,095.56 from Pipe Services Corporation for sanitary and storm sewer televising.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approval of 2026 Business License Renewals

Background

Chapter 301 of the City Code requires all applications for business licenses to be submitted to the City Council for approval. The City has received the following completed renewal applications for 2026:

- 1 Pawn Shop and Precious Metals Dealer License
- 10 Recycling Hauler Licenses
- 13 Solid Waste Hauler Licenses

A detailed list of applicants is included in Attachment 1.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

Staff Recommendations

Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements and recommends approval of the licenses upon receipt of any outstanding application materials and payments.

Requested Council Action

Motion to approve the business license renewals as listed in Attachment 1 upon receipt of any outstanding application materials and payments.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. 2026 Business License Renewal Requests 11-24-25

Pawn Shop and Precious Metals Dealer License

Pawn America Minnesota, LLC, DBA Pawn America
1715 N Rice St
Roseville, MN 55113

Recycling Hauler License

Ace Solid Waste Inc.
6601 McKinley St NW
Ramsey, MN 55303

Allied Waste Services of the Twin Cities dba Republic Services
11380 Courthouse Blvd
Inver Grove Heights, MN 55077

Aspen Waste Systems
2951 Weeks Avenue SE
Minneapolis, MN 55414

Curbside Waste
18150 118th Ave N
Dayton, MN 55369

Gene's Disposal Service, Inc.
5661 152nd Street N
Hugo, MN 55038

Highland Sanitation & Recycling Services
PO Box 10
Vermillion, MN 55085

International Paper
2425 Terminal Road
Roseville, MN 55113

Nitti Sanitation Inc.
16555 Clayton Ave E
Rosemount, MN 55068

Walter's Recycling and Refuse
2830 101st Ave
Blaine, MN 55449

Waste Management
10500 Naples St NE
Blaine, MN 55449

Solid Waste Hauler License

Ace Solid Waste Inc.
6601 McKinley St NW
Ramsey, MN 55303

Allied Waste Services of the Twin Cities dba Republic Services
11380 Courthouse Blvd
Inver Grove Heights, MN 55077

Anderson's Dumpster Box Services
930 Duluth St
St. Paul, MN 55106

Aspen Waste Systems
2951 Weeks Avenue SE
Minneapolis, MN 55414

Curbside Waste
18150 118th Ave N
Dayton, MN 55369

Gene's Disposal Service, Inc.
5661 152nd Street N
Hugo, MN 55038

Gorilla Dumpster Bag, LLC
2809 E Hamilton Ave #107
Eau Claire, WI 54701

Highland Sanitation & Recycling Services
PO Box 10
Vermillion, MN 55085

Keith Krupenny & Son Disposal Service Inc. dba Remackel Roll Off Services
565 Barge Channel Rd
St. Paul, MN 55107

Lightning Disposal
16555 Clayton Ave E
Rosemount, MN 55068

Nitti Sanitation Inc.
16555 Clayton Ave E
Rosemount, MN 55068

Walter's Recycling and Refuse
2830 101st Ave
Blaine, MN 55449

Waste Management
10500 Naples St NE
Blaine, MN 55449

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.d.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Approve the renewal of a short term rental license for 1820 Chatsworth St N

Background

Chapter 313 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. On October 29, 2025, an application for a short term rental license was submitted by the property owner (Attachment 1). The property is a three-bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. There have been no nuisance or property maintenance violations confirmed during the past licensing period. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year. If approved, this property would be one of eleven licensed short term rentals within the City.

Upon issuance, the license will be valid for 365 days. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 404, 405 and 602. Within ten days of Council approval, all residential properties of one to four units within 300 feet must be provided a copy of the City issued license. A draft of the license is provided as Attachment 2.

The applicant has supplied all required license information and paid the license fee of \$540. In accordance with Section 313.03, the process for licensure is outlined in Chapter 313, which requires presentation to the City Council. Based upon the requirements outlined in ordinance, the property owner is entitled to the license.

Policy Objectives

The purpose of short-term rental licensing is to ensure that non-owner-occupied short-term rentals of dwelling units is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community. The operation of a short-term rental property is a business enterprise that entails responsibilities required of the owner, local agent, and guests.

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Staff recommends approval of a one year short term rental license for 1820 Chatsworth St N.

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Requested Council Action

By motion, approve the short term rental license for 1820 Chatsworth St N.

Prepared by: David Englund, Building Official

- Attachments:**
- 1. Application
 - 2. Draft License

Menu Reports Help

File Date: [10/29/2025](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [1820 Chatsworth St N Roseville MN 55113](#)

Custom Fields: **UNIT DETAILS**

Unit Type	Number of Bedrooms
Single-Family Home	3

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits	Attestation to Payment of Lodging Tax
1	1

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	Property Owner	Charlie's Angels	Mailing, 1820 Chatswor...	Active	Tacy Gates

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$556.20](#)

Total Fee Invoiced: [\\$556.20](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	License Issuance				

Initiated by Product: ACA

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 313 of Roseville City Code.

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

License Number: STR-XXX

Owner: Tacy Gates

Phone: 651-XXX-XXXX

Email: tacygates@yahoo.com

Address: 1820 Chatsworth St N

Expiration: 12/3/2026

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

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

In the Unit:

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

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

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

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

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

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

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

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

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

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

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

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

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

Vehicles/Driveway/Parking:

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

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

Yard:

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

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

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

Pets:

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

WHEN ISSUES ARISE

For an emergency, call 9-1-1

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

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

REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.e.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Adopt Resolutions approving a PUD Amendment concept plan and final plan to allow a home design that is different from the design approved in 2005 at 180-188 Elmer Street

Background

Property owner: Trust Builders and Developers, LLC

Applicant: Joshua Markum Builders, Inc.

Location: 180-188 Elmer Street

Application considered complete: October 13, 2025

City action deadline: December 12, 2025

Land Use Context	Existing Land Use	Guiding	Zoning
Site	undeveloped	HR	HDR
North	detached dwellings undeveloped	LR MR	LDR MDR
West	school	INST	INST
South	apartments	HR	HDR
East	apartments	HR	HDR

The subject of this application is the design of five attached and detached town homes on lots that were created as part of a Planned Unit Development (PUD) in 2005 which includes the wetland and McCarron Pond apartments to the south. The home design approved with the PUD is of a one-story design and the applicant is proposing a two-story design that is better suited to the modern housing market. As a consequence of the proposed homes having a second story, the footprint of each home on its respective lot is also slightly smaller than what is represented in the plans approved in 2005. The site plan and elevation drawings from the approved PUD and the site plan and elevation drawings of the proposed homes are included as Attachment 3.

Under the zoning code's provisions for PUDs, development of a PUD must conform to the approved plans, with some very narrow exceptions allowing staff to approve minor deviations from the approved PUD plans. Although the proposed change to the site plan could be approved by staff, the proposed change from a one-story design to a two-story design is explicitly precluded from administrative approval by the zoning code; such a change requires formal review and approval through this PUD Amendment process. In order for the applicant to gain approval of the home design change, therefore, the Planning Commission must hold public hearings and make recommendations for—and the City Council must approve—both a concept plan and a final plan.

Legislative Authority

When considering a request to amend an approved PUD, the role of the City is **legislative**; to review a proposal for its merits in addition to evaluating the potential impacts to the public health, safety, and general welfare of the community. The City has broad discretion when acting in its legislative capacity, such that even if a comprehensive plan change or rezoning request is found to be compatible with the Comprehensive Plan and is otherwise a desirable proposal, the City may still deny the request if the proposal fails to promote the public health, safety, and general welfare.

PUD Amendment Analysis

Because the homes illustrated in the 2005 PUD approval simply represent a design the developer believed would be desired in the housing market of that time, the Planning Commission's recommendation indicates their belief that a modest redesign of the homes, as proposed, to suit the current housing market is an acceptable change. Approval of this PUD Amendment application would facilitate development of these lots, which is otherwise limited to the home design approved two decades ago.

The PUD Amendment process specified in the zoning code consists of a concept plan phase and a final plan phase. For the concept phase, a developer open house is required, along with a public hearing before the Planning Commission and action by the City Council. The final phase also requires a Planning Commission public hearing and City Council action, but not another open house. This two-step process likely makes sense for a large, complicated PUD for which a proposed amendment might also be large and complicated. In such a case, the developer can begin by presenting conceptual-level plans during the concept phase of the process and, if the conceptual PUD amendment is approved, they can prepare and present detailed plans to the Planning Commission and City Council in the final plan phase. The current PUD Amendment application seeking approval of an updated home design is obviously much simpler and much more limited in its scope than what is anticipated by the process defined in the zoning code. Therefore, instead of having the applicant navigate the prescribed concept review phase and then resubmit the very same elevation and site plan drawings for the final review phase, the Planning Commission agreed with Planning Division staff's recommendation that the Planning Commission should hold one public hearing pertaining to the proposed PUD amendment and make two recommendations: one regarding the concept of the proposed amendment, and a second regarding the proposed final plan. Accordingly, Planning Division staff recommends that the City Council should approve the concept and final plan phases on a single agenda.

Grading, Drainage & Stormwater

By amending the PUD to allow for the construction of two-story homes instead of the previously approved one-story homes, grading, drainage, and stormwater plans will need to be updated to reflect slightly smaller footprints. Additionally, grading, drainage and stormwater requirements have changed since the original PUD approval and the applicant will have to adhere to current requirements. City engineering staff are aware of the PUD amendment proposal and do not have concerns the requested amendment will impact the ability to comply with applicable grading, drainage and stormwater regulations.

Public Comment

The required open house meeting pertaining to the proposed new home design was held on June 25, 2025, and the applicant's summarization of the conversation at the meeting is included in Attachment 4. While the summarization indicates questions on a variety of topics, there does not appear to have been any particular areas of great concern, nor has Planning Division staff received any communication from the public regarding the plans as of the time this report was published. Staff would note that following the open housing meeting an inquiry was made suggesting the applicant did not hold the meeting for the entire duration that was published in the notice given this particular resident attempted to attend the meeting but found the meeting had already concluded as the venue was locked. Draft minutes of the duly noticed public hearing on November 5 are included with this RCA as part of Attachment 4. During the public hearing, one of the Planning Commissioners encouraged the applicant to consider shifting the homes slightly westward on their lots to potentially improve drainage; the site plan in Attachment 3 reflects updated building footprints. At the conclusion of the public hearing, the Planning Commission

84 unanimously supported the proposed PUD Amendment, recommending approval of the concept plan
85 and the final plan with 6-0 votes. The resolution approving the concept plan is provided as Attachment 5
86 and the resolution approving the final plan is provided as Attachment 6.

87 88 **Policy Objectives**

89 The purpose of the planned unit development process is to provide greater flexibility in the development
90 of residential and nonresidential areas in order to achieve more creative development outcomes while
91 remaining economically viable and marketable. This is achieved by undertaking a process that results in
92 a development outcome exceeding that which is typically achievable through the underlying zoning
93 district.

94 95 **Equity Impact Summary**

96 Equity impacts were not evaluated for this request.

97 98 **Budget Implications**

99 Not applicable

100 101 **Staff Recommendations**

102 Planning Division staff recommends approval of the PUD Amendment concept plan and final plan,
103 provided as Attachments 5 and 6 respectively, allowing a two-story town home design to replace the
104 approved one-story design at 180-188 Elmer Street, based on the content of this RCA, public input, and
105 the Planning Commission's recommendation.

106 107 **Requested Council Action**

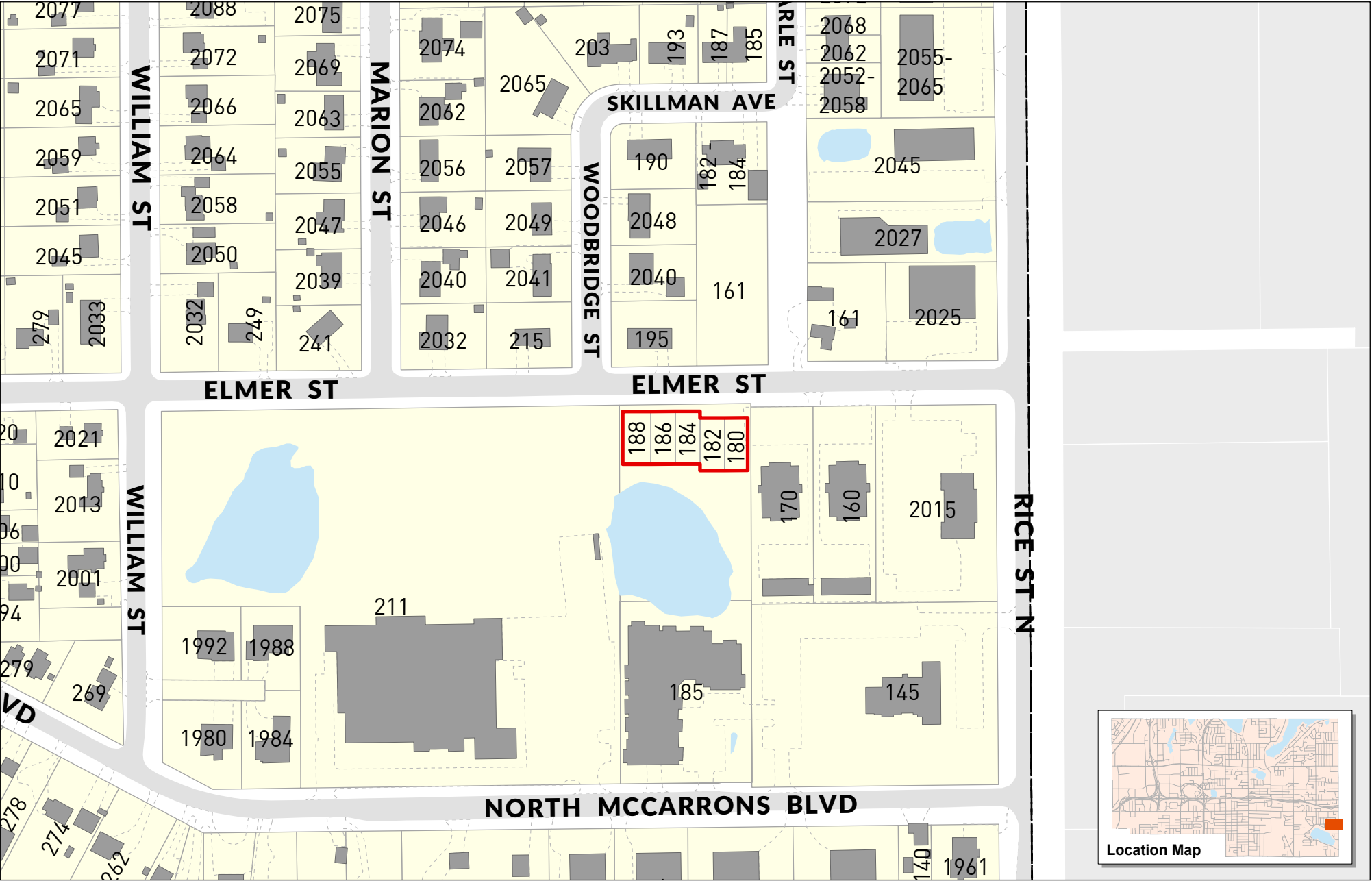
108 By motion, adopt the resolutions provided as Attachments 5 and 6 approving a PUD Amendment
109 concept plan and final plan to allow a two-story town home design to replace the approved one-story
110 design at 180-188 Elmer Street, based on the content of this RCA, public input, and the Planning
111 Commission's recommendation.

112
113 **Prepared by:** Bryan Lloyd, Senior Planner

Attachments:

1. Area Map
2. Aerial Photo
3. Approved and Proposed Plans
4. Public Comment
5. Draft Resolution - Concept Plan
6. Draft Resolution - Final Plan

Attachment 1: Planning File 25-010



Attachment 2: Planning File 25-010



Location Map



Prepared by:

Community Development Department

Printed: October 28, 2025

Data Sources

* Ramsey County GIS Base Map (10/4/2025)

* Aerial Data: EagleView (4/2024)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

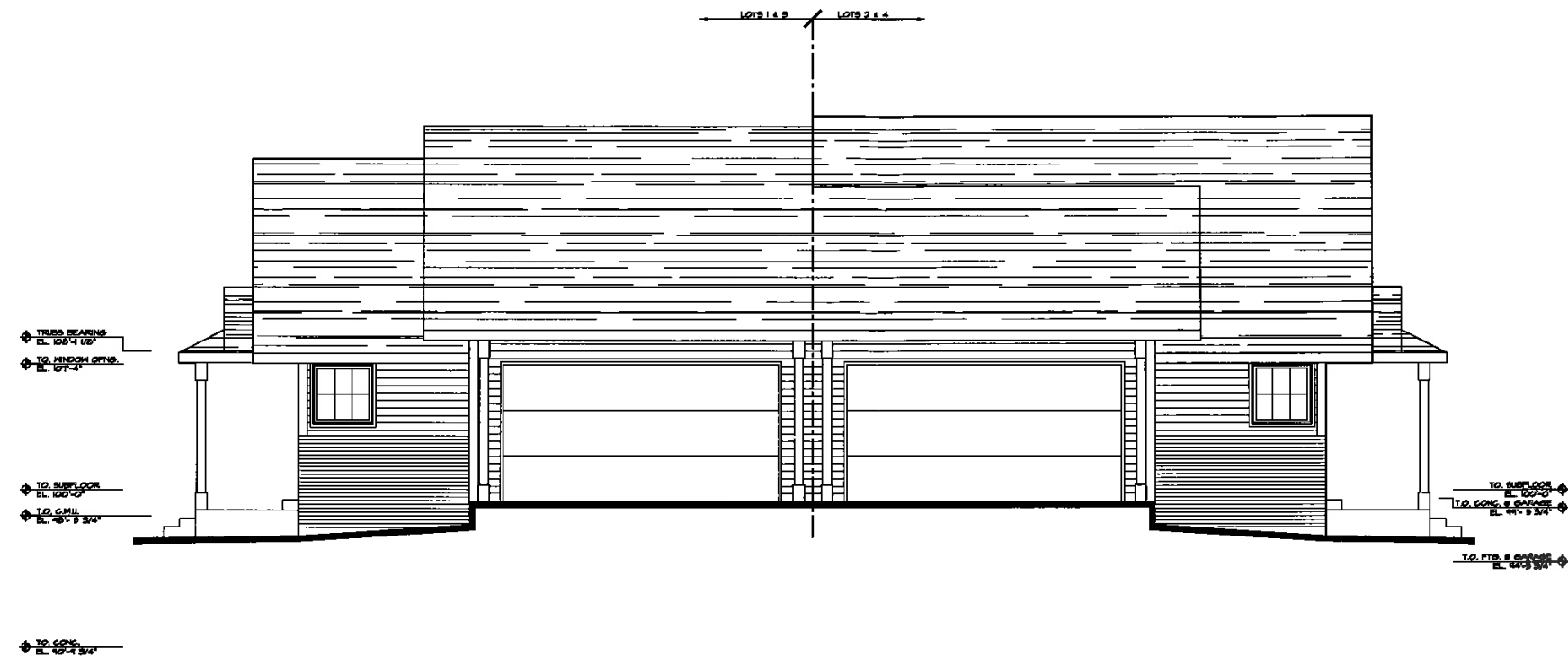
Disclaimer: This is a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 50 100 Feet



PF3575 Exhibit H2a

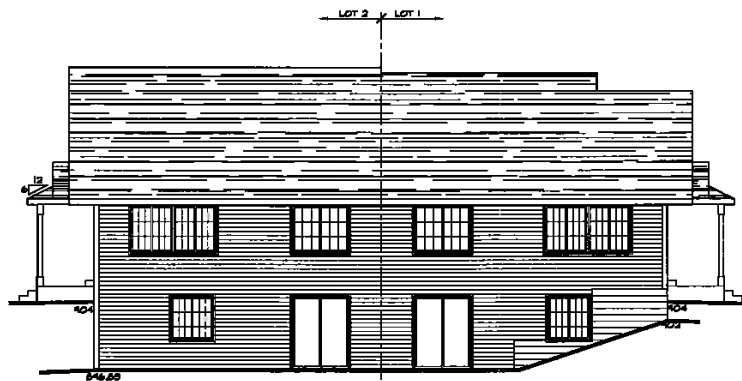
MARK DATE ISSUE FOR
1 8.22.09 OWNER REVIEW



1 TYPICAL FRONT ELEVATION
1/4" = 1'-0"



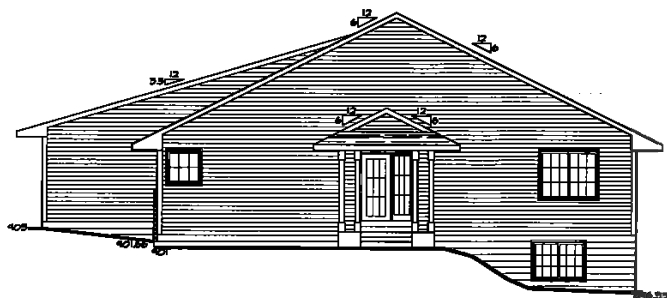
2 RIGHT ELEVATION - LOT 2
1/8" = 1'-0"



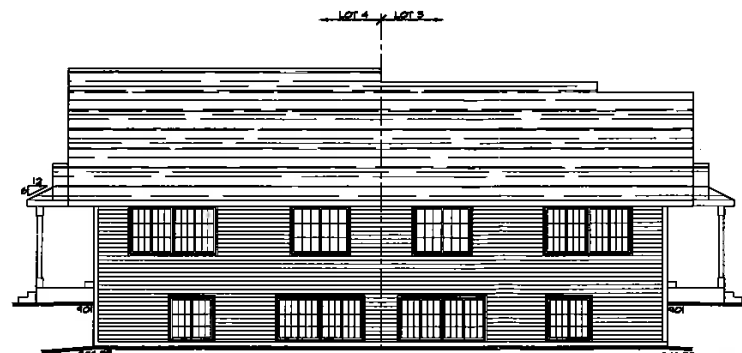
3 REAR ELEVATION - LOTS 1 & 2
1/8" = 1'-0"



4 LEFT ELEVATION - LOT 1
1/8" = 1'-0"



5 RIGHT ELEVATION - LOT 4
1/8" = 1'-0"



6 REAR ELEVATION - LOTS 3 & 4
1/8" = 1'-0"



7 LEFT ELEVATION - LOT 3
1/8" = 1'-0"

ARCHITECT OF RECORD:
HAROLD M. PIERCE, AIA
ARCHITECT

5930 KIRKWOOD LANE NORTH
PLYMOUTH, MN 55442
PHONE/FAX: 763-553-8079
hmpierce@comcast.net

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE LAWS OF
THE STATE OF MINNESOTA.

HAROLD M. PIERCE

DATE: L.C. NO.

PROJECT NAME:

McCARRON POND
TOWNHOMES
ELMER STREET
ROSEVILLE, MN

PROJECT OWNER/DEVELOPER:

GUPTIL
CONTRACTING

485 KENNY ROAD
ST. PAUL, MN 55101
PHONE: 612-363-5800
FAX: 952-285-4175

EXTERIOR ELEVATIONS

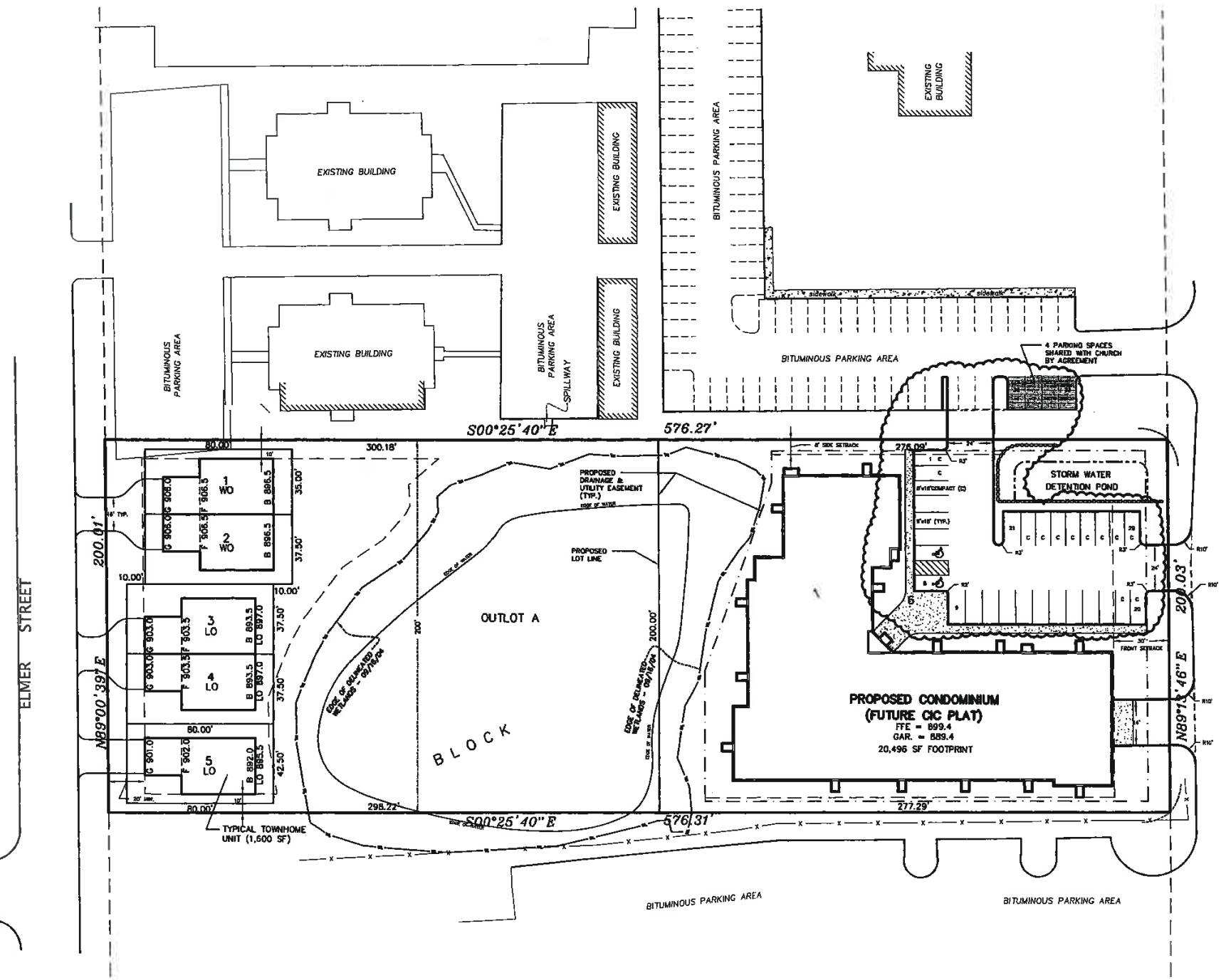
DATE: 8.22.09 PROJ. NO. 0554.4
IN CHARGE: LKD
DRAWN BY: BHP
CHECKED BY: LKD

A1

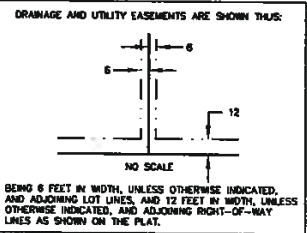
Exhibit C



McCARRONS GUPTIL ADDITION



AREA:	
LOT 1 =	2,800 SF/0.0643 AC
LOT 2 =	3,000 SF/0.0689 AC
LOT 3 =	3,000 SF/0.0689 AC
LOT 4 =	3,000 SF/0.0689 AC
LOT 5 =	3,400 SF/0.0781 AC
LOT 6 =	55,338 SF/1.2704 AC
OUTLOT A =	44,640 SF/1.0248 AC
TOTAL AREA =	115,178 SF/2.6441 AC



DEVELOPER/APPLICANT:
DENNIS GUPTIL CONTRACTING
485 KENNY ROAD
ST. PAUL, MN 55101
(651) 488-1808
(651) 488-1860 FAX
DENNIS GUPTIL

SURVEYOR:
CORNERSTONE LAND SURVEYING, INC.
200 EAST CHESTNUT ST., SUITE B100
STILLWATER, MN 55082
(651) 275-8969
(651) 275-8976 FAX
DANIEL THURMES

ENGINEER:
ANDERSON ENGINEERING OF MN, LLC
13605 1ST AVE N, SUITE 100
PLYMOUTH, MN 55441
(763) 383-1084
(763) 383-1089 FAX
MARK T. JASTER

McCARRONS BOULEVARD NORTH

ELMER STREET

NO. DATE DESCRIPTION OF REVISIONS		
1	7-28-04	PRELIMINARY PLAT
2	10-28-04	PRELIMINARY PLAT RESUBMITTAL
3	12-20-04	REVISED CONDOMINIUM BUILDING
4	5-27-05	FINAL PLAT SUBMITTAL
5	7-27-05	REVISED FOR CITY FINAL PLAT RE-SUBMITTAL
6	8-15-05	ADDED PARKING; REVISED PER WATERSHED COMMENTS DATED 7-7-05
7	1-04-06	REVISED PER CITY ENGINEERING COMMENTS
8	2-23-06	ADDED PARKING AT CONDO BUILDING
03-10984 SITE		

DESIGNED: MTJ	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: MARK T. JASTER SIGNATURE: <i>Mark T. Jaster</i> DATE: JULY 28, 2004 LICENSE # 40931
DRAWN: PSH	
CHECKED BY:	

Anderson Engineering of Minnesota, LLC
CIVIL ENGINEERING AND LAND SURVEYING
13605 1ST AVENUE NORTH, SUITE 100, PLYMOUTH, MN 55441
TEL (763) 383-1084 FAX (763) 383-1089

McCARRONS GUPTIL ADDITION
ROSEVILLE, MINNESOTA
DENNIS GUPTIL CONTRACTING, INC.

SITE PLAN

COMM. NO. 10984	PLOTTED:
DRAWING NO.	3 OF 9



LEFT SIDE (EAST) ELEVATION
SCALE 1/4" = 1'-0"



FRONT (NORTH SIDE) ELEVATION
SCALE 1/4" = 1'-0"



TCO DESIGN
drafting and home design
P.O. Box 4780
Plymouth, TN 38441
Office 663-434-3676
Cell 663-934-8276
dedication to excellence
Prepared by:
Todd Ofethun
Office 663-434-3676
Cell 663-934-8276
todd@tco-design.net



TCO DESIGN
drafting and home design
P.O. Box 4780
Plymouth, TN 38441
Office 663-434-3676
Cell 663-934-8276
dedication to excellence
Prepared by:
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Plan Date
08/01/2020

T-C-BUILDERS
Joshua Markum
Builder, Inc.
Elmer Street
Roseville



Design #
tco 202209

A1
A1 OF 5



RIGHT SIDE (WEST) ELEVATION
SCALE 1/4" = 1'-0"



REAR (SOUTH SIDE) ELEVATION
SCALE 1/4" = 1'-0"

Joshua Markum
Builders, Inc.



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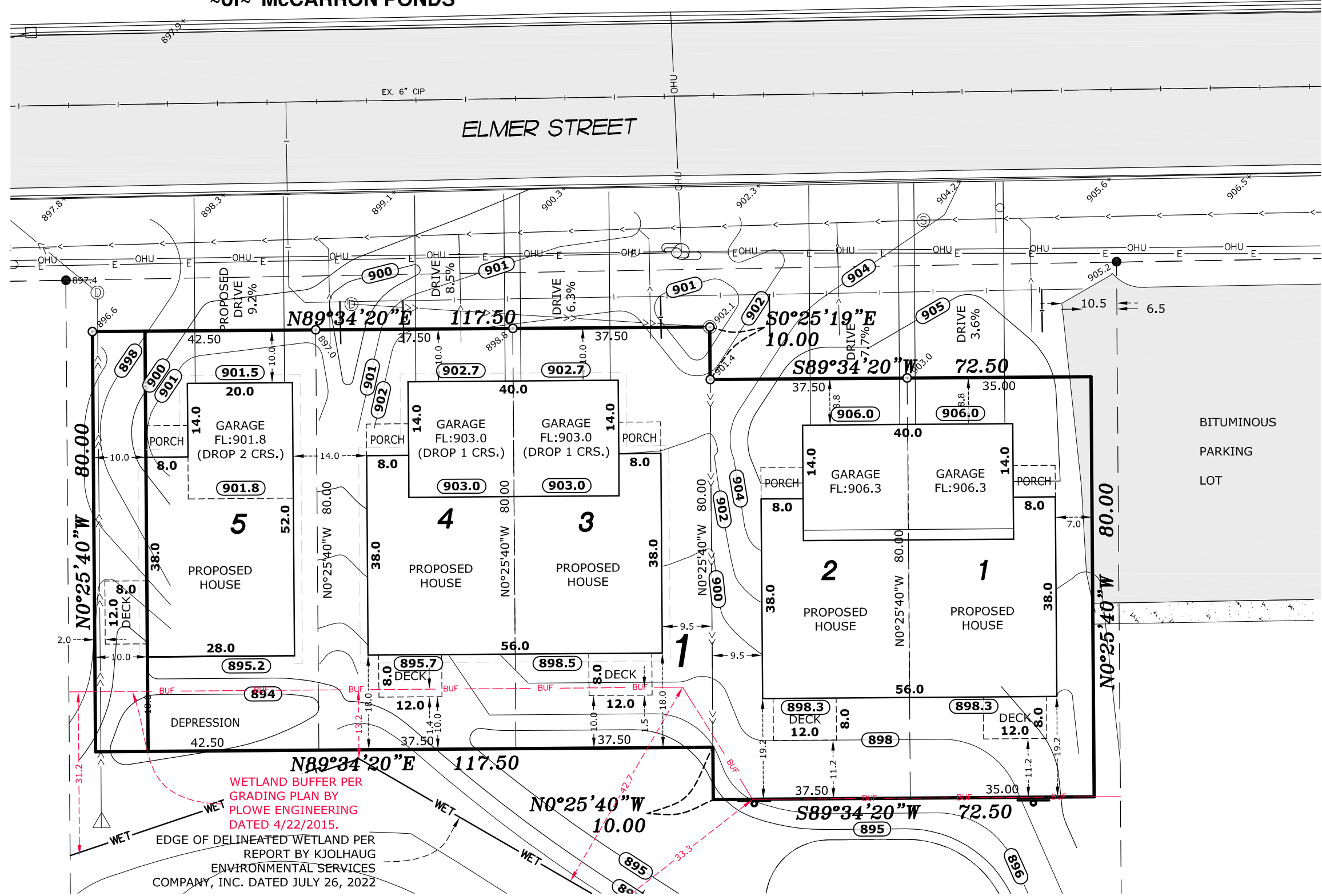
Plan Date
~~PRELIM. 4-19-22~~



Design *
tco 202209
A2
A2 OF 5

SITE PLAN

~for~ JOSHUA MARKUM BUILDERS
~of~ McCARRON PONDS



NORTH

LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊗(800.0) DENOTES PROPOSED ELEVATION
- DENOTES EXISTING ELEVATION
- DENOTES DIRECTION OF DRAINAGE

LOTS 1-2

(12 COURSE WALKOUT BASEMENT)

PROPOSED ELEVATIONS

TOP OF BLOCK = 906.7
GARAGE FLOOR = 906.3
LOWEST FLOOR = 898.6
TOP OF FOOTING = 898.3

LOTS 3-4

(12 COURSE WALKOUT/LOOKOUT BASEMENT)

PROPOSED ELEVATIONS

TOP OF BLOCK = 904.1
GARAGE FLOOR = 903.0 (DROP 1 COURSE)
TOP OF BLOCK (LOOKOUT) = 899.2
LOWEST FLOOR = 896.0
TOP OF FOOTING = 895.7

LOT 5

(12 COURSE WALKOUT BASEMENT)

PROPOSED ELEVATIONS

TOP OF BLOCK = 903.6
GARAGE FLOOR = 901.8 (DROP 2 COURSES)
TOP OF LOWEST FLOOR = 895.5
TOP OF FOOTING = 895.2

Lots 1-5, Block 1, McCARRON PONDS, Ramsey County, Minnesota.

- * BUILDER TO VERIFY HOUSE DIMENSIONS, SEWER DEPTH AND FOUNDATION DEPTH.
- * DRIVEWAYS ARE SHOWN FOR GRAPHIC PURPOSES ONLY. FINAL DRIVEWAY DESIGN AND LOCATION TO BE DETERMINED BY CONTRACTOR.
- * FINISHED GRADE ADJACENT TO HOME SHALL BE 0.5 FEET BELOW TOP OF BLOCK EXCEPT AT DRIVEWAY AND PATIO.
- * GRADING SHOWN PER PLAN BY PLOWE ENGINEERING DATED 4/22/2015.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By: 
Minnesota License No. 41578

Dated 11th day of November 2025.

BEARING DATUM: <u>Ramsey Co.</u>				SCALE: 1" = <u>20'</u>	
REVISIONS				JOB NO. <u>25.1083PP</u>	
1	11/11/25	LOT 5 BUILDING LOCATION	BPN	DATE: <u>10/2/2025</u>	
2				DRAWN BY: <u>BPN</u>	
3				CREW: <u>TBD</u>	
NO.	DATE	DESCRIPTION	BY		



E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

Regular Planning Commission Meeting
Minutes – Wednesday, November 5, 2025
Page 2

- a. **From the Commission or Staff:** *Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.*

None.

7. Public Hearing

- a. **Consider a Request for an Approved Planned Unit Development to Allow a Home Design that is Different from the Design Approved in 2005 (PF25-010)**
Chair Bjorum opened the public hearing for PF25-010 at approximately 6:34 p.m. and provided an overview of the purpose and process of a public hearing. He advised that this item will be before the City Council on November 24, 2025.

Senior Planner Bryan Lloyd summarized the request as outlined in the staff report dated November 5, 2025.

Mr. Lloyd explained that the proposed amendment involves changing the townhomes from single-story to two-story designs. He reviewed the history of the PUD, the current state of the lots, and the proposed changes, including their impact on the site and surrounding areas.

Member Campbell Jensen inquired whether the footprint of the proposed buildings would change significantly.

Mr. Lloyd explained that the footprint would be a bit smaller than the original plan.

Member Barstad expressed concerns regarding wetlands, historic flooding, and the effects on grading and drainage.

Mr. Lloyd recognized the possibility of changing the layout to enhance drainage and fulfill stormwater specifications.

Mr. Mark Olson, the owner of Joshua Markham Builders, and Lawrence Aderinkomi, the property owner, introduced themselves.

Mr. Olson explained the reasoning behind the two-story design and the possibility of an HOA managing maintenance.

Member McGehee asked about the watershed involved.

Mr. Lloyd confirmed that it is the Capital Region Watershed.

Public Comment

Ms. Kristin Thul, 170 & 160 Elmer St

Ms. Thul expressed her concerns about water runoff and potential flooding from the new development.

Mr. Lloyd stated that the stormwater requirements would be handled to avoid flooding.

Ms. Thul inquired about the setback from her property and its effect on her land.

Chair Bjorum clarified that the setbacks are more extensive than required by the zoning code.

Mr. Lloyd and Chair Bjorum assured Ms. Thul that the development would not shed water onto her property and would meet stormwater regulations.

Chair Bjorum ended the public hearing.

Commission Deliberation

The Commission discussed the requirement for two motions to approve the concept and final plans.

Member Aspnes confirmed that separate motions are needed for the concept and final plans.

MOTION

Member Aspnes moved, seconded by Member Lynch, to recommend to the City Council approval of the proposed PUD Amendment Concept Plan to allow a two-story townhome design to replace the approved one-story design, based on the content of this RPCA, public input, and Planning Commission deliberation. (PF25-010).

Ayes: 6

Nays: 0

Motion carried.

MOTION

Member Aspnes moved, seconded by Member Campbell Jensen, to recommend to the City Council approval of the proposed PUD Amendment Final Plan to allow a two-story townhome design to replace the approved one-story design, based on the content of this RPCA, public input, and Planning Commission deliberation. (PF25-010).

Ayes: 6

Nays: 0

Motion carried.

180-188 Elmer Street Open House Meeting Minutes

Date: June 25, 2025

Attendees: See the sign-in sheet

Discussion Points

1. Development Plans and Unit Types

- **Speaker 01** informed attendees that the new homes will be market rate, featuring nine-foot first-floor ceilings and two-story lookout/walkout designs. He clarified they are still considered **townhomes**, specifically a "twin, a twin, and a single" unit, meaning they are not all connected.
- **Speaker 01** mentioned the building pads are between 37 and over 42 feet wide and 80 feet deep, but he won't build to the full extent of the depth. He showed drawings of old, "ugly" twin ramblers from 2003 and circulated new plans, though he's still considering other designs.
- **Speaker 01** reiterated that the units will be market rate, selling for over \$500,000 each. He referenced a successful project of 42 similar townhomes in St. Francis that sold out in two and a half years.
- **Speaker 04** asked for clarification on what "single" meant in the context of the units.
- **Speaker 01** explained the configuration as "a twin, then there'll be another twin, and then a single."

2. Pond Area and Water Management

- **Speaker 04** and **Speaker 03** expressed concern about the proximity of the pond and potential swampy conditions, questioning if a lot of fill would be needed.
- **Speaker 01** stated that the units would have nice backyards and are actually smaller in length than what was planned in 2005. He confirmed that no significant fill would be required.
- **Speaker 04** asked about the distance from the water to the homes based on the plans.
- **Speaker 01** noted that while ponds might not appeal to everyone, they are a desirable feature for some buyers, similar to white cabinets.
- **Speaker 02** inquired about water quality and any restrictions from the watershed.
- **Speaker 01** confirmed ongoing collaboration with the **Rice Creek Watershed**, specifically William and his team. He stated an HOA would be established primarily for watershed management, with rules prohibiting close mowing, seeding, garbage disposal, and walking in the wetland area. He explained that "Outlot A," a drainage and utility

easement shown on the plans, pertains to the apartments and not the new homes, ensuring proper drainage into the pond.

3. Utilities and Electrical Supply

- **Speaker 04** asked about the status of utilities.
- **Speaker 01** confirmed that sewer and water hookups are in place but needs to verify the status of gas and electric lines, which are typically marked with yellow.
- **Speaker 04** mentioned that these utilities were installed years ago and markers might be gone.
- **Speaker 01** asked about the gas and electric provider.
- **Speaker 04** and **Speaker 03** identified **Xcel Energy** as the provider.
- **Speaker 03** noted that the Xcel station is near the apartments and that power outages have occurred, suggesting the new homes might experience similar issues, being on the same power grid section as Rice Street commercial properties.
- **Speaker 02** contrasted this with their own electricity supply, implying it's more stable.
- **Speaker 03** agreed that their power supply was more stable in the past but has become less so.
- **Speaker 04** added that power outages often alternate between their side of the street and the other.
- **Speaker 01** shared an anecdote about a recurring power outage at his home caused by a faulty circuit breaker on a utility pole, which an Xcel technician easily reset.

4. Property History and Sales Strategy

- **Speaker 03** mentioned the lots were for sale about ten years ago.
- **Speaker 04** confirmed they were also for sale more recently and didn't sell.
- **Speaker 00** clarified that they acquired the lots in **2018** and attempted to sell them again. He explained that their original plan to build was derailed by COVID-19, which caused material prices to spike right after receiving watershed and city approvals. They recently sought builders to partner with to manage costs.
- **Speaker 04** asked if units would be sold before or during construction.
- **Speaker 01** plans to start a **spec twin unit** to serve as a model home, anticipating that once this unit is underway, the others will sell.
- **Speaker 01** confirmed that he conducted his own market research, and Lawrence performed a broker price opinion to determine appropriate square footage, features, and sales prices.

BREAK

1. Market Conditions and Development Challenges

- **Speaker 05** expressed disbelief at how quickly homes were selling two years ago.
- **Speaker 04** attributed this to lower interest rates during COVID and inflated lumber prices, noting that lumber prices "hijacked us."

- **Speaker 02** inquired about the potential impact of changes to the Rice Street bus line, specifically a new "on and off" system similar to light rail, on the development area, referencing issues with fare evasion on the Green and Blue Lines.
- **Speaker 04** dismissed concerns about Rice Street's commercial areas, focusing instead on the surrounding residential homes, which are mostly older but retain good value. He highlighted the presence of new, beautiful homes near a monastery, indicating neighborhood support for new construction. He stated he wouldn't build if homes were only selling for \$200,000, confirming that homes in this neighborhood sell for more, offering an opportunity for families to find low-maintenance housing.

2. Property Boundaries and School Proximity

- **Speaker 02** asked about working with the nearby school and clarifying property lines, especially given the school's woodworking area.
- **Speaker 04** confirmed that there are no dealings with the school, only the city, and that property lines will be staked out. He noted an issue with a car from an adjacent apartment building encroaching on his property.

3. Flood Control and Basements

- **Speaker 01** raised a concern about a nearby prefab home on Cohansey that experienced significant flooding problems when initially built, suggesting contacting the city to understand the changes made to prevent this.
- **Speaker 04** acknowledged the importance of flood prevention, recalling similar issues in Blaine where development was halted due to engineers designing basements too deep, leading to water problems. He confirmed that such issues are thoroughly checked.
- **Speaker 02** emphasized the importance of this check given the proximity to the pond.
- **Speaker 04** explained his method of assessing the water table by observing the pond's water level relative to the ground.
- **Speaker 02** asked if the new units would have basements.
- **Speaker 04** confirmed that there would be basements: two walkouts, two lookouts, and one single lookout, leveraging the natural slope of the land.

4. Unit Size and Design

- **Speaker 05** commented on the small number of units (five).
- **Speaker 02** mentioned that the neighborhood was accepting of the development back in 2003.
- **Speaker 05** inquired if the new units would be as large as four units recently built off William, near the school.
- **Speaker 04** stated that the new units would be significantly larger, potentially exceeding 3,200 to 3,400 square feet if the basements are finished. He humorously contrasted this with his own upbringing in a 1,500 square foot home with six children. He noted that removing the "rec room" area in the basement could save about \$45,000, but buyers typically want it.

- **Speaker 04** concluded that the units would be a "nice addition to the neighborhood."

5. Parking and Property Ownership

- **Speaker 02** asked about parking, confirming that each unit would have a garage and ample parking.
- **Speaker 04** clarified that each unit would have two inside garage spaces and potentially two to four outside spaces, including stacking cars.
- **Speaker 02** expressed concern about street parking being difficult on the sloped street but felt four spots per unit should suffice.
- **Speaker 04** stated parking would be similar to other houses in the area.
- **Speaker 02** pointed out there are no houses on that side of the street, only apartments.
- **Speaker 00** introduced **Dr. Leon Elliott**, identifying him as one of the owners who purchased the property in the 2000s.
- **Speaker 02** clarified that Dr. Elliott owned the land and was now developing it.
- **Speaker 04** indicated that twin units would have different color schemes.

6. Lot Configuration and Homeowner's Association (HOA)

- **Speaker 03** asked for clarification on the five lots and three structures, confirming that two structures would have a common wall.
- **Speaker 04** explained that the common wall would divide lots 1 and 2, with a one-inch space as the property line.
- **Speaker 02** inquired about an HOA.
- **Speaker 04** confirmed an HOA would be set up.
- **Speaker 06** added that the HOA's primary purpose would be to maintain the pond and wetlands.
- **Speaker 04** elaborated that the HOA rules would incorporate requirements from the Rice Creek Watershed, giving them access to properties for sampling and maintenance.
- **Speaker 03** sought further clarification on how the three structures relate to the five lot lines, to which **Speaker 04** explained the common wall system between units on what were originally separate lots.

BREAK

1. Building Specifications and Noise Reduction

- **Speaker 1** discussed challenges with plumbing in certain outlets due to noise concerns. Explained the necessity of building double walls (2x6 insulated wall with a 2x4 wall in front) to accommodate plumbing and mitigate noise.

2. Homeowner's Association (HOA) and Amenities

- **Speaker 1** mentioned considering an HOA for new homes, potentially including services like mowing, sprinkling, snow removal (sidewalks and driveways), and garbage collection. Also brought up the possibility of a cluster mailbox system.

3. Affordability and Market Value of Homes

- **Speaker 2** expressed concern about young families affording homes given the current market, noting that even \$90,000 homes from their youth are a distant memory. Implied that good jobs would be essential for buyers.
- **Speaker 3** inquired about the price of homes near Lake McCarran, stating they were around \$400,000.
- **Speaker 1** clarified that new homes in that area are in the \$600,000-\$700,000 range, with some reaching \$800,000. Mentioned square footage isn't significantly larger in these higher-priced homes.
- **Speaker 4** confirmed that the square footage of new homes is likely not larger than current builds.
- **Speaker 3** highlighted that the homes in question are **townhomes**.
- **Speaker 4** elaborated on the decision to move forward with the project, noting that while \$500,000 seems expensive, it's still relatively affordable compared to some new properties. Stated these are not "starter homes," which are now closer to \$375,000 for low-maintenance options. Acknowledged the difficulty of finding homes in the high \$200,000s without significant sweat equity. Expressed a desire for affordable housing but acknowledged potential negative impacts on existing property values if very low-cost homes were built. Emphasized the goal is to provide relatively affordable homes without negatively impacting the immediate community's market.

4. Community Acceptance and Development Challenges

- **Speaker 1** recounted an experience in Chicago where he built 11 ramblers on a former farm/wetland site. Faced initial community opposition at a planning commission meeting due to concerns about the property's history.
- **Speaker 1** described how the city manager and mayor supported the project, noting the property was zoned for 18 units, and that building 9 twin units (which could sell for around \$300,000) was an option. The mayor's presence at a subsequent council meeting without any public opposition was noted.
- **Speaker 1** stated that the Chicago homes were built for \$150,000, sold for \$500,000, and integrated well into the neighborhood. Expressed a similar goal for the current project: to build something nice that fits in.
- **Speaker 4** recalled being part of a similar process 20 years ago where the neighborhood was accepting of development and still is. Stressed the importance of considering what needs to be done to sell the homes effectively.
- **Speaker 1** indicated flexibility in pricing to find the "happy point" for sales.

5. Environmental Considerations and Wetland Protection

- **Speaker 4** confirmed that the team has analyzed the lowest acceptable price point for sales and aims for market value. Addressed concerns about wetlands, stating that environmental assessments have been conducted. Confirmed engagement with the watershed district and the necessity of their approval to proceed, emphasizing ongoing

engagement to protect the pond and maintain the area's ecology. Speaker 4, with a minor in environmental sustainability, highlighted the environment as a personal cause and acknowledged its universal impact.

Meeting transcript available on request.

Preconstruction Meeting – McCarron Ponds Townhomes (180-188 Elmer Street) 6/25/2025

Open House Sign-In Sheet

Date: _____

Location: _____

	Name	Phone Number	Comment
1	Paul + Delores Mordorski	651-262-6349	
2	Erin Lynch	651-489-2746	
3	Steve Cynn	715-614-1141	
4	Erica TenBroel	651 488 3307	
5	Peter Solberg	651-242-2337	Rep. Galilee Lutheran
6	Lawrence Aderinton	612-200-3055	
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**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 24th day November 2025 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No. 12XXX

RESOLUTION APPROVING THE PROPOSED CONCEPT PLANNED UNIT DEVELOPMENT AMENDMENT (PF25-010).

WHEREAS, Joshua Markum Builders, Inc. has submitted a valid application for approval of the proposed amendment of Planned Unit Development Agreement #1325 on behalf of Trust Builders and Developers, LLC, which owns the property addressed as 180-188 Elmer Street; and

WHEREAS, the property affected by the proposed Planned Unit Development Amendment is legally described as Lot 1 – Lot 5, McCarron Ponds, Ramsey County, which lots are assigned Ramsey County Property Identification Numbers 13-29-23-14-0045, -0046, -0047, -0048, and -0049; and

WHEREAS, the proposed Concept Planned Unit Development Amendment would redesign the one-story dwellings approved in Planned Unit Development Agreement #1325 as two-story dwellings; and

WHEREAS, the City of Roseville Planning Commission held a public hearing pertaining to the proposed concept plan amendment on November 5, 2025, and unanimously recommended its approval; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the proposed Concept Planned Unit Development Amendment, based on the public record and City Council deliberation.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of November 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of November 2025.

Patrick Trudgeon, City Manager

Seal

**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 24th day November 2025 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No. 12XXX

RESOLUTION APPROVING THE PROPOSED FINAL PLANNED UNIT DEVELOPMENT AMENDMENT (PF25-010).

WHEREAS, Joshua Markum Builders, Inc. has submitted a valid application for approval of the proposed amendment of Planned Unit Development Agreement #1325 on behalf of Trust Builders and Developers, LLC, which owns the property addressed as 180-188 Elmer Street; and

WHEREAS, the property affected by the proposed Planned Unit Development Amendment is legally described as Lot 1 – Lot 5, McCarron Ponds, Ramsey County, which lots are assigned Ramsey County Property Identification Numbers 13-29-23-14-0045, -0046, -0047, -0048, and -0049; and

WHEREAS, the proposed Final Planned Unit Development Amendment would redesign the one-story dwellings approved in Planned Unit Development Agreement #1325 as two-story dwellings; and

WHEREAS, the City of Roseville Planning Commission held a public hearing pertaining to the proposed final plan amendment on November 5, 2025, and unanimously recommended its approval; and

WHEREAS, the City Council of the City of Roseville adopted City Council Resolution No. 12XXX approving the concept plan amendment on November 24, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the proposed Final Planned Unit Development Amendment, based on the public record and City Council deliberation.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of November 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of November 2025.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve the Sanitary Sewer System Interconnection Agreement for Community Park between the City of Roseville and the City of Falcon Heights

Background

Falcon Heights' Community Park required a sanitary sewer connection during its recent park redevelopment project. Because the nearest Falcon Heights sewer main terminates at Autumn Street on the east end of Roselawn Avenue, extending that main westward to serve the park would have been cost-prohibitive. As a result, Falcon Heights requested to connect to Roseville's existing sanitary sewer main located just across Roselawn Avenue.

Roseville and Falcon Heights have historically had an informal arrangement allowing Falcon Heights to extend a lateral beneath Roselawn Avenue for this purpose. The proposed Interconnection Agreement formalizes that arrangement by establishing a sanitary sewer interconnection between the two cities and outlining the terms under which Roseville will provide sewer service to the park. Interconnections between adjacent municipal utilities are not unique within Roseville. The City currently both provides and receives utility services for water and sanitary sewer from neighboring communities through similar informal arrangements. Roseville has existing interconnections with Arden Hills, Maplewood, and Shoreview, and some Roseville properties receive utility service from adjacent cities such as Saint Paul, Shoreview, and Arden Hills.

The park's water service is supplied by Saint Paul Regional Water Services (SPRWS). Accordingly, Roseville will use SPRWS water-usage data to calculate sewer charges and will bill Falcon Heights directly based on Roseville's current Fee and Penalty Schedule.

If, in the future, Falcon Heights extends its own sanitary sewer main to the park property, the park will be required to connect to that system within 180 days of its availability, at which point this agreement will terminate. The agreement will also terminate if service to the park is permanently abandoned, in which case Falcon Heights will be responsible for removing the existing lateral beneath Roselawn Avenue.

Policy Objectives

The City seeks to establish formal agreements with neighboring cities when shared utility service or interconnects are requested and reasonable, promoting efficient

intergovernmental utility management.

Equity Impact Summary

This agreement promotes equitable access to essential public infrastructure through intergovernmental cooperation, ensuring consistent service delivery across community boundaries.

Budget Implications

The agreement has no material impact on Roseville's budget, as Falcon Heights will be billed for sanitary sewer service according to actual usage and the City's current rate schedule.

Staff Recommendations

Staff recommends Council approve the Sanitary Sewer System Interconnection Agreement to service Falcon Heights' Community Park via Roseville's sanitary sewer system.

Requested Council Action

Motion adopting approval of the Sanitary Sewer System Interconnection Agreement for Community Park between the City of Roseville and the City of Falcon Heights.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Agreement

SANITARY SEWER SYSTEM INTERCONNECTION AGREEMENT

This Sanitary Sewer System Interconnection Agreement (this “Agreement”) is made and entered into as of the _____ day of _____, 2025, by and between the City of Roseville (“Roseville”) and the City of Falcon Heights (“Falcon Heights”), both Minnesota municipal corporations.

WHEREAS, Roseville and Falcon Heights each own and operate a municipal sanitary sewer utility providing sanitary sewer service to their citizens; and

WHEREAS, Falcon Heights is in need of sanitary sewer service to serve its Community Park property, which is located at 2050 Roselawn Avenue (PID 162923320059) (the “Park Property”); and

WHEREAS, Falcon Heights and Roseville would like to interconnect their sanitary sewer services so that Roseville can service the Park Property with its sanitary sewer service; and

WHEREAS, the cities wish to formalize the interconnection and the terms under which the interconnection will be utilized by them and each city’s responsibilities with respect to costs related to keeping up the infrastructure and payment for the sanitary sewer discharge; and

WHEREAS, both cities are willing to allow the interconnection and Roseville will provide sanitary sewer service to the Park Property on the terms and conditions hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual covenants hereinafter set forth, the parties agree as follows:

1. Connection. Falcon Heights shall connect its existing sanitary sewer system to Roseville’s sanitary sewer system so that Roseville’s sanitary sewer system can serve the Park Property. This connection shall occur when Falcon Heights extends a sanitary sewer service line from the Park Property to Roseville’s sanitary sewer service main. The connection must adhere to Roseville’s sanitary sewer regulations which are set forth in Chapter 802 of the City Code, including, but not limited to, Section 802.06 (Connection Requirements).
2. Costs. Falcon Heights shall be responsible for all construction costs related to the connection of the Park Property to Roseville’s sanitary sewer main. Falcon Heights shall also be responsible for the continuing maintenance of the sanitary sewer service line connecting the Park Property to Roseville’s sanitary sewer system.
3. Sanitary Sewer Charges. The Property receives water from St. Paul Regional Water Services (“SPRWS”). Roseville uses SPRWS usage data in order to determine the amount to be charged by Roseville for sanitary sewer services. Roseville shall directly bill Falcon

Heights for sanitary sewer service charges for the Park Property using the SPRWS water usage data in accordance with the most recent City of Roseville Penalty and Fee Schedule.

4. Quality of Service and Compliance. Sanitary sewer service provided by Roseville to Falcon Heights pursuant to this Agreement shall be of the same quality and provided in accordance with the same standards, as is available to customers of Roseville's sanitary sewer system. Falcon Heights agrees that it shall comply with Roseville's sanitary sewer regulations which are contained in Chapter 802 of the City Code, including, but not limited to, Section 802.08 (Prohibited Discharges), Section 802.15 (Discharge of Fats, Oils and Grease), and Section 802.17 (Obstructions).
5. Term and Termination. This Agreement shall be in effect as of the date first written above. Once Falcon Heights installs its own sanitary sewer service main to the property line of the Park Property, it must connect within 180 days of its main becoming available or this Agreement shall terminate. This Agreement shall terminate in the event that the sanitary sewer service to the Park Property is abandoned as defined by Roseville's standards.
6. Environmental Matters. Roseville shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Park Property prior to the date of this Agreement.
7. Indemnification. Falcon Heights assumes all risk and responsibility for claims or damages made by Falcon Heights customers arising out of, or related to, provision of sanitary sewer service by Roseville to Falcon Heights in accordance with the terms and standards of this Agreement. Each of the parties agrees to indemnify the other, its officials, agents, and employees, for claims arising out of its conduct or resulting from breach of this Agreement. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466. The combined total liability of the parties arising from this Agreement shall not exceed the limits on governmental liability for a single governmental unit as provided in Minn. Stat. § 471.59, subd. 1a.
8. Third Parties. Neither the citizens of Falcon Heights, the citizens of Roseville, nor any other person, are made third party beneficiaries of this Agreement.
9. Entire Agreement. This writing, including the recitals and exhibits which are incorporated herein, contains the entire agreement between the parties regarding the provision of sanitary sewer service between the two cities and any amendments hereto shall be in writing and mutually agreed to by the parties, except for changes in the rates as provided herein.

IN WITNESS WHEREOF, the parties hereto by their authorized representatives, hereunto set their hands as of the day and date first above written.

CITY OF FALCON HEIGHTS

By: _____

Randy Gustafson

Its: Mayor

By: _____

Its: City Clerk

CITY OF ROSEVILLE

By: _____

Dan Roe

Its: Mayor

By: _____

Patrick Trudgeon

Its: City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Resolution Requesting Funding From Metropolitan Council
Environmental Services' 2026 Private Property Inflow and Infiltration
Grant Program

Background

The 2022 Minnesota Legislature amended Minn. Stat. § 471.342 to allow the Met Council to provide grant funding to local municipalities to assist private property owners with costs associated with repairing infiltration and inflow (I/I) issues on privately-owned sanitary services. In 2024, the Metropolitan Council Environmental Service (MCES) implemented a \$1.5 million pilot grant program for these repairs. In 2024, Roseville requested \$75,000 and was awarded \$40,000 that was, in turn, granted to eight property owners for repairing their sewer services, and in 2025 Roseville requested \$175,000 in funding and was awarded \$53,000 to eleven property owners.

In 2026, MCES will again provide \$1.5 million to local municipalities to administer grant programs and noted they will award half of the funds evenly between applicant cities, and the remaining half will be based on the amount requested. Staff proposes requesting \$225,000 in funding in the hopes to further advertise the program and assist 20 to 35 property owners. Grant applications are due November 28, 2025, to MCES and one of the required documents is a resolution authorizing application. This resolution would allow the City of Roseville to apply for the grant program.

MCES intends to notify cities of their grant amounts on December 15, 2025. If the City of Roseville is approved for funding, an agreement with MCES will need to be executed prior to funds becoming available. This resolution would authorize the City Manager to sign the agreement. The City Attorney has reviewed the agreement.

Policy Objectives

The City is required to limit I/I into its sanitary sewers under MCES regulation, thereby reducing unnecessary trunk pipe upsizing and treatment of stormwater at sanitary sewer treatment plants.

Equity Impact Summary

The 2025 Private Property Inflow and Infiltration (I/I) Grant Program guidelines allow for

equity criteria to be established by each city in alignment with Thrive MSP 2040. In 2025, the City chose to use Ramsey County tax-assessed home values and the Met Council home ownership affordability limits to establish a simple equity criteria that was easy to administer and did not require staff to receive or review personal financial information. This means that, for 2025, the affordable home price for a family at 80% of the area median income (AMI) was \$306,500. Applicants that meet the criteria could receive 80%, up to \$8,000, of eligible sewer repair expenses; whereas those that did not meet the criteria could receive 50%, up to \$5,000, of eligible expenses. In 2024, three of the eight recipients met the criteria, and in 2025 four of the eleven met the criteria. In 2026, staff hopes to see an increase in recipients of the grant funds to those that meet an equity criteria and will continue to reach out to eligible property owners through mailings and advertisement of the program on all forms of media.

Budget Implications

The City is requesting \$225,000 in funds. If approved, staff would use the sanitary sewer fund to reimburse residents and then the City would be reimbursed by grant funds. There are no net costs to the City other than staff time to administer the grant.

Staff Recommendations

Staff recommends Council adopt a resolution to authorize the application for the MCES 2026 Private Property Inflow and Infiltration (I/I) Grant Program and authorize the City Manager to sign the agreement after the application process.

Requested Council Action

Motion adopting the resolution to authorize the application for the MCES 2026 Private Property Inflow and Infiltration (I/I) Grant Program and authorize the City Manager to sign the agreement after the application process.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Resolution
2. Agreement

**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 24th day of November, 2025, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

**APPROVAL OF GRANT AGREEMENT BETWEEN METROPOLITAN
COUNCIL AND THE CITY OF ROSEVILLE FOR 2026 PRIVATE PROPERTY
INFLOW AND INFILTRATION GRANT PROGRAM**

WHEREAS, the Metropolitan Council Environmental Services (MCES) has identified the City of Roseville as one of many metro cities having excessive quantities of stormwater and groundwater entering the public sanitary sewer system, commonly referred to as Inflow and Infiltration (I/I); and

WHEREAS, reducing I/I will remove and prevent clear water from entering the water treatment system; and

WHEREAS, private sanitary services are the largest source of I/I, but receive the least mitigation; and

WHEREAS, the 2022 Minnesota State Legislature amended Minn. Stat. § 471.342 to allow Metropolitan Council Environmental Services (MCES) to provide grant funding to local municipalities to assist private property owners with costs associated with repairing sewer infrastructure on their property; and

WHEREAS, the 2026 Private Property Inflow and Infiltration Grant Program provides \$1.5 million in wastewater revenue to local municipalities to establish a program for providing grants to private property owners to help with I/I repairs; and

WHEREAS, the City of Roseville is willing to faithfully administer all terms of the grant for the benefit of its property owners.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the City Manager or their designee be authorized to submit the applications and to serve as the contact person.

31 The motion for the adoption of the foregoing resolution was duly seconded by
32 Councilmember and upon vote being taken thereon, the following voted in
33 favor thereof: and the following voted against the same: .

34 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 24th day of November, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of November, 2025.

Patrick Trudgeon, City Manager

(SEAL)

METROPOLITAN COUNCIL
2026 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. «SG_»

This Metropolitan Council Environmental Services (ES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the **City of «Community»**, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (ES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of this Grant Agreement. Specifically, the Grantee agrees to perform the "Grant Program" in accordance

with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is «Award Text».

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Principal Financial Analyst, ES Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101
Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor and has 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 Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: «Contact_Name»
Mailing Address: «Address»
Phone: «Phone»
E-Mail Address: [«Contact_email»](#)

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with Grantee's administration of the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or their employees, servants or agents, and whether or not due

to any act of omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy. For the avoidance of doubt, this provision does not impact the Grantee's liability limits established in Minnesota Statutes Chapter 466.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel, including any third-party contractor required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council 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 Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data

referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council 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 Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

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

15. Termination.

Either Party may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's contractor and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below, or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

City of «Community»
«Street»
«Community», MN «Zip»
Attention: «Contact_Name»

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Ward Brown, Principal Financial Analyst

With copy to:

ES Budget Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2. Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

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: _____

Printed Name and Title

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Professional Services Agreement for 2026 Construction Projects Geotechnical Exploration

Background

The 2026 Pavement Management Project (26-04) and 2026 Terminal & Walnut Project (26-05) require geotechnical exploratory services in preparation for the design phase of the project. A consulting services contract is needed to facilitate the geotechnical scope of work for the project, which includes pavement and support aggregates/soil exploration, sample testing, and reporting. Typically, a third party is hired by the City to perform the testing and deliver reports. The Engineering Department prepared an RFP and solicited proposals from Braun Intertec Corporation and American Engineering Testing (AET).

Both firms submitted proposals for the following amounts:

Braun - \$24,800.00

AET - \$31,290.00

The proposals were reviewed to compare the proposed work scope, sequencing, schedule, and estimated costs. Each of the firms is capable of completing the required work and has successfully completed similar work in the past for the City. Based on the review of the proposals, and both proposals being similar, Engineering staff recommends that Braun be selected for the work based on the lower bid cost.

The City Attorney has reviewed the agreement.

Policy Objectives

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

Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

The estimated cost of the proposals by Braun is \$24,800.00 and will be funded using the

34 Street Replacement fund and MSA funds.

35

36 **Staff Recommendations**

37 Staff recommends the Council approve the Professional Services Agreement for 2026
38 Construction Projects Geotechnical Exploration by Braun Intertec Corporation.

39

40 **Requested Council Action**

41 Motion to approve the Professional Services Agreement for 2026 Construction Projects
42 Geotechnical Exploration by Braun Intertec Corporation.

43

44

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Agreement

45

CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 24th day of November, 2025, between the City of Roseville, a Minnesota municipal corporation (the “City”), an Braun Intertec Corporation, a Minnesota corporation (the “Contractor”, each a “Party” and together the “Parties”).

1. **Scope of Work.** The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
2. **Term and Termination.** The term of this Agreement will commence on November 24, 2025. Unless extended by written agreement of the Parties, this Agreement will terminate no later than January 1, 2026, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.
3. **Compensation for Work.** The City agrees to compensate Contractor the in accordance with **Exhibit A** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.
4. **Method of Payment.** Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.
 - b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.
5. **Representatives and Notices:** The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [Erik Henricksen, Asst. City Eng.]

To Contractor:

Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438
Attn: Kevin Zalec

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

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

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

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

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

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

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor’s books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney’s fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

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

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

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

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

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

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Contractor’s professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

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

- c. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

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

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
- The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.
- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.

- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

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

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

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

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

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

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

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

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

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

CITY OF ROSEVILLE

BRAUN INTERTEC CORP.

By: _____
Mayor

By: _____
Its: _____

By: _____
City Manager

By: _____
Its: _____

November 10, 2025

Proposal QTB224353

Erik Henrickson
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Re: Proposal for a Geotechnical Evaluation
2026 City of Roseville Street Rehabilitation
Roseville, Minnesota

Dear Mr. Henrickson:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation for 2026 City of Roseville Street Rehabilitation at the referenced site.

Project Information

Per the RFP provided by the City of Roseville and dated October 20, 2025, we understand the proposed project will include the improvements to several segments of neighborhood streets in Roseville, Minnesota. The proposed improvements will include mill and overlay, reclaim area, and reconstruction based on the existing street conditions in each area. Two of the proposed rehabilitation areas are Municipal State Aid.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for use in the design and reconstruction or improvements of the roadway.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs, it appears that the site is accessible to a truck-mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.



Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective subsurface exploration locations, as selected by the City of Roseville, and obtain surface elevations at those locations using GPS technology. In order to link the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Permits

We will obtain a right-of-way permit with the City of Roseville prior to beginning our fieldwork. We assume the City will waive permit fees as we will be completing the work for the City.

Prior to commencing with field work, we assume others will obtain permits or written permission from property owners for proposed explorations located outside of the public right-of-way.

We assume the City permit will include a work hour restriction within public right-of-way of 9:00 AM to 3:00 PM during weekdays and our scope and fees account for this restriction.

Pavement Coring

As requested, we will core pavement at 50 locations. We will record a core photo log including pavement and aggregate base thickness.

Penetration Test Borings

As requested, we will drill 15 standard penetration test (SPT) borings for the project. [Table 1](#) provides a summary of the proposed boring locations and depths. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 10 feet, and at 5-foot intervals at greater depths if required.



Table 1. Summary of Proposed Borings

Location	Type	Quantity	Depth (ft)
Reclaim MSA Area (Walnut Street)	SPT	7	10
Reconstruction MSA Area (Terminal Road)		8	
Total		15	150

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Power Auger Borings

We propose to drill 35 continuous auger borings for the Mill and Overlay Areas, extending them to approximately 5 feet. We will drill the auger borings through the pavement core holes at each location in this area to record aggregate base and subgrade classification. We will collect bag samples from the auger flights as we dead-pull the auger to the surface.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs. All boreholes will be backfilled immediately after completion.

MDH Notification and Sealing Record

Since our planned exploration will be less than 15 feet in depth, the Minnesota Statutes will not require that we complete any notifications or sealing records. If we extend any of the borings to a depth of 15 feet or greater, the Statutes require that we seal the boreholes and complete a Sealing Record. If 25 feet or greater, the Statutes also require us to complete a Sealing Notification Form. If the Record or Form are required, we will contact you to discuss the additional fees and sealing requirements.

Borehole and Core Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper.

We currently do not anticipate having to seal any of the boreholes.

Upon backfilling exploration locations, we will fill holes in pavements with a temporary patch.



Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous patches. We are not assuming responsibility for releveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing moisture content tests, mechanical analyses (through a #200 sieve only), and organic content tests. Where reclamation is proposed, we have budgeted gradation tests for the apparent aggregate base samples.

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to pavement design and performance.

Optional Scope – Ground Penetrating Radar (GPR)

If requested, we can perform Ground Penetrating Radar (GPR) testing on the streets. GPR provides a continuous profile of pavement layer thicknesses. We will perform GPR testing using a 2.0-gigahertz, air-coupled unit from GSSI, Inc. Testing will be performed at posted speeds in a single travel direction. Pavement layer thickness data will be gathered at an interval of approximately four scans per foot. Our GPR measurements will be tied to GPS coordinates and interpreted thicknesses will be verified with information obtained from the pavement cores and soil borings.

Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- Photographic log of the pavement cores including pavement and aggregate base thicknesses.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.



- Recommendations for preparing utility and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for pavement section design including assumed R-value.

We will only submit an electronic copy of our report to you

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 8 weeks following receipt of written authorization.
- Field exploration – 2-4 days on site to complete the work.
- Optional GPR testing – within about 2 to 3 weeks following receipt of written authorization.
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration.
- Preliminary results – within 1 week after completion of field exploration.
- Draft report submittal – within about 3 weeks of completion of field exploration.
- Final report submittal – within 1 week of receiving comments on the draft report.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of **\$22,370** for the requested scope, or **\$24,800** including the optional GPR services.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Heidi Olson at 612.597.6244 (holson@braunintertec.com) or Kevin Zalec at 952.995.2223 (kzalec@braunintertec.com).

Sincerely,

Braun Intertec Corporation

Heidi C. Olson, PE
Project Engineer

Kevin S. Zalec, PE
Senior Manager, Senior Engineer

Attachments:
General Conditions (11/04/2024)

The proposal is accepted, and Braun Intertec is authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

BRAUN INTERTEC GENERAL CONDITIONS

SECTION 1: AGREEMENT

1.1 Agreement. This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

1.2 Parties to the Agreement. The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

SECTION 2: SCOPE OF SERVICES

2.1 Services. Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

2.2 Additional Services. Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

SECTION 3: PERFORMANCE OF SERVICES

3.1 Standard of Care. Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

3.2 Written Reports and Findings. Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

3.3 Observation or Sampling Locations. Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

3.4 Project Site Information. Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

3.5 Subsurface Objects. To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

3.6 Hazardous Materials. Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

3.7 Supervision of Others. Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

3.8 Safety. Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

3.9 Project Site Access and Damage. Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

3.10 Monitoring Wells. To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

3.11 Contaminant Disclosures Required by Law. Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

SECTION 4: SCHEDULE

4.1 Schedule. Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

4.2 Scheduling On-Site Observations or Services. To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

SECTION 5: COST AND PAYMENT OF SERVICES

5.1 Cost Estimates. Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

5.2 Payment. Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

5.3 Other Payment Conditions. Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

5.4 Third Party Payment. Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

5.5 Non-Payment. If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

SECTION 6: OWNERSHIP AND USE OF DATA

6.1 Ownership. All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

6.2 Use of Project Data. The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

6.3 Samples, Field Data, and Contaminated Equipment. Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

6.4 Data Provided by Client. Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

SECTION 7: INSURANCE

7.1 Insurance. Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

7.2 Waiver of Subrogation. Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

7.3 Certificate of Insurance. Consultant shall furnish Client with a certificate of insurance upon request.

SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

8.1 Indemnification. Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

8.2 Intellectual Property. Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

8.3 Mutual Waiver of Consequential Damages. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

8.4 Limitation of Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

SECTION 9: MISCELLANEOUS PROVISIONS

9.1 Services Prior to Agreement. Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

9.2 Confidentiality. To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

9.3 Relationship of the Parties. Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

9.4 Resource Conservation and Recovery Act. To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

9.5 Services in Connection with Legal Proceedings. Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

9.6 Assignment. This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

9.7 Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

9.8 Termination. This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

9.9 Force Majeure. Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

9.10 Disputes, Choice of Law, Venue. In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

9.11 Individual Liability. No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

9.12 Severability. Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

9.13 Waiver. The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

9.14 Entire Agreement. The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.

REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.i.

Department Approval

City Manager Approval



Item Description: Approve Roseville Firefighters Relief Association Benefit Increase

Background

On October 28, 2006, the City Council approved Resolution 10442 (Attachment 1). The resolution included a clause that provided a simplified, long-term solution for the Roseville Firefighter Relief Association with respect to granting benefit increases to the retirees of the Roseville Fire Department covered by the Relief Association.

This clause stated: "Beginning January 1, 2008 and each year thereafter, increases in the monthly and lump sum benefits shall equate to the same cost of living adjustment provided to Social Security recipients."

Currently, the Relief Association Pensioner benefit is set at \$45.75 per month, per year of service or a lump sum payment of \$4,575.00 per year of service for any Association Member who completes 20 years or more of service to the city.

Each year, the City Council approves a benefit raise that mirrors the Social Security Cost of Living Adjustment (COLA).

Effective January 1, 2022, the City and RFRA entered into an Aid Allocation Agreement with the Relief Association, where it reinforced their commitment to approve raises in accordance with Resolution 10442 in exchange for the City to retain the Fire State Aid 2% money. This agreement is currently going through the process of being extended and will expire December 31, 2028 once approved.

This year, the Social Security Cost of Living Adjustment (which becomes effective January 1, 2026) has been set at 2.8%. Based upon calculations with respect to Resolution 10442 and the 2025 Social Security COLA, the 2026 benefit level should be increased by \$1.28 per month, per year of service for any Member who completed 20 years or more of service to the city and a lump sum payment of \$128.00 per year for any Member who completes 10 years or more of service to the city.

This would result in the benefit being set at \$47.03 per month, per year of service for any Member who has completed 20 years or more of service to the city and a lump sum payment of \$4,703.00 per year for any Member who completes 10 years or more of service to the city (Attachment 2).

Policy Objectives

To continue to comply with Resolution #10442 and increase the RFRA benefit to reflect the Social Security COLA.

Equity Impact Summary

Not applicable.

Budget Implications

None. Currently, without the increase, the financials show that the fund is 151% funded through October 2025 with respect to benefit obligations and this Cost of Living Adjustment will have little effect on the funding percentage. (See Attachment 3).

Staff Recommendations

Staff recommends the granting of the 2.8% benefit increase to members of the Roseville Fire Relief Association in accordance with Resolution 10442.

Requested Council Action

A motion to approve a benefit increase beginning on January 1, 2026 of \$1.28 per month, per year of service, for RFRA pensioners selecting the monthly benefit option and an increase of \$128.00 per year of service for those pensioners selecting the lump sum payment benefit.

This action would increase the benefit levels to:

- Monthly: \$47.03 per month, per year of service
- Lump sum: \$4,703.00 per year of service

Prepared by:

Patrick Trudgeon, City Manager
Scott Wemyss, Roseville Fire Relief Association Secretary

Attachments:

1. City Council Resolution #10442
2. Social Security COLAs and resulting benefit increase
3. 2025 Roseville Fire Relief Association Actuarial Valuation

**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 23rd day of October, 2006 at 6:00 p.m.

The following members were present: Kough, Maschka, Ihlan, Pust and Klausing, and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

RESOLUTION 10442

**RESOLUTION AUTHORIZING A NEW FIRE RELIEF PENSION PLAN BENEFIT
FOR THE FISCAL YEAR OF 2007 AND BEYOND**

WHEREAS, The City of Roseville recognizes the valuable contributions by Roseville Firefighters and has therefore established a Fire Relief Pension Plan, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to a monthly benefit in the amount of \$27 per month per year of service in the form of a monthly annuity, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to elect a one-time lump-sum payout in the amount of \$2,700 per year of service in lieu of a monthly annuity, and;

WHEREAS, the City of Roseville and Roseville Fire Relief Association have mutually agreed to a revised Plan benefit.

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

- 1) Beginning November 1, 2006, the monthly benefit shall be \$29 per month per year of service for those that elect a monthly annuity; and \$2,900 per year of service for those that elect a one-time lump-sum payout.
- 2) Beginning January 1, 2008 and each year thereafter, increases in the monthly and lump-sum benefits shall equate to the same cost of living adjustment provided to Social Security recipients.
- 3) Future benefit increases shall be withheld if it is demonstrated through an actuarial analysis that the Pension Plan's unfunded liability is less than 70%.

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

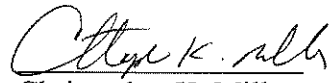
WHEREUPON, said resolution was declared duly passed and adopted.

Resolution – Fire Relief Pension Plan

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 23rd day of October, 2006 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of October, 2006.


Christopher K. Miller,
Interim City Manager

(Seal)

Social Security Cost of Living Adjustment and Relief Benefit History

Year	Social Security COLA	Actual benefit Level	Benefit Level Per Resolution 10442	Proposed Benefit Level
2011	3.60%	\$30.00	\$31.39	Last increase was Mid 2008 (\$1.00)
2012	1.70%	\$30.00	\$32.52	No benefit increase
2013	1.50%	\$30.00	\$33.07	Benefit increase granted mid year (\$2.00)
2014	1.70%	\$32.00	\$33.57	No benefit increase
2015	0.00%	\$32.00	\$34.14	No benefit increase
2016	0.30%	\$32.00	\$34.14	No benefit increase
2017†	2.00%	\$34.24	\$34.24	\$34.24
2018	2.80%	\$34.93	\$34.93	\$34.93
2019	1.60%	\$35.91	\$35.91	\$35.91
2020	1.30%	\$36.48	\$36.48	\$36.48
2021††	1.70%		\$36.96	
2021††	3.00%	\$37.57	\$37.57	\$37.57
2022	6.10%	\$39.79	\$39.79	\$39.79
2023	8.70%	\$43.25	\$43.25	\$43.25
2024	3.20%	\$44.63	\$44.63	\$44.63
2025	2.50%	\$45.75	\$45.75	\$45.75
2026†††	2.80%		\$47.03	\$47.03
† 2017 is the year that city council passed a benefit increase to "catch up" the benefit level to be in agreement with Resolution 10442 and to go forward on an annual basis with COLA adjustments equal to that of the Social Security Index.				
†† 2021 - Organized employees of the city received a 3% COLA for 2021. The proposed benefit level reflects a 3% increase				
††† The COLA increase (2.8%) for 2026 is calculated as $\$45.75 \times .028 = \1.28				



Roseville Firefighter's Relief Association

January 1, 2025

Actuarial Valuation of Statutory Funding Requirements



February 26, 2025

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

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Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Introduction and Summary

Introduction and Actuarial Certification

Purposes of the valuation

This report presents the results of the January 1, 2025 statutory funding valuation for the Roseville Firefighter's Relief Association. Its sole purpose is to determine the annual municipal obligation to the plan and should not be used for any other purpose. Computations for other purposes, such as plan accounting, may differ significantly from the results shown in this report.

This report may not be used for any other purpose, and VIA Actuarial Solutions is not responsible for the consequences of any unauthorized use. Its content may not be modified, incorporated into or used in other material, or otherwise provided, in whole or in part, to any other person or entity, without our permission.

Sources of data

The Relief Association supplied the January 1, 2025 data for all active, terminated, and retired members, and asset data for the special fund. We have relied on that data in preparing this report.

Changes from the previous valuation

The prior actuarial valuation of the plan was prepared as of January 1, 2024. Changes to the plan provisions and actuarial assumptions reflected in this valuation are described at the end of each of those sections in this report. These changes include:

- The monthly annuity multiplier was increased from \$44.63 to \$45.75 per year of service. The lump sum benefit multiplier was increased from \$4,463 to \$4,575 per year of service.
- The monthly annuity multiplier was temporarily increased for current annuitants to \$52.00 per year of service for the 12-month period beginning January 1, 2025.

Summary of valuation results

The actuarial accrued liability used for determining the minimum required contribution increased from \$11,617,972 as of January 1, 2024 to \$12,063,378 as of January 1, 2025. This was primarily due to increases in the benefit multipliers. Special Fund assets increased from \$14,674,615 as of January 1, 2024 to \$16,569,563 as of December 31, 2024 due to greater-than-expected asset returns. As a result, the plan's funded status increased from 126.31% to 137.35%.

The annual statutory contribution based on the results of this report before any offset for State Aid is \$0, unchanged from the 2024 valuation.

The State Aid amount is not yet known, but if the amount stays at the level paid in 2024 (\$46,400), the remaining municipal obligation would be \$0 annually for fiscal year ending 2026.

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Introduction and Summary

Introduction and Actuarial Certification (continued)

Actuarial certification

To the best of our knowledge, this report is complete and accurate and all Relief Association liabilities were determined in accordance with generally accepted actuarial principles and practices. Upon receipt of the report, the Relief Association should notify us if you disagree with any information contained in the report or if you are aware of any information that would affect the results that has not been communicated to us. The report will be deemed final and acceptable to the City and the Relief Association unless you notify us otherwise.

Chapter 356.216 of Minnesota Statutes requires that an actuarial valuation of the fund be conducted periodically. The State Auditor has determined that a valuation must be conducted at least every two years. An actuarial valuation is a calculation to determine the normal cost and accrued liability of the fund and includes a determination of the payment necessary to amortize the unfunded liability over the stated period.

The actuarial assumptions and methods are the responsibility of the plan sponsor with the exception of the discount rate which is set by statute and is only appropriate to comply with statutory funding. We have reviewed the other assumptions and believe that they are reasonable estimates of future plan experience, both individually and in the aggregate.

We are available to answer questions on the material contained in this report or to provide explanations or further details on the results. The undersigned credentialed actuary is a consulting actuary for VIA Actuarial Solutions and meets the Qualifications Standards of the American Academy of Actuaries to render the actuarial opinion contained herein. In addition, the undersigned actuary meets the requirements of an "approved actuary" under Minnesota statutes, Section 356.215, Subdivision 1, Paragraph (c). We are not aware of any direct or material indirect financial interest or relationship that could create a conflict of interest or impair the objectivity of our work.

Respectfully submitted,



Scott Striegel, FSA, EA, MAAA
Consulting Actuary

VIA Actuarial Solutions
121 N Washington Ave, 4th Floor
Minneapolis, MN 55401
612.596.5960
www.viaactuarial.com

February 26, 2025
L/D/C/R: 4/ImI/ses/emk
v.06/06/2024

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Introduction and Summary**Valuation of the Current Plan**

	2025	2024
A. Actuarial accrued liability (AAL)		
1. Active members	\$ 543,850	\$ 485,708
2. Vested terminated members	713,978	855,066
3. Retired members	9,629,491	9,046,633
4. Spouses receiving benefits	1,176,059	1,230,565
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	\$ 12,063,378	\$ 11,617,972
B. Special fund assets	\$ 16,569,563	\$ 14,674,615
C. Unfunded actuarial accrued liability	\$ (4,506,185)	\$ (3,056,643)
D. Credit for surplus	\$ (450,619)	\$ (305,664)
E. Amortization payment		
1. Amortization period	N/A	N/A
2. Payment	\$ 0	\$ 0
F. Normal cost	\$ 17,008	\$ 16,589
G. Annual contribution payable:	2026, 2027	2025
1. Preliminary contribution (D. + E. + F.)	\$ (433,611)	\$ (289,075)
2. Administrative expense (previous year x 1.035)	30,015	29,243
3. Annual contribution (1. + 2., not less than \$0)	\$ 0	\$ 0
4. Estimated State Aid	(46,400)	(48,725)
5. Estimated municipal contribution (3. + 4., not less than zero)	\$ 0	\$ 0
H. Funded Status	137.35%	126.31%

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Funding Basis Results**Reconciliation of Plan Assets**

	2024	2023
Additions		
Contributions		
State aid	\$ 46,400	\$ 48,725
Municipal contributions	0	0
Outside donations and other income	0	0
Member contributions	0	0
Total contributions	<u>46,400</u>	<u>48,725</u>
Investment income		
Net appreciation in fair value of investments	2,735,187	2,650,651
Interest and dividends	150	44
Less investment expense	0	0
Net investment income	<u>2,735,337</u>	<u>2,650,695</u>
Other additions (e.g. receivables)	0	0
Total additions	<u>2,781,737</u>	<u>2,699,420</u>
Deductions		
Benefits paid during the year	(857,789)	(867,484)
Administrative Expense	(29,000)	(28,254)
Other deductions (e.g. payables)	0	0
Total deductions	<u>(886,789)</u>	<u>(895,738)</u>
Net increase in net position	1,894,948	1,803,682
Net position restricted for pensions		
Beginning of year	14,674,615	12,870,933
End of year	\$ 16,569,563	\$ 14,674,615
Investment return for the measurement year		
By year	19.26%	21.38%
Two year period	20.32%	

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Funding Basis Results**Changes in the Unfunded Actuarial Accrued Liability****A. Liability gain or loss**

1. Expected actuarial accrued liability (AAL)	
a. AAL as of January 1, 2024	\$ 11,617,972
b. Normal cost 2024	16,589
c. Benefit payments 2024	(857,789)
d. Interest to December 31, 2024 on a. through c.	560,545
e. Expected AAL on December 31, 2024 (sum of a. through d.)	<u>11,337,317</u>
2. Actual AAL on January 1, 2025	
a. Before any assumption, method or plan changes	11,661,065
b. After assumption and method changes, but before plan changes	11,661,065
c. After assumption, method and plan changes	12,063,378
3. Difference from the expected AAL	
a. (Gain) or loss due to plan experience diff from that expected (2.a. - 1.e.)	323,748
b. Due to changes in actuarial assumptions and methods (2.b. - 2.a.)	0
c. Due to plan changes (2.c. - 2.b.)	402,313
d. Total (a. + b. + c.)	<u>726,061</u>

B. Asset gain or loss

1. Expected value of assets	
a. Value of assets on January 1, 2024	14,674,615
b. Benefit payments	(857,789)
c. Contributions	46,400
d. Interest to December 31, 2024 on a., b. and c.	713,065
e. Expected assets on December 31, 2024 (sum of a. through d.)	<u>14,576,291</u>
2. Actual assets as of December 31, 2024	16,569,563
3. (Gain) or loss due to plan experience different from expected (1.e. - 2.)	(1,993,272)

C. Changes in the unfunded actuarial accrued liability

1. Unfunded AAL on January 1, 2024 (A.1.a. - B.1.a.)	(3,056,643)
2. Expected unfunded AAL on December 31, 2024 (A.1.e. - B.1.e.)	(3,238,974)
3. Changes	
a. Actuarial (gain) or loss (A.3.a. + B.3.)	(1,669,524)
b. Changes in actuarial methods and assumptions (A.3.b.)	0
c. Changes in plan provisions (A.3.c.)	402,313
d. Total change	<u>(1,267,211)</u>
4. Unfunded AAL on December 31, 2024	(4,506,185)

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Funding Basis Results**Determination of Amortization Period**

The amortization periods shown are required by Minnesota Statutes §424A.093 Subd 4. Per Subd 4.(d)(3)(i) actuarial losses are amortized over 10 years. Per Subd 4.(d)(3)(v) increases in the UAL due to plan changes are amortized over 20 years. No amortizations are required when the plan's unfunded liability is \$0.

A. Amortization of prior UAL

1. UAL before any change (not less than zero)	0
2. Prior amortization years (updated to valuation date)	N/A
3. Payment to amortize UAL over prior period	0

B. Amortization of actuarial losses

1. Unfunded AAL due to actuarial losses	0
2. Payment to amortize loss over 10 years	0

C. Amortization of plan and assumption changes

1. Unfunded AAL due to plan and assumption changes	0
2. Payment to amortize over 20 years	0

D. Total amortization payments

0

E. Current UAL

0

F. Period to amortize UAL based on payments in D.

N/A

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Valuation Data

Summary of Changes in Membership

	Terminated					
	Active	Vested	Retired	Beneficiaries	Disabled	Total
A. Members on January 1, 2024	4	15	54	13	0	86
B. Changes in the member group						
1. New active members						0
2. Retirements		(1)	1			0
3. Separation, vested						0
4. Separation, not vested						0
5. Separation, disability benefit						0
6. Deaths			(1)	(1)		(2)
7. Survivors						0
8. Lump sum distributions						0
9. Rehire						0
10. Total changes	0	(1)	0	(1)	0	(2)
C. Members on January 1, 2025	4	14	54	12	0	84

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Valuation Data

Summary of Participant Data

	January 1, 2025	January 1, 2024
A. Active Members		
1. Number	4	4
2. Average age	47.3	46.3
3. Average years of service	17.6	16.6
B. Vested terminated members		
1. With deferred benefits		
a. Number	14	15
b. Total annual deferred benefits	\$32,940	\$40,123
c. Average annual benefit	10,980	10,031
d. Total lump sum benefits	328,301	328,301
e. Average lump sum benefit	29,846	29,846
C. Retirees and beneficiaries		
1. Number		
a. Retirees	54	54
b. Beneficiaries	12	13
c. Disabled retirements	0	0
d. Total	66	67
2. Total annual benefits being paid	\$992,160	\$867,607
3. Average annual benefit being paid	15,033	12,949
D. Total number of participants (A.1. + B.1. + C.1.)	84	86

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Summary of Plan Provisions**

A. Eligibility	Active or probationary member of the Relief Association, excluding participants hired after October 1, 2006 that participate in the Minnesota PERA Police and FIRE Plan.
B. Service	Completed months.
C. Lump Sum Pension	The later of age 50 or after completion of 20 years of service. The pension is based on completed months of service. The current monthly service pension is based on \$45.75¹ per year of service. A member may choose to receive a lump sum benefit equal to \$4,575 per year of service plus a Supplemental Benefit of 10% of the regular lump sum distribution, but not more than \$1,000. If a member is both age 50 and has completed 10 years of service, but not 20 years of service, the lump sum pension will be reduced by 4% for each year of service less than 20 years.
D. Deferred Lump Sum Pension	Termination prior to age 50 with at least 10 years of service. The deferred lump sum pension payable at age 50 is based on the lump sum pension formula and service at date of termination reduced for less than 20 years of service. Only members age 50 with 20 years of service can elect an annuity form of payment. The annuity form of payment is based on the annuity multiplier in effect at date of commencement. If a member dies before payment, the benefit will be paid to the participant's beneficiary.
E. Disability Lump Sum Pension	A member who is unable to perform the duties of employment due to accident or sickness incurred while actually engaged in performing the duties of a Roseville firefighter is eligible to receive a benefit equal to 1/30th of the monthly 20-year pension, per day, for up to 26 weeks. A member who suffers total permanent disability is eligible to receive the monthly pension benefit without regard to vesting.

¹Temporarily increased to \$52.00 per year of service for the 12 month period beginning January 1, 2025.

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

10**Supplementary Information**

Summary of Plan Provisions (continued)

F. Survivor Benefit

If a member dies before retirement, the survivor benefit payable to the spouse equals the monthly pension benefit with regard to vesting. If there is no surviving spouse, the benefit will be paid to the member's surviving children. If there is no surviving spouse and there are no surviving children, the benefit will be paid to the member's designated beneficiary. On the death of a member after retirement, and after having chosen a monthly annuity form of benefit, the surviving spouse benefit equals the benefit amount paid to the member.

G. Plan Changes Since Prior Valuation

- The monthly annuity multiplier was increased from \$44.63 to \$45.75 per year of service. The lump sum benefit multiplier was increased from \$4,463 to \$4,575 per year of service.
- The monthly annuity multiplier was temporarily increased for current annuitants to \$52.00 per year of service for the 12-month period beginning January 1, 2025.

Roseville Firefighter's Relief Association**11**

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Summary of Actuarial Methods****A. Actuarial Cost Method**

The Entry Age Normal level dollar amount cost method. Under this method, the service cost for an individual participant is the level dollar amount required to accumulate the funds needed to pay the participant's projected benefits by their assumed retirement age, beginning on the date of entry and ending at last age with any future benefits.

B. Actuarial Value of Assets

The actuarial value of assets is equal to the market value of assets.

C. Benefits Valued

All benefits summarized in the plan provisions section of this report with the exception of the supplemental lump sum benefits. The State reimburses the Special Fund for those benefits, so these payments and reimbursements will be recognized in plan assets as they occur.

D. Data Methods

The Relief Association provided census and financial information for the valuation and we have relied on this data in preparing the results in this report. The data was reviewed for reasonableness and consistency, but we have not performed a complete audit.

To the extent that census data was collected as of a date later than January 1, 2025, we have assumed that it is reasonably representative of the plan census on the valuation date and used it with only minor adjustments.

E. Models Used

The results in this report are based on an actuarial valuation model with three components as outlined in Actuarial Standard of Practice No. 56 - Modeling (ASOP 56):

1. Information inputs including the data, assumptions, methods, and plan provisions outlined in this report,
2. Processing by the ProVal® software developed by Winklevoss Technologies, and
3. Our report template which translates the ProVal® output into valuation results.

The model is intended to convert the information input above to usable actuarial valuation results. We have reviewed the ProVal® software's output for reasonableness, and have independently checked sample one-person output where appropriate, but have otherwise relied on it.

Roseville Firefighter's Relief Association**12**

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Summary of Actuarial Assumptions**

- A. Discount Rate** 5% as required by Minnesota statutes
- B. Mortality** Rates used in the July 1, 2023 Minnesota PERA Police & Fire Plan actuarial valuation as described below.
- Healthy Pre-retirement: Pub-2010 Public Safety Employee mortality tables with projected mortality improvements based on scale MP-2021.
- Healthy Post-retirement: Pub-2010 Healthy Retired Public Safety mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 0.98.
- Disabled: Pub-2010 Public Safety Disabled Retiree mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.05.
- C. Withdrawal** Select and ultimate rates used in the July 1, 2023 Minnesota PERA Police & Fire Plan actuarial valuation. Select rates are as follows:

Service	Rates
0	6.00%
1	4.00%
2	2.75%
3-4	2.50%
5-6	2.25%
7-9	2.00%
10	1.75%
11-16	1.50%
17-19	1.25%
20+	1.00%

- D. Disability** Age-related rates used in the July 1, 2023 Minnesota PERA Police & Fire Plan actuarial valuation. All incidences are assumed to be duty-related. Select Rates are as follows:

Age	Rate
20	0.11%
25	0.14%
30	0.21%
35	0.34%
40	0.54%
45	0.62%
50	0.95%
55	1.30%
60	1.30%

Roseville Firefighter's Relief Association**13**

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Summary of Actuarial Assumptions (continued)****E. Retirement****Active members**

We have assumed 50% of active members will retire when reaching retirement eligibility (later of age 50 and 20 years of service); then 50% retire each subsequent year until 100% retirement at the earlier of age 65 or 30 years of service.

Age	Less than 20 years of service	With 20-29 years of service	With 30 years of service
50-64	0%	50%	100%
65	100%	100%	100%

Vested terminated

The later of current age and age 50.

F. Beneficiary information

100% of members are assumed to have a beneficiary who will receive survivor benefits.

G. Spouse age difference

Females are assumed to be 3 years younger than males.

H. Form of payment

All future retirees eligible for an annuity are assumed to elect a 100% joint and survivor annuity; otherwise, future retirees are assumed to elect a lump sum payment.

I. Supplemental benefits

We have not valued the liability associated with supplemental lump sum benefits in this funding valuation since the State reimburses the Special Fund for those benefits. These payments and reimbursements will be recognized in plan assets as they occur.

J. Changes since prior valuation

None.

Roseville Firefighter's Relief Association**14**

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Selection of Actuarial Assumptions**

The Actuarial Standards Board (ASB) provides coordinated guidance for measuring pension and retiree group benefit obligations through a series of Actuarial Standards of Practice (ASOPs). ASOP No. 27, Selection of Assumptions for Measuring Pension Obligations, requires that the actuary disclose the rationale used in selecting each assumption and any changes to assumptions.

The table below summarizes the rationale for selecting the actuarial assumptions. As of the report date, there were no known changes in circumstances occurring after the measurement date that would have affected actuarial assumptions selected as of the measurement date.

There are no economic assumptions used in this valuation. The discount rate is the only economic assumption and it is prescribed by State statute. It is only appropriate for complying with statutory funding requirements.

Non-Economic Assumptions	
Assumption	Rationale for Selecting Assumption
Mortality	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Retirement	Due to limited plan-specific data, based on plan's earliest retirement age with allowance for some delayed retirement.
Termination of Employment	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Disability	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Optional Form of Benefit	Based on recent plan experience and plan design expectations.
Percentage Married and Spouse Ages	Based on standard pension plan assumptions. These assumptions have an insignificant impact on plan costs.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

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Addendum to January 1, 2025 Actuarial Valuation

Supplementary Information**Projected Cost of Benefit Increases**

Monthly benefit multiplier <u>for first 12 months</u> for retirees and spouses currently receiving:	Base: \$45.75	Current: \$52.00	Scenario 1: \$57.00	Scenario 2: \$62.00
Monthly benefit multiplier after 12 months:	\$45.75	\$45.75	\$45.75	\$45.75
Lump sum benefit multiplier:	\$4,575	\$4,575	\$4,575	\$4,575
Liability measurement date of January 1, 2025				

A. Actuarial accrued liability (AAL)

1. Active members	\$ 543,850	\$ 543,850	\$ 543,850	\$ 543,850
2. Vested terminated members	713,978	713,978	713,978	713,978
3. Retired members	9,533,649	9,629,491	9,706,164	9,782,838
4. Spouses receiving benefits	1,155,824	1,176,059	1,192,246	1,208,434
5. Disabled members receiving benefits	0	0	0	0
6. Total actuarial accrued liability	11,947,301	12,063,378	12,156,238	12,249,100

7. AAL change from base benefit rate		116,077	208,937	301,799
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B. Special fund assets	16,569,563	16,569,563	16,569,563	16,569,563
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C. Unfunded actuarial accrued liability (A.6. - B.)	(4,622,262)	(4,506,185)	(4,413,325)	(4,320,463)
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D. Credit for surplus	(462,226)	(450,619)	(441,333)	(432,046)
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E. Amortization payment

1. Amortization period	N/A	N/A	N/A	N/A
2. Payment	0	0	0	0

F. Normal cost	17,008	17,008	17,008	17,008
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G. Annual contribution payable:

	<u>2026, 2027</u>	<u>2026, 2027</u>	<u>2026, 2027</u>	<u>2026, 2027</u>
1. Preliminary contribution (D.+E.+F.)	(445,218)	(433,611)	(424,325)	(415,038)
2. Admin expense (prior year x 1.035)	<u>30,015</u>	<u>30,015</u>	<u>30,015</u>	<u>30,015</u>
3. Annual contribution (1.+2., not less than \$0)	0	0	0	0
4. Estimated State Aid	<u>(46,400)</u>	<u>(46,400)</u>	<u>(46,400)</u>	<u>(46,400)</u>
5. Estimated City contribution (3.+4., not less than \$0)	0	0	0	0

6. Estimated change in City contribuion		0	0	0
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H. Funded ratio	139%	137%	136%	135%
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January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information**Assessment and Disclosure Risk**

Actuarial Standard of Practice Number 51, Assessment and Disclosure of Risk Associated with Measuring Pension Obligations and Determining Pension Plan Contributions (ASOP 51), requires actuaries to identify and assess certain risks that may affect a plan's future financial condition. Some of the primary risks are summarized and defined in the table below.

Risk	Identification/Definition
Investment risk	The potential that investment returns will be different than expected
Asset/liability mismatch risk	The potential that changes in asset values are not matched by changes in liability values
Interest rate risk	The potential that interest rates will be different than expected
Longevity and other demographic risks	The potential that mortality or other demographic experience will be different than expected
Contribution risk	The potential that state aid or municipal contribution rates are different than what is ultimately required to fund plan benefits

ASOP 51 requires that actuaries qualitatively or quantitatively assess the potential effect of these risks on the plan's future financial condition. Methods to assess the risks include scenario tests, sensitivity tests, stress tests, and calculation of actuarial liabilities using a discount rate based on minimal-risk investments. Practical considerations include the usefulness, reliability, timeliness, and cost efficiency of the risk assessment measurements.

In addition to the risk assessment parameters above, ASOP 51 requires that actuaries (1) calculate various plan maturity measures and (2) disclose relevant historical information that are significant to understanding plan risks.

This report contains basic risk assessment information for the plan in accordance with ASOP 51. However, we recommend that employers consider additional pension risk analyses to better understand retirement plan volatility and the potential impact on the organization. We would be glad to discuss potential additional analyses upon request.

Plan Maturity Measures

Maturity measures describe how much plan liability is attributable to current employees vs. former employees (e.g., retirees). These measures include:

Participant Maturity Ratio (PMR)	Number of retirees divided by total participants
Liability Maturity Ratio (LMR)	Retiree liability divided by total plan liability

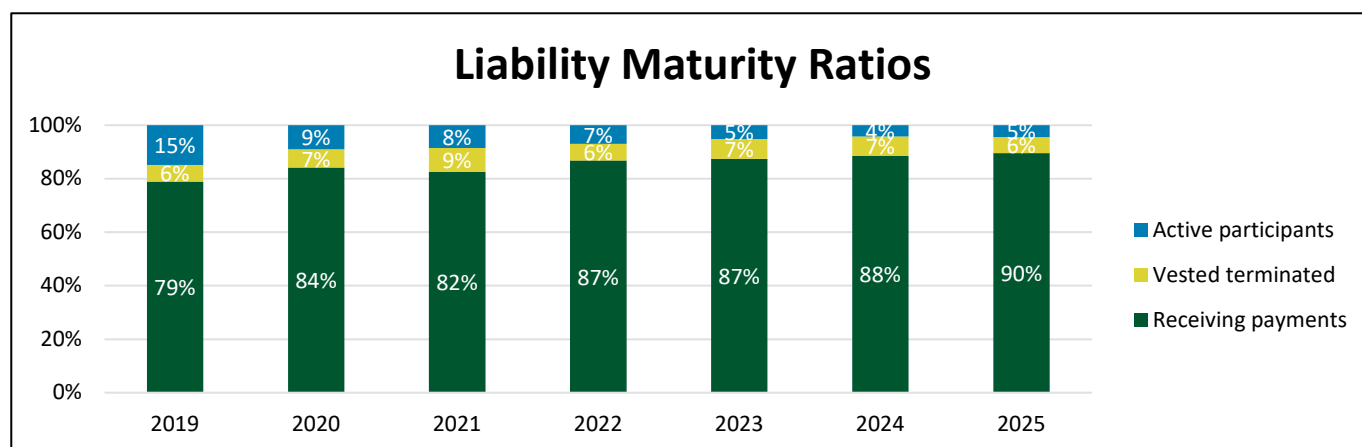
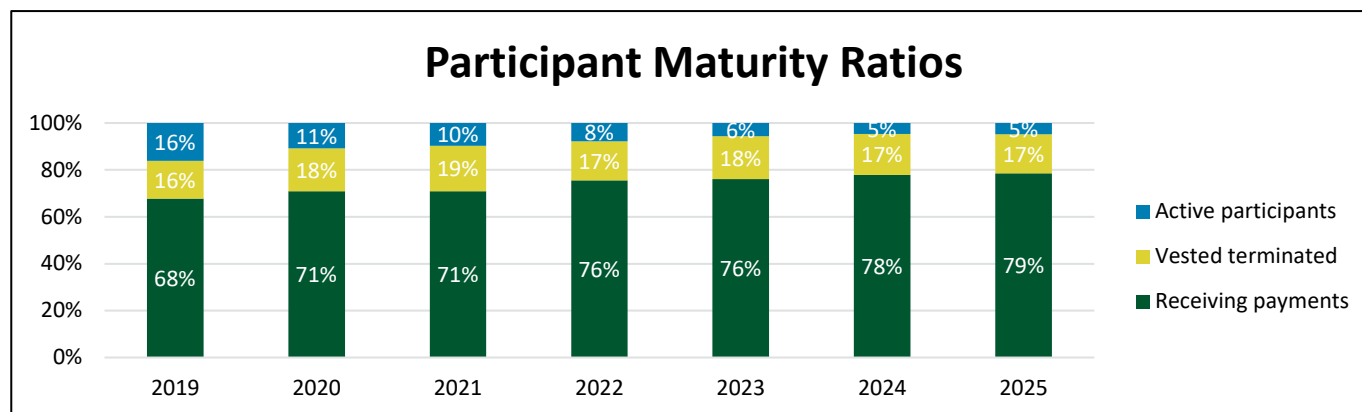
Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

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Supplementary Information**Assessment and Disclosure Risk (continued)**

A recent history of maturity measures is shown below. Some of the primary risks are summarized and defined in the table below.

**Observations:**

- The inactive member counts and liabilities are steadily increasing as a percent of the plan's totals. This is due to new hires going into the State retirement plan.

Roseville Firefighter's Relief Association**18**

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information

Assessment and Disclosure Risk (continued)

Historical Plan Information

Historical plan information can provide insight about evolving pension risks, especially as plans mature. Below are historical values for some relevant plan results.

Historical Funded Status Information					
	Actuarial Accrued Liability	Market Value of Assets	Funded Percent	Actual Investment Return	Assumed Investment Return
2025	\$ 12,063,378	\$ 16,569,563	137.35%	19.26%	5.00%
2024	11,617,972	14,674,615	126.31%	21.38%	5.00%
2023	11,498,707	12,870,933	111.93%	-18.72%	5.00%
2022	10,915,383	16,896,050	154.79%	17.69%	5.00%
2021	10,648,307	14,850,239	139.46%	19.01%	5.00%
2020	10,402,511	12,916,078	124.16%	24.97%	5.00%
2019	10,237,646	10,749,649	105.00%	-3.96%	5.00%

Observations

- Plan investment returns have averaged 11.38% over the time period shown above. This is higher than the assumed return of 5.00%

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

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Supplementary Information**Assessment and Disclosure Risk (continued)**

Defined benefit plans like this one are subject to statutory minimum funding rules. These impose stringent requirements on when and how much money must be contributed to the plan trust. This means that many pension risks are less applicable to Relief Association defined benefit plans.

The table below provides analysis of some potential plan risks. Please note that the list of risks and the risk assessments shown are not exhaustive. We would be glad to provide a more detailed risk assessment upon request.

Risk	Assessment
Investment risk	If future investment returns are higher or lower than assumed, then future contributions may need to be increased or decreased to compensate. The plan currently uses an investment return assumption based on statutory requirements of 5%.
Asset/liability mismatch risk	Per state statutes, plan funding liabilities are determined using a 5% interest rate. Since plan assets are invested in a mix of equity and fixed income securities, there is a risk that changes in assets values are not matched by changes in liability values.
Interest rate risk	There is a risk that interest rates could be different than expected under current statutory minimum funding rules. Statutory funding interest rates are currently "stabilized" at 5%.
Longevity and other demographic risks	The plan demographic assumptions reflect best estimates of future plan experience. However, retirees receiving monthly payments may live longer than expected which would change plan liabilities.
Contribution risk	Statutory minimum funding rules are relatively conservative and statutorily-mandated, so there is less risk that the plan sponsor will not make the necessary contributions than in other types of plans.

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

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Supplementary Information**Discussion of Pension Contributions**

Revised Actuarial Standard of Practice No. 4 *Measuring Pension Obligations and Determining Pension Plan Costs or Contributions* (ASOP 4) requires actuaries to disclose additional contribution information and provide contribution commentary when preparing an actuarial funding valuation. The requirements include:

- Calculate, disclose, and provide commentary on a **Low-Default-Risk Obligation Measure** (LDROM; section 3.11).
- Calculate, disclose, and provide commentary on a **Reasonable Actuarially Determined Contribution** (RADC; section 3.21).
- Provide disclosures and assessments regarding the **implications of a pension plan's contribution allocation procedure or funding policy** (section 3.19).

Low-Default-Risk Obligation Measure (LDROM)

The LDROM is a pension liability measurement calculated using the same data, assumptions, actuarial methods, and plan provisions as the actuarial funding valuation, but with the following adjustments:

- Use an immediate gain actuarial method (if not already used for the funding valuation).
- Use a discount rate “derived from low-default-risk fixed income securities whose cash flows are reasonably consistent with the pattern of benefits expected to be paid in the future.”

The Plan's Actuarial Accrued Liability, valuation funded status, and required contribution are currently calculated using an interest rate of 5.00% as required under Minnesota Statute. The discount rate used for the Plan's LDROM analysis in this report is 4.08%. This rate is based on the Bond Buyer 20-Bond GO Index as of the December 31, 2024 actuarial valuation date. The table below compares the actuarial funding liability to the corresponding LDROM liability on the valuation date.

	Statutory Funding Basis	LDROM Basis
Actuarial Accrued Liability	\$12,063,378	\$13,271,444
Discount Rate	5.00%	4.08%

Roseville Firefighter's Relief Association

January 1, 2025 Actuarial Valuation and Benefit Study

Supplementary Information

Discussion of Pension Contributions (continued)

Reasonable Actuarially Determined Contribution (RADC)

If an actuary believes that an Actuarially Determined Contribution (ADC) is unreasonable (and is not based on a prescribed assumption or method set by law), then ASOP 4 requires that the actuary separately calculate and disclose a “reasonable” ADC that meets certain criteria enumerated in ASOP 4, section 3.21.

Since the statutory contribution calculated in this report is based on prescribed assumptions and methods set by law, we have not included a separate RADC calculation. However, if requested, we are available to calculate Actuarially Determined Contributions using alternative assumptions and methods.

Implications of Contribution Allocation Procedure or Funding Policy

ASOP 4, section 3.19 requires an actuary to provide an assessment of the implications of the Plan’s contribution allocation procedure and/or funding policy. For purposes of this ASOP 4 section, contributions set by law or by a contract, such as a collective bargaining agreement, constitute a funding policy.

Items to review include:

- Implications of the funding policy on the Plan’s expected future contributions and funded status.
- If applicable, the length of time until funding policy contributions will exceed the Normal Cost plus interest on the Unfunded Actuarial Accrued Liability (UAAL).
- Estimated time period over which the UAAL is expected to be fully amortized.
- Whether the funding policy is “significantly inconsistent with the plan accumulating assets adequate to make benefit payments when due, and estimate the approximate time until assets are depleted.”

Our understanding of the contribution policy is to annually contribute at least the actuarially determined contribution as required under Minnesota Statute. The Plan is currently fully funded, and current assets and future contributions are expected to be sufficient to make all benefit payments when due.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/24/2025

Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Approve position of Cadet II for the Fire Department

Background

As part of the City's multi-year staffing plan for the Fire Department, the City Council recently approved the SAFER grant, which will allow the department to hire 15 new firefighters. With this significant hiring effort, the City aims to attract the broadest and most diverse applicant pool possible.

To support this effort, staff recommends the creation of a new Fire Cadet 2 position which is an entry-level, limited-term role designed to serve as a pipeline for individuals who are not yet certified as Firefighter/EMTs or Firefighter/Paramedics.

The Fire Cadet 2 position will:

- Recruit individuals who demonstrate strong interest and potential but do not yet hold fire or EMS credentials;
- Provide full-time employment while participating in a structured department-sponsored training academy;
- Build a sustainable talent pipeline for future firefighter hiring needs;
- Ensure participants obtain all required Firefighter I & II, EMT/Paramedic, and state licensure certifications;
- Transition successful cadets into Firefighter/EMT or Firefighter/Paramedic positions upon completion of the academy.

Cadets who do not successfully complete the academy would be separated from employment.

The anticipated 2026 hourly salary range is \$30.90 – \$37.98, consistent with an entry-level, training-focused pathway classification.

Policy Objectives

Support strategic recruitment and workforce planning in the Fire Department by creating and implementing pathways that expand access to the profession, increase the applicant pool, and ensure adequate staffing to meet community needs.

Equity Impact Summary

Creating a cadet-level pathway expands opportunities for individuals who may not have the financial means, prior experience, or access to traditional fire service training programs. By removing certification as a precondition for applying and instead providing paid training, the position may reduce historic barriers to entry and strengthen the department's ability to build a diverse and representative workforce. No formal equity analysis has been completed.

Budget Implications

There is no direct budget impact from approving the job position itself. Any staffing costs associated with the Fire Cadet 2 position will be included in the Fire Department's operational budget and evaluated as part of the SAFER grant hiring plan and the annual budget process.

Staff Recommendations

Staff recommends approval of the Fire Cadet 2 position.

Requested Council Action

By motion, approve the Fire Cadet 2 position.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: None

FUTURE MEETING AGENDA HIGHLIGHTS

November 24, 2025

December 1, 2025 – City Council Meeting

- Hold Public Hearing on 2026 EDA and City Budget and Levy
- Provide Direction on Finance Commission Workplan
- Appoint City Councilmember to Civic Campus Final Design Stakeholder Group
- Closed Session to consider potential offer to purchase a portion of 1145 Woodhill (VFW)

December 8, 2025 – City Council Meeting

- Approve the 2026 EDA and City Budget and Levy
- Approve the 2026 Fee Schedule
- Approve the 2026 Utility Rates

MARK YOUR CALENDARS!

Enjoy a Holiday Party Recognizing Roseville Businesses!

ROSEVILLE BUSINESS EXCHANGE

Wednesday, December 3
4:30-6:30 PM

Roseville Cedarholm
Golf Course

Free Event | Register Now



			<u>Future Agenda Review - Longer Term Initiatives</u>				8/20/2025
			(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		
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			