



City Council Agenda

Monday, February 23, 2026

6:00 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)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Schroeder, Groff, Bauer, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Proclaim Women's History Month
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
a. Discuss Cities for Safe and Stable Communities Coalition
- 6:15 p.m. a. Discuss Cities for Safe and Stable Communities Coalition
- 6:30 p.m. b. Authorization to Proceed with Planning for a Possible Nature Play Addition at Harriet Alexander Nature Center and Acceptance of Donation to Fund Study
- 6:40 p.m. c. Hold a public hearing and consider a request to approve a minor plat (PF26-002)
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 6:45 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from February 9, 2026 City Council Meeting
- 6:50 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 1 Massage Therapy Establishment License and 1 Temporary Gambling Permit
c. Approve Proposal for Construction Materials Testing for the Lexington Avenue Sidewalk Project (25-14)
d. Approve Resolution Awarding Contract for the Lexington Avenue Sidewalk Project (25-14)
e. Authorize Mayor and City Manager to execute a Professional Services Agreement with the Saint Paul Area Chamber of Commerce and a Cooperative Funding Agreement with the City of Maplewood regarding continued funding of the Rice & Larpenteur Alliance
f. Approve Agreement with J&M Display for Fireworks for Rosefest Party in the Park on Saturday, June 27, 2026
g. Adopt a Resolution Approving MnDOT Cooperative Construction Agreement No. 1061476 – TH 51
h. Approve Resolution Approving Easement for MnDOT Parcel 308A
i. Approve Metropolitan Council Environmental Services Municipal Inflow and Infiltration

Grant Agreement

- j. Approve Clean Water Fund Grant Agreement Amendment with Metropolitan Council
- k. Approve a Grant Application for Crisis Response Funds through the Minnesota Office of Justice
- l. Approve a Grant Application for the Minnesota Automobile Theft Prevention Program
- m. Accept Community Crime Intervention and Prevention Grant Funding through the Office of Justice

6:55 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda

7:00 p.m. **12. Adjourn**



Women's History Month March 2026

Whereas: Throughout history, extraordinary women have made significant contributions to the growth and strength of our city, state, and nation in countless ways; and

Whereas: Through leadership, innovation, and ingenuity, generations of women have made significant contributions in science, medicine, technology, business, politics, entrepreneurship, and culture; and

Whereas: Women have been leaders in securing their own rights of suffrage and equal opportunity; and in the abolitionist, emancipation, industrial labor, civil rights, and peace movements, creating a more fair and just society for all; and

Whereas: Whether serving in elected positions across America, leading groundbreaking civil rights movements, venturing into unknown frontiers, or programming revolutionary technologies, generations of women that knew their gender was no obstacle to what they could accomplish have long stirred new ideas and opened new doors, having a profound and positive impact on our community.

Whereas: Despite their contributions, the role of women in history has been consistently overlooked and undervalued in literature, education, science, and culture; and

Whereas: The theme for Women's History Month 2026 is "Leading the Change: Women Shaping a Sustainable Future." This theme honors the women who have and are reimagining and rebuilding systems to ensure long-term sustainability - environmental, economic, educational, and societal. It recognizes the powerful leadership of women in creating a future that is rooted in equity, justice, and opportunity for all. Today we celebrate countless pioneering women and their victories, and we continue our work to build a society where our daughters have the same possibilities as our sons.

Now, Therefore Be It Resolved, that the City Council hereby declares March 2026, to be Women's History Month in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 23rd day of February, 2026.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Discuss Cities for Safe and Stable Communities Coalition

1
2 **Background**

3 At the February 9 meeting, the City Council asked for more information to be brought back
4 regarding the Cities for Safe and Stable Communities Coalition, a collaborative group of
5 Minnesota cities advocating for public safety approaches that respect constitutional rights
6 while supporting community stability and local governance during the federal immigration
7 enforcement activities as part of Operation Metro Surge. Staff has reached out to coalition
8 representatives to see if a person could attend the February 23 City Council meeting to
9 answer any questions about the work of the group. Richfield Mayor Mary Supple plans to
10 attend the meeting to discuss the coalition's work and answer any questions.

11
12 The coalition initially was created with 12 cities as members (Bloomington, Brooklyn
13 Center, Brooklyn Park, Columbia Heights, Eden Prairie, Edina, Golden Valley, Hopkins,
14 Maplewood, Minnetonka, Richfield, St. Louis Park) and now has 30+ members, including
15 several communities in Ramsey County.

16
17 The coalition's work is centered around three core principles; safety over partisanship,
18 economic stabilization, and local control and constitutional rights. Below is information from
19 the colation about each core principle:

20
21 **Safety over partisanship**

22 Operation Metro Surge is making us less safe. We need immediate de-escalation and
23 improved coordination, subject to constitutional rights and the rule of law. The operation
24 pulls officers away from community safety needs and forces cities to absorb unsustainable
25 costs. The cost is not just financial; trust is also eroding.

26
27 **Economic stabilization**

28 Operation Metro Surge is affecting Minnesota's economy well beyond large city centers. It
29 is creating and exacerbating economic uncertainty. From business closures to workforce
30 instability and housing insecurity, the impacts weaken Minnesota's economic engine.

31
32 **Local control and constitutional rights**

33 We stand for the rule of law and the constitutional rights of our residents. This is not a city-
34 specific issue; it is a governance issue. Cities are held responsible for the wellbeing of our
35 schools, hospitals, businesses, and neighborhoods, and must be able to govern locally in
36 coordination with federal partners. We respect the role of federal immigration enforcement,

37 but actions taken without considering local jurisdiction create risk for entire communities.

38
39 The coalition has hired Momentum Advocacy, a lobbying public affairs firm, to administer
40 the coalition and coordinate/lead the advocacy efforts. The scope of Momentum
41 Advocacy's work is as follows:

42 43 **1. Strategic Coalition Management**

- 44 • Full coalition coordination and oversight, responsive to the evolving political
45 landscape.
- 46 • Real-time strategy adjustment informed by public sentiment, media coverage, and
47 internal benchmarks.
- 48 • Integration with each city's internal communications team to ensure message
49 discipline and alignment across platforms.
- 50 • Use of AI tools and digital platforms to optimize content generation, rapid response,
51 and audience targeting.
- 52 • Strategic coalition growth to build political influence and increase leverage.

53 **2. Earned Media & Press Engagement**

- 54 • Aggressive earned media strategy in relevant and influential Minnesota markets.
- 55 • Relationship building with targeted journalists, editorial boards, social media
56 influencers, and citizen journalists to position the Multi-City Coalition as a primary
57 source for balanced, authoritative ICE presence coverage.
- 58 • Development and placement of op-eds and feature stories that illustrate the
59 challenges cities and law enforcement are facing.
- 60 • Targeted social media engagement and content creation/curation in support of our
61 shared strategy.

62 **3. Narrative Development & Message Architecture**

- 63 • Creation of a unifying campaign narrative that escalates urgency towards peaceable
64 resolution between Federal, State, and Local Governments.
- 65 • Message testing and refinement to resonate with both rural and urban communities
66 across Minnesota.
- 67 • Incorporation of data, personal testimony, and cultural context to deepen public
68 empathy and broaden support.

69 **4. Direct Action & Event Support**

- 70 • On-the-ground support for coalition events and press conferences.
- 71 • Logistics coordination and messaging for public actions that create visual and
72 emotional impact.

73 **5. Stakeholder Alignment & Internal Communication**

- 74 • Continuous communication with the Multi-City Coalition campaign leads to ensure
75 timely updates, strategic alignment, and mutual accountability.
- 76 • Real-time briefings to Multi-City Coalition members as the situation develops.

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6. Elected Official Engagement

- Coordination of meetings with local, state, and federal elected and appointed officials to deliver the Multi-City Coalition’s message.

Policy Objectives

Participation in the Cities for Safe and Stable Communities Coalition is supportive of three Strategic Priorities identified in the City's Strategic Plan; **Economic Vitality, Community and Civic Engagement, and Responsive Services and Safety.**

Equity Impact Summary

As with previous City Council discussion about Operation Metro Surge and the City's response to the current federal immigration enforcement efforts, consideration of actions should be centered on the City's values, *accountability, integrity, equity, community and safety.*

Budget Implications

The current contract with Momentum Advocacy is for four months of work ending on May 30, 2026. The cost of the contract is \$42,500 and will be split between members of the coalition. An exact cost for Roseville's participation is not known at this time, but if 30 cities are part of the coalition, an individual city would pay about \$1,500 for the work.

Staff Recommendations

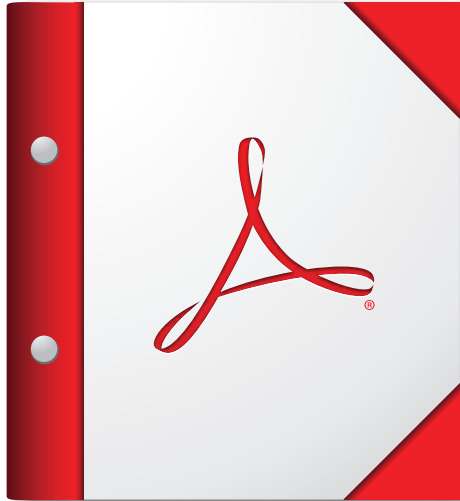
Staff recommends the City formally join the Cities for Safe and Stable Communities Coalition and authorize the City Manager to expend up to \$3,000 for the City's membership as part of the coalition.

Requested Council Action

Motion to approve the City of Roseville to formally join the Cities for Safe and Stable Communities Coalition and authorize the City Manager to expend up to \$3,000 for the City's membership as part of the coalition.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Bench Handout 1



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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Authorization to Proceed with Planning for a Possible Nature Play Addition at Harriet Alexander Nature Center and Acceptance of Donation to Fund Study

Background

The Harriet Alexander Nature Center (HANC), located within Central Park, is one of Roseville’s most unique environmental and educational assets.

The HANC Interpretive Center is staffed predominantly by volunteers and is open six days per week for drop-in recreation. In 2025, the Interpretive Center hosted more than 10,000 drop-in guests. In addition to drop-in visitation, HANC hosts camps and programs (3,100 program registrants in 2025), field trips (101 trips hosted in 2025), and birthday parties (58 hosted in 2025).

The HANC grounds also host the Wildlife Rehabilitation Center of Roseville (via no-cost lease) and include 52 acres of marsh, woodland habitat, and trails that serve as a year-round destination for environmental education, passive recreation, and family engagement.

In recent years, the City has invested in improvements at HANC, including:

- Replacement building siding and exterior signage (CIP-funded)
- New interpretive signage (donation-funded)
- Installation of mosaic cairns (donation-funded)

Despite these improvements, one amenity frequently requested by families and visitors is a nature-based play area that would allow children to engage in creative, exploratory play within a natural setting.

A nature playground integrates natural elements such as logs, boulders, and native plantings with select synthetic play components to promote imaginative play, encourage appropriate risk-taking, and foster environmental learning. Regional examples include Tamarack Nature Center (White Bear Township), Springbrook Nature Center (Fridley), Westwood Nature Center (St. Louis Park), and Pioneer Park (Little Canada).

In early 2025, both the Roseville Central Park Foundation and the Friends of Roseville Parks expressed interest in supporting the implementation of a nature play space. To better understand scope and implementation strategies, staff toured several regional nature

33 playgrounds, met with vendors, and consulted with peers in the Twin Cities metropolitan
34 area. Based on this review, staff determined that the most effective next step would be to
35 engage a consultant to evaluate site conditions, environmental considerations, scale,
36 accessibility, and cost through a feasibility and conceptual design study.

37
38 The anticipated cost of this study is between \$10,000 and \$15,000. While an exact
39 implementation budget will not be known until preliminary design is completed, projects of
40 this type typically range from \$250,000 to \$1,000,000 depending on scope and
41 infrastructure needs.

42
43 In November 2025, staff shared this information with the Roseville Central Park
44 Foundation. At their November meeting, the Foundation agreed to fund this initial design
45 study if the City decides to move forward. Additionally, the Foundation expressed a
46 willingness to contribute financially to the project if it is ultimately implemented.

47
48 Similarly, in January 2026, staff presented their findings to the Friends of Roseville Parks,
49 who also expressed a willingness to contribute a (yet to be determined) substantial sum of
50 money to the project.

51
52 In addition to Friends group support, staff feel that if well-planned, this project could be a
53 strong candidate for the Minnesota Department of Natural Resources Outdoor Recreation
54 Grant, which reimburses 50% of projects (up to \$500,000 reimbursement), which aims to
55 "increase and enhance outdoor recreation facilities in local and community parks
56 throughout the state."

57
58 In January, as staff prepared to discuss this possible project with the Parks and Recreation
59 Commission, they were approached by John Robertson-Smith, a long-time volunteer, past
60 donor, and frequent visitor at the Nature Center. Staff shared the preliminary concept and
61 plan with Mr. Smith (while sharing that the project was in the idea stage, and not approved
62 to move forward with or funded). After several exchanges of ideas, Mr. Smith pledged to
63 donate \$500,000 to fund the project, facilitated through the Friends of Roseville Parks. That
64 donation to Friends of Roseville Parks (in the form of stocks) is currently in progress.

65
66 Based on current commitments and expressions of support, staff believe it is highly feasible
67 that the project could be funded entirely through third-party sources.

68
69 If implemented, the City would retain ownership of the asset and assume responsibility for
70 inspection, routine maintenance, and long-term lifecycle replacement planning.

71
72 A preliminary timeline anticipates completion of community engagement in Summer/Fall
73 2026, with design and specifications ready for a Spring 2027 grant application.

74 75 **Policy Objectives**

76 The proposed planning effort advances multiple adopted goals within the City's Parks and
77 Recreation System Master Plan and City Strategic Plan.

78 Specifically, the proposal supports:

- 79 • Reinvestment in the Parks and Recreation system to provide high-quality amenities
80 that evolve with changing community needs.
- 81 • Expansion of environmental education and stewardship opportunities within an
82 established natural resource asset.
- 83 • Intergenerational and lifelong recreation opportunities, consistent with the Master
84 Plan’s emphasis on active living and community connection.
- 85 • Leveraging diverse funding sources and community partnerships to enhance public
86 amenities without a direct levy impact.

87 The study represents a thoughtful evaluation of how an existing community asset can
88 continue to serve residents while protecting ecological integrity and maintaining fiscal
89 responsibility.

90
91

92 **Equity Impact Summary**

93 The Harriet Alexander Nature Center is open to the public at no cost for drop-in visitation.
94 Locating a nature-based play amenity at HANC ensures that access to high-quality, nature-
95 centered play is not limited to families with the financial means to travel to regional facilities
96 outside the community.

97 Nature-based play environments support cognitive development, emotional regulation, risk
98 assessment skills, and environmental awareness. Providing this opportunity locally
99 increases access for families across the socio-economic spectrum and promotes healthy
100 outdoor activity in a free, publicly accessible setting.

101 Throughout project planning, accessibility and inclusive design principles would be
102 evaluated and incorporated when feasible to ensure individuals of varying physical and
103 developmental abilities can meaningfully engage with the space.

104 As a destination facility, HANC draws visitors from across the community. Future
105 engagement efforts would be designed to ensure broad community input and equitable
106 consideration of design impacts.

107
108

109 **Budget Implications**

110 At this time, Council action is limited to authorization to proceed with a feasibility and
111 conceptual design study. The anticipated cost of the study is between \$10,000 and
112 \$15,000. The Roseville Central Park Foundation has agreed to fully fund this initial study if
113 the City authorizes proceeding. No City funds are anticipated for this phase.

114

115 The cost of a full project is not currently known and could vary significantly based on scope,
116 infrastructure needs, materials, and design elements. Based on staff research and site
117 visits, projects of this type typically range between \$250,000 and \$1,000,000. Based on
118 current commitments and expressions of support, staff feel that the project can be funded
119 entirely with third-party funding. Specifically:

- \$500,000 pledged donation from John Robertson-Smith (via Friends of Roseville Parks; transfer in progress)
- Financial participation anticipated from the Roseville Central Park Foundation
- Financial participation anticipated from the Friends of Roseville Parks
- Potential eligibility for Minnesota DNR Outdoor Recreation Grant (50% reimbursement, up to \$500,000)

However, as with all new infrastructure, it is important to note that some future cost considerations related to operation, maintenance, and eventual replacement will need to be considered. These numbers will become clearer once the scale and materials for the project are known.

Staff Recommendations

A motion accepting the donation of a planning study for a possible nature playground from the Roseville Central Park Foundation (estimated between \$10,000 and \$15,000), and authorizing staff to develop and issue a Request for Proposal for the study.

Staff also recommend that Council acknowledge and thank donors for donations that have been pledged for possible project implementation.

Requested Council Action

A motion accepting the donation of a planning study for a possible nature playground from the Roseville Central Park Foundation (estimated between \$10,000 and \$15,000), and authorizing staff to develop and issue a Request for Proposal for the study.

Prepared by: Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Presentation

**Authorization to Proceed with
Planning for Possible Nature Play
Addition at Harriet Alexander
Nature Center**



Harriet Alexander Nature Center By the Numbers



 **10,731**
Number of Visitors

 **1,635**
Total Volunteer Hours

 **101**
Total Field Trips

 **3,162**
Total HANC Program Registrations

 **58**
Total Birthday Parties



Harriet Alexander Nature Center's lower classroom now features a vibrant new 28-foot mural painted by volunteer artist Jan Keleny. Created through countless hours of dedication and creativity, the mural is filled with native plants and animals—from duckweed to wood ducks. Its changing seasons, underwater perspectives, and tiny hidden details, like rabbits nibbling wild strawberries, invite visitors of all ages to pause, explore, and look a little closer.

HANC EVENTS:

EVENT	ATTENDANCE
HOLIDAY CRAFT FAIR	2,100
WILD RICE FESTIVAL	1,500
TAPPING TIME	900
SPOOKTACULAR	525
EARTH DAY	365
OPEN HOUSE	120

Mosaic Cairns (Donated by John and Kris Robertson Smith)



Siding, Fascia, and Façade Signage (2025 CIP)



Monument Signage (Donation Funds)



Nature Play

A space that combines natural and synthetic materials and incorporates surrounding landscape and vegetation for an environment that develops creative play.

Why Nature Play?

- Supports healthy child development
- Builds connection to the outdoors
- Supports creativity & flexibility
- Offsets Some Adverse Technology Impact



Springbrook Nature Center





Tamarack Nature Center

Grams Park



Grams Park



Grams Park



Process To Date

- Master Plan/Ongoing Feedback Inform Nature Play
- **2024** – General Interest from Both Friends Groups
- **2024/2025** – Tours/Info Gathering
 - Process used by others
 - Grant opportunities
 - Effectiveness
- **Spring/Summer 2025** – Meet with Vendors to determine pricing/content
- **Fall 2025** – Consultant Conversations
- **Winter 2025/26** – Central Park Foundation, FOR Parks
- **January 2026** - John Robertson Smith Donation Pledged
- **Feb 2026** – P&R Commission Recommends Moving Forward



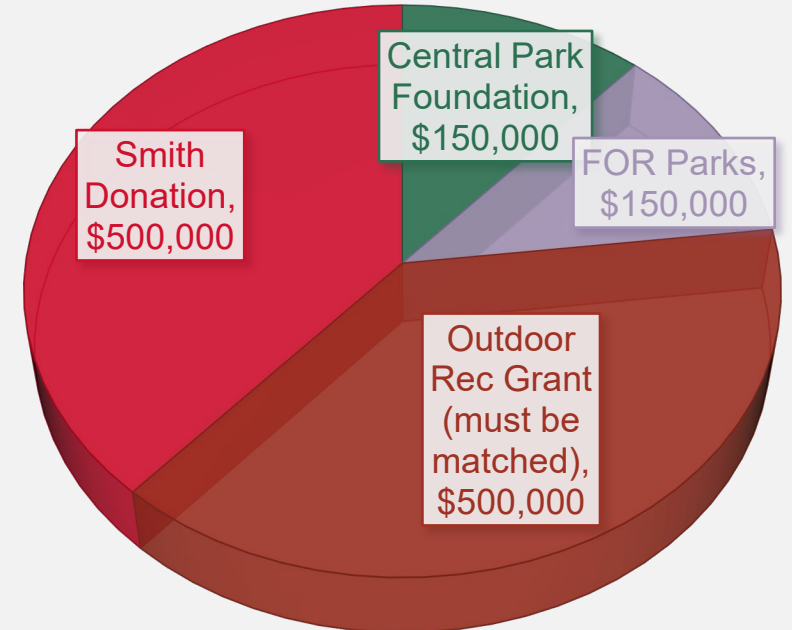
Planning & Design Process



Funding Plan

- Initial study – Estimated \$10,000-\$15,000
 - Funded by Central Park Foundation
- Very preliminary project estimate of \$250,000 to \$1,000,000
- Implementation Funding Partners
 - Central Park Foundation Preliminary Pledge of \$100-\$200k
 - FOR Parks Preliminary Pledge \$100-\$200k
 - New Donation – John Robertson Smith through FOR Parks (\$500,000)
- Outdoor Recreation Grant
 - (50% of the total cost, up to \$500,000), would apply March 2027

PRELIMINARY PROJECT FUNDING STRATEGY



Preliminary Estimated Ongoing Cost to the City



- Installation (third-party funded)
- Ongoing
 - Maintenance
 - 2 hours per week (irregular)
 - Additional Programming
 - TBD
- Mid Life Updates (15% of project cost)
- Replacement (typically at 20 years)

Other Project Considerations

- Ecological considerations
- Parking on site
- Other HANC Site Amenities
 - Boardwalk
 - Teaching Platform
 - Building Accessibility
- HANC Grounds Expansion







Stakeholders to Engage

- Current HANC Users
- Non-HANC Users
- Program Participants
- Natural Resource Volunteers
- Central Park School
- Donors

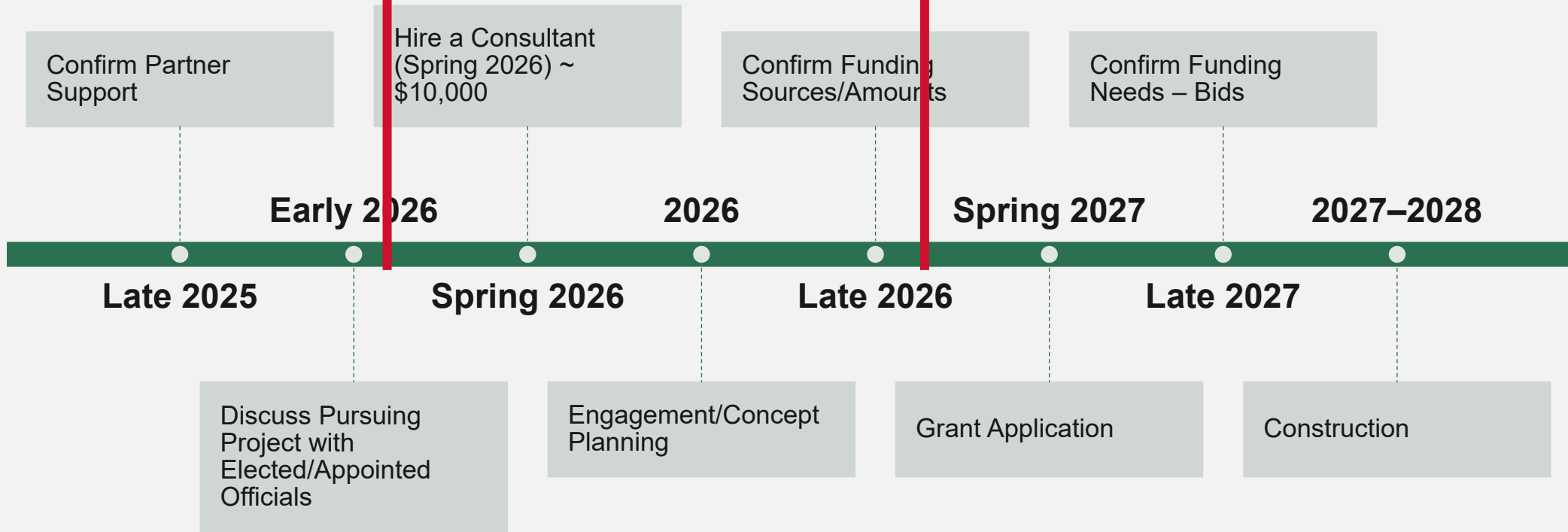
Preliminary VERY Tentative Timeline

Decision Point 1

- Is there support for further exploration?
- Is there funding for concept planning/grant application?

Decision Point 2

- Can the project be funded?
- Is it worth doing?



Request for Action

1. **Today:** Motion accepting the donation of funds to complete a feasibility and design study for a possible nature playground at Harriet Alexander Nature Center.
2. **Today:** Approval to develop and issue a Request for a Proposal for feasibility and design study for a possible nature playground at Harriet Alexander Nature Center.
3. **Future:** Project approval would be requested following completion of the study, development of a project budget, and confirmation of funding sources.

A large, bold, black letter 'Q' with a thick stroke and a small tail at the bottom right.A large, bold, black ampersand symbol (&) with a thick stroke and a decorative flourish on the right side.A large, bold, black letter 'A' with a thick stroke and a simple, blocky design.

Questions?

THANK YOU

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
 Item No.: 7.c.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Hold a public hearing and consider a request to approve a minor plat (PF26-002)

Background

General Application and Site Information

Property Owner and Applicant: Cara Builders, LLC
 Location: northwest corner of Brenner Avenue and Chatsworth Street
 Application Submitted: December 30, 2025
 Application Complete: January 2, 2026
 City Action Deadline: May 2, 2026

Land Use Context	Existing Land Use	Guiding	Zoning
Site	vacant	LR	LDR
North	detached dwellings	LR	LDR
West	detached dwellings	LR	LDR
East	detached dwellings	LR	LDR
South	detached dwellings	LR	LDR

The subject site is approximately 22,000 square feet in size, and the proposed Brenner Villas plat would create two nearly identical lots, both measuring about 108 feet in width, 100 feet in depth, and just under 11,000 square feet. Plans submitted in support of the proposal are included with this RCA in Attachment 3. 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 entitled to 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.

28 Public Hearing

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

32
33 **Preliminary Plat Analysis**

34 Roseville's Development Review Committee (DRC) met to review the proposed subdivision plans and
35 did not have any concerns about the proposal. Specific comments from the DRC review are discussed
36 below.

37
38 Proposed Lots

39 Both lots significantly exceed the minimum requirements pertaining to size, and the improvements
40 represented in the plans submitted with the Minor Plat application conform to applicable zoning
41 standards like minimum setbacks and maximum impervious coverage.

42
43 Storm Water Management

44 Roseville's Environmental Manager indicated that the applicant's engineer has been working closely with
45 City staff for several months, ultimately creating an oversized BMP that will also capture storm water
46 from the street and that will be owned and maintained by the City.

47
48 Tree Preservation

49 Most of the trees on the property are along the western and northern sides of the site, safe from the
50 impacts of construction activity. The trees that would be removed for the construction of new homes and
51 the storm water BMP, as proposed, would not require replacement trees to be planted, but staff will
52 continue to monitor tree removals and protection of the trees indicated for preservation to ensure the
53 project continues to conform to the tree preservation requirements.

54
55 Park Dedication

56 The Parks and Recreation Commission reviewed the proposal at its February 5 meeting, and
57 recommended a dedication of cash in lieu of park land. Because the proposed plat would result in the
58 creation of one additional lot for residential development, the park dedication fee would be \$4,250, which
59 should be paid before the City releases the signed plat to be recorded at the county.

60
61 Public Comment

62 As of the time this RCA was drafted, Planning Division staff had not received any communication from
63 the public.

64
65 **Policy Objectives**

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

71
72 **Equity Impact Summary**

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

74
75 **Budget Implications**

76 Receipt of \$4,250 park dedication fee corresponding to the creation of one additional lot for residential
77 development.

78
79 **Staff Recommendations**

80 Hold the public hearing, then approve the proposed Brenner Villas plat, based on the content of this
81 RCA, public input, and City Council deliberation, with the following conditions:

- 82 a. The applicant shall create the approved storm water BMP which, upon completion, shall be
83 owned and maintained by the City; and
84 b. The applicant shall pay the park dedication fee of \$4,250 before the signed mylar plat will be
85 released by the City for recording at Ramsey County.

86

87

88 **Requested Council Action**

89 Hold a public hearing, then, by motion, adopt a resolution approving the proposed Brenner Villas plat,
90 based on the content of this RCA, public input, and City Council deliberation, with the following
91 conditions:

- 92 a. The applicant shall create the approved storm water BMP which, upon completion, shall be
93 owned and maintained by the City; and
94 b. The applicant shall pay the park dedication fee of \$4,250 before the signed mylar plat will be
95 released by the City for recording at Ramsey County.

96

97

98

Prepared by: Bryan Lloyd, Senior Planner

Attachments:

1. Area Map
2. Aerial Photo
3. Proposed Plans
4. Draft Resolution

99

Attachment 2: Planning File 26-002



PRELIMINARY PLAT

~for~ BRENNER VILLAS
~of~ XXX BRENNER AVENUE

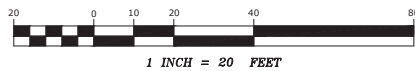
OWNER:

Cara Builders LLC
1475 18th Avenue NW
Mounds View, MN 55112



NORTH

GRAPHIC SCALE IN FEET



NOTES:

- Field survey was completed by E.G. Rud and Sons, Inc. on 9/26/2025.
- Total parcel area = 21,738 sq. ft./0.50 acres.
- Bearings shown are on Ramsey County datum.
- Parcel ID Number: 02-29-23-22-0001.
- Curb shots are taken at the top and back of curb.
- This survey is based upon information found in the commitment for title insurance prepared by STEWART TITLE GUARANTY COMPANY, File No. L25080036, dated effective August 21, 2025 at 08:00 AM.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community No. 270599 Panel No. 0020 Suffix G by the Federal Emergency Management Agency, effective date June 4, 2010.
- Proposed ponding, building, pads, and improvements shown per plans by Plowe Engineering.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES CATCH BASIN
- x 952.36 DENOTES EXISTING SPOT ELEVATION
- ⊕ DENOTES GAS METER
- ⊕ DENOTES HYDRANT
- ⊕ DENOTES WATER VALVE
- ⊕ DENOTES MAILBOX
- ⊕ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES POWER POLE
- ⊕ DENOTES FENCE
- ⊕ DENOTES EXISTING CONTOURS
- SS DENOTES TREE LINE
- SS DENOTES EXISTING SANITARY SEWER
- SS DENOTES EXISTING WATER MAIN
- SS DENOTES OVERHEAD UTILITY
- SS DENOTES BITUMINOUS SURFACE
- SS DENOTES CONCRETE SURFACE
- SS DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

EXISTING LEGAL DESCRIPTION:

Lot 5, Block 2, ANDERSON-ERICKSON ADDITION, Ramsey County, Minnesota.

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

Jason E. Rud
JASON E. RUD

Date: 12/4/2025 License No. 41578

EXISTING ZONING

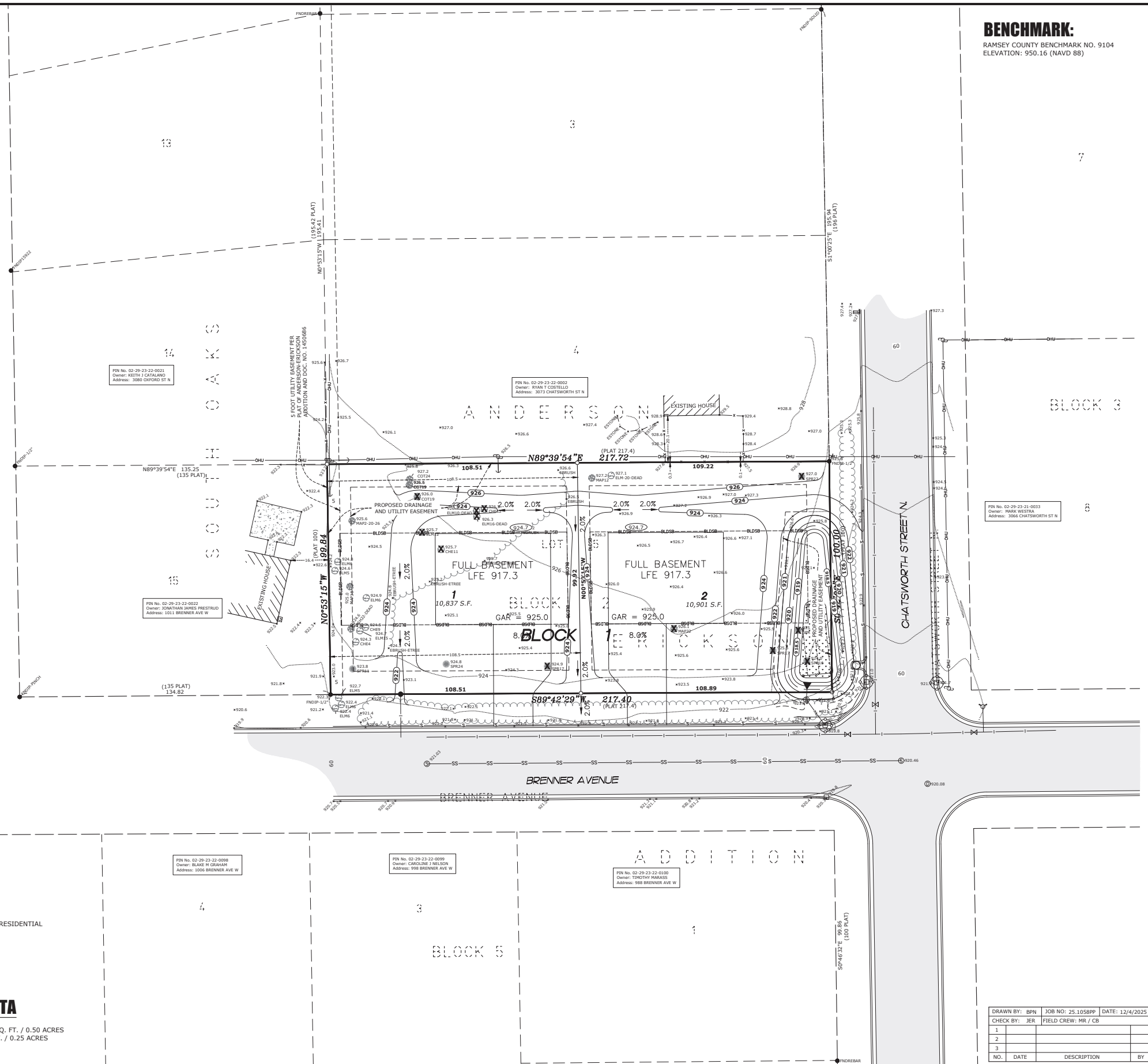
EXISTING ZONING = LOW DENSITY RESIDENTIAL
MINIMUM LOT AREA = 9,350 SF
MINIMUM LOT WIDTH = 85 FEET
FRONT YARD SETBACK = 30 FEET
REAR YARD SETBACK = 30 FEET
INTERIOR SIDE SETBACK = 5 FEET
CORNER SIDE SETBACK = 10 FEET

DEVELOPMENT DATA

PROPOSED NUMBER OF LOTS = 2
TOTAL BOUNDARY AREA = 21,738 SQ. FT. / 0.50 ACRES
AVERAGE LOT SIZE = 10,869 SQ. FT. / 0.25 ACRES

BENCHMARK:

RAMSEY COUNTY BENCHMARK NO. 9104
ELEVATION: 950.16 (NAVD 88)



PN No. 02-29-23-22-0003
Owner: KEITH J CATALANO
Address: 3088 OXFORD ST N

PN No. 02-29-23-22-0002
Owner: IVAN T COSTELLO
Address: 3073 CHATSWORTH ST N

PN No. 02-29-23-22-0001
Owner: JONATHAN JAMES PRESTLUD
Address: 1011 BRENNER AVE W

PN No. 02-29-23-22-0002
Owner: JONATHAN JAMES PRESTLUD
Address: 1011 BRENNER AVE W

PN No. 02-29-23-22-0098
Owner: BLAKE R GRAMM
Address: 1006 BRENNER AVE W

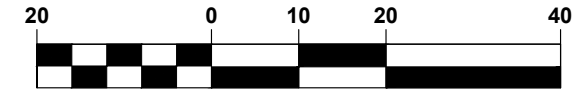
PN No. 02-29-23-22-0099
Owner: CAROLINE J NELSON
Address: 998 BRENNER AVE W

PN No. 02-29-23-22-0100
Owner: TIMOTHY MARASS
Address: 988 BRENNER AVE W

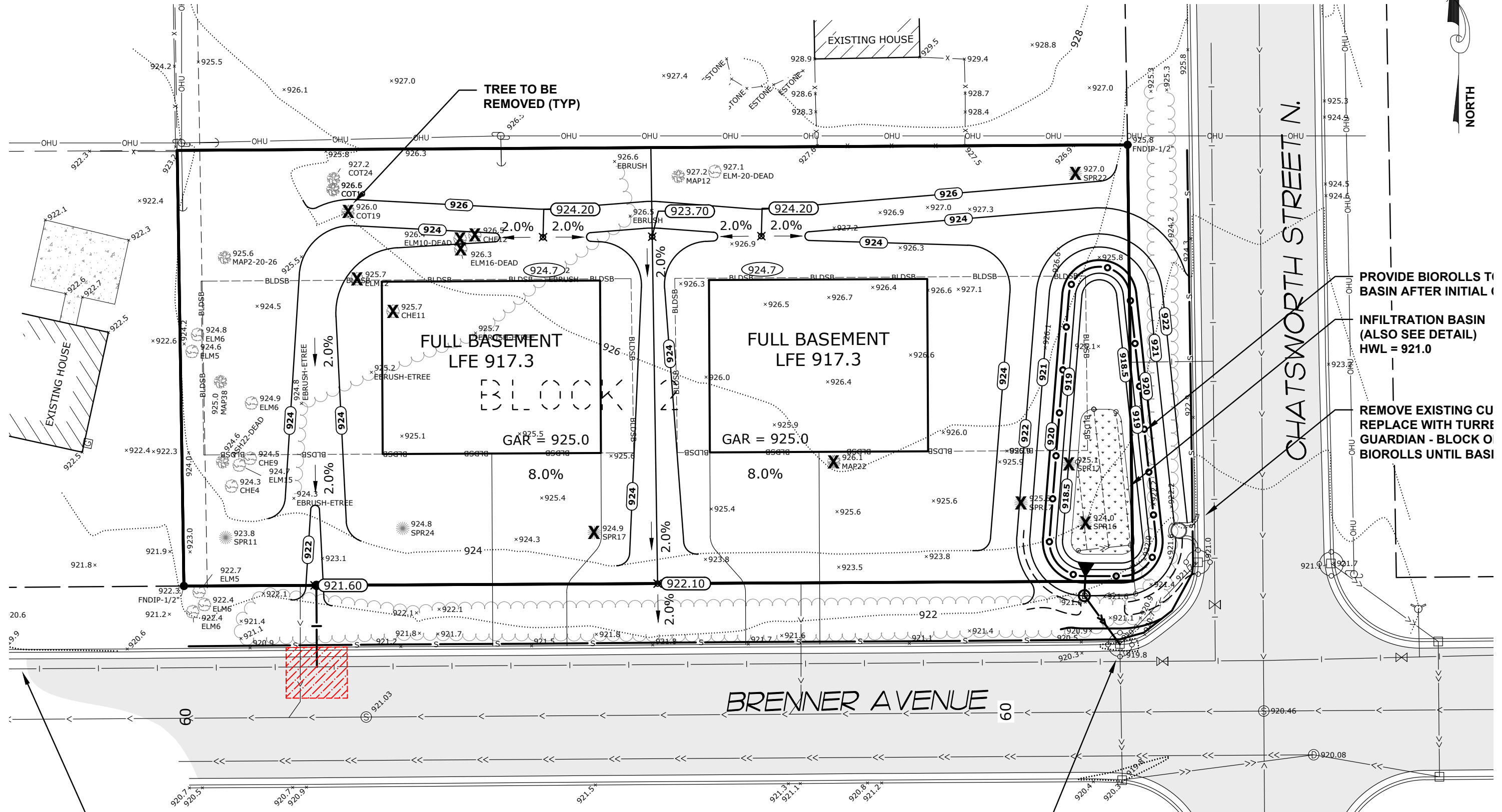
DRAWN BY:	BPN	JOB NO:	25.1058PP	DATE:	12/4/2025
CHECK BY:	JER	FIELD CREW:	MR / CB		
1					
2					
3					
NO.	DATE	DESCRIPTION		BY	

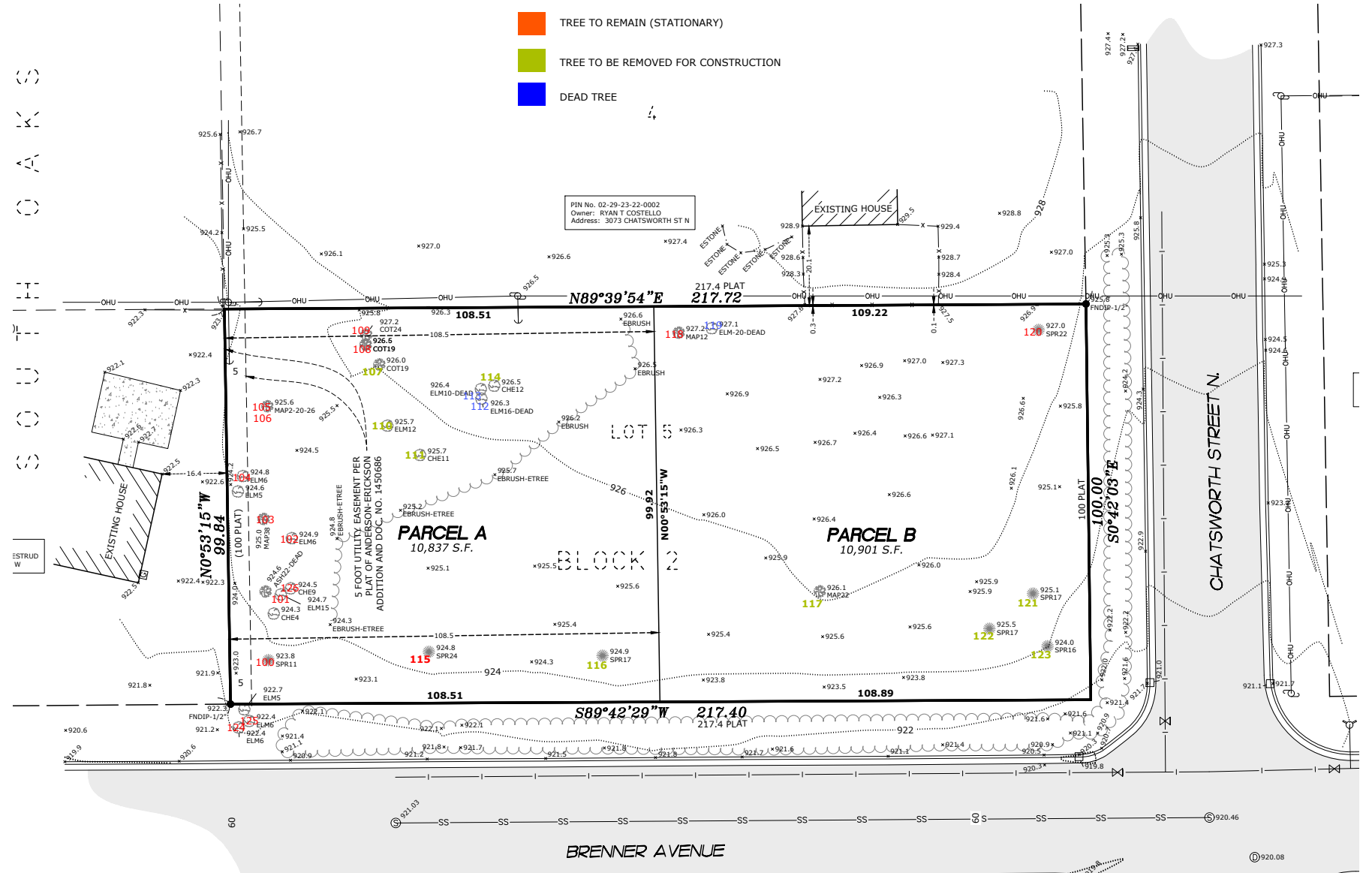
25.1058PP

RED FOR
LL DEPTH.



1 INCH = 20 FEET
HORIZONTAL
(22" x 34")





**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 February 2026 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 BRENNER VILLAS PLAT (PF26-002).

WHEREAS, Cara Builders, LLC, has submitted a valid application for approval of the proposed Minor Plat of the property in the northwestern corner of Brenner Avenue and Chatsworth Street; and

WHEREAS, the property affected by the proposed Brenner Villas plat is assigned Ramsey County Property Identification Number 02-29-23-22-0001 and is legally described as:

Lot 5, Block 2, Anderson-Erickson Addition, Ramsey County, Minnesota

and

WHEREAS, the proposed plat conforms to all applicable requirements of the zoning and subdivision codes; and

WHEREAS, the City Council of the City of Roseville held a duly noticed public hearing pertaining to the proposed Brenner Villas plat on February 23, 2026; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, to hereby approve the proposed Brenner Villas plat, based on the public record and City Council deliberation, with the following conditions:

- a) The applicant shall create the approved storm water BMP which, upon completion, shall be owned and maintained by the City; and
- b) The applicant shall pay the park dedication fee of \$4,250 before the signed mylar plat will be released by the City for recording at Ramsey County.

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 23rd day February 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day February 2026.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

1
2 **Background**

3 State Statute requires the City Council to approve all payment of claims. The following summary of
4 claims has been submitted to the City for payment.
5

Check Series #	Amount
ACH Payments	\$600,076.58
114671-114783	\$1,297,938.30
Total	\$1,898,014.88

6
7 A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them
8 to be appropriate for the goods and services received.
9

10
11 **Policy Objectives**

12 Under MN State Statute, all claims are required to be paid within 35 days of receipt.
13
14

15 **Equity Impact Summary**

16 Local governments play an important role in building racially equitable and inclusive regional economies.
17 Payments to vendors contribute to the local economy by supporting businesses within the community,
18 including those owned by people of color. Ensuring equitable distribution of contracts and payments
19 among vendors, particularly minority-owned businesses, can help promote economic equity. This
20 supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to
21 have a community that is economically prosperous with a stable and broad tax base and vibrant small
22 businesses.
23
24

25 **Budget Implications**

26 All expenditures listed above have been funded by the current budget, from donated monies, or from
27 cash reserves.
28
29

30 **Staff Recommendations**

31 Staff recommends approval of all payment of claims.
32

33

Requested Council Action

34

Motion to approve the payment of claims as submitted.

35

36

37

38

Prepared by: Ebonie Cannady-Accounting Technican II

Attachments: 1. Checks for Approval

39

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210300	State Income Tax	METROPOLITAN LIFE INSURANC	Remittance Check	3,939.49	114866
100-00-00-210300	State Income Tax	METROPOLITAN LIFE INSURANC	Remittance Check	3,939.49	114866
100-00-00-210300	State Income Tax	METROPOLITAN LIFE INSURANC	Remittance Check	90.48	114866
100-00-00-210300	State Income Tax	METROPOLITAN LIFE INSURANC	Remittance Check	117.79	114866
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,577.00	6313
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	219.00	6313
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	6313
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	584.00	6313
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	1,015.00	114792
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,497.75	6329
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,433.42	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	6,785.20	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,618.35	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,097.00	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	497.28	6310
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,417.00	6310
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	400.00	6310
100-00-00-211200	MN Child Support Payments	MN Child Support Payment C	PRATHER 020326	313.79	114794
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	10,015.00	6321
Total Department 00-00 GENERAL				48,930.04	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	Redpath and Company LLC	2025 PROGRESS BILLING FINANCIAL AUDIT	8,623.30	114834
100-01-00-442000	Memberships & Subscription	COMPASS PEER GROUPS LLC	COMPASS PEER GROUP MEMBERSHIP FOR CM	1,800.00	114863
Total Department 01-00 CITY COUNCIL				10,423.30	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	212.86	6344
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU JAN	85.30	114844
Total Department 02-00 ADMINISTRATION				298.16	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	113.55	6344
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	JANUARY 2026 SERVICE CHARGE	823.21	114900
Total Department 04-00 FINANCE				936.76	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	DECEMBER MONTHLY RETAINER	17,074.80	114809
Total Department 06-00 LEGAL DEPARTMENT				17,074.80	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE LC	409.57	114892
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE CH/MAINT	675.21	114892
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER FILTER	174.95	114892
100-08-00-424000	Operating Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	912.36	6344
Total Department 08-00 CENTRAL SERVICES				2,172.09	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Batteries Plus Bulbs	BATTERIES	26.30	114824
100-10-00-420000	Office Supplies	Batteries Plus Bulbs	BATTERIES	105.20	114824
100-10-00-420000	Office Supplies	Dell Marketing, L.P.	REPLACEMENT MONITOR - ROBERTO	166.74	6330
100-10-00-420000	Office Supplies	Greenhaven Printing	CRIME VICTIM FOLDOVER CARDS (1000)	268.50	6319

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	255.69	6344
100-10-00-422000	Clothing	Galls, LLC	VEST MOLLE AND CUMMBERBAND - NELSON	944.33	6318
100-10-00-422000	Clothing	Galls, LLC	VEST MOLLE AND CUMMBERBAND - DICKENS	944.33	6318
100-10-00-422000	Clothing	J & K Custom Designs, LLC	UNIFORM SHIRTS - VON FANGE	285.28	114851
100-10-00-422000	Clothing	STREICHER'S	CSO UNIFORMS SCOTT	35.97	6317
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF TIE BAR - WIETHORN	6.99	6317
100-10-00-422000	Clothing	STREICHER'S	PATCH SWAP TANIS	12.00	6317
100-10-00-422000	Clothing	STREICHER'S	BADGES (133) - STATE SEAL UPDATES	19,884.90	6317
100-10-00-423000	Vehicle Supplies & Mainten	MacQueen Equipment	PLEASE PAY INVOICE FOR DOME LIGHT INS	239.05	6311
100-10-00-423000	Vehicle Supplies & Mainten	MacQueen Equipment	GUN LOCK FOR SQUAD 2070	334.50	6311
100-10-00-423000	Vehicle Supplies & Mainten	SHI International Corp	SQUAD PRINTER REPLACEMENT	375.00	6316
100-10-00-424000	Operating Supplies	Ancom Technical Center	RADIO BATTERIES (1)	188.27	6314
100-10-00-424000	Operating Supplies	LAKER PROMOTIONS	PREVENT ID THEFT PENS (250) OUTREACH	795.79	114865
100-10-00-430000	Professional Services	AT&T	CELL TOWER DUMP CN25033426	120.00	114856
100-10-00-430000	Professional Services	CITY OF ST. PAUL	OCT RADIO MAINTENANCE AND SUPPORT	90.00	114790
100-10-00-430000	Professional Services	Language Line Services	INTERPRETATION SERVICES - DEC	452.95	114813
100-10-00-430000	Professional Services	Martin McAllister, Inc.	PUBLIC SAFETY ASSESSMENT - THRASHER	650.00	114800
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH/WELLNESS CONSULTING SER	3,400.00	6325
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH/WELLNESS CONSULTING SE	3,900.00	6325
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW SEARCH WARRANT CN 25035300	245.00	114799
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW FOR EVIDENCE CN#25035336	200.00	114799
100-10-00-430000	Professional Services	Verizon	CELL TOWER DUMP CN25033426	110.00	114842
100-10-00-430001	Dispatching Services	RAMSEY COUNTY	911 DISPATCH SERVICES FOR THE MONTH O	34,581.67	114820
100-10-00-430001	Dispatching Services	RAMSEY COUNTY	CAD SERVICES FOR THE MONTH OF NOVEMBE	5,196.17	114820
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH SERVICES DEC	34,581.67	114820
100-10-00-430001	Dispatching Services	RAMSEY COUNTY	CAD SERVICES DEC	5,196.17	114820
100-10-00-430004	Police Explorer Program	STREICHER'S	EXPLORER UNIFORM ITEMS	70.99	6317
100-10-00-430004	Police Explorer Program	STREICHER'S	EXPLORER UNIFORMS - JACKET AND NAME P	170.96	6317
100-10-00-431000	Telephone	Verizon	MONTHLY CELL CHARGES DEC 9 - JAN 8	4,382.42	114842
100-10-00-431000	Telephone	Verizon	CELL MONTHLY STATEMENT NOV 9 DEC 9	4,403.10	114842
100-10-00-431000	Telephone	Verizon	MONTHLY DATA CHARGES NOV 27- DEC 26	1,080.27	114842
100-10-00-431000	Telephone	Verizon	DATA DECEMBER 26 - JANUARY 26- ACC#4	40.01	114906
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	SQUAD REPAIRS 2507	12,238.28	114853
100-10-00-439000	CONTRACT MAINTENANCE	Ancom Technical Center	REPAIRS TO OFFICER RADIO	530.67	6314
100-10-00-439000	CONTRACT MAINTENANCE	ANIMAL HUMANE SOCIETY	2025 QUARTERLY IMPOUND CHARGES OCT -	2,023.00	114860
100-10-00-439000	CONTRACT MAINTENANCE	COMPANION ANIMAL CONTROL	ANIMAL CONTROL AND IMPOUND - JAN	650.00	114869
100-10-00-439000	CONTRACT MAINTENANCE	Peloton Interactive, Inc.	ONE YEAR SUBSCRIPTION	528.00	114854
100-10-00-439000	CONTRACT MAINTENANCE	RAMSEY COUNTY	FIELD OPS - NOV (HAS BEEN CANCELED)	10.00	114820
100-10-00-439000	CONTRACT MAINTENANCE	RAMSEY COUNTY	RAMSEY COUNTY FLEET SUPPORT FEE FOR N	533.52	114820
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	CAD FIELD OPS MONTHLY	10.00	114820
100-10-00-439000	CONTRACT MAINTENANCE	RAMSEY COUNTY	FLEET SUPPORT DEC	530.43	114820
100-10-00-439000	CONTRACT MAINTENANCE	Thomson Reuters	MONTHLY CLEAR INVESTIGATIVE SOFTWARE	1,367.10	114807
100-10-00-441000	Training	Allied Medical Training	DECEMBER 6 - 7, 2025 EMR SKILLS COURS	895.00	114832
100-10-00-441000	Training	JP Nixon Consulting	PROACTIVE UNDERCOVER INVESTIGATIONS H	880.00	114847
100-10-00-441000	Training	League of MN Cities	PEACE OFFICER ACCREDITED TRAINING ONL	5,850.00	114802
100-10-00-441000	Training	STREICHER'S	2026 AMMO	1,493.88	6317
100-10-00-441100	Tuition Reimbursement	Cari McCollor	FALL 2025 TUITION REIMB - MCCOLLOR	1,500.00	6332
100-10-00-441100	Tuition Reimbursement	Hicke, Thomas	FALL 2025 TUITION REIMB - HICKE	847.42	6335
100-10-00-441100	Tuition Reimbursement	Warsame, Abdiaziz	FALL TUITION REIMB WARSAME	602.54	6331
100-10-00-448054	Volunteer Recognition	John Alan Roberto	CUSTOM WATER BOTTLES	540.00	114850
Total Department 10-00 POLICE DEPARTMENT				154,770.06	

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.	CANNEFAX	119.93	114788
100-13-00-422000	Clothing	Aspen Mills Inc.	HONG	81.85	114788
100-13-00-422000	Clothing	Aspen Mills Inc.	REALI	288.50	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	CASTRUITA	407.35	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	HONG	29.70	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	SCHMITZ	296.78	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	SELBY	479.72	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	SJOSTROM	91.85	114887
100-13-00-422000	Clothing	Aspen Mills Inc.	TAORMINA	119.93	114887
100-13-00-424000	Operating Supplies	Fikes, Inc.	TOWEL DISPENSER AND TOWELS	491.98	6324
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114815
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114816
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114817
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114875
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114876
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECKS	32.00	114877
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECKS	32.00	114878
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECKS	32.00	114879
100-13-00-430000	Professional Services	BCA	BACKGRUOND CHECK	32.00	114880
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114881
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114882
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114883
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114884
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114885
100-13-00-430000	Professional Services	BCA	BACKGROUND CHECK	32.00	114886
100-13-00-430000	Professional Services	Masa Consulting, Inc.	JAN	2,100.00	6349
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	JAN CAR WASHES	110.50	114911
100-13-00-437000	Contract Maint. - Vehicles	MacQueen Equipment	LIGHT REPLACEMENT	1,015.00	6311
100-13-00-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	VEHICLE MAINTENANCE	4,262.08	114785
100-13-00-439000	CONTRACT MAINTENANCE	AT&T	DEC TO JAN	2,701.42	114857
100-13-00-439000	CONTRACT MAINTENANCE	MacQueen Equipment	SCBA REPAIR	458.75	6311
100-13-00-439000	CONTRACT MAINTENANCE	Muska Plumbing	WATER COOLER SET UP	398.15	114840
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	JAN RADIO FLEET SUPPORT	318.24	114898
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	JAN PHONE APP	10.00	114898
100-13-00-441000	Training	MN Fire Service Certificat	RETEST SCHMITZ FAO	75.00	6346
Total Department 13-00 FIRE DEPARTMENT				14,336.73	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	114839
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	114839
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	114839
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	114839
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	402.09	114839
100-13-13-442000	Memberships & Subscription	Capital City Firefighter's	2026 MEMBERSHIP	50.00	114905
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				2,060.45	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	75.00	114822
100-20-20-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	228.94	6344
100-20-20-421000	Motor Fuel	Kath Fuel Oil Service, Inc	FUEL ULS DYED NORDIC B35	1,647.80	6337
100-20-20-441000	Training	Leadership Growth Group, L	2026 LEADERSHIP GROWTH GROUP SERIES	600.00	114838
100-20-20-443600	Software Operating Charges	ARKANCE USA LLC	BLUEBEAM SUBSCRIPTION	1,164.31	114917

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-443600	Software Operating Charges	ESRI, Inc.	ARCGIS SOFTWARE 3/27/26 - 3/26/27	2,849.00	6343
100-20-20-443600	Software Operating Charges	RTVision, Inc.	ONEOFFICE ANNUAL DATA HOSTING	1,500.00	114826
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				8,065.05	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	K-Tech Specialty Coating,	BEET HEEET CONCENTRATE	1,581.53	114837
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10 MB FLAT DATA PLAN US WITH NAF	736.00	6327
100-20-21-424000	Operating Supplies	Sign Solutions USA, LLC	ALUMINUM BLANK, VERTICAL RECTANGLE, H	1,208.91	114910
100-20-21-424000	Operating Supplies	United Laboratories, Inc.	SEASONAL EQUIPMENT WAX	650.44	114849
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	Fleet Support Fee-Feb 2013	115.44	114898
Total Department 20-21 STREET DEPARTMENT				4,292.32	
Department: 20-22 STREET LIGHTING					
100-20-22-439000	CONTRACT MAINTENANCE	Ramsey County	MAINTENANCE ON EVP	1,325.60	114898
Total Department 20-22 STREET LIGHTING				1,325.60	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	UNLEADED MOTOR FUEL	8,030.09	114825
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	43.76	114897
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	43.76	114819
100-20-30-423000	Vehicle Supplies & Mainten	1st Ayd Corporation	FLOOR SQUEEGEES	434.16	114829
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	259.70	114904
100-20-30-423000	Vehicle Supplies & Mainten	Cintas Corporation	NITRILE GLOVES	150.00	114819
100-20-30-423000	Vehicle Supplies & Mainten	Cintas Corporation	NITRILE GLOVES	150.00	114819
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	GASKET	3.47	6309
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	THERMOSTAT	16.28	6309
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSES AND ENDS	207.10	6308
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	DIESEL 911 ADDITIVE	146.28	6308
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	HOSE CLAMPS AND PRESSURE GAUGE	51.90	114791
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	BATTERY CHARGER	514.20	114791
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	FLINTS	10.32	114791
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	SHELF BINS	130.96	114791
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	DUCT TAPE	54.29	114791
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BRAKE PADS AND ROTORS	202.50	114909
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE RECYCLING	222.57	114890
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	DUCT TAPE	58.12	114793
100-20-30-423000	Vehicle Supplies & Mainten	Titan Machinery	BLADES AND BOLTS	2,186.27	114893
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	WIRING HARNESS	230.98	114811
100-20-30-423000	Vehicle Supplies & Mainten	Zarnoth Brush works, Inc.	POLY WAFER BROOMS	1,509.00	6315
Total Department 20-30 VEHICLE MAINTENANCE				14,655.71	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	ERICKSEN. ROED AND ASSOCIA	PD FLOOR CAPACITY INSPECTION	1,000.00	114867
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,963.00	6347
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	6,802.41	6341
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	114839
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	114839
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	114839
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	114839
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	402.09	114839
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	7,191.36	6341
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,381.15	114839
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,381.15	114839

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,381.15	114839
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,381.15	114839
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,381.15	114839
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	CITY OF ROSEVILLE MAINTGARAGE PERFORM	2,007.00	6323
100-23-00-439011	Fiber Maint. & Locates	Zayo Group LLC	CITY FIBER SERVICES	4,553.52	114901
Total Department 23-00 BUILDING MAINTENANCE				34,433.49	
Total Fund 100 General Fund				313,774.56	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230150	Cell Tower Escrow	KLM ENGINEERING, INC	LATTICE TOWER (ALTA VISTA DR)	2,750.00	114916
103-00-00-230150	Cell Tower Escrow	KLM ENGINEERING, INC	LATTICE TOWER (FAIRVIEW)	3,500.00	114916
Total Department 00-00 GENERAL				6,250.00	
Department: 20-00 PUBLIC WORKS GENERAL					
103-20-00-443600	Software Operating Charges	ARKANCE USA LLC	BLUEBEAM SUBSCRIPTION	332.66	114917
Total Department 20-00 PUBLIC WORKS GENERAL				332.66	
Total Fund 103 Contracted Engineering Svcs				6,582.66	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-442000	Memberships & Subscription	COREY YUNKE	QR CODE GENERATOR - ANNUAL SUBSCRIPTI	563.88	114920
110-09-00-442000	Memberships & Subscription	North Suburban Comm Commis	2025 Q4 CONTRIBUTION	24,597.04	114803
Total Department 09-00 COMMUNICATIONS				25,160.92	
Total Fund 110 Telecommunications				25,160.92	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-443600	Software Operating Charges	ESRI, Inc.	ARCGIS SOFTWARE 3/27/26 - 3/26/27	556.00	6343
200-40-40-448000	Miscellaneous	Roselawn Cemetery	2026 RES WOODS LEASE	1.00	114798
Total Department 40-40 RECREATION ADMINISTRATION				557.00	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-424000-PR0212	Operating Supplies	Beacon Athletics	ADULT SOFTBALL REPLACEMENT FIRST BASE	599.98	114789
200-40-41-424000-PR0212	Operating Supplies	Beacon Athletics	ADULT SOFTBALL BASES REPLACEMENT	1,132.00	114789
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEE PAYMENT	3,220.00	6328
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEE PAYMENT	3,220.00	6352
200-40-41-430000-PR0210	Professional Services	AARP	JANUARY 27 CLASS PAYMENT	90.00	114899
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL LEAGUE REFEREE PAYME	5,994.00	6338
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	JANUARY PAYMENT	1,304.10	114836
200-40-41-430000-PR0252	Professional Services	Art Spark	CONTRACT FEE FOR ART CAMPS	1,500.00	114818
Total Department 40-41 RECREATION FEE PROGRAMS				17,060.08	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0105	Professional Services	Reach for Resources, Inc	2026 CONTRACT PAYMENT	13,836.66	114852
Total Department 40-42 RECREATION NON FEE PROGRAMS				13,836.66	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	1,186.74	6340
Total Department 40-50 NATURE CENTER				1,186.74	
Department: 40-53 SKATING CENTER					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Ban-Koe Systems, Inc.	FIRE SUPPRESSION MONITORING SERVICE	390.15	114804
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	743.66	6348
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	SODA FOR CONCESSIONS	182.57	114821
200-40-53-430000-PR5512	Professional Services	RAHS Boys Booster Club	SHARE PAYMENT FOR 2025 CONCESSIONS	4,377.15	114784
200-40-53-430000-PR5512	Professional Services	RAHS Girls Booster Club	CONCESSION SHARE WITH GIRLS BOOSTERS	1,620.58	114845
200-40-53-439000	CONTRACT MAINTENANCE	International Chemtex Corp	WATER TOWER TREATMENT	2,025.17	114786
200-40-53-439000	CONTRACT MAINTENANCE	International Chemtex Corp	COOLING TOWER TREATMENT	1,601.35	114787
200-40-53-439000	CONTRACT MAINTENANCE	JACQUELINE MCMAHON RICKETS	BLIND REPAIR	200.00	114868
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	NEED OIL FOR OVAL COMPRESSOR	1,562.31	114908
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	NEEDED NEW BOOSTER PUMP	4,011.96	114908
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	OIL FILTER FOR COMPRESSOR	1,544.77	114908
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	LABOR FOR FILTER	430.00	114908
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	LEAK ON OVAL SURFACE	18,685.08	114846
Total Department 40-53 SKATING CENTER				37,374.75	
Total Fund 200 Recreation Fund				70,015.23	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-424000	Operating Supplies	Beacon Athletics	ADULT SOFTBALL REPLACEMENT FIRST BASE	599.98	114789
204-40-43-424000	Operating Supplies	Beacon Athletics	ADULT SOFTBALL BASES REPLACEMENT	1,132.00	114789
204-40-43-424000	Operating Supplies	Flagship Recreation	SST W PATCH, LOW CROWN CAP NUT, CABLE	121.70	114823
204-40-43-430000	Professional Services	Century Fence, Co	REPAIR TO FENCE	985.00	114888
204-40-43-430000	Professional Services	USDA APHIS General	SUPPLIES, MATERIALS, EQUIPMENT, PROGR	327.57	114833
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL - 286 CO RD C WEST	156.00	114808
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL - 2540 PASCAL ST	2,400.00	114808
204-40-43-431000	Telephone	Verizon	DATA DECEMBER 26 - JANUARY 26- ACC#4	356.30	114906
204-40-43-431000-PR0627	Telephone	Verizon	DATA DECEMBER 26 - JANUARY 26- ACC#4	35.01	114906
Total Department 40-43 RECREATION MAINTENANCE				6,113.56	
Total Fund 204 PARK MAINTENANCE				6,113.56	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-424000	Operating Supplies	Richfield Bus Company	BUS PAYMENT FOR BIG BAND PERFORMANCE	1,400.00	114796
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	JANUARY DIRECTOR PAYMENT - BIG BAND	250.00	6355
Total Department 40-45 BIG BAND ACTIVITIES				1,650.00	
Total Fund 221 Municipal Jazz Band				1,650.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	LEGAL FOR THE HARBOR	97.50	114809
260-00-00-230130-CD1320	Development Escrow	Kennedy & Graven, Chartere	TWIN LAKE TECHNOLOGY CENTER LEGAL SER	3,477.50	114809
Total Department 00-00 GENERAL				3,575.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	22.22	6344
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	JAN 2026 TOKLE PAYMENTS	8,648.68	114855
260-56-17-431000	Telephone	Verizon	DATA DECEMBER 26 - JANUARY 26- ACC#4	38.41	114906
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				8,709.31	
Department: 56-58 G.I.S. DEPARTMENT					
260-56-58-442000	Memberships & Subscription	ESRI, Inc.	ARCGIS SOFTWARE 3/27/26 - 3/26/27	1,112.00	6343

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number	
Fund: 260 Community Development						
Department: 56-58 G.I.S. DEPARTMENT						
				Total Department 56-58 G.I.S. DEPARTMENT	1,112.00	
				Total Fund 260 Community Development	13,396.31	
Fund: 265 License Center						
Department: 05-00 DEPUTY REGISTER						
265-05-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	143.86	6344	
265-05-00-424000	Operating Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	494.80	6344	
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	1,298.98	6342	
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANER	144.00	114835	
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU JAN	157.30	114907	
				Total Department 05-00 DEPUTY REGISTER	2,238.94	
				Total Fund 265 License Center	2,238.94	
Fund: 282 American Rescue Plan						
Department: 20-20 PUBLIC WORKS ADMINISTRATION						
282-20-20-443500	Minor Equipment	GOPHER SIGN COMPANY	WAYFINDING SIGNS PARTS	1,204.80	114864	
				Total Department 20-20 PUBLIC WORKS ADMINISTRATION	1,204.80	
				Total Fund 282 American Rescue Plan	1,204.80	
Fund: 295 Police Grants						
Department: 10-00 POLICE DEPARTMENT						
295-10-00-441000-PD0031	Training	Jonah Figueiredo	REIMB FOR ANNUAL IAATI MEMBERSHIP	50.00	6333	
				Total Department 10-00 POLICE DEPARTMENT	50.00	
				Total Fund 295 Police Grants	50.00	
Fund: 400 Equipment Revolving						
Department: 10-00 POLICE DEPARTMENT						
400-10-00-453000	Other Improvements	STREICHER'S	LESS LETHAL LAUNCHER AND IRRITANTS	1,642.25	6317	
400-10-00-453000	Other Improvements	STREICHER'S	GAS MASKS (4) - ICE RESPONSE	1,940.00	6317	
400-10-00-453000	Other Improvements	STREICHER'S	NON-LETHAL PROJECTILES	1,936.92	6317	
400-10-00-453000	Other Improvements	STREICHER'S	GAS MASKS (2)	658.00	6317	
400-10-00-453000	Other Improvements	SURPLUS SERVICES	WEAPONS LIGHTS (10)	250.00	114871	
				Total Department 10-00 POLICE DEPARTMENT	6,427.17	
				Total Fund 400 Equipment Revolving	6,427.17	
Fund: 401 Fire Equipment						
Department: 13-00 FIRE DEPARTMENT						
401-13-00-453000	Other Improvements	American Pressure, Inc.	PRESSURE WASHER REPLACEMENT	9,836.00	114918	
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	SENSIT GAS MONITOR	2,683.16	6345	
				Total Department 13-00 FIRE DEPARTMENT	12,519.16	
				Total Fund 401 Fire Equipment	12,519.16	
Fund: 409 CENTRAL SERVICES FUND						
Department: 08-00 CENTRAL SERVICES						
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	3,393.28	114843	
				Total Department 08-00 CENTRAL SERVICES	3,393.28	
				Total Fund 409 CENTRAL SERVICES FUND	3,393.28	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND						

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
410-20-20-453000	Other Improvements	All State Communications,	REPLACE AND ADD CAMERAS PD AND SKATIN	2,746.50	114827
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	2,746.50	
Department: 40-53 SKATING CENTER					
410-40-53-450000	Building & Structures	THINK DIGITAL SIGNS	REPLACEMENT OF COUNTY C MONUMENT VIDE	14,950.00	114913
			Total Department 40-53 SKATING CENTER	14,950.00	
			Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND	17,696.50	
Fund: 411 Recreation Improvements					
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-424000-PR2602	Operating Supplies	MNL	CUSTOM BUCKTHORN REPLACEMENT MIX + S/	3,833.98	114848
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS - OCT AND NOV 2025	13,680.00	114806
411-40-43-430000-PR2602	Professional Services	Stantec Consulting Service	PROJECT MANAGEMENT THROUGH NOV 28 202	10,369.50	6351
411-40-43-430000-PR2602	Professional Services	Stantec Consulting Service	PROJECT MANAGEMENT FOR PERIOD ENDING	17,726.02	6351
			Total Department 40-43 RECREATION MAINTENANCE	45,609.50	
			Total Fund 411 Recreation Improvements	45,609.50	
Fund: 413 MAINTENANCE FACILITY					
Department: 20-00 PUBLIC WORKS GENERAL					
413-20-00-430000	Professional Services	LHB Inc	MOC AND LPCDS	37,440.00	6322
			Total Department 20-00 PUBLIC WORKS GENERAL	37,440.00	
			Total Fund 413 MAINTENANCE FACILITY	37,440.00	
Fund: 414 PASSPORT / LICENSE CENTER					
Department: 05-00 DEPUTY REGISTER					
414-05-00-430000	Professional Services	LHB Inc	MOC AND LPCDS	22,912.00	6322
			Total Department 05-00 DEPUTY REGISTER	22,912.00	
			Total Fund 414 PASSPORT / LICENSE CENTER	22,912.00	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2102	Other Improvements	RAMSEY COUNTY	CR B2 FINAL 2025	2,516.78	114820
			Total Department 20-23 STREET CONSTRUCTION	2,516.78	
			Total Fund 590 Special Assmt. Construction	2,516.78	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	3.70	114873
600-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	6.35	114873
600-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	2.29	114925
600-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	13.42	114925
600-00-00-202000	Accounts Payable	LISA BLANCHARD	UB refund for account: 025347-000	4.48	114923
600-00-00-202000	Accounts Payable	PETER ANDERSON & NINA KOLL	UB refund for account: 022131-000	5.10	114924
600-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	5.20	114874
600-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	12.32	114874
600-00-00-208000	Sewer SAC Charges	METROPOLITAN COUNCIL	JANUARY 2026 SAC PAYMENT	2,460.15	6339
			Total Department 00-00 GENERAL	2,513.01	
Department: 50-00 SANITARY SEWER					
600-50-00-420000	Office supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	31.33	6344

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
600-50-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	MARKING PAINT FOR LOCATES	68.80	6350
600-50-00-430000	Professional Services	Pipe Services Inc	SANITARY AND STORM INSPECTIONS	18,605.12	114891
600-50-00-430050	Sewer Department Claims	911 RESTORATION OF MINNEAP	VFW_ROSEVILLE SEWER CLEAN UP BACK BUI	2,202.58	114830
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,823.75	6334
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	311,124.02	6312
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	JANUARY INVOICE AND CC PROCESSING FEE	4,603.44	6354
600-50-00-453000-PW2506	Other Improvements	Bolton & Menk, Inc.	2025 CIPP DESIGN SERVICES	6,384.00	114810
600-50-00-453000-PW2512	Other Improvements	Bolton & Menk, Inc.	COHANSEY LIFT STATION REHAB	11,612.50	114810
600-50-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	4,367.63	114810
Total Department 50-00 SANITARY SEWER				360,823.17	
Total Fund 600 Sanitary Sewer				363,336.18	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	0.35	114873
610-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	5.58	114873
610-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	6.52	114873
610-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	0.73	114925
610-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	14.10	114925
610-00-00-202000	Accounts Payable	LISA BLANCHARD	UB refund for account: 025347-000	7.03	114923
610-00-00-202000	Accounts Payable	PETER ANDERSON & NINA KOLL	UB refund for account: 022131-000	7.88	114924
610-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	0.68	114874
610-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	7.83	114874
610-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	12.60	114874
Total Department 00-00 GENERAL				63.30	
Department: 51-00 WATER FUND					
610-51-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	31.33	6344
610-51-00-421000	Motor Fuel	Kath Fuel Oil Service, Inc	FUEL ULS DYED NORDIC B35	860.02	6337
610-51-00-424000	Operating Supplies	AMRIZE MIDWEST INC	CLASS 5 AND SAND	10,660.24	114915
610-51-00-424000	Operating Supplies	Cemstone Products Co, Inc.	CONCRETE	1,375.50	114801
610-51-00-424000	Operating Supplies	Cemstone Products Co, Inc.	CONCRETE	1,069.50	114801
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	ASPHALT AND CONCRETE DISPOSAL	540.00	114889
610-51-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	MARKING PAINT FOR LOCATES	68.80	6350
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.99	114841
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,823.75	6334
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	975.20	114814
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL	521,542.74	114895
Total Department 51-00 WATER FUND				538,983.07	
Total Fund 610 Water Fund				539,046.37	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372300	Concession Sales	Tio's Food and Beverage	AUGUST SALES OF GRAB & GO ITEMS	526.00	114912
620-52-51-382100	Building Rental	JOSHUA POWELL	CEDARHOLM DAMAGE DEPOSIT REFUND	200.00	114919
620-52-51-382100	Building Rental	NAIRY DIGRIS	CEDARHOLM DAMAGE DEPOSIT REFUND	200.00	114921
620-52-51-382100	Building Rental	SMILE NETWORK	CEDARHOLM RENTAL REFUND	400.00	114870
620-52-51-382100	Building Rental	STEVE OYANAGI	CEDARHOLM DAMAGE DEPOSIT REFUND	200.00	114922
620-52-51-424000	Operating Supplies	South-Town Refrigeration	FREEZER REPAIR	1,311.65	114903
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	292.50	114858
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	BULK CO2 TANK RENTAL	53.00	114859

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					
620-52-51-439000	CONTRACT MAINTENANCE	Comcast	SERVICE AT CEDARHOLM FROM FEB 7 - MAR	372.94	114894
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	CEDARHOLM RESTROOM CLEANING SERVICE	185.00	6324
620-52-51-440000	Conferences	MRPA	REGISTRATION FOR ANNUAL GENERAL MEETI	59.00	114795
Total Department 52-51 CEDARHOLM GOLF COURSE				3,800.09	
Total Fund 620 Golf Course				3,800.09	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	3.77	114873
640-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	7.84	114925
640-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	7.31	114874
Total Department 00-00 GENERAL				18.92	
Department: 54-00 STORM WATER					
640-54-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	31.32	6344
640-54-00-430000	Professional Services	DLT Solutions, LLC	XPSWMM 3YR SUBSCRIPTION	19,494.00	114797
640-54-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	MARKING PAINT FOR LOCATES	68.80	6350
640-54-00-430000	Professional Services	Pipe Services Inc	SANITARY AND STORM INSPECTIONS	15,739.06	114891
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,823.75	6334
640-54-00-439000	CONTRACT MAINTENANCE	Ramsey County	1/3 SHARE - LARPENTEUR LIFT STATION O	3,071.28	114820
640-54-00-439000	CONTRACT MAINTENANCE	TWIN CITIES FOUNTAIN SERVI	CLEANING OF WATERFALL	720.00	114861
640-54-00-453000	Other Improvements	Ramsey County	HAMLIN/CLARMAR DRAINAGE IMP	250,000.00	114898
640-54-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	2,205.87	114810
Total Department 54-00 STORM WATER				293,154.08	
Total Fund 640 Storm Drainage				293,173.00	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ABDELAZIM ELSAFY	UB refund for account: 012135-000	2.16	114873
650-00-00-202000	Accounts Payable	ESTATE OF RACHELLE TIMM	UB refund for account: 023051-000	4.60	114925
650-00-00-202000	Accounts Payable	RICHARD HAFDAHL	UB refund for account: 027271-000	4.19	114874
Total Department 00-00 GENERAL				10.95	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000-PW2407	Professional Services	PALE BLUE DOT LLC	CEAP THRU JANUARY	4,416.64	114914
Total Department 65-00 SOLID WASTE RECYCLE				4,416.64	
Total Fund 650 ENVIRONMENTAL				4,427.59	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	JANUARY 26 ADMIN SERVICES	5,769.00	6320
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	JANUARY 26 ADMIN SERVICES	1,039.00	6320
Total Department 60-00 WORKERS COMPENSATION				6,808.00	
Total Fund 700 workers Compensation				6,808.00	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS JAN 2026	6,780.77	6336
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEE JAN 2026	1,322.25	6336
Total Department 00-00 GENERAL				8,103.02	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Arthur Gallagher Risk Mgt.	2026 SERVICE FEE	19,200.00	114828
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION - FEB	341.68	114805
710-61-00-430056	Community Development Clai	MCDONALD HOPKINS LLC	DATA BREACH LEGAL SERVICES	126.00	114862
Total Department 61-00 RISK MANAGEMENT				19,667.68	
Total Fund 710 Risk Management				27,770.70	
Fund: 722 HRA PROPERTY ABATEMENT					
Department: 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM					
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW ABATEMENT	232.50	114831
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW ABATEMENT	193.75	114831
Total Department 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM				426.25	
Total Fund 722 HRA PROPERTY ABATEMENT				426.25	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOANS AND SERVICING FEE	35,384.77	6353
Total Department 00-00 GENERAL				35,384.77	
Total Fund 723 Housing & Redevelopment Agency				35,384.77	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	Kennedy & Graven, Chartere	GENERAL LEGAL SERVICES	1,397.00	114809
725-57-00-430000	Professional Services	Kennedy & Graven, Chartere	GENERAL LEGAL FOR CLT	1,166.00	114809
725-57-00-432000	Transportation	Jeanne Kelsey	REIMBURSEMENT FOR MILEAGE	27.55	6326
Total Department 57-00 EDA - GENERAL				2,590.55	
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Twin Cities North Chamber	PARTNERSHIP DUES	525.00	114896
Total Department 57-56 EDA - PROGRAM				525.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOANS AND SERVICING FEE	775.00	6353
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				775.00	
Total Fund 725 EDA Operating Fund				3,890.55	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE & LARPEN TEUR ALLIANCE PROFESSION	10,416.67	114902
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE & LARPEN TEUR ALLIANCE PROFESSION	10,416.67	114902
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE & LARPEN TEUR ALLIANCE PROFESSION	10,416.67	114902
Total Department 57-00 EDA - GENERAL				31,250.01	
Total Fund 727 South East Roseville Initiativ				31,250.01	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210300	State Income Tax	8,087.25	
		100-00-00-210600	Union Dues Deduction	7,965.75	
		100-00-00-211100	ICMA Def Comp	22,148.25	
		100-00-00-211101	Mission SQ Roth	400.00	
		100-00-00-211200	MN Child Support Payments	313.79	
		100-00-00-211202	HRA Employer	10,015.00	
		100-01-00-430000	Professional Services	8,623.30	
		100-01-00-442000	Memberships & Subscriptions	1,800.00	
		100-02-00-420000	Office Supplies	212.86	
		100-02-00-430000	Professional Services	85.30	
		100-04-00-420000	Office Supplies	113.55	
		100-04-00-430000	Professional Services	823.21	
		100-06-00-430000	Professional Services	17,074.80	
		100-08-00-424000	Operating Supplies	2,172.09	
		100-10-00-420000	Office Supplies	822.43	
		100-10-00-422000	Clothing	22,113.80	
		100-10-00-423000	Vehicle Supplies & Maintenance	948.55	
		100-10-00-424000	Operating Supplies	984.06	
		100-10-00-430000	Professional Services	9,167.95	
		100-10-00-430001	Dispatching Services	79,555.68	
		100-10-00-430004	Police Explorer Program	241.95	
		100-10-00-431000	Telephone	9,905.80	
		100-10-00-437000	Contract Maint. - Vehicles	12,238.28	
		100-10-00-439000	CONTRACT MAINTENANCE	6,182.72	
		100-10-00-441000	Training	9,118.88	
		100-10-00-441100	Tuition Reimbursement	2,949.96	
		100-10-00-448054	Volunteer Recognition	540.00	
		100-13-00-422000	Clothing	1,915.61	
		100-13-00-424000	Operating Supplies	491.98	
		100-13-00-430000	Professional Services	2,580.00	
		100-13-00-437000	Contract Maint. - Vehicles	5,387.58	
		100-13-00-439000	CONTRACT MAINTENANCE	3,886.56	
		100-13-00-441000	Training	75.00	
		100-13-13-436000-FD2660	Utilities	2,010.45	
		100-13-13-442000	Memberships & Subscriptions	50.00	
		100-20-20-420000	Office Supplies	303.94	
		100-20-20-421000	Motor Fuel	1,647.80	
		100-20-20-441000	Training	600.00	
		100-20-20-443600	Software Operating Charges	5,513.31	
		100-20-21-424000	Operating Supplies	4,176.88	
		100-20-21-439000	CONTRACT MAINTENANCE	115.44	
		100-20-22-439000	CONTRACT MAINTENANCE	1,325.60	
		100-20-30-421000	Motor Fuel	8,030.09	
		100-20-30-422000	Clothing	87.52	
		100-20-30-423000	Vehicle Supplies & Maintenance	6,538.10	
		100-23-00-430000	Professional Services	4,963.00	
		100-23-00-436001	Utilities-City Hall	6,802.41	
		100-23-00-436001-PW2660	Utilities-City Hall	2,010.45	
		100-23-00-436003	Utilities-City Garage	7,191.36	
		100-23-00-436003-PW2660	Utilities-City Garage	6,905.75	
		100-23-00-439010	Contract Manit. - HVAC	2,007.00	
		100-23-00-439011	Fiber Maint. & Locates	4,553.52	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		103-00-00-230150	Cell Tower Escrow	6,250.00	
		103-20-00-443600	Software Operating Charges	332.66	
		110-09-00-442000	Memberships & Subscriptions	25,160.92	
		200-40-40-443600	Software Operating Charges	556.00	
		200-40-40-448000	Miscellaneous	1.00	
		200-40-41-424000-PR0212	Operating Supplies	1,731.98	
		200-40-41-430000-PR0202	Professional Services	6,440.00	
		200-40-41-430000-PR0210	Professional Services	90.00	
		200-40-41-430000-PR0220	Professional Services	5,994.00	
		200-40-41-430000-PR0234	Professional Services	1,304.10	
		200-40-41-430000-PR0252	Professional Services	1,500.00	
		200-40-42-430000-PR0105	Professional Services	13,836.66	
		200-40-50-436000-PR0119	Utilities	1,186.74	
		200-40-53-424000	Operating Supplies	1,133.81	
		200-40-53-425000-PR5512	Merchandise for Sale	182.57	
		200-40-53-430000-PR5512	Professional Services	5,997.73	
		200-40-53-439000	CONTRACT MAINTENANCE	30,060.64	
		204-40-43-424000	Operating Supplies	1,853.68	
		204-40-43-430000	Professional Services	1,312.57	
		204-40-43-430000-PR0400	Professional Services	2,556.00	
		204-40-43-431000	Telephone	356.30	
		204-40-43-431000-PR0627	Telephone	35.01	
		221-40-45-424000	Operating Supplies	1,400.00	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230130-CD1240	Development Escrow	97.50	
		260-00-00-230130-CD1320	Development Escrow	3,477.50	
		260-56-17-420000	Office Supplies	22.22	
		260-56-17-430007	Electrical Inspections	8,648.68	
		260-56-17-431000	Telephone	38.41	
		260-56-58-442000	Memberships & Subscriptions	1,112.00	
		265-05-00-420000	Office Supplies	143.86	
		265-05-00-424000	Operating Supplies	494.80	
		265-05-00-436000	Utilities	1,298.98	
		265-05-00-439000	CONTRACT MAINTENANCE	144.00	
		265-05-00-448000	Miscellaneous	157.30	
		282-20-20-443500	Minor Equipment	1,204.80	
		295-10-00-441000-PD0031	Training	50.00	
		400-10-00-453000	Other Improvements	6,427.17	
		401-13-00-453000	Other Improvements	12,519.16	
		409-08-00-438100	Rental-Copier Machines	3,393.28	
		410-20-20-453000	Other Improvements	2,746.50	
		410-40-53-450000	Building & Structures	14,950.00	
		411-40-43-424000-PR2602	Operating Supplies	3,833.98	
		411-40-43-430000-PR2350	Professional Services	13,680.00	
		411-40-43-430000-PR2602	Professional Services	28,095.52	
		413-20-00-430000	Professional Services	37,440.00	
		414-05-00-430000	Professional Services	22,912.00	
		590-20-23-453000-PW2102	Other Improvements	2,516.78	
		600-00-00-202000	Accounts Payable	52.86	
		600-00-00-208000	Sewer SAC Charges	2,460.15	
		600-50-00-420000	Office Supplies	31.33	
		600-50-00-430000	Professional Services	18,673.92	
		600-50-00-430050	Sewer Department Claims	2,202.58	
		600-50-00-438000	Rental	1,823.75	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		600-50-00-445000	Metro Waste Control Board	311,124.02	
		600-50-00-448600	Credit Card Fees	4,603.44	
		600-50-00-453000-PW2506	Other Improvements	6,384.00	
		600-50-00-453000-PW2512	Other Improvements	11,612.50	
		600-50-00-453000-PW2516	Other Improvements	4,367.63	
		610-00-00-202000	Accounts Payable	63.30	
		610-51-00-420000	Office Supplies	31.33	
		610-51-00-421000	Motor Fuel	860.02	
		610-51-00-424000	Operating Supplies	13,645.24	
		610-51-00-430000	Professional Services	68.80	
		610-51-00-431000	Telephone	35.99	
		610-51-00-438000	Rental	1,823.75	
		610-51-00-439000	CONTRACT MAINTENANCE	975.20	
		610-51-00-444000	St.Paul Water	521,542.74	
		620-52-51-372300	Concession Sales	526.00	
		620-52-51-382100	Building Rental	1,000.00	
		620-52-51-424000	Operating Supplies	1,311.65	
		620-52-51-425000	Merchandise for Sale	292.50	
		620-52-51-439000	CONTRACT MAINTENANCE	610.94	
		620-52-51-440000	Conferences	59.00	
		640-00-00-202000	Accounts Payable	18.92	
		640-54-00-420000	Office Supplies	31.32	
		640-54-00-430000	Professional Services	35,301.86	
		640-54-00-438000	Rental	1,823.75	
		640-54-00-439000	CONTRACT MAINTENANCE	3,791.28	
		640-54-00-453000	Other Improvements	250,000.00	
		640-54-00-453000-PW2516	Other Improvements	2,205.87	
		650-00-00-202000	Accounts Payable	10.95	
		650-65-00-430000-PW2407	Professional Services	4,416.64	
		700-60-00-430000	Professional Services	5,769.00	
		700-60-00-430011	Police Patrol Claims	1,039.00	
		710-00-00-210503	DENTAL	8,103.02	
		710-61-00-430000	Professional Services	19,541.68	
		710-61-00-430056	Community Development Claims	126.00	
		722-57-78-490000	Contractor Payments	426.25	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	35,384.77	
		725-57-00-430000	Professional Services	2,563.00	
		725-57-00-432000	Transportation	27.55	
		725-57-56-430000	Professional Services	525.00	
		725-57-73-430000	Professional Services	775.00	
		727-57-00-430000	Professional Services	31,250.01	
--- TOTALS BY FUND ---					
		100	General Fund	313,774.56	
		103	Contracted Engineering Svcs	6,582.66	
		110	Telecommunications	25,160.92	
		200	Recreation Fund	70,015.23	
		204	PARK MAINTENANCE	6,113.56	
		221	Municipal Jazz Band	1,650.00	
		260	Community Development	13,396.31	
		265	License Center	2,238.94	
		282	American Rescue Plan	1,204.80	
		295	Police Grants	50.00	
		400	Equipment Revolving	6,427.17	
		401	Fire Equipment	12,519.16	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
	409		CENTRAL SERVICES FUND	3,393.28	
	410		GENERAL FACILITIES REPLACEMENT FUND	17,696.50	
	411		Recreation Improvements	45,609.50	
	413		MAINTENANCE FACILITY	37,440.00	
	414		PASSPORT / LICENSE CENTER	22,912.00	
	590		Special Assmt. Construction	2,516.78	
	600		Sanitary Sewer	363,336.18	
	610		Water Fund	539,046.37	
	620		Golf Course	3,800.09	
	640		Storm Drainage	293,173.00	
	650		ENVIRONMENTAL	4,427.59	
	700		Workers Compensation	6,808.00	
	710		Risk Management	27,770.70	
	722		HRA PROPERTY ABATEMENT	426.25	
	723		Housing & Redevelopment Agency	35,384.77	
	725		EDA Operating Fund	3,890.55	
	727		South East Roseville Initiativ	31,250.01	
	Total For All Funds:			<u>1,898,014.88</u>	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Massage Therapy Establishment License and 1 Temporary Gambling Permit

1
2 **Background**

3 Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to
4 the City Council for approval. The following applications are submitted for consideration:

5
6 **Massage Therapy Establishment License**

7 Ataraxis Massage and Wellness
8 2353 Rice St, Ste 130
9 Roseville, MN 55113

10 Shauna Yang has submitted an application as the sole owner of a Massage Therapy Establishment
11 located at 2353 Rice St, Suite 130. This location is a shared space with multiple sole proprietors
12 licensed in Roseville.
13

14
15 **Temporary Gambling Permit**

16 Edina Realty Foundation - North Suburban Office
17 6800 France Ave, Ste 230
18 Edina, MN 55435

19
20 Edina Realty Foundation has submitted a temporary gambling permit for bingo held at the B-Dale Club
21 located at 2100 Dale St N on March 26, 2026.
22

23 **Policy Objectives**

24 Required by City Code
25

26 **Equity Impact Summary**

27 There is no anticipated racial equity impact.
28

29 **Budget Implications**

30 The correct fees were paid to the City at the time the application(s) were made.
31

32 **Staff Recommendations**

33 Staff has reviewed the application(s) and has determined that the applicant(s) meet all City
34 requirements. Staff recommends approval of the license(s). Approval of this massage establishment
35 license would bring the total number of massage establishments in the city to 27.
36

37 **Requested Council Action**

38 Motion to approve the Massage Therapy Establishment License for Ataraxis Massage and Wellness and

39 1 Temporary Gambling Permit for Edina Realty Foundation.

40

41

Prepared by: Allie Sertich

Attachments: 1. Ataraxis Massage_Redacted
2. Edina Realty Temp Gambling

42



Administration Department, License
Division 2660 Civic Center Drive,
Roseville, MN 55113 (651) 792-7023

Massage Therapy Establishment License Application Part I

Type of applicant (Select only one)

- Individual, you own the business and have employees
Sole Proprietorship, you own the business, and you are the only employee
Partnership Corporation Other Organization LLC

Legal Name of Licensee: Shuana Yang

Business Name (dba) Ataraxis Massage and Wellness

Business Address 2353 Rice St, Ste 130 Roseville, MN 55113

Business Phone 612-449-5359

Email Address ataraxismassageandwellness@gmail.com

MN Tax ID 1614722 Federal Tax ID 41-3507794

Proof of Minnesota Tax Identification form

Applicant's Social Security Number [Redacted]

Proof of Worker's Compensation Insurance:

Insurance Company Name Massage Magazine Dates of Coverage

Policy Number AH231200025-03

I am not required to have worker's compensation liability coverage because

- I have no employees covered by the law
Other (Specify)

Section A: Applicant

Individual:

If applicable, complete this question and Part II Personal History form, then proceed to Section B.

Name Shuana Yang Sunshine
First Last Middle Maiden

Residence Address [Redacted]

Residence/mobile phone [Redacted]

Email address [Redacted]

Partnership:

If applicable, complete the question for general and limited partners, then proceed to section B. Part II Personal History form is required for each general partner.

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Corporation/other organization:

If applicable, complete the questions, then proceed to Section B. Attach a copy of the Certificate of Incorporation

President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Vice President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Secretary

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section B: Persons in charge of licensed establishment

General Manager, proprietor, managing partner or any other individual or agent in charge of the establishment.

A Part II Personal History must be completed by each person listed in this section.

First Name Shuana Last Name Yang Middle Name Sunshine
Street address _____
City, State, ZIP _____
Residence/mobile phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section C: History
Complete separate form for each owner

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been engaged as an employee or operated a spa, salon or other business which offered massage? Yes No
If yes, give dates and places.

Do you and/or your spouse have a direct or indirect interest in any other establishment in the City of Roseville to which a massage therapy establishment license has been issued? Yes No
If yes, list names and addresses of interest.

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? Yes No
If yes, give date, place and nature of conviction.

Have you or your spouse had any interest in any previous therapeutic massage license that was revoked, or suspended or not renewed? Yes No
If yes, explain in detail providing dates of such revocation.

Have you individually, or with others, made an application for a massage license, which was denied? Yes No
If yes, state circumstances.

What is the amount and source of investments you will have in the business, buildings, premises, fixtures, furniture, stock in trade?

\$1,762.61 in savings and working part time

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Edina Realty Foundation - North Suburban Office
Previous Gambling Permit Number:
Minnesota Tax ID Number, if any:
Federal Employer ID Number (FEIN), if any: 41-1826980
Mailing Address: 6800 France Ave Ste 230
City: Edina State: MN Zip: 55435 County: Hennepin
Name of Chief Executive Officer (CEO): Alexandra Westman
CEO Daytime Phone: 6125990345 CEO Email: alexwestman@edinarealty.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
Current calendar year Certificate of Good Standing
Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
one of four or fewer bingo events held this year. Dates: 3/26/26
conducted on up to 12 consecutive days in connection with a:
county fair civic celebration Minnesota State Fair
Person in charge of bingo event: Kevin Miller Daytime Phone: 6127507325
Name of premises where bingo will be conducted: B-Dale Club
Premises street address: 2100 Dale St N
City: Roseville If township, township name: County: Ramsey

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>Roseville</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: *Alexandra Westman* Date: 17/02/2026
Alexandra Westman (Feb 17, 2026 13:13:09 CST)
 (Signature must be CEO's signature; designee may not sign)

Print Name: Alexandra Westman

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.c.

Department Approval

City Manager Approval



Item Description: Approve Proposal for Construction Materials Testing for the
Lexington Avenue Sidewalk Project (25-14)

Background

The Lexington Sidewalk Project will construct an 8-foot-wide pathway on the east side of Lexington Avenue from County Road B to Sherren Street connecting existing pathways and filling the pathway gap. Additional work includes the installation of an ADA compliant curb ramp and a modular block retaining wall.

Materials testing services are required to help ensure quality materials and workmanship for the project are in compliance with the schedule of material controls. As such, the City requested quotes from geotechnical firms with experience in construction material testing. Two quotes were received and are summarized below:

Contractor	Bid Total
American Engineering Testing (AET)	\$6,555.00
Braun Intertec	\$12,283.00

AET's proposal is included as Attachment 2. AET has done the testing on previous City projects, and their work has been acceptable.

Policy Objectives

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

Equity Impact Summary

The overall project should benefit the City as a whole by completing a gap in the pedestrian network along Lexington Avenue between County Road B and Sherren Street with no negative impacts to historically disadvantaged communities.

Budget Implications

Materials testing is budgeted within, and paid out of, the Street Fund. This project is proposed to be completed by October 17, 2026.

31 **Staff Recommendations**

32 Staff recommends approval of the quote for the Lexington Avenue Sidewalk Project
33 construction materials testing in the amount of \$6,555.00 to American Engineering Testing.
34

35 **Requested Council Action**

36 Approve proposal for professional services with American Engineering Testing for
37 construction materials testing for the Lexington Avenue Sidewalk Project in the amount of
38 \$6,550.00.
39

40 **Prepared by:** Erik Henriksen, Assistant City Engineer

Attachments: 1. Professional Service Agreement
2. AET's Proposal for Construction Materials Testing Services

41

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 23rd day of February 2026, between the City of Roseville, a Minnesota municipal corporation (the “City”), and American Engineering Testing, a Minnesota corporation (the “Consultant”, each a “Party” and together the “Parties”).

1. Scope of Work. The Consultant 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 Consultant 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 February 23, 2026. Unless extended by written agreement of the Parties, this Agreement will terminate no later than December 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 Consultant. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered and eligible reimbursable expenses incurred by the Consultant 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 Consultant following the delivery of the termination notice.

3. Compensation for Work. The City agrees to compensate Consultant 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 Consultant shall require prior written approval of the City.

4. Method of Payment. Following the conclusion of each calendar month, Consultant 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, Consultant 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
Attn: Erik Henricksen, Asst. City Eng.
2660 Civic Center Drive
Roseville, MN 55113

To Consultant:

American Engineering Testing, Inc.
Attn: Ryan Schaefer
550 Cleveland Ave N
St. Paul, MN 55114

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Consultant 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 Consultant 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.

22. Limitation of Liability. The Contractor's aggregate liability for all claims arising out of this Agreement, including any defense obligation, is limited to the insurance coverage provided by Contractor.

(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

American Engineering Testing, Inc.

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

EXHIBIT A

WORK

The Contractor shall perform the following Work at the following locations:

EXHIBIT B
COMPENSATION

** Must include list of reimbursable expenses or statement that no expenses are eligible for reimbursement.

February 5, 2026

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113



Attn: Erik Henricksen – Assistant City Engineer
Erik.Henricksen@cityofroseville.com

RE: Quality Assurance Testing Proposal
Lexington Avenue Sidewalk
S.A.P. Nos. 062-651-075 & 160-020-054
City Project No. 25-14
Roseville, Minnesota
AET Proposal No. P-0050437

Dear Mr. Henricksen:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on February 3, 2026, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

PROJECT INFORMATION

The City of Roseville (the City) will be performing a street and utility improvements project during the 2026 construction season. Construction is anticipated to begin in the spring and be completed by October 17, 2026. The project area will include sidewalk on the east side of Lexington Avenue North from Sandhurst Drive to Sherren Street. The project will be funded with a mix of state aid and municipal funds.

Plans and Specifications were prepared by the City. We understand Construction Inspection and Contract Management of the project will be performed by the City.

GEOTECHNICAL INFORMATION

A geotechnical exploration and analysis was performed for this project by Braun Intertec. The results were presented in their Pavement and Geotechnical Evaluation Report, dated February 5, 2025 (Braun Project No. B2410777). In the report, the site soil profile is generalized as fill underlain glacial till. Reference should be made to that report for more details regarding site conditions and recommendations.

550 Cleveland Avenue North | Saint Paul, MN 55114

Phone (651) 659-9001 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.



PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2023 Minnesota Department of Transportation Schedule of Materials Control (2023 MnDOT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

We understand that the (City/County/Consultant) or their authorized representative will contract with MnDOT Metro Inspections for bituminous and concrete plant monitoring.

SCOPE OF SERVICES

Based on our review of the available plans and our experience with the City on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized City field personnel. Any services not expressly identified in our scope of services is excluded from our contract responsibility.

Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2023 MnDOT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the Utility Trench Backfill.

The MnDOT Dynamic Cone Penetrometer will be used to test compaction on the Class 5 Aggregate Base sections of the project following the MnDOT Penetration Index procedures in accordance with the 2023 MnDOT SMC.

AET will perform the sampling of the soils and Class 5 Aggregate Base materials and transport the samples to our St. Paul, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

Concrete Sampling and Testing

During the placement of concrete, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2023 MnDOT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3



cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed City personnel will be compiling the concrete batch tickets, certificates of compliance, and AET’s field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

REPORTING

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2023 MnDOT SMC and testing frequencies referenced in the project documents. AET will complete the Preliminary Grading and Base Report and the Final Grading and Base Report, once provided with final project quantities. Daily field reports will also be prepared and made available upon request.

ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2026 projects.

We have estimated a “minimum required estimate” for the project which estimates the tests needed to satisfy the requirements as defined in the 2023 MnDOT SMC and the project documents. The “likely needed estimate” is the cost that we anticipate will be required to complete the previously described testing services, based on our experience, and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the “likely needed” estimate for the scope of services for the project as outlined in this proposal. Our “likely needed” estimated fee is **\$6,555.00**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the



project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers, and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,

American Engineering Testing

A handwritten signature in black ink, appearing to read "Ryan S. Schaefer".

Ryan S. Schaefer
Geologist II/Transportation Project Manager
rschaefer@teamAET.com
651-603-6639

A handwritten signature in black ink, appearing to read "Robert D. Anderson".

Robert D. Anderson
Manager of Alternative Delivery & Transportation
randerson@teamAET.com
612-685-3079



ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0050437

SIGNATURE: _____

PRINTED NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE NUMBER AND EMAIL: _____

DATE: _____

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____

BILLING/MAILING ADDRESS: _____

AP PHONE NUMBER AND INVOICE EMAIL: _____

P.O. NO./ PROJECT NO.: _____

- Attachments: Materials Testing Estimate
Construction Service Agreement – Terms and Conditions
Certificate of Insurance
W9



**Materials Testing Estimate for Lexington Avenue Sidewalk – 2023 MnDOT SMC
SAP 062-651-075 & 160-020-054; City Project 25-14; Roseville, Minnesota**

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Storm Sewer	LF	16	1	2.5	Proctor (1/soil type)	1	1	205.00	205.00	205.00
					Specified Density Nuclear Gauge (1/500')	1	3	45.00	45.00	135.00
					Relative Moisture (1/10,000 CY, 10 max)	1	1	60.00	60.00	60.00
Aggregate Base Class 5 Note 1	CY	170	1	2.5	Gradation (2 per lot, 1 lot ≤ 2,000 CY)	0	2	150.00	0.00	300.00
					Walks and Trails, DCP (1/500 feet)	0	3	70.00	0.00	210.00
					Relative Moisture (1/1,000 CY, 10 max)	0	0	60.00	0.00	0.00
					Percent Crushed (1/source, if required)			235.00	0.00	0.00
					LAR (1/source, if required)			205.00	0.00	0.00
					Insoluble Residue (1/source, if required)			670.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)			445.00	0.00	0.00
					Bitumen Content (Engineer's discretion)			320.00	0.00	0.00
Modular Block Retaining Wall (see Aggregate Base CI 5)	SF	1,240	0	0	Gradation (1/40,000 CY) - Aggregate Base CI 5	0	0	150.00	0.00	0.00
					Penetration Index DCP (1/500'/2' fill)	0	0	70.00	0.00	0.00
Bituminous - SP WE/NW, Note 1	TON	37	0	0	MnDOT Gyrotory Mix Properties (1/day/mix type)	0	0	690.00	0.00	0.00
					Companion Core Density & Thickness	0	0	60.00	0.00	0.00
Concrete - Sidewalk, Curb & Gutter, Sill, Driveway	CY	±147	6	15	Plastic Concrete Testing (1 set of tests/100 CY) - Included in hourly rate see below					
					Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cyls/300 CY)	15	30	45.00	675.00	1,350.00
					Concrete sample pick up from job site	3	6	110.00	330.00	660.00
								Subtotal =	1,315.00	2,920.00

- Notes:**
 1. For grading and base materials, per the 2023 MnDOT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
 2. Material quantities are estimated based upon Statement of Estimated Quantities, conversions, and plans.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.50	120	120	180.00	180.00
Technician II	Hour	126.00	20	20	2,520.00	2,520.00
Engineer II, Project Management	Hour	210.00	2	4	420.00	840.00
Project Administrator	Hour	95.00	1	1	95.00	95.00
Subtotal =					3,215.00	3,635.00

Estimate prepared by: Ryan Schaefer	Total Cost Estimate =	Minimum	Likely
		4,530.00	6,555.00

SECTION 1 - ACCEPTANCE

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services (“Services”) provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of services described in oral, written or electronic correspondence between AET and Client. The Services, these terms and conditions and any supporting information shall comprise the agreement (“Agreement”) between AET and Client for Services described in the correspondence and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. **AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, or 2) written or electronic notification for AET to proceed with any of the Services.** Any terms and conditions contained in a purchase order, task order or service order supplied by Client are null and void and do not modify the terms and conditions contained in the Agreement.

SECTION 2 - SAMPLES

2.1 – Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. Any known or suspected hazardous material samples will be returned to the Client at AET’s discretion.

2.2 – Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 3 - STANDARD OF CARE

AET will perform its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of the service and in the same geographic area, under similar budgetary constraints.

SECTION 4 - INSURANCE

AET maintains insurance with carriers licensed to do business in the state where the Services are performed. Coverage includes: Worker’s Compensation/Employer’s Liability, Commercial General Liability, Automobile Liability and Professional/Pollution Liability. AET will furnish certificates of insurance to Client upon request.

SECTION 5 - PAYMENT, INTEREST AND BREACH

5.1 – Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice, but not greater than 45 days from the date of the invoice. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

5.2 – Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET’s possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

5.3 – AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. AET explicitly reserves its Mechanic Lien or Bond Claim rights for nonpayment of an undisputed invoice. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

5.4 – AET reserves the right to charge a 2.5% fee on any payment made using a credit or debit card.

SECTION 6 - MUTUAL INDEMNIFICATION

6.1 – Subject to the limitations contained in Sections 6 and 7, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET’s negligent performance of the Services.

6.2 – Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, or other third parties.

SECTION 7 - LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client’s employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney’s fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation in excess of costs received by AET for Services.

SECTION 8 - TERMINATION

After 7 days’ written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

SECTION 9 - GOVERNING LAW

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

SECTION 10 - INTERNATIONAL SHIPPING (IF APPLICABLE)

Client is responsible for all costs associated with transportation of samples. Incoterms DDP preferred, whereby Client is responsible up to final delivery at AET. Client may elect DAP terms as follows: “AET” will be the Consignee and “Griffin & Company Logistics” the Notify Party (see below), with insurance from MSP to the final destination through Intermediate Consignee. AET will invoice the Client for any incurred expenses with a 15% processing fee. Reference HTS code 2517.10.0055 (processed stone for use in concrete, no commercial value, \$10.00 US arbitrary value). Client will provide AET with the following three documents: Air Waybill, Commercial Invoice, and Packing List. A copy of the three documents shall also accompany the shipment.

Consignee:

American Engineering Testing, Inc. 550 Cleveland Avenue North, Saint Paul, MN 55114, Attn: Gerard Moulzolf, Telephone +1-651-659-1346

Notify Party/Intermediate Consignee:

Griffin & Company Logistics, 7830 12th Avenue South, Minneapolis, MN 55425, Attn Michael W. Holetz, Telephone: +1-612-229-4966

SECTION 11 - ENTIRE AGREEMENT

This Agreement, including these terms and conditions and correspondence describing our Services, is the entire agreement between AET and Client. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No consideration will be given to revisions to AET’s terms and conditions as a condition of payment for AET’s accrued Services. If changes in scope occur, they must be agreed to by both parties in advance of the work and other supplemental AET terms and conditions may apply. Supplemental terms and conditions are available upon request.



CERTIFICATE OF LIABILITY INSURANCE

1/1/2027

DATE (MM/DD/YYYY)

12/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

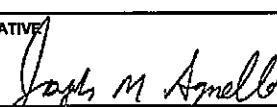
PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: _____		
	PHONE (A/C No. Ext): _____	FAX (A/C, No): _____	
INSURED 1562985 AMERICAN ENGINEERING TESTING, INC. 550 CLEVELAND AVE. N ST. PAUL, MN 55114-1804	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: The Phoenix Insurance Company		25623
	INSURER B: Travelers Property Casualty Company of America		25674
	INSURER C: Continental Casualty Company		20443
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** 22217726 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONT. LIAB/XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	N	N	P-630-0E963389-PHX-26	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	810-B8961693-26-43-G	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	CUP-C0212610-26-43	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-B8969168-26-43-G	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY INCL. POLLUTION INCIDENT	N	N	ECH254066939	1/1/2026	1/1/2027	EACH CLAIM/AGGREGATE \$5,000,000/\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER 22217726 EVIDENCE OF INSURANCE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Contract for the Lexington Avenue Sidewalk Project (25-14)

Background

The Lexington Sidewalk Project will construct an 8-foot-wide pathway on the east side of Lexington Avenue from County Road B to Sherren Street connecting existing pathways and filling the pathway gap. Additional work includes the installation of an ADA compliant curb ramp and a modular block retaining wall.

Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. Nine qualified bids were received for the project. Upon review of the bids received, Sunram Construction, Inc., is the lowest responsible bidder. The table below summarizes bids received:

Contractor	Bid Total
Sunram Construction, Inc.	\$365,536.00
Shoreline Landscaping, LLC	\$366,446.72
Grit Contracting, LLC	\$376,103.50
Pember Companies, Inc.	\$393,249.05
New Look Contracting, Inc.	\$397,932.00
Thomas and Sons Construction	\$399,127.00
Urban Companies, LLC	\$414,544.20
JL Theis, Inc.	\$418,062.00
Ti-Zack Concrete, LLC	\$420,476.52
Engineer's Estimate	\$553,638.00

Policy Objectives

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

Equity Impact Summary

The overall project should benefit the city as a whole by completing a gap in the pedestrian

network along Lexington Avenue between County Road B and Sherren Street with no negative impacts to historically disadvantaged communities.

Budget Implications

Staff received nine bids for this project, opened and tabulated according to law on February 5, 2026. The low bid was submitted by Sunram Construction, Inc., in the amount of \$365,536.00. The bidding was competitive with a relatively close distribution amongst bidders. The base bid was 34.0% lower than the estimate of \$553,638.00. Staff recommends award to the low bidder, Sunram Construction, Inc.

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

Fund	Estimated Cost	Low Bid Cost	Variation from Estimate
MSA Fund	\$253,155.00	\$157,458.00	-\$95,697.00
Storm Sewer Utility Fund	\$2,150.00	\$3,050.00	+\$900.00
Ramsey County	\$298,333.00	\$205,028.00	-\$93,305.00
Totals	\$553,638.00	\$365,536.00	-34.0%

Additionally, the City received a proposal for \$6,550.00 which will be financed through street funds for testing of construction materials.

This project is proposed to be completed by October 17, 2026.

Staff Recommendations

Staff recommends approval of a resolution awarding contract for the Lexington Avenue Sidewalk Project in the amount of \$365,536.00 to Sunram Construction, Inc.

Requested Council Action

Approve resolution awarding contract for the Lexington Avenue Sidewalk Project in the amount of \$365,536.00 to Sunram Construction, Inc.

Prepared by: Erik Henricksen, Assistant City Engineer

Attachments: 1. Resolution

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota, was duly held on the 23rd day of February, 2026, at
3 6:00 p.m.

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

5 Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION AWARDING CONTRACT
FOR LEXINGTON AVENUE SIDEWALK PROJECT (25-14)**

9 WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans
10 and specifications thereof on file in the office of the Manager of said City, said bids were
11 received on Thursday, February 5, 2026, at 2:00 p.m., opened and tabulated according to law
12 and the following bids were received complying with the advertisement:

Contractor	Bid Total
Sunram Construction, Inc.	\$365,536.00
Shoreline Landscaping, LLC	\$366,446.72
Grit Contracting, LLC	\$376,103.50
Pember Companies, Inc.	\$393,249.05
New Look Contracting, Inc.	\$397,932.00
Thomas and Sons Construction	\$399,127.00
Urban Companies, LLC	\$414,544.20
JL Theis, Inc.	\$418,062.00
Ti-Zack Concrete, LLC	\$420,476.52
Engineer's Estimate	\$553,638.00

13 WHEREAS, it appears that Sunram Construction, Inc., is the lowest responsible bidder at the
14 tabulated price of \$365,536.00.

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

- 17 1. The Mayor and City Manager are hereby authorized and directed to enter into a contract
18 with Sunram Construction, Inc. for \$365,536.00 in the name of the City of Roseville for

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

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

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

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

28 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of February, 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of February, 2026.

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.e.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Authorize Mayor and City Manager to execute a Professional Services Agreement with the Saint Paul Area Chamber of Commerce and a Cooperative Funding Agreement with the City of Maplewood regarding continued funding of the Rice & Larpenteur Alliance

Background

Dating to the summer of 2016, the City has been actively engaging with the cities of Maplewood and St. Paul, along with Ramsey County, regarding revitalizing and re-envisioning the Rice Street and Larpenteur Avenue corridor. The cities and County commissioned a Rice and Larpenteur Area Vision Plan, which was accepted in 2018. Since early 2019, the cities and County have been working with the Saint Paul Area Chamber of Commerce (SPACC) to provide consulting services surrounding implementation of the Vision Plan through the Rice & Larpenteur Alliance.

The Rice & Larpenteur Alliance fiscal year runs from March through February. The Professional Services Agreement (Attachment 1) provides funding to SPACC for professional services to run the Rice & Larpenteur Alliance. Since Roseville serves as the fiscal agent to the Alliance, the Cooperative Funding Agreement (Attachment 2) is with the City of Maplewood, who provides their Alliance funding to the City of Roseville, who uses it, coupled with City funds, to pay for SPACC's professional services. Up until this fiscal year, the Cooperative Funding Agreement included the City of St. Paul. However, they have been removed from the agreement as they will be providing their funding through a different program, which will go directly to the Rice & Larpenteur Alliance. The County's financial contribution to the Alliance is through grant funding.

Prior City Council authorization of these agreements include:

- February 10, 2025: City Council authorized agreements for funding the Alliance for a 7th year
- February 26, 2024: City Council authorized agreements for funding the Alliance for a 6th year
- February 2, 2023: City Council authorized agreements for funding the Alliance for a 5th year
- February 14, 2022: City Council authorized agreements for funding the Alliance for a 4th year
- February 8, 2021: City Council authorized agreements for funding the Alliance for a 3rd year
- March 9, 2020: City Council authorized agreements for funding the Alliance for a 2nd year
- April 22, 2019: City Council authorized agreements for funding the Alliance for its 1st year

Moving into the eighth year, the Alliance will continue with its current structural model whereby SPACC provides professional services to the Alliance, with the Executive Director of the Alliance reporting to an executive board. The Executive Director continues to be Kim O'Brien, an employee of SPACC. City staff seek authorization to enter into the necessary contracts to fund the eighth year. A Work Plan for the Alliance is made a part of the Professional Services Agreement and is provided as Attachment 3.

Policy Objectives

City participation in the Rice and Larpenteur Alliance supports the City's community and civic engagement strategic priority. City participation in the Alliance advances the desired impact of

37 Roseville's public, across all demographics, feels informed and valued for its feedback. Efforts of the
38 Alliance align with the goal to create an environment for diverse stakeholder participation at all levels
39 and types of city decision-making.

40
41 City participation in the Rice and Larpenteur Alliance also supports the City's responsive services and
42 safety strategic priority. City participation in the Alliance advances the desired impact of community
43 members with a variety of needs feel confident that city services are responsive to ongoing needs and
44 keep everyone safe, secure and positively impact their quality of life. Efforts of the Alliance align with
45 the goal to strengthen trust through transparency, accessibility, and engagement.

46 47 **Equity Impact Summary**

48 The Rice & Larpenteur Alliance continues to focus on an area of Roseville that is home to a diverse
49 population, with BIPOC residents making up over 40% of the census tract compared to approximately
50 25% citywide (source: My Sidewalk). This area also includes a high concentration of renter households,
51 small businesses, and households with incomes below the area median income. By supporting the
52 Alliance, the City is investing in an initiative that fosters inclusive economic growth, enhances community
53 engagement, and ensures that historically underrepresented voices have a role in shaping the future of
54 the corridor. The Alliance's efforts support the City's broader aspirations of being a welcoming and
55 inclusive community where all residents and businesses have opportunities to succeed.

56 57 **Budget Implications**

58 The City of Roseville's cost for the eighth year remains at \$40,000. The EDA's 2026 approved budget
59 included \$40,000 for professional services related to the Rice and Larpenteur Alliance. The Alliance
60 previously adopted a Strategic Fundraising Framework for the years 2020-2024. The Alliance is working
61 to update this plan and will continue to seek grant funding in coming years in the hope that municipal
62 funding could be reduced.

63 64 **Staff Recommendations**

65 Authorize the Mayor and City Manager to execute a Professional Services Agreement with SPACC and
66 a Cooperative Funding Agreement with the City of Maplewood.

67 68 **Requested Council Action**

69 By motion, authorize the Mayor and City Manager to execute a Professional Services Agreement with
70 SPACC and a Cooperative Funding Agreement with the City of Maplewood.

71
72 **Prepared by:** Janice Gundlach, Community Development Director

Attachments: 1. Professional Services Agreement
2. Cooperative Funding Agreement
3. Work Plan

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the _____ day of 20____, between the City of Roseville, a Minnesota municipal corporation (the “City”), and the Saint Paul Area Chamber of Commerce, a Nonprofit Corporation organized under the laws of the state of Minnesota (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 Contractors currently providing similar services.

2. Term and Termination. The term of this Agreement will commence on March 2, 2026. Unless extended by written agreement of the Parties, this Agreement will terminate on March 1, 2027. 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 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 Paragraph 4 herein 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. Consideration, Method of Payment. The consideration which the City shall pay to Contractor shall not exceed \$60,000. Following the conclusion of each calendar month, Contractor must submit an itemized invoice, 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 work by various individuals, for each individual, their name, job title, and description of the Work performed. Contractor will not be reimbursed for 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. Project Manager and Staffing. The Contractor has designated Kim O’Brien (“Project Contacts”) to perform and /or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Contractor as necessary to facilitate the completion of the Work in

accordance with the terms and conditions of this Agreement. Contractor may not remove or replace Project Contracts without the prior approval of the City.

6. 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: Community Development Director

To Contractor:

St. Paul Area Chamber
401 N. Robert St., Suite 150
St. Paul, MN 55101
Attn: Kim O'Brien

7. 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.

8. 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.

9. 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.

10. 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.

11. 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 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.

12. Data Practices Act Compliance. Contractor acknowledges that all data created, collected, received, stored, used, maintained, or disseminated in the performance of this Agreement is subject to the requirements of 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. These obligations survive termination of this Agreement.

13. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor agrees that the 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. These obligations survive termination of this Agreement.

14. Indemnification. To the fullest extent permitted by law, Contractor, and Contractor’s successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys’ fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor’s (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. These obligations survive termination of this Agreement.

15. 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 as required by Minn. Stat. § 176.181.

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 in an amount not less than
 - \$1,000,000 – 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. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,000,000 – 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

- d. Business Automobile Liability Insurance.
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:

- Contractor shall name the City of Roseville as an additional insured on its Commercial General Liability, Business Auto Liability, and Umbrella policies, and will include the following language on the certificate of insurance: **“The City of Roseville, Minnesota, is named as an additional insured with respect to commercial general liability, business automobile liability, pollution liability, and umbrella liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages.”**
- 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 this Agreement.
- 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.
- 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.

16. Ownership of Documents. All records, information, materials, plans, diagrams, analysis, reports and other work products 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. These obligations survive termination of this Agreement.

17. 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.

18. Payment of Subcontractors. Pursuant to Minnesota Statutes § 471.425, subd. 4a, Contractor agrees that it must pay any subcontractor within ten (10) days of the prime Contractor's receipt of payment from Authority for undisputed services provided by the subcontractor. Contractor agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the s subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

19. 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.

20. 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. These obligations survive termination of this Agreement.

21. Counterparts and Electronic Communication. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format ("pdf") and signatures appearing on electronic mail instruments shall be treated as original signatures.

22. 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.

23. 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.

(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

SAINT PAUL AREA
CHAMBER OF COMMERCE

By: _____
Mayor

By: _____
Its: _____

By: _____
City Manager

By: _____
Its: _____

EXHIBIT A

WORK

The Contractor shall perform the following Work:

**COOPERATIVE FUNDING AGREEMENT
RICE ST AND LARPENTEUR AVE GATEWAY ALLIANCE CONSULTING SERVICES**

THIS COOPERATIVE FUNDING AGREEMENT is between the City of Maplewood and the City of Roseville (collectively referred to as “Collaborative Agency Partners” or “Parties” and individually as a “Collaborative Agency Partner” or “Party”) as of the last date of signature of the parties below.

WHEREAS, the Collaborative Agency Partners and the City of St. Paul border each other in an area approximately located at the intersection of Rice Street and Larpenteur Avenue in Ramsey County, Minnesota (“Border Area”);

WHEREAS, the Collaborative Agency Partners, together with the City of St. Paul, individually adopted the Rice and Larpenteur Gateway Area Vision Plan (“Visioning Plan”) in 2018;

WHEREAS, the Collaborative Agency Partners have a mutual interest in identifying critical redevelopment and reinvestment opportunities within the Border Area and across municipal boundaries;

WHEREAS, the City of St. Paul through the end of 2025, and each Collaborative Agency Partner has contributed financial support to fund the professional services necessary to build a Rice and Larpenteur Alliance to execute the Visioning Plan;

WHEREAS, the Collaborative Agency Partners, together with the City of St. Paul, issued a Request for Proposals for consulting services to begin implementation of the Visioning Plan on January 7, 2019; and

WHEREAS, the Collaborative Agency Partners, together with the City of St. Paul, interviewed finalists on February 12, 2019, and unanimously selected the Saint Paul Area Chamber of Commerce to lead the implementation phase of the Visioning Plan; and

WHEREAS, the Saint Paul Area Chamber of Commerce has adequately performed duties assigned between March 2019 and March 2026, and

WHEREAS, beginning in 2026, the City of St. Paul will no longer participate in the cooperative funding agreement, but will provide related funding in other ways; and

WHEREAS, the Collaborative Agency Partners wish to continue their funding partnership; and

WHEREAS, the Collaborative Agency Partners unanimously agree to renew the contract with the Saint Paul Area Chamber of Commerce for March 2, 2026-March 1, 2027, and

WHEREAS, the Collaborative Agency Partners desire to centralize the funding of such professional services to the Saint Paul Area Chamber of Commerce through a Contract Manager; and,

WHEREAS, the Collaborative Agency Partners desire to memorialize in writing their respective obligations through this Cooperative Funding Agreement.

NOW, THEREFORE, intending to be bound by the mutual promises and obligations contained herein, the parties hereby agree as follows:

1. Contract Manager. The City of Roseville shall serve as the Contract Manager for the purposes of this Agreement and hereby agrees to the following obligations:

- A. The Contract Manager shall solicit, execute, and manage a Professional Services Agreement with the Saint Paul Area Chamber of Commerce to continue implementation of the Visioning Plan.
- B. Prior to execution of such Professional Services Agreement, the Contract Manager shall consult with representatives of each Collaborative Agency Partner to determine the appropriate desired scope of services, identity of the design firm, and material contractual terms.

- C. The Contract Manger shall disburse payments to the Saint Paul Area Chamber of Commerce from funds collected pursuant to Section 2 below in an amount not to exceed \$60,000 annually.

2. Financial Contributions. The Collaborative Agency Partners shall each contribute financial support to satisfy contractual fees and expenses incurred by the Professional Services Agreement referenced in Section 1 above. Such financial support shall be proportionate to the following methodology:

- A. The City of Maplewood shall contribute \$20,000.00 (33%).
- B. The City of Roseville shall contribute \$40,000.00 (66%).

Each Collaborative Agency Partner shall remit its proportional financial contribution to the Contract Manager no later than March 31, 2026.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in unused funds, such remaining amount shall be refunded to the Collaborative Agency Partners in the same proportional methodology as their financial contributions.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in the Collaborative Agency Partners contributing additional financial support, an amendment to this agreement and the Professional Services Agreement shall occur.

3. Indemnification. Pursuant to Minn. Stat. § 471.59, Subd.1a.(a) each Party will be responsible for its own acts and omissions and those of its officers, agents and employees with respect to any claims, lawsuits, attorney fees or expenses for personal or property damages, losses or injuries, resulting from any activities undertaken pursuant to this Agreement. Nothing herein is intended or shall result in a waiver of the defenses or immunities, or monetary limits on damages that each is entitled to by law.

4. Liability Limitations. It is understood and agreed that the Parties' liability shall be limited by the provisions of Minnesota Statutes, chapter 466, and/or other applicable law. The hold harmless provision of this Agreement does not constitute a waiver by any Party of any limitations on liability provided under Minnesota Statutes, section 466.04, as amended. To the fullest extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a) as amended. Each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Parties. Each Party agrees to promptly notify the other Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, involving or reasonably likely to involve the other Parties, and arising out of acts or omissions related to this Agreement.

5. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

6. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by all Parties.

7. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.

8. Government Data/Privacy. Each Party, its employees, officials and agents, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

9. Waiver. The waiver by any Party of any breach or failure to comply with any provision of this Agreement by another Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

10. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

To Roseville: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

To Maplewood: City of Maplewood
1830 County Road B East.
Maplewood, MN 55109

11. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect and each remaining term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted.

12. Counterparts. The Parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

13. Electronic Signatures. The Parties agree that the electronic signature of a Party to this Agreement shall be as valid as an original signature of such Party and shall be effective to bind such Party to this Agreement. The Parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any Party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

14. Effective Date. This Agreement is effective on the date last executed by one of the Parties below.

IN WITNESS WHEREOF, the City of Roseville, as to role of Contract Manager, and Collaborative Agency Partners have caused this Cooperative Funding Agreement to be executed by their duly authorized representatives.

CITY OF ROSEVILLE

By: _____
Dan Roe
Its: Mayor
Date: _____

By: _____
Patrick Trudgeon
Its: City Manager
Date: _____

CITY OF MAPLEWOOD

By: _____
Marylee Abrams
Its: Mayor
Date: _____

By: _____
Michael Sable
Its: City Manager
Date: _____

Rice & Larpenteur Alliance FY 2026 Work Plan Tracker			
Updated 2/4/2026			
Goal 1: Maintain organizational integrity and raise funds sufficient to execute programming goals			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Executive Committee	Adopt Annual Work Plan and Annual Budget	3/1/2026	
	Secure FY2026 Municipal Contract; send monthly invoices	3/1/2026	
	Manage RLA Communications (Website, Newsletter, and Social Media Accounts)	Ongoing	
	Plan and Staff 5 RLA Board Meetings (Agendas, Minutes, Reports)	Ongoing	
	Publish 2026 Annual Report	3/1/2026	
	Propose 2027-28 Board Candidates	2/1/27	
	Monitor Budget, Create and Review Quarterly Financial Reports	Ongoing	
	Explore 501c3 tax status	12/31/2026	
	Manage board, member, and sponsor billing and store donor data	Ongoing	
	Follow guidelines for reporting and recognition of grants and donations	Ongoing	
Goal 3: Support vision plan redevelopment and transportation goals and focus on retention and expansion of existing neighborhood businesses			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Economic Vitality	Public Art Mural at Golden Palace, 1020 Rice Street (C-COAP)	6/1/2026	
	Monitor Rice Street Design and Reconstruction and BRT G line projects; Engage Businesses and Residents	Ongoing	
	Advocate for St Paul Regional Athletic Complex project and promote local benefits	Ongoing	
	Promote BizRecycling Grants	Ongoing	
	Promote Ramsey County Workforce programs as Inclusive Employer Champion	Ongoing	
	Complete business sub-grants through (St Paul C-COAP)	6/1/2026	
	Complete Critical Corridor grants (Ramsey County)	12/31/2026	
	Complete Neighborhood STAR grants (St Paul)	6/1/2026	
Goal 4: Create vibrant community events that demonstrate new uses of space and connect people and opportunities			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Community Events	Plan Annual Community Gathering event	3/4/2026	
	Plan Spring Clean-Up event	4/30/2026	
	Plan Community In Bloom event	8/16/2026	
	Plan Summer Block Party event	5/10/2026	
	Plan Winter Warm-Up event	12/31/2026	
	Ensure event sponsor recognition	1/31/2027	
Goal 5: Improve neighborhood environment, identity, safety, and connectedness			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Neighborhood Safety and Livability	Collaborate with Events in planning Spring Clean-Up	4/30/2026	
	Make space for collaboration of public safety agencies; provide timely communication on health and safety incidents	Ongoing	
	Support RLA Youth Ambassadors Internship Program - identify opportunities for youth engagement	8/1/2026	
	Plant spring flowers and winter decorations in rla planters - review and consider new planters	12/31/2026	
	Complete Rice Street banners project (C-COAP)	6/1/2026	
Goal 6: Engage local residents and businesses in the work and leadership of the RLA			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Membership	Collaborate with Events in planning Annual Community Gathering	3/5/2026	
	Plan Member Lunch and Learn (Public Safety and Community Health)	5/31/2026	
	Plan Member Lunch and Learn (Business Resources)	11/30/2026	
	Recruit at least 50 RLA Members, including Event Sponsors and Vendors, Annual Partners, Local Businesses and Area Residents	5/1/2026	
	Visit local businesses and apartments, develop relationships, and invite participation in upcoming events and initiatives	Ongoing	
	Attend RLA members' events (ribbon cuttings, community events and festivals, etc.). Ensure RLA promotion of member events and milestones	Ongoing	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Agreement with J&M Display for Fireworks for Rosefest Party in the Park on Saturday, June 27, 2026

1
2 **Background**

3 Each year, as part of Rosefest, the City hosts a full-day community celebration in Roseville
4 Central Park called Party in the Park. It is a time for the entire community to come together,
5 celebrate, and engage with one another. This year's Party in the Park will include
6 inflatables, vendor booths, and live music, and will culminate with a fireworks display over
7 Bennett Lake.

8 The 2026 Party in the Park is scheduled for Saturday, June 27, 2026.

9 Enclosed is a proposed agreement with J&M Display, Inc. to provide the fireworks display,
10 and full schedule of Rosefest events planned for this summer.

11
12
13 **Policy Objectives**

14 This event aligns with the City's ongoing efforts to foster community spirit, provide inclusive
15 recreational opportunities, and promote public engagement.

16
17 **Equity Impact Summary**

18 No specific equity impact has been identified at this time. Party in the Park is a free event
19 that is open and accessible to all Roseville residents and visitors.

20
21 **Budget Implications**

22 The 2026 parks and recreation budget includes \$20,000.

23
24 Due to recently implemented tariffs affecting materials used in fireworks production, J&M
25 Display notified the City of a 15% increase in costs for 2026. Rather than requesting an
26 increase to the allocated budget, staff worked with the vendor to slightly reduce the
27 duration of the fireworks display in order to remain within the approved budget allocation.

28 The proposed agreement reflects this adjusted scope. As in past years, a significant portion
29 of Rosefest expenses are supported through sponsorship dollars.

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Staff Recommendations

Approval of the attached agreement, pending final legal review.

Requested Council Action

Approve the attached agreement with J&M Display, Inc. for the June 27, 2026 Party in the Park fireworks display, pending final legal review.

Prepared by: Matthew L. Johnson, Parks and Recreation Director

- Attachments:**
- 1. Agreement with J&M Display
 - 2. Rosefest Lineup



FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 12th day of January, 2026, by and between J&M Displays, Inc., an Iowa corporation, having its principal placed of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and City of Roseville, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$20,000.00 program (the "Fireworks Program") submitted to and accepted by the Buyer, and which by reference is made a part hereof as Exhibit A. The display is to take place on the evening of June 27, 2026 at approximately 10:00 p.m., weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

I. FIRING OF DISPLAY

- a. Seller agrees to furnish all necessary fireworks display materials and personnel for a professional fireworks display in accordance with the Fireworks Program approved by the Parties. Seller agrees to comply with all local, state, and federal regulations and guidelines pertaining to the storing and displaying of fireworks. Seller, with Buyer's assistance, shall obtain any necessary permits for the fireworks display.
- b. Buyer Agrees to provide:
 - i. Sufficient area for the display, including a minimum spectator set back as determined by Seller;
 - ii. Protection of the display area by roping off or similar facility;
 - iii. Adequate police or security protection to prevent spectators from entering the display area; and
 - iv. Persons to assist in the inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light in the morning following the display;
- c. The cost and acquisition of any site-specific materials or display restrictions (such as sand or the use of a barge) shall be discussed prior to adoption of this Agreement, and the Party responsible for any such acquisition and cost shall be specifically laid out in the Fireworks Program (Exhibit A).
- d. Buyer understands that its failure to provide an appropriate area for the fireworks display, with requirement minimum setbacks and security, may result in a change to Buyer's display (such as a restriction on the type(s) of products which can be utilized) or a cancellation of the display for safety reasons, at Seller's sole discretion. In such event, if Buyer cannot immediately remedy the setback or security concern prior to the Display time noted above, Buyer remains responsible for the entire purchase price of the display regardless of any limitation or cancellation of the display.

II. PAYMENT. The Buyer shall pay to the Seller (check one of the below options):

- The sum of \$ _____ as a down payment upon execution of this Agreement. The balance of \$ _____ shall be due and payable within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 ½ %) per month shall be added to the unpaid balance if the account is not paid in full with the fifteen (15) days from the date of the display. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.
- \$ 20,000.00 in full by _____ (70 days prior to the display date). The Buyer will receive 8% prepayment bonus product in this fireworks display.
- \$ 20,000.00 in full by _____ (30 days prior to the display date). The Buyer will receive 5% prepayment bonus product in this fireworks display.

III. LOYALTY PROGRAM

- a. Seller has in place a discount system for Buyer's who purchase their fireworks displays exclusively from Seller year-to-year. The full terms of Seller's loyalty program have been provided to Buyer with the Program and are available on J&M's website.
- b. Pursuant to Buyer's status in the loyalty program, Buyer will receive an additional 5% 10% 15% (check one) bonus product for this display.

IV. POSTPONEMENT/CANCELLATION

- a. Rain Date: Should inclement weather prevent the firing of the display on the date intended, the Parties agree to a mutually convenient rain date of TBD or another date as agreed to by both Parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the Seller, the Authority Having Jurisdiction, and the Seller's lead pyrotechnician.
- b. Except as specifically provided for elsewhere in this Agreement, neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (hereinafter referred to as "Force Majeure"), to the extent beyond the Party's reasonable control: acts of God, accident, riots, public disturbances including but not limited to an active-shooter situation, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.
- c. Disruption of Services due to Covid-19, supply chain disruptions, and public health. Fireworks displays and related events are prone to cancellation due to the ongoing and unforeseeable nature of the Covid-19 pandemic and related health issues, government intervention (such as stay-at-home orders or restrictions on gatherings), and unavailability of supplies and personnel. As such, Seller will work with all customers to ensure a timely and safe display, but due to circumstances outside Seller's and Buyer's control, certain fireworks displays may have to be cancelled or rescheduled with limited notice. Each Party's obligations to perform hereunder will be excused in the case of a Force Majeure Event, which is defined to include (but is not limited to) supply chain disruptions which prevent Seller from obtaining the necessary materials to perform the Display; medical conditions which result in quarantine or similar limitations, or restrictions on travel or congregation in the metropolitan area where the Display is scheduled to be held; and death, serious illness or incapacity of one or more of the display Shoot Team member(s) which renders it impossible, unsafe, or not reasonably practical for the Shoot Team to perform the display.

A governmental or municipal Buyer, who in its discretion and control, acts or adopts a restriction on public gatherings shall not be relieved of its obligations under the Force Majeure provisions of this Agreement. A Buyer who anticipates any such restriction or potential cancellation shall immediately notify and contact Seller to discuss alternative arrangements.

- d. Unless specified above: Displays postponed to an alternate date will be charged an additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date; for Displays canceled and not rescheduled within the same calendar year, Seller shall be entitled to 20% of the contract price for out-of-pocket expenses incurred in preparation for the display.

V. INSURANCE and LIMITATIONS OF LIABILITY

- a. Seller agrees to provide, at its expense, general liability insurance coverage in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify, and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney's fees that may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks by the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

- b. Separate from, and in addition to Seller's insurance of the fireworks, Buyer agrees to provide, at its expense, a general liability policy or "special event" insurance coverage, in an amount sufficient to meet or exceed municipality or industry standards and all applicable requirements of local, state, and federal law. For any injury or property claims that may arise during the course of Buyer's event, not arising out of Seller's acts or the performance of the fireworks, Buyer's insurance shall be primary. Buyer agrees to indemnify, and hold harmless the Seller and its agents and employees from and against all such claims, costs, judgments, damages and expenses, including reasonable attorney's fees that may or shall arise out of any negligent or wrongful act or omission by the Buyer or third-parties
- c. In no event shall Seller's liability to Buyer arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount of insurance coverage as described in this section. Notwithstanding any provisions to the contrary, in no event shall either Party be liable to the other, or to any third party, for any loss of use, revenue or profit, or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

- VI. Each Party has read all of the provisions of this Agreement, they understand all of its provisions, and agree to be bound by them. This written contract, and its Exhibits, contains the entire agreement of the Parties and modifies and supersedes all prior agreements or negotiations, all of which are merged into and incorporated into this Agreement. If any provision of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this agreement.
- VII. Choice of Law, Jurisdiction, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as set forth by State and Federal law. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Iowa District Court in and for Des Moines County, Iowa. The Iowa District Court in and for Des Moines County, Iowa shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Iowa District Court in and for Des Moines County, Iowa.

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

SELLER	BUYER
BY: _____	BY: _____
ROLE: _____	ROLE: _____
J&M Displays, Inc.	ENTITY: _____

Please include the **DISPLAY INFORMATION FORM** with this Agreement so your order is processed accurately.



DISPLAY INFORMATION

Please complete the following information printed in **RED**:

Display Date: June 27, 2026 Rain Date: TBD

Time of Display: 10 pm

Name of **Organization Purchasing Display**: City of Roseville

Billing Address: 2660 Civic Center Dr

City, State, Zip: Roseville, MN 55113

Telephone: 651-792-7101 Cell: _____ E-mail: Matthew.Johnson@cityofroseville.com

Name of **Contact Person**: Matthew Johnson

Contact Address: same

City, State, Zip: _____

Telephone: _____ Cell: _____ E-mail: _____

Send **Invoice** to: same

Billing Address: _____

City, State, Zip: _____

Telephone: _____ Cell: _____ E-mail: _____

FOR SALES REPRESENTATIVE

J&M Fired 1.4G 1.3G PROXIMATE HAND FIRE (July 1st - 6th Only) FLAME

Sales Representative: Mark Hanson Insurance Extension: YES or NO

On-Site Contact for Tech: Matthew Johnson Telephone: 612-618-4127

Delivery Information: Customer Pick Up At: _____ On-Site Delivery:

Driver Name: TBD Telephone: _____

Delivery Address to Shoot Site: Central Park, 2495 Victoria St N, Roseville MN 55113

Delivery to Bunker: Location: _____

Lead Tech: Joe Musial Telephone: 612-490-1103

NOTES: _____

Proposal # _____ Final Show \$: 20,000.00 Mileage: 46 (by air miles)

OFFICE USE ONLY O# _____ C# _____ Customer PO# _____

<input type="checkbox"/> tax exempt certificate received	<input type="checkbox"/> Agreement received	<input type="checkbox"/> Full payment	<input type="checkbox"/> Down payment
<input type="checkbox"/> permit received	<input type="checkbox"/> IQ received	\$ _____	\$ _____
<input type="checkbox"/> ATF permit Exp. _____	<input type="checkbox"/> S/P _____	Date _____ Check# _____	Date: _____ Check# _____



FIREWORKS LIABILITY EXTENSION QUESTIONNAIRE

RETURN TO: **dianah@jandmdisplays.com, kathys@jandmdisplays.com**
Fax: 267-392-3890 or mail to J&M Displays, Inc.
18064 170th Avenue, Yarmouth, IA 52660

Show Work Comp
 Special Instructions

CERTIFICATE HOLDER (NAMED INSURED): City of Roseville Attn: Matthew Johnson

ADDRESS: 2660 Civic Center Drive

CITY: Roseville STATE: MN ZIP: 55113

PHONE: 651-792-7101 FAX: _____

EMAIL: Matthew.Johnson@cityofroseville.com

EFFECTIVE DATE(S): June 27, 2026 RAIN DATE: TBD

ADDITIONAL NAMED INSURED:

1. NAME / ADDRESS / E-MAIL: Genisys Credit Union / tdoan@genisyscu.org

INTEREST IN EVENT: Financial Sponsor

2. NAME / ADDRESS / E-MAIL: City of Roseville, MN - as above

INTEREST IN EVENT: Sponsor and AHJ

3. NAME / ADDRESS / E-MAIL: _____

INTEREST IN EVENT: _____

4. NAME / ADDRESS / E-MAIL: _____

INTEREST IN EVENT: _____

TYPE OF SHOW: (Check all that apply.) INDOOR PROXIMATE FLAME OUTDOOR 1.4G CONSUMER 1.3G DISPLAY 1.1G DISPLAY (12" & 16")

LOCATION OF EVENT: Central Park 2495 Victoria St N, Roseville MN 55113

DRAW A DIAGRAM of the shooting area using Google Earth Software and attach showing:

1) mortar placement; 2) planned direction of shooting; 3) distances. (REQUIRED)

Center of Display Site Coordinates in Decimals: Latitude: 45.1240 N Longitude: -93.81959 W

Distance to nearest exposure 435 ft. Distance to spectators 435 ft.

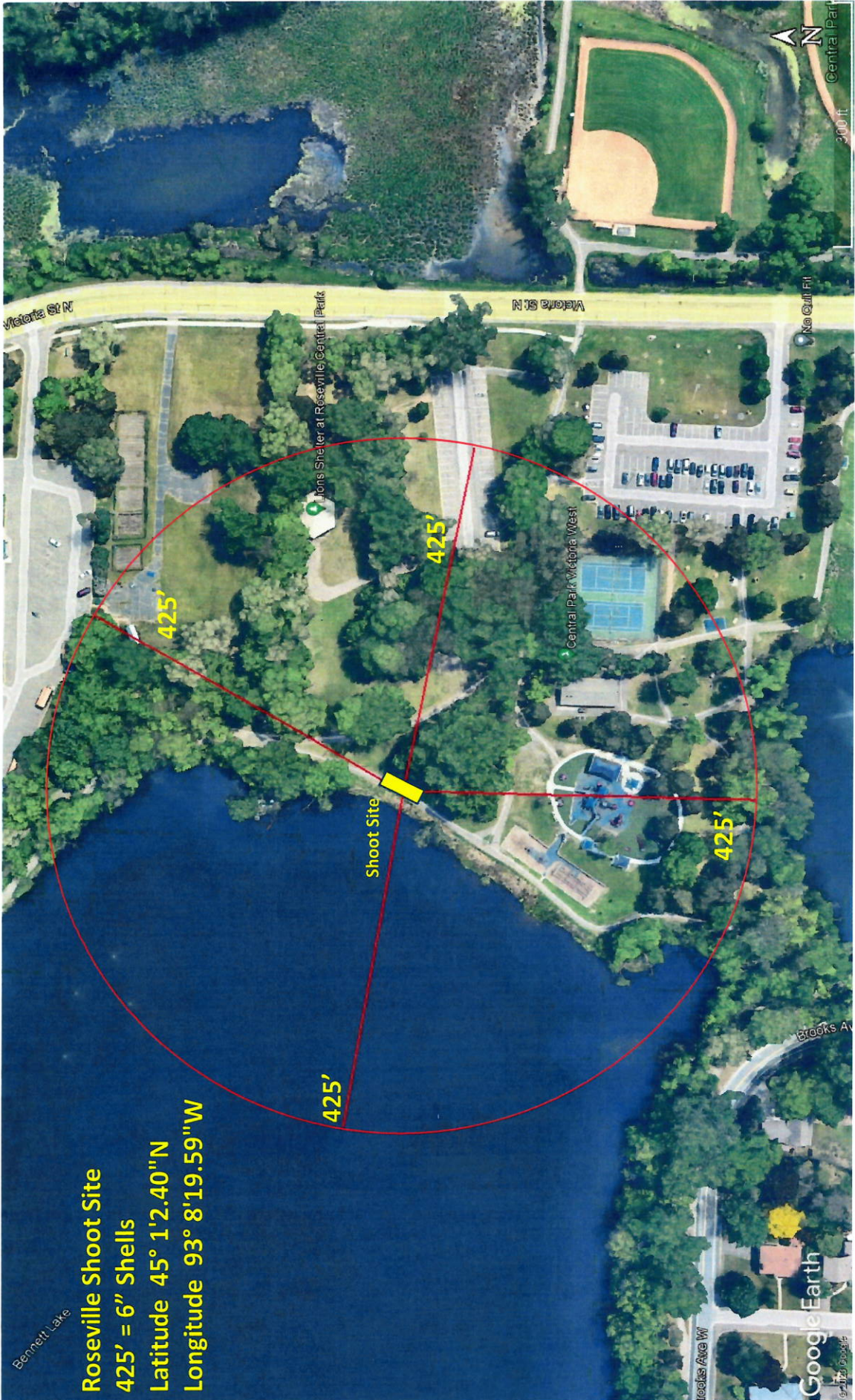
Distance to nearest vehicle 435 ft.

Are there fallout spotters? YES NO Size of largest shell being shot: 6 inches

Name of designated Pyrotechnician: Joe Musial

FIREWORKS WARRANTY:

1. Fireworks will be displayed not less than required by NFPA standards away from spectators, vehicles and other exposures with a minimum radius of 70 ft per inch of shell diameter for 1.3G shows.
2. All displays will be aimed away from spectators.
3. Fireworks that have been wet at any time prior to display will not be used.
4. All fireworks have been purchased only from J & M Displays, Inc. Merchandise from other companies and/or home-made products are not covered under this liability extension.
5. Firing area will be policed for all debris upon completion of firing display and inspected by the shoot team.
6. Firing area will be inspected by the sponsoring organization at first light the following day.
7. Pyrotechnicians are specifically excluded from all liability coverage.
8. Any claims must be reported to the Yarmouth, Iowa office in writing within 24 hours of the incident.



Roseville Shoot Site
425' = 6" Shells
Latitude 45° 1'2.40"N
Longitude 93° 8'19.59"W

ROSEFEST

JUNE 22-28

MONDAY, JUNE 22

34TH ANNUAL ROSE PARADE
6:15PM A ROSEVILLE TRADITION LIKE NO OTHER!

TUESDAY, JUNE 23

PLANTING FOR POLLINATORS
6-8PM PLANTING FOR POLLINATORS, NATURAL RESOURCES
VOLUNTEER EVENT FOR ADULTS AND FAMILIES!
HARRIET ALEXANDER NATURE CENTER

GOLDEN ROSE MEDALLION HUNT
5PM FIRST CLUE RELEASED ONLINE

SKATEBOARD COMPETITION
5PM HOSTED BY 3RD LAIR -
4PM REGISTRATION BEGINS, FREE EVENT,
JOHN ROSE MN OVAL

WEDNESDAY, JUNE 24

SUPERHERO CARNIVAL
6-8PM LANGTON LAKE PARK

THURSDAY, JUNE 25

TASTE OF ROSEFEST
5-8PM TICKETS AT TASTEOFROSEFEST.ORG (21+)

CINDERELLA AT THE ROG
7PM ARTS GARDEN COMMUNITY THEATER -
RODGERS & HAMMERSTEIN'S CINDERELLA: YOUTH EDITION
FRANK ROG AMPHITHEATRE

FRIDAY, JUNE 26

**ROSEFEST FLEX DISC GOLF
TOURNAMENT**
FEATURES AMATEUR AND PRO DIVISIONS. REGISTER AT
DISCGOLFSCENE.COM - ACORN PARK

JUNIOR GOLF TOURNAMENT
4PM PRE-REGISTER AT CEDARHOLM GOLF COURSE

MUSIC ON THE PATIO AT CEDARHOLM
6-8PM ENJOY TIO'S FOOD SPECIALS AND LIVE MUSIC!

FREE FAMILY SKATE
6:30-8PM ROSEVILLE SKATING CENTER

SATURDAY, JUNE 27

RUN FOR THE ROSES
8AM 5K AND KIDS FUN RUN, HALF MILE, AND 1 MILE

PORSCHE CAR SHOW
10AM-1PM CENTRAL PARK - DALE STREET ATHLETIC COMPLEX

ROSEFEST GOLF TOURNAMENT
10AM 9 HOLES, ON-COURSE CONTESTS, SCRAMBLE FORMAT,
PRIZES, AND LUNCH SERVED BY TIO'S

PARTY IN THE PARK
3-10PM INFLATABLES, FOOD TRUCKS, FACE PAINTERS,
PETTING ZOO, AND LIVE ENTERTAINMENT
CENTRAL PARK LEXINGTON

FIREWORKS
10PM FIREWORKS DISPLAY AT CENTRAL PARK

SUNDAY, JUNE 28

GRASS VOLLEYBALL TOURNAMENT
10AM-6PM LANGTON LAKE PARK - 18+, CO-REC 6V6, \$180/
TEAM, REGISTER AT WWW.CITYOFROSEVILLE.COM/ROSEFEST.

CINDERELLA AT THE ROG
2PM & 6PM ARTS GARDEN COMMUNITY THEATER -
RODGERS & HAMMERSTEIN'S CINDERELLA: YOUTH EDITION
FRANK ROG AMPHITHEATRE



LEARN MORE AT
CITYOFROSEVILLE.COM/ROSEFEST



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Adopt a Resolution Approving MnDOT Cooperative Construction Agreement No. 1061476 – TH 51

1
2 **Background**

3 As part of the Minnesota Department of Transportation’s (MnDOT) TH 51 (Snelling Ave)
4 2026 project, they will resurface the roadway from the north side of TH 36 in Roseville to
5 Grey Fox Road in Arden Hills. The project will include pedestrian ramp, traffic signal,
6 lighting, and drainage improvements. The project is scheduled for construction in 2026.

7
8 The project will construct a new off-road bituminous path (trail) on the west side of Snelling
9 from Lydia Avenue to Old Snelling Avenue in Arden Hills. This segment is identified in the
10 Master Pathway Plan and a portion, from Asbury Street to Glenhill Road, was previously
11 discussed with Council on May 19, 2025 when Council approved a resolution authorizing
12 an application for MnDOT LPP funds to finance the path. MnDOT chose to add the
13 complete path segment to their project prior to the submittal of our application, so no
14 application nor cost participation was needed. The path will be maintained, including snow
15 clearing, by the City of Roseville from Lydia to Glenhill and by Arden Hills to the north.

16
17 The project will also reconstruct and extend the concrete path (sidewalk) east of Snelling
18 from County Road C to East Snelling Service Drive. The southern half of this path exists
19 today, but is a dead end. MnDOT’s project will extend the segment north to the existing
20 path along the service drive and the various commercial and residential uses that exist
21 there. The commercial property owners adjacent to this path will be contacted regarding
22 their maintenance responsibilities associated with the path in accordance city policies.

23
24 The improvements will be done without Roseville funding. However, the maintenance of the
25 new pathways area the responsibility of the local agency and is documented in the
26 attached Cooperative Construction Agreement between the City of Roseville and MnDOT.

27
28 The City Attorney has reviewed the agreement.

29
30 **Policy Objectives**

31 People and businesses prosper by using a reliable, affordable, and efficient multi-modal
32 transportation system that connects them to destinations throughout the region and
33 beyond.

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Equity Impact Summary

There should be no negative equity impacts associated with this project since it is an upgrade to infrastructure and should benefit everyone. The proposed pathways will enhance walking and biking within the area to better connect neighborhoods, schools, commercial businesses, and parks for those too young to drive, those who don't own cars, and those who choose to walk or bike.

Budget Implications

There will be no construction costs for Roseville for the project. It is important to note that as the City continues to expand its pathway system, ongoing evaluation of maintenance capacity and winter plowing prioritization will be necessary. Staff believes the proposed segments can be accommodated with existing resources and budgets; however, with several miles of pathway added in recent years and an additional 4.5 miles anticipated by 2028, continued discussion about long-term maintenance strategies will be important to ensure service levels remain consistent.

Staff Recommendations

Staff recommends the Council adopt the attached resolution approving MnDOT Cooperative Construction Agreement No. 1061476.

Requested Council Action

Motion to adopt the attached resolution approving MnDOT Cooperative Construction Agreement No. 1061476.

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

- Attachments:**
- 1. Resolution
 - 2. Agreement
 - 3. Location Map

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota was duly held on the 23rd day of February, 2026, at
3 6:00 p.m.

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

5 Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION APPROVING MNDOT AGREEMENT NO. 1061476

8 WHEREAS, the Minnesota Department of Transportation will perform grading, bituminous
9 mill & surfacing, ADA improvements, TMS, signals, and lighting construction and other
10 associated construction upon, along, and adjacent to TH 51 from north end of the bridge over
11 TH 36 to Snelling Avenue North (CR 76) within Roseville Corporate City limits under State
12 Project No. 6216-142; and

13 WHEREAS, The State has included in its contract a multi-use trail along the west side of TH 51
14 from Lydia Avenue in Roseville to Grey Fox Road in Arden Hills and the City is willing to
15 maintain the portion of the Shared Use Path (SUP) within the city limits after completion of the
16 construction; and

17 WHEREAS, Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of
18 Transportation to make arrangements and cooperate with any governmental authority for the
19 purposes of constructing, maintaining, and improving the trunk highway system.

20 WHEREAS, it is necessary to enter into an agreement to provide for the City’s long-term
21 maintenance responsibilities on State Project No. 6216-142.

22 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville enter
23 into MnDOT Agreement No. 1061476 with the State of Minnesota, Department of
24 Transportation;

25 AND BE IT FURTHER RESOLVED that the Mayor and the City Manager are authorized to
26 execute the Agreement.

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

30 WHEREUPON said resolution was declared duly passed and adopted.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ROSEVILLE
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP): 6216-142
Trunk Highway Number (TH): 51

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Roseville acting through their City Council ("City").

Recitals

1. The State will perform grading, bituminous mill & surfacing, ADA improvements, TMS, signals, and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 51 from north end of the Bridge over TH 36 to Snelling Avenue North (CR 76) according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 6216-142 (TH 51) ("Project"); and
2. The State has included in its contract a multi-use trail along the west side of TH 51 from Lydia Avenue in Roseville to Grey Fox Road in Arden Hills and the City is willing to maintain the portion of the Shared Use Path (SUP) within the city limits after completion of the construction; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. *Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. *Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. *Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 6. Liability; Worker Compensation Claims; Insurance; 8. State Audits; 9. Government Data Practices; 10. Governing Law; Jurisdiction; Venue; and 12. Force Majeure.
- 1.4. *Plans, Specifications, and Special Provisions.*** Plans, specifications, and special provisions designated by the State as State Project No. 6216-142 (TH 51) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").
- 1.5. *Exhibits.*** Exhibit A – Shared Use Path Location is attached and incorporated into this Agreement.

2. Construction by the State

2.1. Contract Award. The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. Direction, Supervision, and Inspection of Construction.

- A. Supervision and Inspection by the State.** The State will direct and supervise all construction activities performed under the construction contract and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- B. Inspection by the City.** The construction covered under this Agreement will be open to inspection by the City. If the City believes the construction covered under this Agreement has not been properly performed or that the construction is defective, the City will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the construction covered under this Agreement.

2.3. Plan Changes, Additional Construction, Etc.

- A.** The State will make changes in the Project Plans and contract construction and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner.
- B.** The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made. The State reserves the right to invoice the City for the cost of any construction contract addenda and any additional City requested work and plan changes, including associated construction engineering, before the completion of the contract construction.

2.4. Satisfactory Completion of Contract. The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

2.5. Permits. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City/County to be constructed hereunder that are upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application For Utility Permit On Trunk Highway Right-of-Way" (Form 2525).

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

- 3.1. Sidewalks.** Maintenance of sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any) and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.

3.2. Shared Use Path. The City will provide routine and minor maintenance of the shared use path on State Right-of-Way as shown in Exhibit E. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the shared use path in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City's Engineer will meet to discuss the City's performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

A. Right-of-Way Access.

The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Article 5. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan and with the applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

B. Environmental. The City shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City shall immediately notify the State's Authorized Representative in writing and shall provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the City.

4. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

4.1. The State's Authorized Representative will be:

Name, Title: Todd Stevens, District Maintenance Engineer (or successor)
 Address: 1500 West City Road B2, Roseville MN 55113
 Telephone: 651-234-7901
 E-Mail: todd.stevens@state.mn.us

4.2 The City of Roseville's Authorized Representative will be:

Name, Title: Jennifer Lowry, City Engineer (or successor)
 Address: 2660 Civic Center Dr., Roseville, MN 55113
 Telephone: 651-792-7042
 E-Mail: jennifer.lowry@cityofroseville.com

5. Assignment; Amendments; Waiver; Contract Complete

- 5.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City from contracting with a third party to perform City maintenance responsibilities covered under this Agreement.
- 5.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 5.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 5.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability; Worker Compensation Claims; Insurance

Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

7. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey City, Minnesota.

11. Termination; Suspension

- 11.1. By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

11.2. Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

11.3. Suspension. In the event of a total or partial government shutdown, the State may suspend this Agreement, and all work, activities and performance of work authorized through this Agreement.

12. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF ROSEVILLE

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____
Daniel J. Roe

Title: Mayor

Date: _____

By: _____
Patrick Trudgeon

Title: City Manager

Date: _____

DEPARTMENT OF TRANSPORTATION

Approved:

By: _____
(District Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF ROSEVILLE

RESOLUTION

IT IS RESOLVED that the City of Roseville enter into MnDOT Agreement No. 1061476 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to Trunk Highway No. 51, the limits of which are defined in said Agreement.

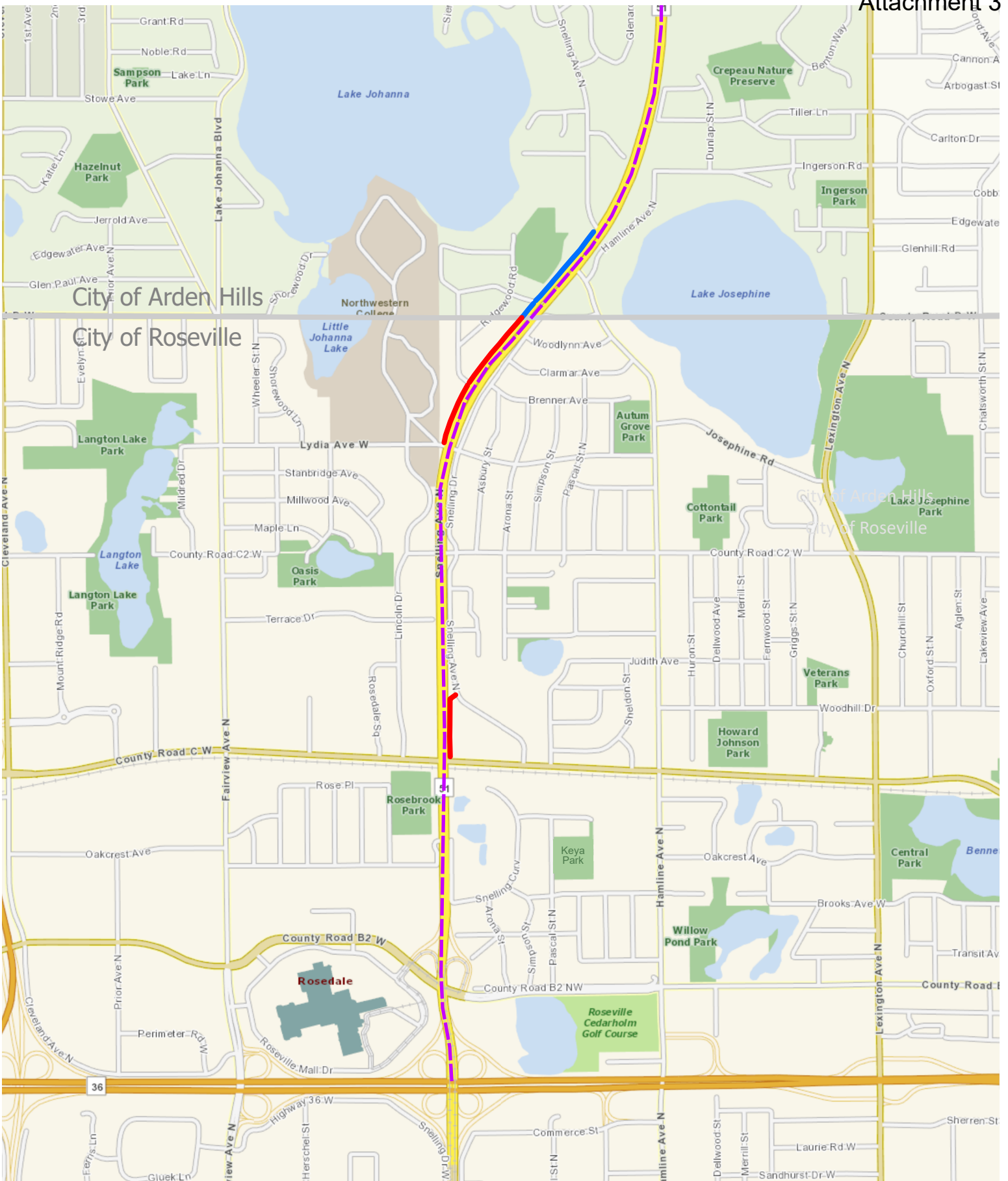
IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Roseville at an authorized meeting held on the _____ day of _____, 2026, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2026
Notary Public _____
My Commission Expires _____

_____ (Signature)
_____ (Type or Print Name)
_____ (Title)



Trunk Highway 51 Construction Cooperative Agreement Location

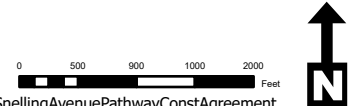
- Path Maintenance Roseville
- Path Maintenance Arden Hills
- Pavement Project
- City Boundary



Prepared by: Engineering Department
2/9/2026

Data Sources
 * Ramsey County GIS (1/09/2026)
 * City of Roseville Community Development
 * City of Roseville Finance Department

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not warrant that the GIS Data can be used for registration, listing or any other purpose requiring accurate measurement of distance or direction or location in the location of geographic features. If errors or discrepancies are found please contact 651-720-7075. The preparing disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2005), and the user of the map acknowledges that the City shall not be liable for any damages, and expressly releases all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by third parties or agencies, or third parties which arise out of the City's action or use of data provided.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Resolution Approving Easement for MnDOT Parcel 308A

1
2 **Background**

3 As part of the Minnesota Department of Transportation's (MnDOT) TH 51 (Snelling Ave)
4 2026 project, MnDOT needs to acquire additional easements. On a parcel owned by the
5 City of Roseville, they need a permanent easement for the storm sewer pipes that currently
6 exist and will be replaced by the project. This parcel is located east of TH 51 and south of
7 County Road C. MnDOT is requesting to purchase an easement on two portions of the
8 parcel as shown on Attachment 4, totaling 8024 square feet (roughly 0.18 acres). If
9 approved, 7.33 acres of the parcel would remain.

10
11 The parcel today and in the future will continue to function as a regional stormwater basin
12 that is a part of the Ramsey County Ditch 4 (RCD4) system that the City of Roseville owns
13 and operates per an agreement with the Rice Creek Watershed District. Selling the
14 easement to MnDOT will not affect any City utilities or the function of the regional
15 stormwater basin.

16
17 Minnesota Statutes Section 462.356, subd. 2, addresses the disposal of public property. It
18 requires review of the disposal by the Planning Commission in order to make sure that it is
19 in compliance with the City's Comprehensive Plan. In this case, the City is selling some
20 property that it owns to MnDOT, a transportation agency, and the comprehensive plan
21 involves transportation. In lieu of the Planning Commission review, the Council may make a
22 finding in a resolution that the proposed conveyance has no relationship to the
23 comprehensive plan - this must be done by a 2/3 vote.

24
25 Due to the non-changing drainage use of the property in question, staff recommends a
26 finding that the conveyance has no relationship to the comprehensive plan. Staff also
27 recommends the requested easement be sold to MnDOT at the appraised purchase price.
28 MnDOT performed an appraisal and determined the parcel is worth \$4,300.00.

29
30 MnDOT prepared the easement document and the Offer to Sell and Memorandum of
31 Conditions. The direct purchase documents received from MnDOT have been reviewed by
32 the City Attorney.

33
34 **Policy Objectives**

35 It is City policy to keep City-owned infrastructure in good operating condition and to keep
36 systems operating in a safe condition, and to cooperate and collaborate with other
37 agencies to address intercommunity drainage issues.

38
39 **Equity Impact Summary**

40 There are no equity impacts associated with the approval of this drainage easement.

41
42 **Budget Implications**

43 Upon completion of the sale of the easement, the City will be paid \$4,300.00 for the
44 transaction. These funds will be deposited into the General Fund.

45
46 **Staff Recommendations**

47 Staff recommends the City Council approve the resolution approving Easement for MnDOT
48 Parcel 308A.

49
50 **Requested Council Action**

51 Motion to approve the resolution approving Easement for MnDOT Parcel 308A.

52
53 **Prepared by:** Jennifer Lowry, Assistant Public Works Director / City Engineer

Attachments:

1. Resolution
2. Easement Document
3. Offer to Sell and Memorandum of Conditions
4. Right-of-Way Parcel Layout

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

39 WHEREUPON said resolution was declared duly passed and adopted.

HIGHWAY EASEMENT

C.S. 6216 (51=125) 522
Parcel 308A
County of Ramsey

Date: _____

For and in consideration of the sum of _____ Dollars (\$_____),

City of Roseville, formerly known as Village of Roseville, a municipal corporation under the laws of the state of Minnesota, Grantor, hereby conveys and warrants to the State of Minnesota, Grantee, together with the unrestricted right to improve the same, free and clear of all encumbrances, a perpetual easement on and over real property in Ramsey County, Minnesota, described as follows:

All of the following:

Drainage easements in perpetuity being that part of the Northwest Quarter of the Northwest Quarter of Section 10, Township 29 North, Range 23 West, shown as Parcel 308A and designated as drainage easements on Minnesota Department of Transportation Right of Way Plat Numbered 62-93 as the same is on file and of record in the office of the County Recorder in and for Ramsey County, Minnesota; the titles thereto being registered as evidenced by Certificate of Title Nos. 234800 and 236149;

containing 8024 square feet, more or less.

Grantor, for themselves, their heirs, successors and assigns, does covenant never to cut, damage, destroy, or remove any tree or shrub or other natural growth upon the hereinbefore described premises for the continuation of this easement; does hereby grant and convey to the State of Minnesota all grasses, shrubs, trees and natural growth now existing on said lands or that may be hereafter planted or grown thereon, and the right to remove and use all earth and other materials lying within the parcel of land hereby conveyed.

The said Grantor does hereby release the State of Minnesota from any claims for damages to the fair market value of the above-described area covered by this easement and for its use, or any claims for damages to the fair market value of the remaining property of Grantor caused by the use of the easement, including grading and removal of materials from said easement area for highway purposes. Notwithstanding the foregoing, Grantor does not release any claims Grantor may have as a result of the negligence of the Grantee, its agents or contractors, in conducting any of the above activities.

CITY OF ROSEVILLE, formerly known as Village
of Roseville

By _____

Its _____

And _____

Its _____

STATE OF MINNESOTA)
)SS.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ and _____, the _____ and _____ of City of Roseville, formerly known as Village of Roseville, a municipal corporation under the laws of the state of Minnesota, on behalf of the municipal corporation.

NOTARY PUBLIC

My commission expires: _____

This instrument was drafted by the
State of Minnesota, Department of
Transportation, Legal and Property
Management Unit,
395 John Ireland Blvd.
St. Paul, MN 55155-1800

Office of Land Management (2-98)

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

**OFFER TO SELL AND
MEMORANDUM OF CONDITIONS**

RECOMMENDED FOR APPROVAL

Supervisor of Direct Purchase
APPROVED

By

C.S.: 6216 (51=125) 522 Parcel: 308A County: Ramsey

Owners and addresses: City of Roseville, formerly known as Village of Roseville, Mayor, City Hall, 2660 Civic Center Drive , Roseville , Minnesota, 55113;

For a valuable consideration, on this _____ day of _____, _____, the undersigned owners hereby offer to sell and convey to the State of Minnesota for a total consideration of _____ Dollars (\$_____) an easement in the real estate or an interest therein situated in Ramsey County, Minnesota, described in the copy of the instrument of conveyance hereto attached.

The undersigned parties have this day executed an instrument for the conveyance of the aforesaid real estate or an interest therein to the State of Minnesota, and have conditionally delivered the same to the State of Minnesota, which instrument shall have no effect until and unless this offer to sell and convey is accepted in writing by the Office of Land Management of the Minnesota Department of Transportation within _____ days from the date of this offer. Such notice of acceptance shall be by certified mail directed to the address appearing after our signatures hereto. If this offer is not so accepted within the time limited herein such conveyance shall be of no effect, and said instrument shall forthwith be returned to the undersigned owners.

If this offer is accepted it is mutually agreed by and between the owners and the State as follows:

(1) Possession of the real estate shall transfer to the State upon the date of acceptance. The owners shall have the right to continue to occupy the property or to rent same to the present occupants or others until the date of transfer of possession. Any change in occupancy shall be subject to approval and concurrence by the State. On or before the date for transfer or possession the owners will vacate the real estate and the improvements (if any) located thereon, or cause same to be vacated, remove all personal effects therefrom and have all utilities (if any) shut off by the supplier of same. No buildings appurtenances or other non-personal items or fixtures will be removed from the premises by the owners or renters, including plumbing and heating fixtures, etc. The owners shall notify the Department of Transportation as soon as the improvements are vacated. The owners will maintain the improvements during their period of occupancy and will make all necessary repairs at their own expense. The State's prospective bidders for the purchase or demolition of the improvements on the property shall have the right of entry for inspection purposes during the last 10 days of possession by the owners.

(2) Title to said easement interest shall pass to the State of Minnesota as of the date of said acceptance

subject to conditions hereinafter stated.

(3) Buildings (if any) on said real estate shall be insured by the owners against loss by fire and windstorm in the amount of present coverage or if none in force then in an amount not less than the current market value during the entire period of the owners' occupancy of the buildings on the real estate, such policy or policies of insurance to be endorsed to show the State's interest.

(4) If the State of Minnesota is acquiring all or a major portion of the property, mortgages (if any) on the property shall be satisfied in full by the State of Minnesota. The amount paid by the State of Minnesota to satisfy said mortgage(s) shall be deducted from the amount to be paid to the owners under the terms of this agreement. The amount paid by the State of Minnesota to satisfy the mortgage(s) shall include interest on the mortgage(s) to date that payment is made to the mortgage holder.

(5) If the State of Minnesota is acquiring only a minor portion of the property, and the property is encumbered by a mortgage, it shall be the responsibility of the owners to furnish a written consent of mortgagee. Any fee charged by the mortgage holder for the written consent of mortgage must be paid for by the owners.

(6) The owners will pay all delinquent (if any) and all current real estate taxes, whether deferred or not, which are a lien against the property. **Current taxes shall include those payable in the calendar year in which this document is dated.** The owners will also pay in full any special assessments, whether deferred or not, which are a lien against the property. The owners will also be responsible for and will pay in full any pending special assessments. The owners' obligation to pay deferred and pending taxes and assessments shall continue after the sale and shall not merge with the delivery and acceptance of the deed.

(7) If encumbrances, mechanics liens or other items intervene before the date the instrument of conveyance is presented for recording and same are not satisfied or acknowledged by the owners as to validity and amount and payment thereof authorized by the owners, said instrument of conveyance shall be returned to the owners.

(8) Payment to the owners shall be made in the due course of the State's business after payment of taxes, assessments, mortgages and all other liens or encumbrances against said real estate. The owners will not be required to vacate the property until the owners have received payment.

(9) No payments shall be made of any part of the consideration for said sale until marketable title is found to be in the owners and until said instrument of conveyance has been recorded.

(10) The owners hereby acknowledge receipt of a copy of the instrument of conveyance executed by them on this date, and a copy of this offer and memorandum.

(11) It is understood that unless otherwise hereinafter stated the State acquires all appurtenances belonging to the premises including:

OWNERS

CITY OF ROSEVILLE, formerly known as Village of
Roseville

By _____

Its _____

And _____

Its _____

(Address of Owner where acceptance is to be mailed.)

RIGHT OF WAY PARCEL LAYOUT



DEPARTMENT OF
TRANSPORTATION

C.S. 6216(51=125-22)

S.P. 6216-142







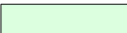





OWNER: Village of Roseville

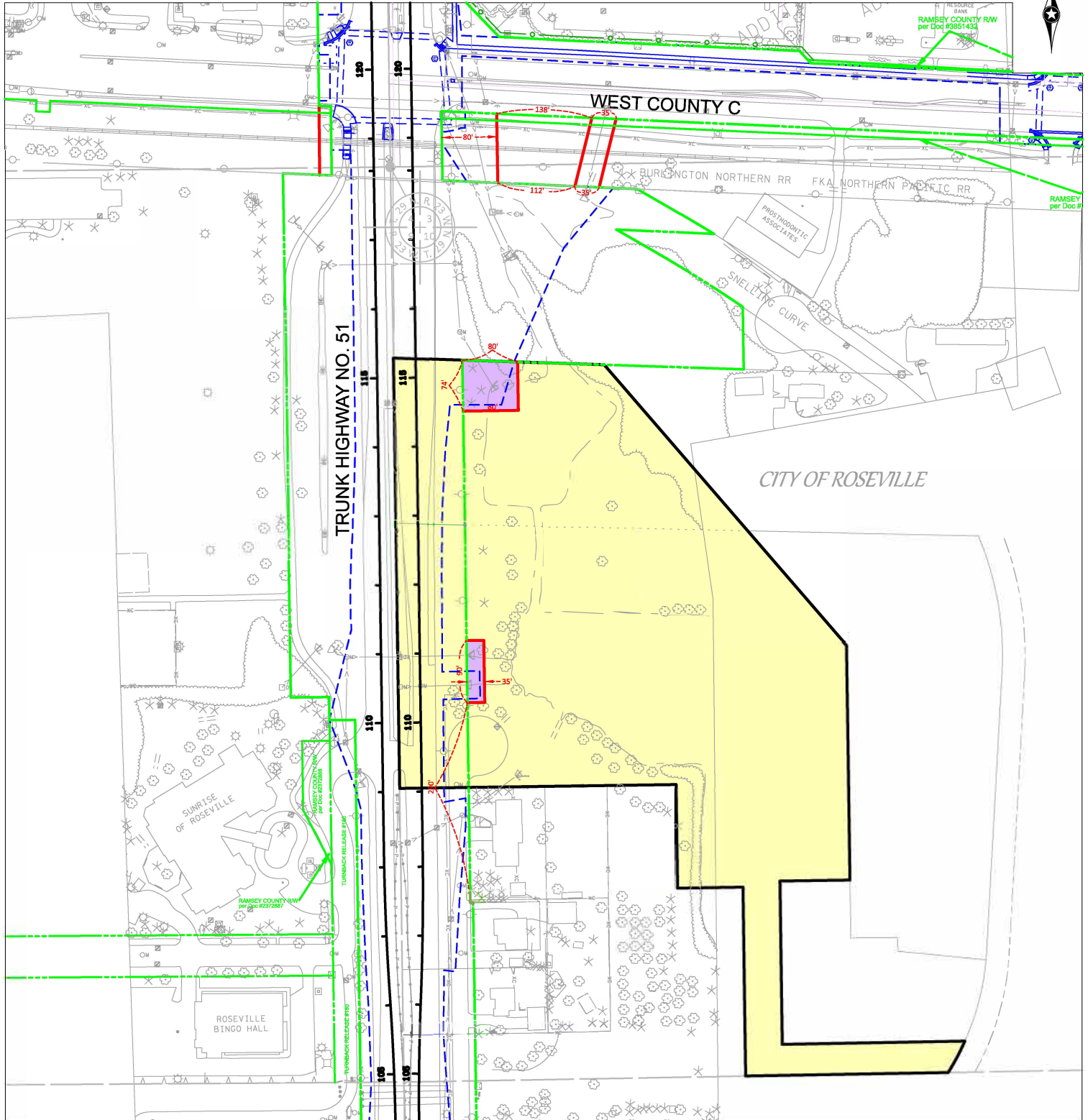
COUNTY: Ramsey

PARCEL NUMBER: 308A

PAGE 1 OF 3

SCALE 1" = 200 ft.

- | | | | | | |
|---|---------------------------|---|-------------------------------|---|-------------------------|
|  | Parent Tract |  | Existing Highway Easement |  | Existing Access Control |
|  | New Right of Way Easement |  | Existing Other Roads Easement |  | Inplace R/W Line |
|  | Temporary Easement |  | Permanent Easement |  | New Access Control |
| | | | |  | New R/W Line |
| | | | |  | Temporary Easement |
| | | | |  | Proposed Construction |



LAYOUT SKETCH BY: JB

DATE: 3/18/2025

RIGHT OF WAY PARCEL LAYOUT



C.S. 6216(51=125-22)

S.P. 6216-142

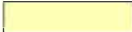




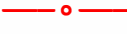
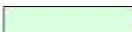




OWNER: Village of Roseville

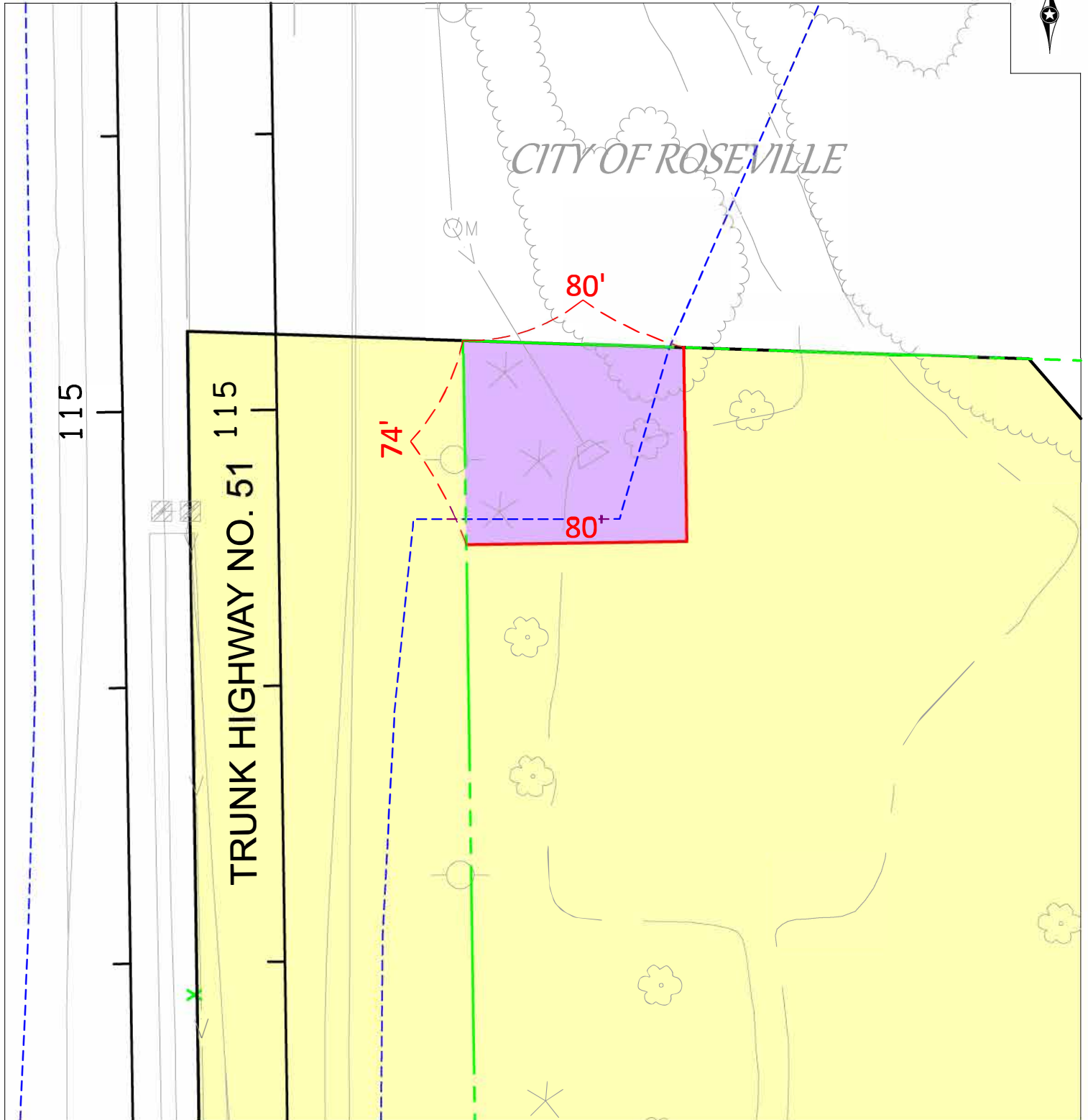
COUNTY: Ramsey

PARCEL NUMBER: 308A

PAGE 2 OF 3

SCALE 1" = 50 ft.

- | | | |
|--|--|--|
|  Parent Tract |  Existing Highway Easement to be purchased in FEE |  Existing Access Control Inplace R/W Line |
|  New Right of Way |  Existing Other Roads Easement to be purchased in FEE |  New Access Control |
|  Temporary Easement |  Permanent Easement |  New R/W Line |
| | |  Temporary Easement |
| | |  Proposed Construction |



RIGHT OF WAY PARCEL LAYOUT



C.S. 6216(51=125-22)

S.P. 6216-142

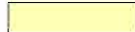





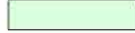





OWNER: Village of Roseville

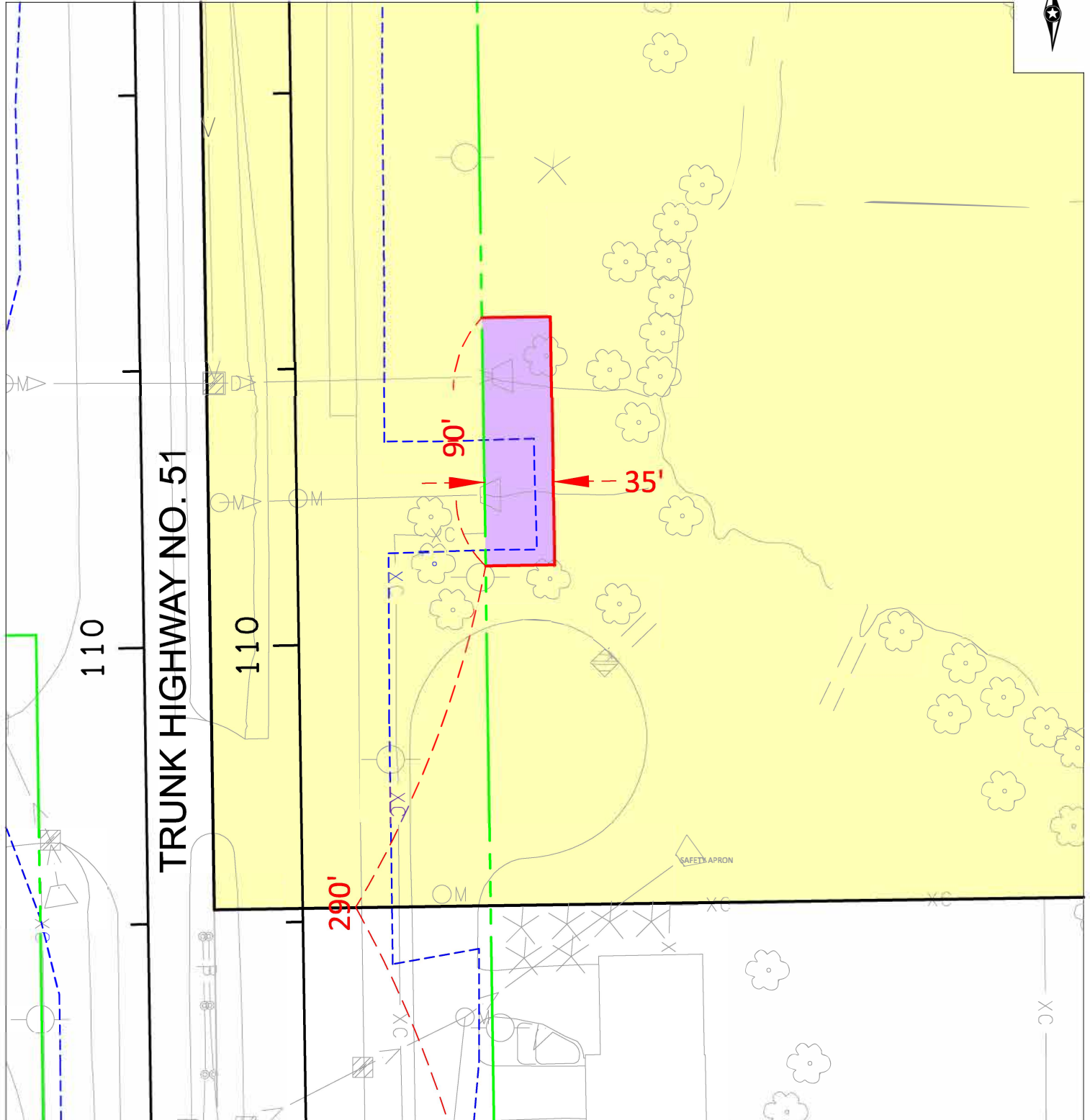
COUNTY: Ramsey

PARCEL NUMBER: 308A

PAGE 3 OF 3

SCALE 1" = 50 ft.

- | | | |
|--|--|---|
|  Parent Tract |  Existing Highway Easement to be purchased in FEE |  Existing Access Control |
|  New Right of Way |  Existing Other Roads Easement to be purchased in FEE |  Inplace R/W Line |
|  Temporary Easement |  Permanent Easement |  New Access Control |
| | |  New R/W Line |
| | |  Temporary Easement |
| | |  Proposed Construction |



LAYOUT SKETCH BY: JB

DATE: 3/18/2025

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Approve Metropolitan Council Environmental Services Municipal Inflow and Infiltration Grant Agreement

1
2 **Background**

3 Metro Cities (Association of Metropolitan Municipalities) championed the inclusion of a
4 grant program in the 2023 bonding bill for the purpose of providing grants to municipalities
5 for capital improvements to public infrastructure to reduce the amount of inflow and
6 infiltration (I/I) to the Metropolitan Council Environmental Service’s (MCES) metropolitan
7 sanitary sewer disposal system. Their efforts were successful and \$12.0 million was
8 approved in the bonding bill.

9
10 To be eligible for a grant, a city must be identified by the Metropolitan Council as a
11 contributor of excessive inflow and infiltration. Roseville is among these cities and is eligible
12 for this grant. Grants from this appropriation are a guaranteed \$50,000 for each city, with
13 the rest of the funding distribution based on the percentage of work completed by each
14 individual city compared to the total amount of work from all applicants. Projects must be
15 completed between January 1, 2024 and December 31, 2025. The council must award
16 grants based on applications from eligible cities that identify eligible capital costs and
17 include a timeline for inflow and infiltration mitigation construction, pursuant to guidelines
18 established by the council. Final Reimbursement Amount determination and grant
19 agreement will be distributed May 1, 2026.

20
21 One of the required documents is a resolution approving a grant agreement between the
22 Metropolitan Council and the City of Roseville for grant eligible work. This resolution would
23 allow the City of Roseville and the Metropolitan Council to enter into an agreement and
24 authorizes the City Manager to execute the Grant agreement, subject to minor
25 modifications and final review by the City Attorney.

26
27 **Policy Objectives**

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

30
31 **Equity Impact Summary**

32 There should be no equity impacts associated with this agreement.

33
34 **Budget Implications**

35 The grant functions as a reimbursement so cities must submit all of their eligible work and
36 then final grant dollars are determined. The City will submit approximately \$1.750 million of
37 eligible work with an estimated grant reimbursement of \$215,000. Grant funds would
38 reimburse the sanitary sewer fund.

39
40 **Staff Recommendations**

41 Staff is requesting that Council approve the application for the MCES Municipal Inflow and
42 Infiltration Grant for improvements to the City's sanitary sewer infrastructure to reduce
43 inflow and infiltration, and that the City Manager be authorized to execute the Grant
44 Agreement subject to minor modifications and final review by the City Attorney.

45
46 **Requested Council Action**

47 Adoption of a resolution approving a grant agreement between the Metropolitan Council
48 and the City of Roseville and authorizing the City Manager to execute said agreement,
49 subject to minor modifications and final review by the City Attorney.

50
51 **Prepared by:** Erik Henriksen, Assistant City Engineer

Attachments: 1. Resolution
2. 2023 I/I Grant Program Letter of Intent, dated 2/5/2024

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2 of Roseville, County of Ramsey, Minnesota, was duly held on the 23rd day of February,
3 2026, at 6:00 p.m.

4
5 The following members were present: and the following members were
6 absent: .

7
8 Councilmember introduced the following resolution and moved its adoption:
9

RESOLUTION No.

**APPROVAL OF GRANT AGREEMENT BETWEEN METROPOLITAN
COUNCIL AND THE CITY OF ROSEVILLE FOR GRANT ELIGIBLE WORK**

10
11
12
13
14
15 WHEREAS, the Minnesota State Legislature has appropriated \$5 million in general
16 obligation bond funds for grants to municipalities to reduce inflow and infiltration in their
17 public system infrastructure, administered by Metropolitan Council Environmental
18 Services (MCES); and

19
20 WHEREAS, the MCES has identified the City of Roseville as one of many metro cities
21 having excessive quantities of stormwater and groundwater, commonly referred to as
22 inflow and Infiltration (I&I), entering the public sanitary sewer system; and
23

24 WHEREAS, to facilitate the reduction of Inflow and Infiltration (I&I), MCES is offering
25 a preliminary Minimum Allocation of \$50,000 per metro city, with provision for future
26 distribution of available funding until the total for the State of Minnesota has been
27 expended on I&I reduction measures; and
28

29 WHEREAS, staff has identified public sanitary sewer and storm sewer system components
30 requiring improvements to minimize or eliminate excessive I&I.
31

32 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City Of Roseville,
33 Minnesota, that the Public Works Department is authorized to apply for these grants; and
34

35 BE IT FURTHER RESOLVED that the City Manager or their designee be authorized to
36 submit the applications and to serve as the contact person; and
37

38 BE IT FURTHER RESOLVED that the City agrees to remit available grant funding
39 towards the continued minimization of elimination of excessive I&I within the public
40 sanitary sewer system; and

41
42 AND BE IT FINALLY RESOLVED that the City will secure and retain receipts for all
43 eligible repairs and that MCES will have reasonable access to audit these records upon
44 request.

45
46
47 The motion for the adoption of the foregoing resolution was duly seconded by
48 Councilmember _____ and upon vote being taken thereon, the following voted in
49 favor thereof: _____ and the following voted against the same: _____ .

50
51 WHEREUPON said resolution was declared duly passed and adopted.

DATE: February 5, 2024

TO: Jesse Freihammer, Public Works Director
Roseville
2660 Civic Center Drive
Roseville, MN 55113

FROM: Matt Gsellmeier, MCES I/I Grant Administrator

SUBJECT: 2023 II Grant Program Letter of Intent

Thank you for applying to the 2024 State Bond Funded Municipal Inflow and Infiltration (I/I) Grant Program. This non-binding letter of intent confirms receipt of your city's application and approval to participate per the Metropolitan Council's approved program design and guidelines.

The program design and guideline details, along with the draft agreement that must be entered with the Metropolitan Council, can be found at the following link under Inflow/Infiltration Grant Programs:

<https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>

Preliminary Non-binding Grant Estimates

Estimated Grant Amount	Based on
Preliminary Minimum Allocation (PMA) \$50,000	Preliminary project description and projected cost estimates in city's application
Final Reimbursement Amount (FRA) \$212,500	City's application, the amount available for funding, and prior year's reimbursement percentages

Please be advised that these are preliminary non-binding estimates and that each participant's final FRA depends upon the actual and eligible project work submitted per approved guidelines. PMA and FRA will be calculated simultaneously for all participants upon receipt of documentation verifying a project costs. Should a city not complete a project with I/I eligible work, or complete with insufficient eligible work, PMA and FRA will be adjusted accordingly. Contingent upon availability of funding, cities may be eligible for additional funding should they complete a project(s) with more I/I eligible work than described in their application.

Important Dates

February 29, 2024	MCES sends Letter of Intent to program participants
March 31, 2026	Cities provide descriptions and pay claims for completed projects
May 1, 2026	MCES makes FRA determination, distributes grant agreements

MCES will process reimbursement upon receipt of signed agreement and commits to sending semi-annual grant notices to all participants throughout the program. These notices will serve as both reminders of participation and solicitations for changes in participant contact, projects, or other relevant information.

390 Robert Street North | Saint Paul, MN 55101-1805
P. 651.602.1000 | TTY. 651.291.0904 | metro council.org
An Equal Opportunity Employer

Documentation submitted to MCES at project completion to verify eligibility and calculate both PMA and FRA must include the following:

- Completion and submission of MCES provided cost verification form
- A city resolution authorizing participation in the grant program
- Certification (notarized) confirming ownership or easements for locations where work was completed
- Description of work, along with description or map of locations
- Invoices substantiating cost of work completed.

This letter is a commitment to enter into a legally binding grant agreement upon verification that grant program guidelines and requirements have been met. It is not a legally binding document that confirms funding.

MCES appreciates and is committed to your participation in this program designed to assist our stakeholders in the mitigation of excess inflow and infiltration into the metropolitan disposal system.

MCES appreciates and is committed to your participation in this program designed to assist our stakeholders in the mitigation of excess inflow and infiltration into the metropolitan disposal system.

Please direct your questions or concerns to:

Matt Gsellmeier, MCES I/I Grant Administrator
390 Robert Street North
St. Paul, MN 55101
17633670264
matthew.gsellmeier@metc.state.mn.us



Ned Smith, MCES, Director of Pretreatment and Finance



Leisa Thompson, MCES General Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Approve Clean Water Fund Grant Agreement Amendment with Metropolitan Council

1
2 **Background**

3 For the 2024-2026 Water Efficiency Rebate Program offered by the Metropolitan Council,
4 Roseville received \$22,000, in addition to our required 20% (or \$5,500) match, and had
5 awarded all of our funds to 105 residents by mid-October 2025. Roseville staff would like to
6 seek additional funds for the remainder of the grant cycle, which expires June 30, 2026.
7 With Council approval, staff will request an additional \$5,000, plus our \$1,000 match, via a
8 contract amendment with Metropolitan Council. If approved, we can reimburse more
9 residents for their purchase of approved dishwashers, toilets, clothes washers,
10 showerheads, or replacement irrigation controls. There is \$300 maximum rebate amount
11 per household, per grant cycle. If additional funds are awarded, the website will be
12 updated. Grant information can be found at cityofroseville.com/water-rebate.

13
14 **Policy Objectives**

15 It is City policy to work to provide efficient and cost-effective services through
16 intergovernmental coordination and to provide efficient and high-quality public services.

17
18 **Equity Impact Summary**

19 The funds are first come, first served and do not have equity criteria to reserve or prioritize
20 the funds. It is awarded to property owners and rebates are applied to water bills – this
21 does not benefit renters as much as it does homeowners. There is a separate pilot equity
22 grant program for toilet replacement that the City still has funds for – information can be
23 found at the same website.

24
25 **Budget Implications**

26 The Water Fund will cover the City's 20% required contribution, for a total of \$1,000.

27
28 **Staff Recommendations**

29 Staff recommends the Council approve the attached Clean Water Fund Grant Agreement
30 Amendment with Metropolitan Council.

31
32 **Requested Council Action**

33 Motion to approve the attached Clean Water Fund Grant Agreement Amendment with
34 Metropolitan Council.
35

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

Attachments: 1. Agreement Amendment

37

EXHIBIT C Revision #

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

**2022-2024 CLEAN WATER FUND WATER EFFICIENCY GRANT PROGRAM
GRANT AMENDMENT FORM**

NOTICE TO RECIPIENT: Submission of this form is required to modify the Maximum Grant Amount in your Grant Agreement with Metropolitan Council 2024-2026 Clean Water Fund Water Efficiency Grant Program (Grant Program).

After determination of your city’s Maximum Grant Amount, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your city has determined that the previously approved program’s rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your Grant Agreement is as follows:

1. Your city’s authorized representative submits one signed copy of Exhibit C to the Met Council, with any additional information requested by Met Council.
2. Upon receipt and any Met Council approval of signed Exhibit C, the Met Council’s authorized representative will obtain Met Council authorized signatures returns a fully executed copy of Exhibit C indicating the new Maximum Grant Amount to City’s designated authorized representative.

Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to increase your municipality’s grant amount, enter the amount you are requesting in #4 box. If you wish to decrease your grant amount due to less demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement #

1. Date of change request:

2. Change request number:	
3. Current Grant Agreement Amount (as MCES approved):	22,000
4. Increase due to request for additional funding:	5,000
5. Decrease due to less demand:	
6. Amended Maximum Grant Agreement Amount requested:	27,000

CITY NAME: Roseville, MN

CITY AUTHORIZED REPRESENTATIVE (signature and date):

Jennifer Lowry, MN PE; Roseville City Engineer 2/23/2026

METROPOLITAN COUNCIL PROGRAM ADMINISTRATOR APPROVAL (signature and date):

METROPOLITAN COUNCIL AUTHORIZED SIGNATURE AND DATE

Questions may be directed to the Met Council Authorized Representative:

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.k.

Department Approval



City Manager Approval



Item Description: Approve a Grant Application for Crisis Response Funds through the Minnesota Office of Justice

Background

The Roseville Police Department (RPD) requests approval to apply for crisis response grant funds. The Minnesota Department of Public Safety has issued a Request for Proposals (RFP) for the Crisis Response Grant, which supports local law enforcement agencies and local governments in starting, maintaining, or expanding crisis response teams. The funds are designed to improve safety, reduce unnecessary justice system involvement, and connect individuals to appropriate care.

The embedded social workers serve as an integral part of the Police Department’s Community Action Team, providing specialized support to individuals experiencing mental health challenges or crisis situations. They conduct proactive follow-up after calls for service involving persons in crisis, co-respond with officers when appropriate, and work closely with individuals and families to connect them with community-based services, treatment options, and long-term support resources. This coordinated approach helps stabilize situations, promotes safer outcomes for all involved, and addresses underlying needs that may otherwise result in repeated emergency calls.

In 2025, RPD was awarded this same grant in the amount of \$200,000. The funding has been used to offset personnel costs associated with one of the two embedded social worker positions previously approved by the City Council. The current grant is expected to be fully expended by the end of 2026.

The newly released grant is a two-year award running through 2028, with a maximum funding amount of \$300,000 per agency. By reapplying, the Roseville Police Department seeks to extend this funding for an additional 24 months to continue offsetting the costs associated with the department’s two embedded social workers and sustain the enhanced crisis response services currently provided to the community. If awarded, the grant would not create any new positions but would support the continuation of an established program by helping absorb ongoing personnel costs once the current funding expires.

Policy Objectives

Applying for the Crisis Response Grant aligns with several City strategic priorities under Responsive Services and Safety. Securing grant funding allows the Police Department to remain responsive to ongoing community needs while positively impacting individuals’ quality of life, a key desired outcome identified in the City’s strategic plan.

The embedded social worker model supports the City’s goal of strengthening preventive programs and services that improve safety and security. It also reflects the City’s commitment to leveraging external funding opportunities to enhance community resources while maintaining fiscal responsibility.

Continuation of this program helps ensure that individuals experiencing mental health crises receive timely, appropriate, and service-oriented responses.

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Equity Impact Summary

Behavioral health crises affect residents across all demographics; however, barriers to accessing mental health services can disproportionately impact vulnerable populations. The embedded social worker model helps reduce these barriers by connecting individuals to supportive services, housing resources, treatment options, and community-based care.

Expanding and sustaining this response approach promotes more equitable service delivery by prioritizing care, diversion from the criminal justice system when appropriate, and improved access to resources for those in need.

Budget Implications

The Crisis Response Grant provides up to \$300,000 over two years. If awarded, these funds will continue to offset personnel costs associated with the department's embedded social workers, reducing the financial impact on the City's general fund while maintaining an established and effective program.

There is no required local match for this grant.

Staff Recommendations

Staff recommends that the City Council authorize the Roseville Police Department to apply for the Minnesota Department of Public Safety Crisis Response Grant.

Requested Council Action

Authorize RPD to apply for the Minnesota Department of Public Safety Crisis Response Grant.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. RFP Crisis-Response 2026-2028



Department of Public Safety
Minnesota Office of Justice Programs

2026 – 2028 CRISIS RESPONSE GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

Contents

1.1 General Information	2
1.2 Program Description	2
1.3 Background Information & Resources	2
Resources:.....	3
1.4 Minnesota’s Commitment to Diversity and Inclusion	3
1.5 Funding and Project Dates	4
Funding Authorization	4
Grant Period.....	4
Available Funding.....	4
A total of up to \$7,538,726.21 is available for the 24-month grant period.	4
Reimbursement Grant	4
Application Cap.....	4
1.6 Eligible Applicants.....	4
1.7 Questions, Technical Assistance, and Information Session	4
RFP Part 2: Expectations	5
2.1 Grant Activity Requirements	5
RFP Part 3: Application Process and Instructions	7
3.1 Application Deadline.....	7
3.2 Application Submission Instructions.....	7
3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual	7
3.4 Application Content	7
Program Documentation	7
Applicant Information.....	7
Subaward Information (if applicable)	7
Application Information.....	8
Budget.....	8
➤ Application Checklist	9
RFP Part 4: Application Review Process.....	10
RFP Part 5: Post Award Requirements.....	13
RFP Part 6: RIGHT OF CANCELLATION.....	14

Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Crisis Response Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- **Open for Applications: Tuesday, February 3, 2026**
- **Application Due Date: Monday, March 16, 2026, at 4:00 PM**

1.2 Program Description

The purpose of this request for proposal is to fund local law enforcement agencies and local governments to start, maintain, or expand crisis response teams in which social workers or mental health professionals serve as first responders when calls for service involve an individual in crisis. Funding may support a range of models including Crisis Intervention Teams (CIT), mobile crisis teams, co-responder models, alternative response teams (ART), and other social worker/mental health-led response approaches that improve safety, reduce unnecessary justice system involvement, and connect individuals to appropriate care.

1.3 Background Information & Resources

Across Minnesota and the nation, communities are strengthening their responses to individuals experiencing mental health and behavioral health crises by expanding partnerships between law enforcement, social workers, mental health providers, and community-based organizations. Effective crisis response systems are built on collaboration, shared responsibility, and coordinated planning across agencies. This grant program reflects the State of Minnesota's commitment to supporting local jurisdictions in developing and enhancing these collaborative, person-centered crisis response approaches.

This grant round emphasizes the importance of strategic partnerships and alignment with existing county and regional efforts, recognizing that crisis response functions best within an integrated system. Applicants are encouraged to engage with county behavioral health departments, community mental health providers, local crisis teams, and other partners to ensure strong coordination of services. Resources such as [The Sequential Intercept Model](#) and the [Stepping Up](#) Initiative provide useful frameworks for understanding how law enforcement, behavioral health systems, and community supports can work together to divert individuals with mental health needs from deeper justice system involvement. Applicants are strongly encouraged to use these tools to guide collaborative planning and program design.

To support new programs and collaborations, applicants may use a portion of the funds for planning activities, including finalizing partnerships, defining response protocols, securing MOUs, establishing logistics, and completing necessary hiring prior to full implementation. Applicants must demonstrate existing collaboration and community support through Memorandum(s) of Understanding (MOU) submitted with the application. Applicants may allocate up to 10% of their total grant award (up to \$30,000 for a \$300,000 grant) to planning activities, with the expectation that programs will move into implementation by the end of the second quarter of the 24-month grant period.

Resources:

A variety of national and state resources are available to assist applicants in designing evidence-based, collaborative responses. These tools reinforce that effective crisis response depends on strong, coordinated partnerships with law enforcement, behavioral health providers, county systems, and community stakeholders all playing essential roles in improving outcomes for individuals experiencing crises.

- [The Sequential Intercept Model](#): Building Blocks for Strategic Planning
- [Step Up Together](#): A data-driven framework that assists counties through training, resources, and support that are tailored to local needs
- A guide for local mental health advocates, mental health professionals, law enforcement and community leaders through the process of starting and sustaining their CIT programs: [CIT International's Guide to Best Practices in Mental Health Crisis Response](#)
- From SAMHSA: [The National Behavioral Health Crisis Care Guidance](#) provides a framework for transforming behavioral health crisis care systems in communities throughout the United States with the goal of saving lives by helping anyone experiencing a behavioral health crisis anytime, anywhere. It also includes a draft of a detailed implementation guide for Mobile Crisis Team services in accordance with this newly released framework.
- Connections among criminal justice agencies, behavioral health organizations, and the community: [Justice and Mental Health Collaboration Program](#)
- [Responding to individuals in behavioral health crisis via co-responder models](#): The Roles of Cities, Counties, Law Enforcement, and Providers
- Podcast: [Meet the New Generation of Unarmed First Responders | The Marshall Project](#)
- From the Bureau of Justice Assistance: [Police-Mental Health Collaboration \(PHMC\) Toolkit](#)
- From IACP: [Responding to Persons Experiencing a Mental Health Crisis](#)
- The [Law Enforcement-Mental Health Learning Site Program](#) serves as a peer-to-peer learning program for law enforcement agencies seeking to build collaborative responses to people who have mental health needs.
- Trainings from [Minnesota Crisis Intervention Team](#)
- From NAMI: [Crisis Intervention Team \(CIT\) Advocacy Toolkit](#)
- Model programs and resources on evidence-based and best practices: [Best Practices in Law Enforcement Responses to Mental Health Crises](#)

1.4 Minnesota's Commitment to Diversity and Inclusion

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

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

1.5 Funding and Project Dates

Funding Authorization

Funds are authorized by [MN Laws 2023, Chapter 52, Article 2, Section 15.](#)

Grant Period

The grant period is anticipated to be approximately 23–24 months, beginning on or around August 1, 2026, and ending June 30, 2028.

Note: If selected for funding, current Crisis Response grantees with awards ending June 30, 2026, will have a start date of July 1, 2026.

Available Funding

A total of up to \$7,538,726.21 is available for the 24-month grant period.

Reimbursement Grant

This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Application Cap

The maximum amount an applicant can propose is \$300,000 for the grant period. Applicants may propose less than the \$300,000 cap. Award decisions will consider geographic diversity and population of area served in grant distribution based on grant applications received. Final award amounts may be lower than requested.

1.6 Eligible Applicants

Local units of government and Tribal governments are eligible to apply, including county sheriff's offices, police departments, and Tribal public safety agencies. A group of agencies may collaborate on a joint application with one unit of government serving as the fiscal agency.

1.7 Questions, Technical Assistance, and Information Session

Please submit any questions regarding this RFP by email Natty.B.Hels@state.mn.us

Answers will be posted on the [Funding Opportunities page](#) of the OJP website within 7 days of receipt.

RFP Information Sessions

OJP will offer an online information session that includes time for questions and answers. In the session staff will provide a brief background on the Crisis Response grant program, walk through the RFP and application requirements, and give an overview of the application review process. At the end of the session, staff will open it up for questions. Although not required, prospective applicants are encouraged to participate. This

session will be recorded and questions and answers from the webinar will be posted on the Funding Opportunities/Frequently Asked Questions' page on the OJP Website.

Crisis Response Grants RFP Information Session:

Wednesday, February 18, 2026. 10:00 AM – 11:30 AM. [Register here.](#)

RFP Part 2: Expectations

2.1 Grant Activity Requirements

➤ **Commitment to Accessibility, Diversity, Equity, and Inclusion**

Organizations funded under this grant must have a commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner. Activities must be conducted in a culturally sensitive and respectful way that honors and values diverse life experiences for those seeking services, and for program staff, leadership, and advisory boards. OJP asks organizations to make efforts to ensure their leadership and staff are representative of the diversity of Minnesotans and the communities served.

➤ **Community and Systems Partnerships**

Since interventions rarely, if ever occur within one organization or system, it is expected that the key stakeholders of your project are invited to and authentically engage with all aspects of this process. Genuine partnerships and collaborations involve clear roles and responsibilities, and partners are compensated whenever possible. Grantees should work together in partnership with relevant stakeholders, which may be systems partners, other community organizations, local public health, businesses, or other government agencies.

➤ **Evidence Informed and Promising Practices**

While prioritizing programs that use evidence-based practices (those that have been rigorously evaluated and demonstrated effectiveness), we also recognize the importance of supporting innovative and community driven strategies. Many effective approaches emerge from the lived experiences of communities of color, Indigenous communities, and other historically marginalized groups. These approaches, often rooted in cultural traditions and local expertise, align with practice-based evidence (PBE). PBE encompasses strategies developed over time through practice, experience, and community validation.

Projects may be research-based, drawing on published literature including both qualitative and quantitative studies, or they may be promising strategies that demonstrate strong community support, responsiveness to local needs, and alignment with emerging best practices. Projects implementing established research-based

interventions and those incorporating promising, community driven approaches that reflect practice-based evidence and lived experience will be given equal weight in the review process.

➤ Commitment to Using a Trauma-informed Approach

Activities conducted under this grant must be provided in a way that recognizes, understands, and responds to the effects of trauma experienced by survivors. A trauma-informed approach emphasizes physical, mental, and emotional health and safety, and helps survivors rebuild a sense of control and empowerment. Services need to be flexible to respond to the impact of different types of traumas and on meeting survivors' self-defined needs toward recovery and healing. [More information](#) on using a trauma informed approach.

➤ Program Evaluation

Program evaluation is an important component of this grant program as it can help grantees understand, verify, or increase the effectiveness of the activities funded under this grant. Program evaluation can also provide data to highlight the impact of the activities funded in this grant and can show how the grantee is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events.

Crisis Response Progress Report:

Grantees will be required to submit quarterly progress reports and expense reports. OJP will provide a standardized reporting template to ensure consistency across programs and to support accurate tracking of progress toward grant outcomes.

Programs funded through this grant will be expected to report on activities, accomplishments and challenges related to the overall goals of the Crisis Response Grant Program, which are to:

- Reduce the incidence of use of force, injuries, and fatalities during mental health crisis calls.
- Increase diversion of individuals experiencing mental health crises away from arrest and toward services and supports that address underlying behavioral health needs.
- Reduce law enforcement time on scene at mental health crisis calls so that officers have increased capacity to respond to other public safety needs.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [IGX](#) web-based system by system by 4:00 pm March 16, 2026. Applications cannot be submitted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via IGX, the Office of Justice Programs' (OJP) NEW online grants management system. [IGX](#) can also be accessed via the Office of Justice Programs [website](#).

New to IGX? Steps to Get Started:

1. Agency Administrator for organizations, [click New User? Register Here!](#) to create an account, register your organization and assign users.
2. Assigned users, log in with the Username and Password provided in the Member Assigned to Organization email.
3. Contact your Agency Administrator for assistance as needed. Visit [DPS Grant Management](#) or email questions to GrantsMgmt.Shared.DPS@state.mn.us

After the organization is registered, follow the [instructions](#) to complete an application in IGX.

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

As part of submitting this application in IGX the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the [Crisis Response Program Guidelines](#). These address federal and state requirements such as worker's compensation, civil rights, affirmative action, and data privacy. By agreeing to these in IGX the applicant is confirming that they can make these commitments. **Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in IGX.** Grantees agree to follow the [OJP Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become part of the formal grant agreement.

3.4 Application Content

Program Documentation

- A. **Terms and Conditions:** Review and acknowledge
- B. **Grant Program Guidelines:** Review and acknowledge

Applicant Information

- A. **Contact Information:** Enter Authorized Representation contact information, assign IGX roles to the application and determine signature option.
- B. **Grant Management Experience:** Answer questions about grant management experience.

Subaward Information (if applicable)

If your grant funds staff from other agencies through a Joint Powers Agreement (JPA), this arrangement is **NOT** considered a subaward and you can answer "No, our organization does not plan to have subawards".

For the purposes of this section, a subaward to another entity would be to carry out a portion of the project award. It creates a relationship with the grantee and the project implementation. Characteristics of an organization having a subaward to another entity include:

- A subaward with an entity that determines program eligibility.
- A subaward with an entity whose performance is measured in relation to whether the objective of your proposal are met.
- A subaward with an entity that is responsible for the adherence to applicable program requirements specified in the proposal.
- A subaward with an entity that uses funds to carry out a program for public purpose specified in the program as opposed to providing goods or services for the benefit of the program.

Application Information

A. Project Information

This information is entered into IGX and includes the contact information for the individuals responsible for the grant as well as other basic grant information. NOTE: the funds requested amount will come from the budget form.

B. Narrative

- **Download the [narrative template](#) from the Narrative form in IGX** and make a copy of the template to complete your project's narrative.
- The maximum length of the narrative document is 10 pages, with 1" margins, single spaced, and with 11-point font size.
- Prepare your narrative by answering each item in the order they are listed in the template.
- Proposals are scored based on your responses to these questions. Do not include any additional pages or supplemental materials; these will not be provided to reviewers.
- When ready to submit, upload the narrative as an attachment in IGX.

The narrative template is composed of the following items:

1. Organizational Overview (6 points)
2. Current Grantees/ New Applicants (15 points)
3. Community Engagement & Partnerships (27 points)
4. Evaluation & Performance Measurement (12 points)
5. Budget Overview (6 points)
6. Sustainability (6 points)

Budget

A. **Budget Detail:** Entered directly into IGX.

All budget items must be reasonable and critical to your proposed activities. The budget should be consistent with your narrative, making it clear how each of the activities will be funded. The budget will

cover the two-year period, and all expenses must be listed and must be directly related to the grant. When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions.

Directions for entering the budget are available in the [Application Guide](#). The [Budget Detail Requirements](#) will show you examples and specific requirements for each of the line items. Please note the example is from e-grants but content requirements are the same for IGX.

NOTE: If reimbursed expenses are later found to be ineligible, the grantee will be asked to repay those funds.

Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, Indirect Costs and Other Expenses. Not all line items need to be used.

Staffing considerations:

If grant funded staff are unable to dedicate their fulltime to grant activity they will be required to track and only be reimbursed for their grant-related hours.

B. Indirect Rate Documentation (if applicable)

Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Budget expenses directly in the applicable budget categories and would not need to complete this form.
2. Using the Federally Negotiated Indirect Costs Rate
3. Using the 15% de Minimis Indirect Cost Rate

If using an indirect cost rate, download, complete and upload the associated request form. The request form will calculate the allowable indirect costs amount that will be entered into the application's budget.

C. **Budget Summary:** No action needed. This form will show the total budget information that was entered into the budget lines.

D. **Application Uploads** (if including contract/s or Memorandum of Understandings (MOU))

➤ **Application Checklist**

An application must include the following to be forwarded for review:

- Acceptance of Terms and Conditions
- Acceptance of Crisis Response Grant Program Guidelines
- Applicant Information
- Narrative - Addressing questions listed above must be uploaded
- Budget - Calculations must be included
- Indirect Documentation Form (if including indirect costs in budget)

RFP Part 4: Application Review Process

This is a competitive application process. A review committee will read and rate applications. The reviewers will meet and discuss the proposals and then put forth their recommendations.

➤ 1st Level Review – Community Reviews

Reviewers may include community members, subject matter experts, teachers or educators, state and local government employees, crime victim advocates, youth workers and law enforcement officers. The reviewers will meet and discuss the proposals and then put forth their recommendations. Community Reviewers and OJP Staff will read and rate applications using the following scoring rubrics:

Crisis Response Grants 2026-2028 - Scoresheet Community Reviewers			
(Name of Organization/Agency)			
Rating and Score Guide	Description		
Excellent (3)	Outstanding level of quality; exceeds all aspects of the minimum requirements; No significant weaknesses.		
Good (2)	Good Response, meets requirements; some weaknesses, but correctable.		
Unsatisfactory (1)	Fails to meet minimum requirements; needs major revision to make it acceptable.		
Missing information (0)	Missing information or didn't answer the question(s).		
Organizational Overview			
	Points Awarded (0-3)	Weight	Total Points Possible: 6
How well does the proposed project fit within the mission of the agency?			0
How well does the applicant describe their agency's experience with past grant management? If the applicant has no prior grant management experience, do they provide a plan to ensure successful management of this grant?			0
Organizational Overview Scoring Subtotal			0
Organizational Overview Comments:			
Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?			
Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?			

2026-2028 Crisis Response Grants RFP

ONLY For CURRENT Grantees	Points Awarded (0-3)	Weight	Total Points Possible: 15
How well does the applicant describe their current model and how they have used the OJP Crisis Response grant funds?		X2	0
How well does the applicant describe meaningful successes achieved with their current grant funding? Did they include both numerical data and anecdotes?			0
How well does the applicant reflect on potential improvements or changes they would make to their approach were they to receive new funding?			0
How well does the applicant identify relevant challenges in their agency or community and how well did they explain how the additional funding would help address them?			0
Total:			0

ONLY For NEW Applicants	Points Awarded (0-3)	Weight	Total Points Possible: 15
How well does the applicant describe their current model and how the grant funds will be used?		X2	0
How well does the applicant describe the evidence-based or practice-based approaches that will inform their project?			0
How well does the applicant identify gap(s) in their community's crisis response? Did they explain well how their program would fill that gap?			0
How well does the timeline table provide an overview of key activities, timeframe, estimated cost, and staff responsibilities?			0
Total:			0

Community Engagement & Partnerships	Points Awarded (0-3)	Weight	Total Points Possible: 27
How well does the proposal outline engagement with individuals with lived experience, community members, behavioral health professionals, law enforcement and/or other key stakeholders?		X2	0
How well does the project ensure access to resources and/or longer-term mental health support when needed?			0
How well does the proposal describe validated risk/needs/threat assessments, models, or technology to be used?			0
How well are staff training and development opportunities described?			0
How well does the applicant describe their partnerships or collaborations, including roles, responsibilities, and contributions?		X3	0
How well do these partnerships enhance the effectiveness of the program?			0
Community Engagement & Partnerships - Scoring Subtotal			0
<i>Community Engagement & Partnerships - Comments:</i>			
<i>Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?</i>			
<i>Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?</i>			
Total Score out of 48 Points:			0

2026-2028 Crisis Response Grants RFP

Crisis Response Grants 2026-2028 - Scoresheet OJP Staff			
(Name of Organization/Agency)			
Rating and Score Guide	Description		
Excellent (3)	Outstanding level of quality; exceeds all aspects of the minimum requirements; No significant weaknesses.		
Good (2)	Good Response, meets requirements; some weaknesses, but correctable.		
Unsatisfactory (1)	Fails to meet minimum requirements; needs major revision to make it acceptable.		
Missing information (0)	Missing information or didn't answer the question(s).		
Evaluation & Performance Measurement	Points Awarded (0-3)	Weight	Total Points Possible: 12
How well does the applicant describe their plan to measure the success and impact of their project?		X2	0
How well does the applicant outline specific metrics, data collection methods, and evaluation strategies to be used in the project? (If ongoing or expanding project, did the applicant provide meaningful current outcomes?)			0
How well does the applicant describe their plan to incorporate community feedback into their evaluation and program improvements?			0
Evaluation & Performance Measurement - Scoring Subtotal			0
Budget Overview	Points Awarded (0-3)	Weight	Total Points Possible: 6
How well does the applicant summarize how the requested funding will be used?			0
How well does the budget overview description align with the program description and proposed activities?			0
Budget - Scoring Subtotal			0
Sustainability	Points Awarded (0-3)	Weight	Total Points Possible: 6
Given workforce shortages, how well does the application provide a clear recruitment, training, and retention strategy?			0
How clear and detailed is the applicant's plan for sustaining the program beyond the grant period?			0
Sustainability - Scoring Subtotal			0
Sustainability - Comments:			
Strengths: If you felt this section was strong, what specifically would you share was persuasive to you about it?			
Weaknesses/Concerns: If you felt this section was weak, what specifically would you share about it?			
Total Score out of 24 Points:			0

➤ 2nd Level Review – OJP Staff

A final staff review will consider scores from community reviewers, past grantee performance including timeliness and completeness of past grant financial and progress reporting (if applicable), geographic locations and coordination with other federal, state, and local funding. The Commissioner will make the final funding decisions and award notification will be by email to applicants.

Become a grant reviewer!

Grant reviewers are community members who evaluate applications for a variety of competitive grants we implement throughout the year. We use reviewer scores and recommendations to help determine which proposals are awarded grants. [Apply to become a grant reviewer here!](#)

RFP Part 5: Post Award Requirements

- Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's risk of noncompliance with grant requirements. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any organization. The necessary information for this is provided in the Organizational Financial Information form in the application.
- Minnesota's Commitment to Diversity and Inclusion in Procurement**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).
- Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- Progress Reporting.** Grantees will be required to submit quarterly progress and expense reports with supporting reimbursement documentation.

- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)
- **Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2027. See the Special Conditions page of the grant contract for details.
- **Grantee Orientation.** Grantees will be expected to attend an OJP grant orientation session.

RFP Part 6: RIGHT OF CANCELLATION

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.I.

Department Approval



City Manager Approval



Item Description: Approve a Grant Application for the Minnesota Automobile Theft Prevention Program

1
2 **Background**

3 The Roseville Police Department (RPD) requests approval to submit a grant application for the
4 Minnesota Automobile Theft Prevention Program. The grant program, administered by the Minnesota
5 Bureau of Criminal Apprehension, provides grant funding to support initiatives that reduce automobile
6 theft and automobile-related thefts. Funded programs focus on prevention strategies, public education
7 and awareness, incident response, and the investigation and prosecution of offenders.

8
9 The grant is offered for a three-year term from July 2026 through June 2029. Award amounts are
10 determined based on available funding and the quality of applications as recommended by the
11 Automobile Theft Prevention Board. There is no required local match. Grant funds must be used to
12 support a full-time auto theft investigator dedicated exclusively to automobile theft and related cases.
13 The grant reimburses up to \$100,000 annually for salary and fringe benefits, along with up to \$3,000 per
14 year for training.

15
16 Since 2021, RPD has successfully received funding through this program, allowing the department to
17 assign a dedicated investigator to reduce automobile thefts, increase community awareness, respond to
18 incidents, and support prosecution efforts.

19 If awarded, this grant would allow the department to continue the existing auto theft investigator position
20 for an additional three years. This is not a request to create a new position but rather to sustain a proven
21 resource that supports public safety and investigative effectiveness.

22 It should be noted that the department's current grant funding expires in June 2026. Without continued
23 funding, the position is expected to be eliminated, as it is not funded beyond that date in the 2026
24 budget.

25
26
27 **Policy Objectives**

28 Applying for the Minnesota Automobile Theft Prevention Program grant directly aligns with the City's
29 Responsive Services and Safety strategic goal and supports the desired impact of ensuring services
30 remain responsive to ongoing needs, keeping the community safe and secure, and positively impacting
31 residents' quality of life.

32 Continuation of the dedicated auto theft investigator position helps ensure the resources are in place to
33 effectively respond to evolving crime trends and the needs of the community. This proactive approach

34 strengthens the City's ability to prevent crime, support victims, and enhance overall public safety while
35 demonstrating responsible stewardship through the pursuit of external funding opportunities.

38 **Equity Impact Summary**

39 Automobile theft affects community members across all demographics; however, the impacts can be
40 especially significant for historically disadvantaged populations who may face greater barriers to
41 recovery after a loss. Reliable transportation is often essential for maintaining employment, accessing
42 healthcare, attending school, securing childcare, and meeting daily needs. When a vehicle is stolen, the
43 disruption can jeopardize economic stability, limit access to critical services, and increase personal
44 stress.

45 Individuals with fewer support systems, limited mobility options, or inflexible work schedules may
46 experience compounded challenges following a theft. For some residents, replacing a vehicle or
47 navigating insurance processes may not be immediately feasible, prolonging the hardship.

48 Maintaining a dedicated auto theft investigator supports a comprehensive approach to prevention,
49 investigation, victim assistance, and community education. These efforts help reduce victimization and
50 improve access to support resources.

53 **Budget Implications**

54 The investigator grant, not to exceed \$300,000 over three years, will cover a substantial portion of the
55 salary and benefits for the continued auto theft investigator position.

56 As in past years, any salary or benefit expenses exceeding \$100,000 per year would be the
57 responsibility of the City. The Police Department's operating budget can absorb costs above the grant
58 amount for 2026. For 2027 and 2028, any additional expenses would be incorporated into the
59 department's annual operating budget requests.

60 There is no obligation for the City to continue funding the position following the expiration of the grant.

63 **Staff Recommendations**

64 Staff recommends authorizing the Roseville Police Department to apply for the Minnesota Automobile
65 Theft Prevention Program grant administered by the Minnesota Bureau of Criminal Apprehension.

66 If awarded, the grant would allow the department to extend the current grant-funded auto theft
67 investigator position through June 2029. Approval of the application does not create a new position and
68 does not obligate the City to fund the role after the grant period ends.

71 **Requested Council Action**

72 Authorize the Roseville Police Department to apply for the Minnesota Automobile Theft Prevention
73 Program grant administered by the Minnesota Bureau of Criminal Apprehension.

75 **Prepared by:** Erika Scheider, Chief of Police

Attachments: 1. Auto Theft Prevention RFP



bca.autotheftgrant@state.mn.us

MINNESOTA BUREAU OF CRIMINAL APPREHENSION
REQUEST FOR PROPOSALS
Auto Theft Prevention Grant (Dedicated)

Timeline:

RFP Posted: February 13, 2026

Application Due: March 6, 2026

Grant Term Begins: July 1, 2026

A detailed timeline is in Section VII. Review Process and Timeline

Table of Contents

Grant Overview	3
Program Priorities	3
Grant Period	3
Funding Availability	3
Match	3
Applicant Eligibility	3
Uses of Funds and Eligible Costs	4
Collaboration	4
Application Submission	4
Application Content	4
Required Forms, Exhibits and Attachments	5
Required Forms	5
Exhibits	5
Attachments	5
Grant Selection Criteria and Weight	5
Review Process and Timeline	5
Evaluation Review Process	5
Pre-award Risk Assessment	6
Award Decisions	6
Timeline	6
Notification	6
Questions	6
General Requirements	6
Conflicts of Interest	6
Public Data	7
Sample Grant Contract	7
Grant Payments	7
Grantee Bidding Requirements	7
Audits	8
Affirmative Action and Non-Discrimination requirements for all Grantees	8
Voter Registration	9
Right of Cancellation	9

MINNESOTA BUREAU OF CRIMINAL APPREHENSION

GRANT REQUEST FOR PROPOSALS

Auto Theft Prevention Program (Dedicated)

Grant Overview

Grant Name: Auto Theft Prevention Program (Dedicated)

Website: [Automobile Theft Prevention Program | Minnesota Department of Public Safety](#)

Open for Applications: February 6, 2026

Application Due Date: March 6, 2026

The Minnesota Automobile Theft Prevention Program is intended to reduce Automobile Theft and automobile-related thefts. The funding is used for programs that aid in the reduction of automobile thefts, increase education and awareness of the public to the issue, respond to automobile theft incidents, and prosecute offenders. The Program is administered by the Minnesota Bureau of Criminal Apprehension.

Program Priorities

The commissioner may give priority to:

- (1) offices and agencies engaged in a collaborative effort to reduce automobile theft; and
- (2) counties or regions with the greatest rates of automobile theft.

In accordance with [Minn. Stat. §65B.84 Subd. 3\(c\)](#).

Grant Period

This grant is for a three-year term, July 1, 2026 – June 30, 2029.

Funding Availability

Funding is available through the automobile theft prevention surcharge Minn. Stat. §297I.11. The total amount of awards will be based upon funds available and quality of grant applications as recommended by the Automobile Theft Prevention Board. The Commissioner of Public Safety will determine the final awards.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in April 2026. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Match

No match.

Applicant Eligibility

Only Minnesota law enforcement agencies may apply. The applicant must have at least 175 combined auto theft and auto theft recoveries in the service area in 2024 or 2025. An auto theft and an auto theft recovery count as a separate number for the same vehicle when it is stolen and recovered in your service area. Agencies may submit a collaborative application that includes a larger service area than a single jurisdiction.

Uses of Funds and Eligible Costs

Grant funds must be used for costs related to a full-time auto theft investigator. Applicants with significant auto thefts and recoveries may apply for multiple positions. The investigator(s) must work exclusively on auto theft and auto theft related cases.

Grant funds may be used to reimburse the following costs for a full-time auto theft investigator:

- Reimbursement of up to \$100,000 per year for salary and fringe
- Reimbursement for travel to automobile theft related conferences and training of up to \$3,000 per year.

NOTE: Grant funds may not be used to address thefts of other types of vehicles such as boats, snowmobiles, construction equipment or all-terrain vehicles.

Collaboration

The Automobile Theft Prevention Grant Board encourages applications that involve collaboration of multiple entities within a service area to work together towards a reduction in automobile theft. The lead agency applying for a grant must include letters of commitment from any other entities included in the grant proposal. Collaborative proposals without letters of commitment will not be considered.

Application Submission

Applications must be submitted using [IGX - the MN DPS Grants Management System](#) by 4:30 pm Central Time on March 6, 2026. Applications submitted after this deadline will not be reviewed. No paper submissions will be accepted.

See the [IGX Grants Management Support Webpage](#) for assistance navigating IGX. Go to [IGX Account Registration](#) to establish an IGX user account.

Contact DPS at grantsmgmt.shared.dps@state.mn.us or complete this [IGX Grants Management System Questions and Feedback form](#) if you have any questions or issues using IGX.

Application Content

Applicants must upload the following completed forms in the “Supporting Documents” section in the IGX Grants Management System for the application to be considered complete. Title each form as noted below:

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1).** This form details the service area and contact information for the applicant agency should the program receive funding.
- **Project Overview (Form 1a).** This form provides a detailed description of your proposed work plan.
- **Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b).** This form provides a description of the proposed project and anticipated results.
- **Letter of Commitment(s):** Required for multi-agency grants and cases where an application requires cooperation with other entities.
- **Original Resolution:** There must be an original resolution from the governing body of the applicant agency authorizing that entity and signatory to enter into a contract with the state. The resolution is not required at the time of application. A fully executed resolution must be submitted before the grant contract is fully executed. A sample resolution is available upon request.

Required Forms, Exhibits and Attachments

Required Forms

- Form 1 – Project Information Sheet
- Form 1a –Project Needs Assessment/Planning Process/Demonstrated Results

Exhibits

- **Exhibit A: Sample State of Minnesota Grant Contract** (Actual contract may differ slightly.)
- **Exhibit B: Conflict of Interest**
- **Exhibit C: Workforce and Equal Pay Declaration Page** (Required if applicant receives more than \$100,000.00 from the State of Minnesota.)

Attachments

- **Sample Reporting Documents** (Actual information required may vary depending on the nature of the grant and service area.)

Grant Selection Criteria and Weight

The Automobile Theft Prevention Grant Board seeks applications for proposals that include proven or best practices that will lead to a reduction in automobile thefts. The Board also encourages applications for innovative approaches involving techniques, equipment, and programing that have a measurable result towards the reduction in automobile thefts.

The review committee will be reviewing each applicant on a 100-point scale:

Evaluation Criteria	Number of Points
Proposed work plan	30
Number of auto thefts, carjackings, auto theft rate, and recoveries	20
Auto thefts by organized groups, repeat offenders, or demonstrating intent to permanently deprive	20
Scope of auto thefts in the service area	10
Agency need	10
Benefit to investigations/prior experience	10

Per Policy 08-02, "state agency staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution, services to special populations, and the applicant's history as a state grantee and capacity to perform the work."

Review Process and Timeline

Evaluation Review Process

The review committee will evaluate all eligible and complete applications received by the deadline.

Pre-award Risk Assessment

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

Award Decisions

The Department of Public Safety will review all committee recommendations and complete the pre-award risk assessment. Applicants not selected as a result of the pre-award risk assessment may contest a decision within 30 days of the notification. Applicants cannot otherwise appeal an award decision.

Timeline

RFP posted on the Minnesota Bureau of Criminal Apprehension web site	February 13, 2026
Questions due no later than 4:30 pm Central Time	February 27, 2026
Applications due no later than 4:30 pm Central time	March 6, 2026
Committee begins review of applications	March 10, 2026
Pre-award risk assessment completed	March 10, 2026
Selected applicants notified; grant agreement negotiations begin	April 10, 2026
Work plans approved, grant contracts fully executed, and work begins	July 1, 2026

Notification

Applicants selected for a grant award are anticipated to be notified by April 10, 2023, as indicated in the table above. The scope of work and budget for selected applicants will then need to be negotiated.

The term of this grant contract is anticipated to run from July 1, 2026 to June 30, 2029. The State is not bound to this schedule. The anticipated date for contract work to begin is only an approximation as many factors can delay (or accelerate) the start of a contract.

Work on the individual contract cannot begin prior to the execution date of the agreement.

Questions

Questions are to be submitted by email to bca.autotheftgrant@state.mn.us.

All answers will be posted within two business days at [Automobile Theft Prevention Program | Minnesota Department of Public Safety](#). Please submit questions no later than 4:30 p.m. Central Time, on February 27, 2026.

General Requirements

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Exhibit A: Conflict of Interest Declaration, ***must be submitted*** as part of the proposal.

Public Data

- Data related to an RFP is classified as nonpublic or public per [Minn. Stat. § 13.599](#).
- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Minnesota Bureau of Criminal Apprehension as part of the evaluation process (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Sample Grant Contract

Applicants must review the grant contract terms and conditions in IGX and acknowledge that the terms and conditions will be incorporated into the grant contract. Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions by completing Exhibit B: Exceptions to Sample Grant Contract Terms and Conditions Form and upload your response to the "Supporting Documents" section in IGX. Certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation if your project is funded.

Grant Payments

Per [Policy 08-08](#), grant payments will be made by reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department has given the grantee a written extension.

Grantee Bidding Requirements

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§](#)

177.41 through 177.50, as applicable.

- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)
- The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

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

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

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

Audits

Per [Minn. Stat. §16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their

physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#)

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration

The grantee will comply with [Minnesota Statutes §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Right of Cancellation

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/23/2026
Item No.: 10.m.

Department Approval



City Manager Approval



Item Description: Accept Community Crime Intervention and Prevention Grant Funding through the Office of Justice

1
2 **Background**

3 The Roseville Police Department is requesting the City Council approve the acceptance of \$325,000 in
4 Community Crime Intervention and Prevention (CCIP) grant funding from the Minnesota Office of Justice
5 Programs (OJP) to support the Roseville Police Department's Homeless Outreach program within the
6 Community Action Team (CAT).

7
8 On June 2, 2025, the City Council authorized RPD to apply for Community Crime Intervention and
9 Prevention (CCIP) grant funding to help offset the costs associated with the department's Homeless
10 Outreach program. RPD was recently notified that it has been awarded \$325,000 for the grant period of
11 February 1, 2026 through December 31, 2027.

12 The awarded funding will cover the salary and benefits of the Housing Navigator position and provide
13 funding for a paid intern to support program operations. The grant includes \$52,000 to provide direct
14 assistance to individuals experiencing homelessness, helping remove barriers to stable housing and
15 essential services.

16 The Homeless Outreach program began in 2021 through a partnership with AmeriCorps, initially funding
17 a part-time housing navigator embedded within the RPD Cat team. Recognizing the growing need for
18 dedicated housing support services, the City Council approved transitioning the role to a full-time city
19 position in July 2022. Since then, the program has become an essential community resource, providing
20 person-centered assistance to individuals and families experiencing homelessness or housing instability
21 and helping them navigate complex systems to access shelter, services, and long-term housing
22 solutions.

23 In 2024, RPD was awarded \$301,400 in CCIP funding to support this work. That grant expired on
24 December 31, 2025. Because the continuation of grant funding was uncertain at the time the City's
25 budget was finalized, the Housing Navigator position was included in the 2026 budget to ensure no
26 disruption in service. Acceptance of this grant will offset those budgeted costs.

27 The City Attorney has reviewed and approved the grant award.

28
29
30 **Policy Objectives**

31 Acceptance of this grant supports several of the City's Strategic Priorities, including providing housing
32 programs in a manner that contributes to economic success for households of all income levels. One of
33 the City's key success indicators is that residents feel safe, secure, and stable in their housing. By
34 sustaining the Homeless Outreach program, the Roseville Police Department helps connect individuals
35 and families to resources that promote housing stability and long-term wellbeing.

36 This funding also advances the City's strategic goals related to responsive services and community
37 safety. Securing external grant resources strengthens the City's ability to deliver effective support
38 programs while enhancing available resources without increasing the local tax burden.

41 **Equity Impact Summary**

42 Homelessness affects some of Roseville's most vulnerable residents, including youth, seniors,
43 individuals with mental health or substance use challenges, and those impacted by economic
44 hardship. By providing direct, person-centered outreach and financial assistance, this program helps
45 reduce barriers to stable housing and critical services. Continuing the Homeless Outreach program
46 supports both immediate needs and long-term stability, promoting safety, dignity, and improved quality
47 of life for community members.

49 **Budget Implications**

50 The Roseville Police Department remains committed to pursuing grant opportunities that reduce
51 financial impacts on residents and businesses while sustaining critical community services. Acceptance
52 of this \$325,000 grant will offset previously budgeted personnel costs for the Housing Navigator position
53 and support program operations through December 31, 2027. The grant does not require a local match
54 and provides additional resources to directly assist individuals experiencing homelessness.

56 **Staff Recommendations**

57 Staff recommends that the City Council approve acceptance of the Community Crime Intervention and
58 Prevention (CCIP) grant funds to continue supporting the Homeless Outreach program and the vital
59 services it provides to the community.

61 **Requested Council Action**

62 Approve the acceptance of \$325,000 in Community Crime Intervention and Prevention (CCIP) grant
63 funding from the Minnesota Office of Justice Programs and authorize the appropriate city officials to
64 execute the grant agreement.

66 **Prepared by:** Erika Scheider, Chief of Police

Attachments: 1. Grant Agreement CCIP 2026



Grant Contract Agreement

Page 1 of 3

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Community Crime Intervention and Prevention 2026 Grant Contract Agreement No.: A-CC-2026-ROSEVLPD-201
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 02/01/2026 Expiration Date: 12/31/2027
Grantee’s Authorized Representative: Sarah Mahmud, Police Services Manager City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113 (651) 792-7205 sarah.mahmud@cityofroseville.com	Grant Contract Agreement Amount: Original Agreement \$325,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Michael Hreha, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 336-1695 Michael.hreha@state.mn.us	Federal Funding: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 13 and Minnesota Session Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7. Special Conditions: Attached and incorporated into this grant contract agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Community Crime Intervention and Prevention 2026 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Intervention and Prevention 2026 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-CC-2026-ROSEVLDPD-201 / 3-109626

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$11,185.00 is available from January 1, 2026 through June 30, 2027.

\$302,630.00 is available from January 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

\$11,185.00 is available from July 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

Organization: Roseville Police Department

A-CC-2026-ROSEVLPD-201

Budget Summary

CCIP: Enhancing Crime Prevention and Intervention Through Expanded Homeless Outreach				
Budget Category		Award		
Personnel				
Homeless Outreach Program Intern Salary				\$33,000.00
Housing Navigator Salary				\$191,816.26
Total				\$224,816.26
Payroll Taxes & Fringe				
Homeless Outreach Program Intern Payroll Taxes & Fringe				\$1,953.54
Housing Navigator Payroll Taxes & Fringe				\$42,230.20
Total				\$44,183.74
Training				
Housing Navigator Job Related Training Costs				\$2,000.00
Total				\$2,000.00
Program Expenses				
General Homeless Outreach Operating Costs				\$2,000.00
Total				\$2,000.00
Direct Client Assistance				
Expenses Associated with Providing Direct Assistance to Clients Experiencing Homelessness				\$52,000.00
Total				\$52,000.00
Total				\$325,000.00

FUTURE MEETING AGENDA HIGHLIGHTS

February 23, 2026

March 2 – City Council Meeting

- Appoint Commissioners
- Consider Approving Updated Snow Plow Policy
- Consider Approving Updated Noise Ordinance

March 16, 2026 – EDA Meeting

- Continue Housing Funds Discussion

March 16 – City Council Meeting

- Receive presentation from Liz Nowak, Visit Roseville President and CEO

March 23 – City Council Meeting

- Consider Rezoning and Comprehensive Plan Amendment for State Patrol Headquarters

April City Council Meetings

- April 6, 13, 20

May City Council Meetings

- May 4, 11 (also EDA), 18

Future Agenda Review - Longer Term Initiatives

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 multiple 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	