



City Council Agenda

Monday, May 18, 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: Groff, Bauer, Strahan, Schroeder, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Recognition of Roseville Area High School Fire Bears Robotics Team
b. Recognition of Outgoing Commissioners
c. LGBTQIA+ Month Proclamation
d. Gun Violence Awareness Day and Month Proclamation
e. Juneteenth Proclamation
- 6:23 p.m. **6. Items Removed from Consent Agenda**
- 6:25 p.m. **7. Business Items**
a. Conduct Public Hearing and Certify Unpaid Utility Charges to the Property Tax Roll
- 6:35 p.m. b. Consider a request to perform an abatement for unresolved violations of City Code at 648 Iona Lane
- 6:45 p.m. c. Report on City Manager Performance Review Conducted May 11, 2026
- 6:55 p.m. **8. Council Direction on Councilmember Initiated Agenda Items**
- 7:00 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from May 4, 2026 City Council Meeting
- 7:00 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve Renewal of 2am Liquor Permit for DoubleTree Hotel Roseville
c. Approve 1 Temporary Gambling Permit
d. Approve the Issuance of a Premise Permit for Roseville Area Youth Hockey Association to Conduct Lawful Gambling Activities at 1145 Woodhill Dr (VFW Post 7555)
e. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
f. Approve Proposal for Construction Materials Testing for the Hamline Avenue Rehabilitation Project (26-01)
g. Approve Proposal for Construction Materials Testing for the 2026 Pavement Management Project (26-04)

- h. Approve Resolution Awarding Contract for 2026 Pavement Management Project
- i. Approve Ramsey County Agreement for County Road C from Lexington Avenue to Rice Street
- j. Authorize Agreement with HKGi for Planning and Design Services for Concept and Feasibility Planning of a Nature Play Area at the Harriet Alexander Nature Center
- k. Approve House Burn Training Agreement for 1015 County Road B2 West
- l. Approval of an Application for U.S. Department of Justice Grant Funding to Reduce Crime and Recidivism
- m. Approve City Manager Goals for 2026-27

7:05 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda

7:15 p.m. **12. Adjourn**


REQUEST FOR COUNCIL ACTION

Date: 5/18/2026

Item No.: 5.a.

Department Approval

City Manager Approval

Item Description: Recognition of Roseville Area High School Fire Bears Robotics Team

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Background

Policy Objectives

Equity Impact Summary

Budget Implications

Staff Recommendations

Requested Council Action

Prepared by:

Attachments: None

21

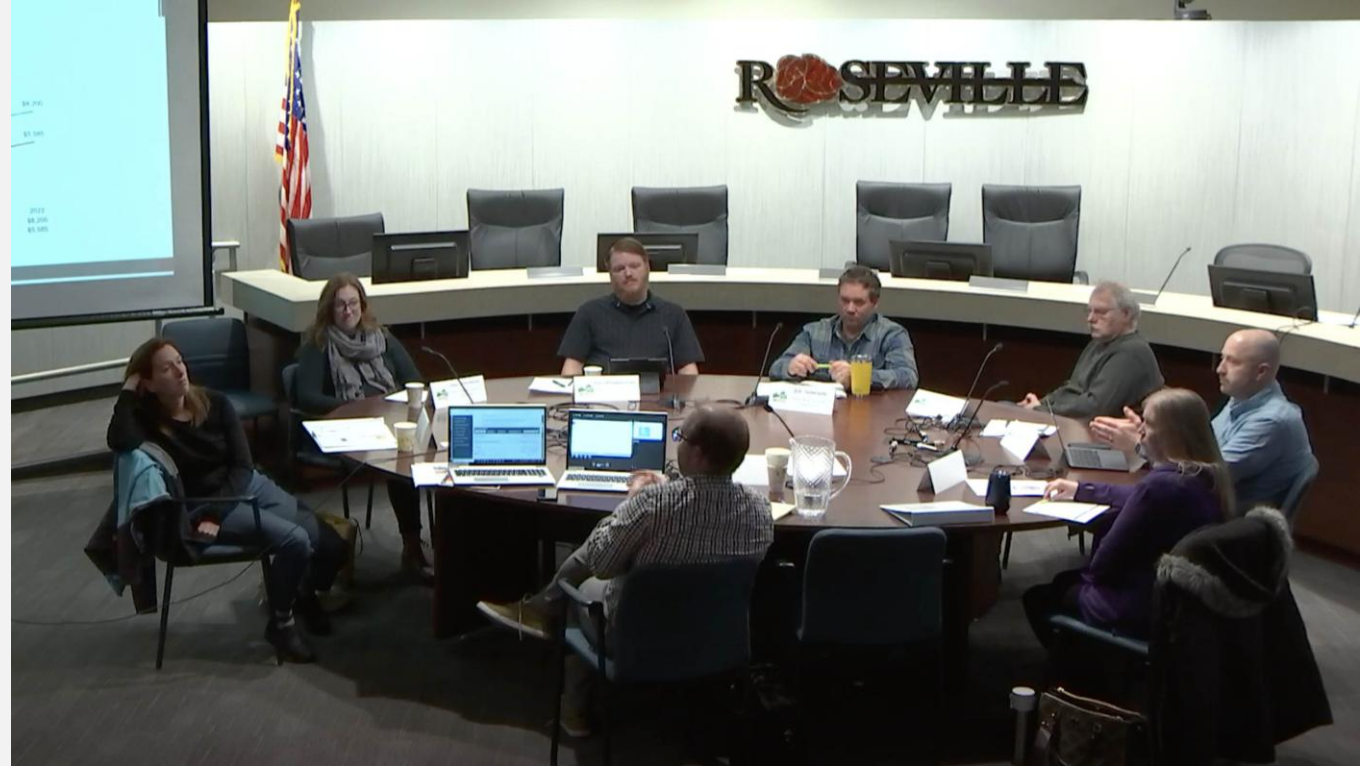
RECOGNITION OF COMMISSIONERS

May 18, 2026



RECOGNITION OF COMMISSIONERS

- 42 volunteer commissioners across 6 City Commissions. Commissioners average 75 hours of volunteer service per term
- Recognize Commissioners who will not be returning
- 7 Commissioners leaving terms in 2026



COMMISSIONERS

FINANCE COMMISSION

Siafa Barclay

- Appointed in 2020

Bruce Bester

- Appointed in 2020



EQUITY AND INCLUSION

Alfred Chan

- Appointed in 2024

PLANNING

Jon Barstad

- Appointed in 2025

Tam McGehee

- Appointed in 2019

COMMISSIONERS

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION

Jarrold Cicha

- Appointed in 2020

Des Mueller

- Appointed in 2023



Thank You!





LGBTQIA+ Pride Month June 2026

Whereas: The City of Roseville supports the LGBTQIA+ community and honors their many contributions to the health of the city; and remains committed to treating all people with fairness and respect; and

Whereas: In 1993, Minnesota became the first state in the nation to outlaw both sexual orientation and gender discrimination in the field of employment, housing and public accommodations; and

Whereas: In 2013, the state of Minnesota legalized same-sex marriage; and

Whereas: In 2021, the City of Roseville became the 9th municipality in Minnesota to ban the practice of conversion therapy on LGBTQIA+ youth and vulnerable adults, a practice now banned by the State of Minnesota as of 2023; and

Whereas: Roseville continues the tradition for communities across America to recognize their LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Ally) residents during the month of June; and recognizes the + to symbolize the inclusion of all identities; and

Whereas: LGBTQIA+ people, as the rainbow flag symbolizes, come from every group, religion, ethnicity, age, occupation, ability/disability, size and shape; and

Whereas: Members of the Roseville LGBTQIA+ community have always served as valuable members of our country in every capacity as homeowners, taxpayers, members of the military, business owners, parents and employees; and

Whereas: It is important to recognize that we are all part of the same community; and

Whereas: LGBTQIA+ residents have enriched the diverse community of Roseville through their participation in city government, the arts, religious and civil institutions, education and community organizations; and

Whereas: The City of Roseville believes that all people deserve to be protected from bullying, harassment, discrimination, and health disparities; and convey a clear message that intolerance is not welcome in our community, and

Whereas: LGBTQIA+ community allies, including the Roseville Area High School student groups, provide support and encouragement to Roseville youth with the assistance of School District staff and administration; and

Whereas: The City of Roseville reaffirms our commitment to promoting full inclusion and equality for every resident of our great city.

Now, Therefore Be It Resolved that the City Council hereby declares June 2026 to be LGBTQIA+ Pride Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 18th day of May, 2026.

Mayor Daniel J. Roe



National Gun Violence Awareness Day and Month June 5, 2026 June 2026

Whereas: according to an analysis of international cause of death data, the United States Americans are 26 times more likely to die by gun homicide than people on average in other high-income countries; and

Whereas: the Centers for Disease Control and Prevention's (CDC's) data indicates there are 130 Americans killed by gun violence every day, along with more than 200 who are shot and wounded, and on average there is over 19,263 gun homicides in the US every year; and

Whereas: data from the CDC indicated that in 2024, that that the leading cause of death of children under 18 in the nation were firearms, with 4,418 children dying in gun-related incidents; and

Whereas: analysis of CDC data shows that Black and Indigenous People and People of Color (BIPOC individuals) are disproportionately impacted by gun violence, with black youth 19 times more likely than white children, and Latinx children dying by gun violence at three times the rate of children; and

Whereas: CDC data and hospital admission & discharge data show that Minnesota has on average 551 gun deaths and 1,174 non-fatal gun injuries every year, including 151 homicides and 583 are wounded by gun assaults; and

Whereas: Roseville experiences gun violence, including the April 5, 2022, incident on West Lake Owasso Blvd. in which an individual recklessly fired at surrounding homes and cars and eventually shot and wounded Roseville Police Officer Ryan Duxbury; and

Whereas: Roseville and cities across the nation are working to end senseless violence with evidence-based solutions, including integration of social services and mental health support into public safety work; and

Whereas: protecting public safety in the community is one of the City’s highest responsibilities; and

Whereas: upholding Second Amendment rights can and should go hand-in- hand with promoting safe and responsible gun ownership and use, including limiting gun access for persons with dangerous histories; and

Now, Therefore Be It Resolved that the City of Roseville renews its commitment to end gun violence and pledge to do all it can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our community safe; and

Be It Further Resolved that City of Roseville declares the month of June 2026 to be National Gun Violence Awareness Month and June 5, 2026 to be National Gun Violence Awareness Day and encourages all citizens to support efforts to prevent the tragic effects of gun violence.

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 18th day of May, 2026.

Mayor Daniel J. Roe



Juneteenth

June 19, 2026

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

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

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

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

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

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

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

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

Whereas: The 2026 event committee consists of volunteers committed to providing a great experience to the City of Roseville; and

Whereas: On Saturday, June 13, 2026, the community will gather again for the annual celebration of Juneteenth at the Roseville Central Park from 11:00 a.m. to 3:00 p.m.

Now, Therefore Be It Resolved, that the City Council hereby declares June 19th, 2026, to be Juneteenth in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 18th day of May, 2026.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Conduct Public Hearing and Certify Unpaid Utility Charges to the Property Tax Roll

1
2 **Background**

3 As authorized by City Code, Sections 505, 801, 802, and 906, the City annually certifies to
4 the County Auditor any unpaid false alarms, water, sewer, and other charges that are in
5 excess of 90 days past due, for collection on the following year's property taxes. Affected
6 property owners are provided a hearing to dispute any charges against their property.

7
8 Beginning in 2010, the City Council began approving certifications for delinquent utilities on
9 a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new
10 property owners in a more timely fashion. It also allows the City to record a lien against the
11 property in the event that a property goes into foreclosure and/or is being prepared for sale
12 for other reasons.

13
14 Attached is the current list of delinquent charges. Payments (along with accrued interest)
15 received in the Finance Office prior to May 8, 2026 were accepted and will not be levied on
16 the 2027 property taxes.

17
18 **Policy Objectives**

19 Certifying delinquent charges are required under City Code

20
21 **Equity Impact Summary**

22 While the process for certifying delinquent charges follows City Code and applies uniformly,
23 there could be equity impacts related to underlying causes of delinquency, such as income
24 disparities or barriers to accessing assistance programs. No analysis has been completed
25 to determine whether certain populations are disproportionately affected.

26
27 **Budget Implications**

28 Certifying delinquent charges for collection on property taxes ensures recovery of unpaid
29 amounts owed to the City for utilities and other services. There is no direct budget impact,
30 as the certification process helps maintain revenue collection and reduce potential losses
31 from uncollected accounts.

33 **Staff Recommendations**

34 Staff recommends approval of the attached resolution levying unpaid utility charges for
35 collection on the property tax roll.

36
37 **Requested Council Action**

38 Motion to adopt the resolution approving the certification of unpaid utility and other charges
39 to the County Auditor for collection on the property tax roll.

40
41 **Prepared by:** Karla Rangitsch, Utility Billing Clerk

Attachments: 1. Council List
2. Resolution - Certify Unpaid Utility Charges

42

PIN	Service Address	Calculation Amount	Amount to Collections + \$25 Fee
022923320039	2779 AGLIN ST	\$206.98	\$231.98
032923220038	3014 ARONA ST	\$211.68	\$236.68
152923230037	1970 ASBURY ST	\$164.02	\$189.02
112923230024	1056 BROOKS AVE W	\$160.69	\$185.69
102923240009	1401 BROOKS AVE W	\$398.15	\$423.15
132923120016	311 BURKE AVE W	\$328.60	\$353.60
152923110022	1192 BURKE AVE W	\$210.56	\$235.56
142923340020	1756 CHATSWORTH ST N	\$309.94	\$334.94
092923110041	2618 CHARLOTTE ST	\$290.59	\$315.59
022923320091	2821 CHURCHILL ST	\$173.07	\$198.07
132923120084	320 COUNTY RD B W	\$507.42	\$532.42
142923210075	964 COUNTY RD B W	\$380.64	\$405.64
152923210004	1378 COUNTY RD B W	\$213.23	\$238.23
012923130047	349 COUNTY RD C2 W	\$250.52	\$275.52
022923240056	885 COUNTY RD C2 W	\$172.72	\$197.72
112923140044	2455 DALE ST N	\$331.04	\$356.04
032923420062	2835 DELLWOOD ST	\$234.33	\$259.33
142923230051	1026 DRAPER AVE	\$236.61	\$261.61
152923130139	1236 DRAPER AVE	\$233.52	\$258.52
172923140044	2145 DRAPER AVE	\$162.28	\$187.28
102923110019	2561 DUNLAP ST N	\$223.14	\$248.14
152923210065	1368 ELDRIDGE AVE W	\$393.10	\$418.10
132923140007	249 ELMER ST	\$378.71	\$403.71
012923420070	2833 FARRINGTON ST	\$174.29	\$199.29
112923120040	2545 FISK ST	\$250.15	\$275.15
042923240044	2903 FAIRVIEW AVE N	\$237.32	\$262.32
172923210008	2096 FAIRWAYS LN	\$250.71	\$275.71
012923410059	2772 GALTIER ST	\$159.87	\$184.87
132923310089	491 GLENWOOD AVE	\$264.27	\$289.27
032923410046	2761 GRIGGS ST N	\$251.45	\$276.45
032923410011	2806 GRIGGS ST N	\$367.38	\$392.38
032923410035	2827 GRIGGS ST N	\$243.56	\$268.56
132923120033	2084 GIESMANN ST	\$163.26	\$188.26
152923130042	1986 HAMLINE AVE N	\$355.57	\$380.57
102923340034	2233 HAMLINE AVE N	\$298.60	\$323.60
102923210062	2589 HAMLINE AVE N STE A	\$138.66	\$163.66
032923430067	2700 HAMLINE AVE N	\$269.60	\$294.60
032923430035	2723 HURON ST	\$209.58	\$234.58
152923420057	1890 HURON AVE	\$171.74	\$196.74
112923340007	936 HIGHWAY 36 W	\$223.11	\$248.11
012923330003	528 IONA LN	\$660.72	\$685.72
022923440081	648 IONA LN	\$298.26	\$323.26

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

152923110077	1127 KARYL PL	\$178.36	\$203.36
012923330025	2757 KENT ST	\$189.21	\$214.21
142923220065	2062 LEXINGTON AVE N	\$257.46	\$282.46
022923330004	2729 LAKEVIEW AVE	\$164.19	\$189.19
132923130016	269 MCCARRONS BLVD N	\$205.62	\$230.62
162923140060	45 MID OAKS LN	\$234.42	\$259.42
162923140078	19 MID OAKS RD	\$251.42	\$276.42
032923420022	2774 MERRILL ST	\$232.02	\$257.02
012923330462	2650 MACKUBIN ST	\$257.23	\$282.23
042923130040	1771 MILLWOOD AVE	\$237.91	\$262.91
122923440009	226 MINNESOTA AVE	\$309.22	\$334.22
132923230073	602 MOUNDSVIEW AVE	\$197.66	\$222.66
012923140081	208 MAPLE LN	\$294.83	\$319.83
012923410042	2795 MARION ST	\$198.39	\$223.39
112923310031	2360 NANCY PL	\$591.98	\$616.98
122923120021	350 OAKCREST LN	\$272.73	\$297.73
102923110012	1149 OAKCREST AVE	\$207.13	\$232.13
052923210073	3006 OLD HIGHWAY 8	\$699.74	\$724.74
142923120051	798 PARKER AVE	\$243.20	\$268.20
032923340063	1406 PRIMROSE CURV	\$332.04	\$357.04
032923340052	1449 PRIMROSE CURV	\$251.02	\$276.02
032923340047	1434 RAMBLER RD	\$283.32	\$308.32
132923430005	295 ROMA AVE	\$1,980.02	\$2,005.02
152923430027	1272 ROMA AVE	\$280.31	\$305.31
092923110013	1677 ROSE PL	\$142.79	\$167.79
082923140008	2421 ROSEGATE	\$2,326.52	\$2,351.52
082923140008	2421 ROSEGATE	\$632.58	\$657.58
132923230058	577 ROSELAWN AVE W	\$250.35	\$275.35
152923410005	1140 ROSELAWN AVE W	\$179.34	\$204.34
162923130078	1745 ROSELAWN AVE W	\$239.20	\$264.20
142923320101	1045 RUGGLES ST	\$231.54	\$256.54
162923130058	1742 RYAN AVE W	\$277.79	\$302.79
102923440063	1173 SANDHURST DR W	\$231.43	\$256.43
102923340017	1397 SANDHURST DR W	\$204.26	\$229.26
032923230028	2951 SIMPSON ST	\$244.89	\$269.89
102923440024	1128 SHERREN ST W	\$183.04	\$208.04
102923440012	1213 SHERREN ST W	\$224.80	\$249.80
112923140052	2420 SAINT ALBANS ST N	\$175.17	\$200.17
012923110030	3076 WOODBRIDGE ST	\$180.02	\$205.02
022923220014	1045 WOODLYNN AVE	\$482.52	\$507.52
162923130039	1988 WHEELER ST N	\$276.66	\$301.66
122923240038	2417 WESTERN AVE N	\$214.32	\$239.32
022923440052	738 WHEATON AVE	\$199.48	\$224.48
112923120025	750 COUNTY RD C W	\$237.74	\$262.74

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

012923340141	413 COUNTY ROAD C W	\$536.70	\$561.70
112923340080	2203 VICTORIA ST N	\$354.04	\$379.04
042923120023	3024 FAIRVIEW AVE N	\$161.62	\$186.62
092923110070	1680 OAKCREST AVE	\$217.00	\$242.00
052923210071	3020 OLD HIGHWAY 8	\$1,470.15	\$1,495.15
122923430034	335 SANDHURST DR W	\$313.60	\$338.60
082923430044	2223 COUNTY RD B W	\$256.79	\$281.79
012923330454	2666 MACKUBIN ST	\$139.10	\$164.10
032923420054	2806 DELLWOOD ST	\$165.86	\$190.86
132923230021	540 SHRYER AVE W	\$313.42	\$338.42
102923130026	1326 WILLOW CIR	\$210.39	\$235.39
052923210091	2422 COUNTY RD D W #4	\$206.79	\$231.79
142923120017	851 PARKER AVE	\$223.04	\$248.04
152923110058	2083 LEXINGTON AVE N	\$274.81	\$299.81
032923240088	2972 SIMPSON ST	\$193.19	\$218.19
022923430033	795 TERRACE DR	\$244.25	\$269.25
142923230029	993 RYAN AVE W	\$258.26	\$283.26
032923320045	1491 APPLEWOOD CT W	\$195.26	\$220.26
012923340035	395 WOODHILL DR	\$173.47	\$198.47
152923140042	1194 SHRYER AVE W	\$221.05	\$246.05
142923230056	1941 CHATSWORTH ST N	\$368.45	\$393.45
052923220084	3082 HIGHCREST RD	\$248.03	\$273.03
142923310012	1817 VICTORIA ST N	\$65.85	\$90.85
152923430067	1716 HAMLINE AVE N	\$187.64	\$212.64
112923330050	2168 OXFORD ST N	\$256.77	\$281.77
142923210080	896 PARKER AVE	\$182.28	\$207.28
012923410036	2841 MARION ST	\$272.89	\$297.89
042923420026	1798 CENTENNIAL DR	\$247.97	\$272.97
102923110027	1106 OAKCREST AVE	\$208.37	\$233.37
122923330023	591 COUNTY RD B W	\$212.55	\$237.55
102923430054	2226 DELLWOOD ST	\$165.83	\$190.83
102923110024	2560 FERNWOOD ST	\$189.75	\$214.75
142923110019	679 SKILLMAN AVE W	\$176.60	\$201.60
022923430037	825 COUNTY RD C W	\$268.36	\$293.36
142923330056	1765 CHATSWORTH ST N	\$365.63	\$390.63
162923240090	1932 TATUM ST	\$195.13	\$220.13
122923140020	2501 WOODBRIDGE ST	\$205.90	\$230.90
012923140053	2923 NORTHVIEW ST	\$155.55	\$180.55
012923430044	2673 MATILDA ST	\$177.51	\$202.51
042923240042	2911 FAIRVIEW AVE N	\$234.96	\$259.96
042923210055	3021 FAIRVIEW AVE N	\$386.14	\$411.14
102923120054	2566 HAMLINE AVE N	\$166.54	\$191.54
032923340027	1390 JUDITH AVE	\$454.63	\$479.63
152923230036	1969 ASBURY ST	\$256.97	\$281.97

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

122923340054	2170 COHANSEY BLVD	\$124.83	\$149.83
012923330456	2662 MACKUBIN ST	\$214.28	\$239.28
122923240067	445 COUNTY RD B2 W	\$145.96	\$170.96
102923120024	2572 DELLWOOD ST	\$337.00	\$362.00
012923130022	2896 MATILDA ST	\$196.85	\$221.85
112923140028	735 COUNTY RD B2 W	\$188.12	\$213.12
122923240090	397 BROOKS AVE W	\$180.39	\$205.39
142923320008	1863 CHATSWORTH ST N	\$257.32	\$282.32
142923210022	928 BURKE AVE W	\$162.09	\$187.09
152923110015	1193 BURKE AVE W	\$189.48	\$214.48
162923240062	1850 RYAN AVE W	\$261.57	\$286.57
022923320010	2777 LAKEVIEW AVE	\$196.61	\$221.61
152923130005	1252 SKILLMAN AVE W	\$368.15	\$393.15
122923440015	2234 MARION ST	\$254.39	\$279.39
132923440003	192 MCCARRONS BLVD S	\$189.25	\$214.25
102923120061	1294 OAKCREST AVE	\$180.54	\$205.54
022923430044	808 TERRACE DR	\$372.33	\$397.33
082923230010	2507 WALNUT ST	\$913.05	\$490.13
132923240034	480 BAYVIEW DR	\$192.86	\$217.86
132923310049	1839 WESTERN AVE N	\$423.67	\$448.67
032923130064	1303 COUNTY RD C2 W	\$247.79	\$272.79
112923230028	2468 CHURCHILL ST	\$207.63	\$232.63
112923310014	901 GRANDVIEW AVE W	\$206.51	\$231.51
112923130040	757 COUNTY RD B2 W	\$283.47	\$308.47
012923110003	195 WOODLYNN AVE	\$208.37	\$233.37
172923140034	2175 ROSEWOOD LN S	\$258.66	\$283.66
152923110056	1120 ELDRIDGE AVE W	\$236.91	\$261.91
132923230020	548 SHRYER AVE W	\$214.87	\$239.87
052923230037	2994 OLD HIGHWAY 8	\$1,351.30	\$1,376.30
122923110049	2610 WEWERS RD	\$292.28	\$317.28
112923430044	772 SANDHURST DR W	\$265.30	\$290.30
022923410037	629 TERRACE DR	\$242.01	\$267.01
022923440020	704 TERRACE DR	\$250.04	\$275.04
132923310097	466 HILLTOP AVE	\$244.31	\$269.31
152923110064	1121 SKILLMAN AVE W	\$252.22	\$277.22
012923330420	2731 MACKUBIN ST APT 39	\$208.58	\$233.58
012923340150	433 COUNTY RD C W	\$217.02	\$242.02
012923340114	2647 WESTERN AVE N	\$210.00	\$235.00
152923430023	1244 ROMA AVE	\$281.76	\$306.76
152923210005	1386 COUNTY RD B W	\$277.76	\$302.76
162923110059	1676 SKILLMAN AVE W	\$92.03	\$117.03
142923110005	724 COUNTY RD B W	\$240.45	\$265.45
032923240079	2937 PASCAL ST	\$261.19	\$286.19
152923420052	1911 HURON AVE	\$222.91	\$247.91

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

152923430032	1695 FERNWOOD ST	\$253.02	\$278.02
142923220086	1008 PARKER AVE	\$364.75	\$389.75
012923220022	3053 LITTLE BAY RD	\$466.58	\$491.58
122923420013	360 COUNTY RD B2 W	\$274.69	\$299.69
142923110079	645 ELDRIDGE AVE W	\$130.98	\$155.98
012923420095	2857 VIRGINIA AVE	\$219.10	\$244.10
102923440038	1193 LAURIE RD W	\$217.58	\$242.58
172923240008	1951 LAKE ST	\$224.83	\$249.83
042923210049	3041 FAIRVIEW AVE N	\$249.75	\$274.75
142923330048	1719 CHATSWORTH ST N	\$385.93	\$410.93
012923130009	2977 GALTIER ST	\$159.68	\$184.68
052923320002	3253 OLD HIGHWAY 8	\$142.49	\$167.49
132923110081	2088 WILLIAM ST	\$244.60	\$269.60
122923210048	2572 COHANSEY ST	\$299.68	\$324.68
032923230016	2944 SIMPSON ST	\$173.37	\$198.37
152923110053	1142 ELDRIDGE AVE W	\$362.67	\$387.67
112923320019	1079 GRANDVIEW AVE W	\$190.53	\$215.53
152923130049	1287 RYAN AVE W	\$302.54	\$327.54
012923330395	2731 MACKUBIN ST APT 23	\$182.56	\$207.56
032923420044	2799 MERRILL ST	\$388.22	\$413.22
012923420003	2853 GALTIER ST	\$210.76	\$235.76
122923430020	325 CAPITOL VIEW AVE	\$266.23	\$291.23
132923410014	1893 WAGENER PL	\$186.05	\$211.05
012923330436	2750 DALE ST N APT 52	\$224.47	\$249.47
012923310058	459 JUDITH AVE	\$180.26	\$205.26
122923140026	2483 WOODBRIDGE ST	\$252.85	\$277.85
122923130028	370 BROOKS AVE W	\$209.46	\$234.46
112923130018	834 SEXTANT AVE W	\$213.19	\$238.19
052923230070	2916 OLD HIGHWAY 8	\$248.08	\$273.08
122923420083	2293 HAND AVE	\$259.26	\$284.26
152923440044	1207 ROMA AVE	\$227.16	\$252.16
132923110004	170 COUNTY RD B W	\$187.27	\$212.27
122923140028	2477 WOODBRIDGE ST	\$220.60	\$245.60
132923130004	305 ELMER ST	\$245.94	\$270.94
012923420001	2873 GALTIER ST	\$383.69	\$408.69
132923110002	158 COUNTY RD B W	\$180.23	\$205.23
112923230006	1053 BROOKS AVE W	\$243.40	\$268.40
012923140082	216 MAPLE LN	\$320.98	\$345.98
052923230038	2986 OLD HIGHWAY 8	\$304.90	\$329.90
032923210018	1447 WOODLYNN AVE	\$231.46	\$256.46
142923120016	2112 VICTORIA ST N	\$245.60	\$270.60
012923310023	426 CENTENNIAL DR	\$192.51	\$217.51
022923440006	723 TERRACE DR	\$636.48	\$661.48
012923140056	2926 MARION ST	\$315.63	\$340.63

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

042923130072	1784 MILLWOOD AVE	\$218.17	\$243.17
032923230011	2999 ASBURY ST	\$211.94	\$236.94
012923140103	183 COUNTY RD C2 W	\$190.78	\$215.78
162923230084	2000 AUTUMN PL	\$245.80	\$270.80
012923440013	2687 WOODBRIDGE ST	\$392.78	\$417.78
162923120028	1796 ELDRIDGE AVE W	\$290.38	\$315.38
132923440004	186 MCCARRONS BLVD S	\$331.74	\$356.74
012923340004	435 IONA LN	\$253.72	\$278.72
122923410004	179 GRANDVIEW AVE W	\$97.00	\$122.00
122923140025	2485 WOODBRIDGE ST	\$139.10	\$164.10
112923440009	2237 DALE ST N	\$138.99	\$163.99
132923110062	2057 WOODBRIDGE ST	\$433.18	\$458.18
112923430052	835 COUNTY RD B W	\$310.94	\$335.94
152923130068	1240 RYAN AVE W	\$487.43	\$512.43
012923340166	469 COUNTY RD C W	\$204.95	\$229.95
132923120025	2051 WILLIAM ST	\$235.51	\$260.51
032923340040	1405 RAMBLER RD	\$249.53	\$274.53
122923130027	360 BROOKS AVE W	\$204.05	\$229.05
052923220123	3009 TROSETH RD	\$302.74	\$327.74
012923340179	2720 MACKUBIN ST	\$194.35	\$219.35
122923340036	2186 BOSSARD DR	\$242.14	\$267.14
142923120004	780 COUNTY RD B W	\$163.31	\$188.31
172923140014	2085 ROSEWOOD LN S	\$194.98	\$219.98
162923140014	1693 RIDGEWOOD LN N	\$333.37	\$358.37
142923440059	1765 DALE ST N	\$188.63	\$213.63
112923320165	1088 LOVELL AVE W	\$291.39	\$316.39
032923320159	2811 ARONA ST	\$200.50	\$225.50
112923430046	756 SANDHURST DR W	\$316.65	\$341.65
012923340114	2649 WESTERN AVE N	\$231.42	\$256.42
012923140013	2934 WOODBRIDGE ST	\$183.20	\$208.20
022923330033	2748 CHURCHILL ST	\$207.37	\$232.37
132923230034	554 RYAN AVE W	\$436.11	\$461.11
022923440064	641 COUNTY RD C W	\$307.83	\$332.83
032923410072	2851 LEXINGTON PL N	\$242.62	\$267.62
102923240023	2451 HAMLINE AVE N	\$206.65	\$231.65
132923220004	2091 COHANSEY BLVD	\$320.14	\$345.14
142923410057	1821 DALE CT	\$213.31	\$238.31
112923420051	831 LOVELL AVE W	\$281.05	\$306.05
012923420018	2778 MATILDA ST	\$177.70	\$202.70
032923430027	2726 HURON ST	\$316.14	\$341.14
032923430053	2691 HURON ST	\$179.57	\$204.57
152923210125	2073 HAMLINE AVE N	\$321.35	\$346.35
142923340017	1738 CHATSWORTH ST N	\$316.18	\$341.18
152923420060	1866 HURON AVE	\$278.69	\$303.69

**More than 90 days past due
as of April 7, 2026**

Schedule A

**City of Roseville, MN
5/12/2026**

Delinquent Accounts 2nd Qtr 2026

012923340045	468 WOODHILL DR	\$377.32	\$402.32
112923110103	659 OVERLOOK DR	\$183.20	\$208.20
052923230028	2946 HIGHCREST RD	\$820.57	\$845.57
102923430021	2220 MERRILL ST	\$175.64	\$200.64
012923340154	441 COUNTY RD C W	\$233.96	\$258.96
162923220005	2008 COUNTY RD B W	\$275.40	\$300.40
022923440005	717 TERRACE DR	\$72.29	\$97.29
042923420023	1790 CENTENNIAL DR	\$338.60	\$363.60
102923220004	2610 SNELLING CURV	\$3,882.88	\$3,907.88
152923410003	1124 ROSELAWN AVE W	\$395.91	\$420.91
102923430096	1257 COUNTY RD B W	\$239.59	\$264.59
112923330031	2214 LEXINGTON AVE N	\$180.30	\$205.30
112923120004	2621 FISK ST	\$226.89	\$251.89
082923430006	2240 MARION RD	\$328.20	\$353.20
092923440230	2206 MIDLOTHIAN RD	\$197.04	\$222.04
132923120091	333 BURKE AVE W	\$164.84	\$189.84
112923310041	962 GRANDVIEW AVE W	\$270.26	\$295.26
012923430105	2663 VIRGINIA AVE	\$192.79	\$217.79
152923130034	1306 SHRYER AVE W	\$248.54	\$273.54
172923140042	2125 DRAPER AVE	\$259.60	\$284.60
032923320154	2823 ARONA ST	\$174.18	\$199.18
142923320018	1820 AGLLEN ST	\$239.06	\$264.06
112923340006	941 SHERREN ST W	\$492.51	\$517.51
162923120013	1733 ELDRIDGE AVE W	\$258.19	\$283.19
102923430095	1225 COUNTY RD B W	\$163.43	\$188.43
102923120062	1300 OAKCREST AVE	\$269.18	\$294.18
052923220037	3072 PATTON RD	\$220.92	\$245.92
082923340063	2388 LAURIE CT	\$640.03	\$665.03
052923210002	2400 COUNTY RD D W	\$105.17	\$130.17
082923340066	2164 EUSTIS ST	\$521.06	\$546.06
032923210092	3027 PASCAL ST	\$104.00	\$129.00
082923340062	2396 LAURIE CT	\$281.56	\$306.56
022923140003	3000 W OWASSO BLVD	\$213.17	\$238.17
012923430111	2680 WESTERN AVE N	\$245.00	\$270.00
022923310071	2817 VICTORIA ST	\$927.34	\$952.34
032923210089	1428 BRENNER AVE	\$1,702.09	\$1,727.09
122923120009	364 COUNTY RD C W	\$268.23	\$293.23
122923140070	192 TRANSIT AVE	\$243.44	\$268.44
012923330368	2735 MACKUBIN ST APT 10	\$180.17	\$205.17
102923210087	2585 HAMLIN AVE N STE C	\$152.27	\$177.27
032923140005	1183 JOSEPHINE RD	\$132.24	\$157.24
052923220149	2454 COUNTY RD D W	\$83.94	\$108.94

**TOTAL TO BE CERTIFIED TO
2027 TAXES**

\$89,929.10

\$97,529.10

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 18th day of May, 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.

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO
LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE
2010 or BEYOND**

WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises:

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

1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Schedule A.

2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A plus 8% interest.

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 18th day of May 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 18th day of May 2026.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 648 Iona Lane

1
2 **Background**

3 The subject property is an owner-occupied single-family home.

4 • Current violations include:

- 5 o Inoperable vehicles (405.02.7.b,d, 405.04.a)
6 o Vehicles without current registration (405.02.7.b,d, 405.04.a)
7 o Outside storage of items in driveway, side and rear yard (405.03.9)

8
9 On April 6, 2026, staff received a complaint of multiple vehicle violations along with other items being
10 stored outside, in the driveway, and on a trailer. Staff verified violations and posted a door hanger on the
11 property (Attachment 4). A follow-up inspection on April 16 showed some progress toward compliance,
12 but with substantial code violations still remaining. On April 27, staff sent a mailed letter requesting
13 compliance along with a notification of a possible Council hearing if compliance is not attained
14 (Attachment 4). On May 8, staff spoke with the property owner onsite, discussed the observed violations,
15 and asked for a plan to achieve compliance. The property owner assured staff the violations would be
16 corrected prior to the Council meeting. A notice of the May 18 Council hearing was hand-delivered to the
17 property owner while staff was onsite. As of the writing of this report, violations remain. No further
18 contact has been received from the property owner. A status update will be provided during the hearing.

19
20 **Policy Objectives**

21 Property abatements, although considered a last resort, support the City's responsive services and
22 safety strategic priority. These actions advance the City's desired impact that community members feel
23 confident city services are responsive to ongoing needs and positively impact their quality of
24 life. Abatement of public nuisances supports the goal of taking proactive steps to create a safer
25 community through prevention, planning and early intervention.

26
27 **Equity Impact Summary**

28 An equity analysis is not indicated for this action.

29
30 **Budget Implications**

31 City Abatement

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

- Removal and disposal of the junk and debris stored outside, by a contractor hired by the City: \$1000
- Removal of inoperable and/or unlicensed vehicles by a towing contractor hired by the City: \$0
- Abatement fee per Council-approved Fee Schedule: \$350

TOTAL: \$1350

32
33
34 **Staff Recommendations**

35 Staff recommends the Council direct Community Development staff to abate the above-referenced
36 public nuisance violations at 648 Iona Lane.

37
38 **Requested Council Action**

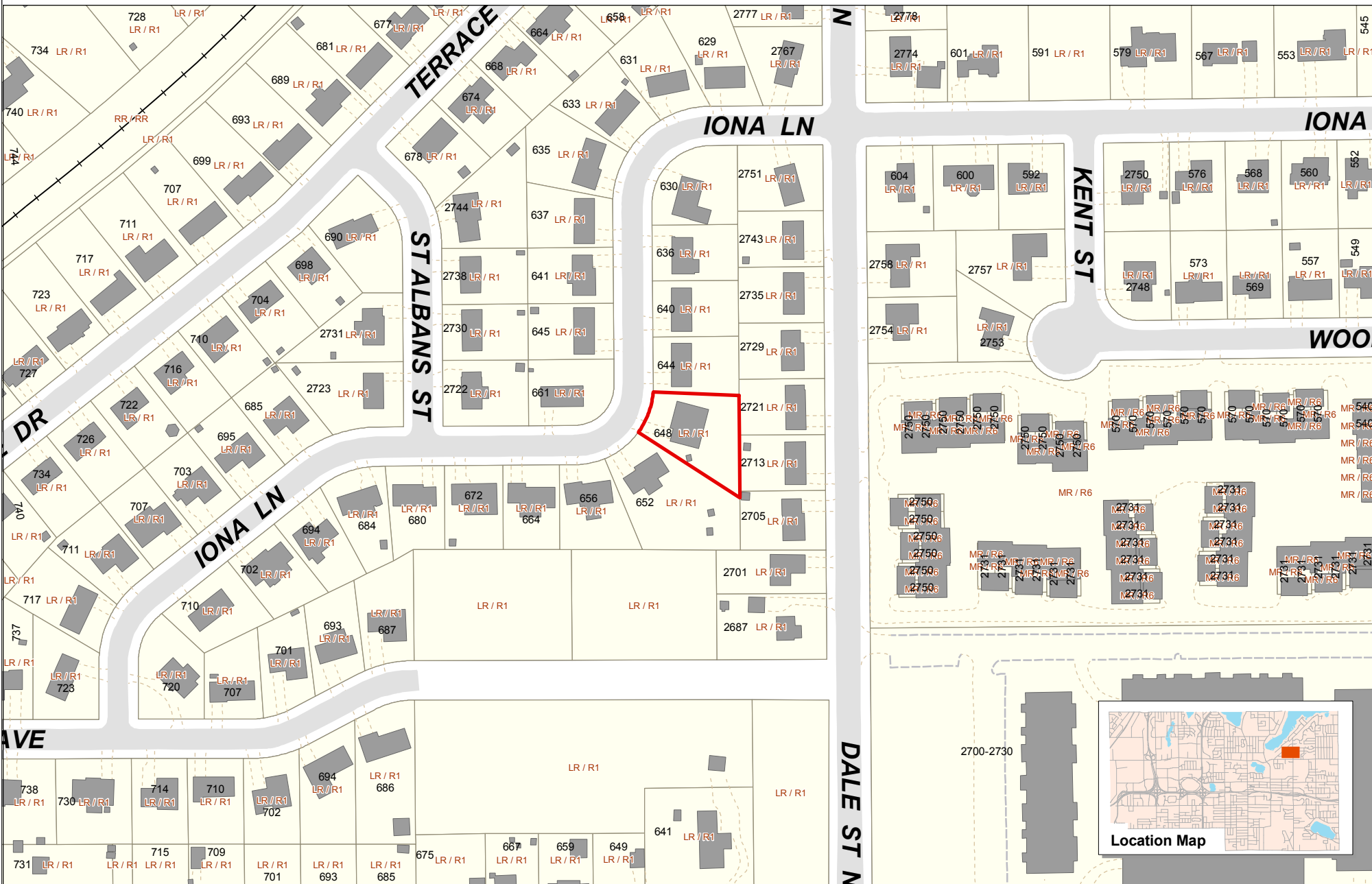
39 By motion, direct Community Development staff to abate the public nuisance violations at 648 Iona
40 Lane, by hiring a contractor to remove and dispose of the items stored outside in public view of adjacent
41 properties and by notifying a towing company to remove the unlicensed and/or inoperable vehicles from
42 the property.

43
44 If so ordered, the property owner will be billed for actual and administrative costs. If charges are not
45 paid, staff shall recover costs as specified in Section 405.08.B.

46
47 **Prepared by:** Dave Englund, Building Official

- Attachments:**
1. Map
 2. Timeline
 3. Cited City Code Sections
 4. Correspondence and Photos

Abatement Request at 648 Iona Ln

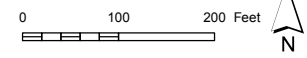
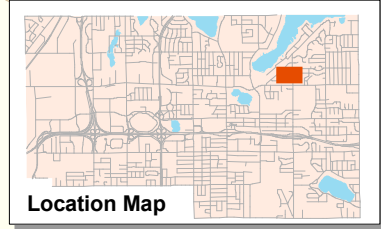


ROSEVILLE
 Prepared by:
 Community Development Department
 Printed: August 13, 2008

Site Location
 LR / R1 Comp Plan / Zoning Designations

Data Sources
 * Ramsey County GIS Base Map (8/4/2008)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

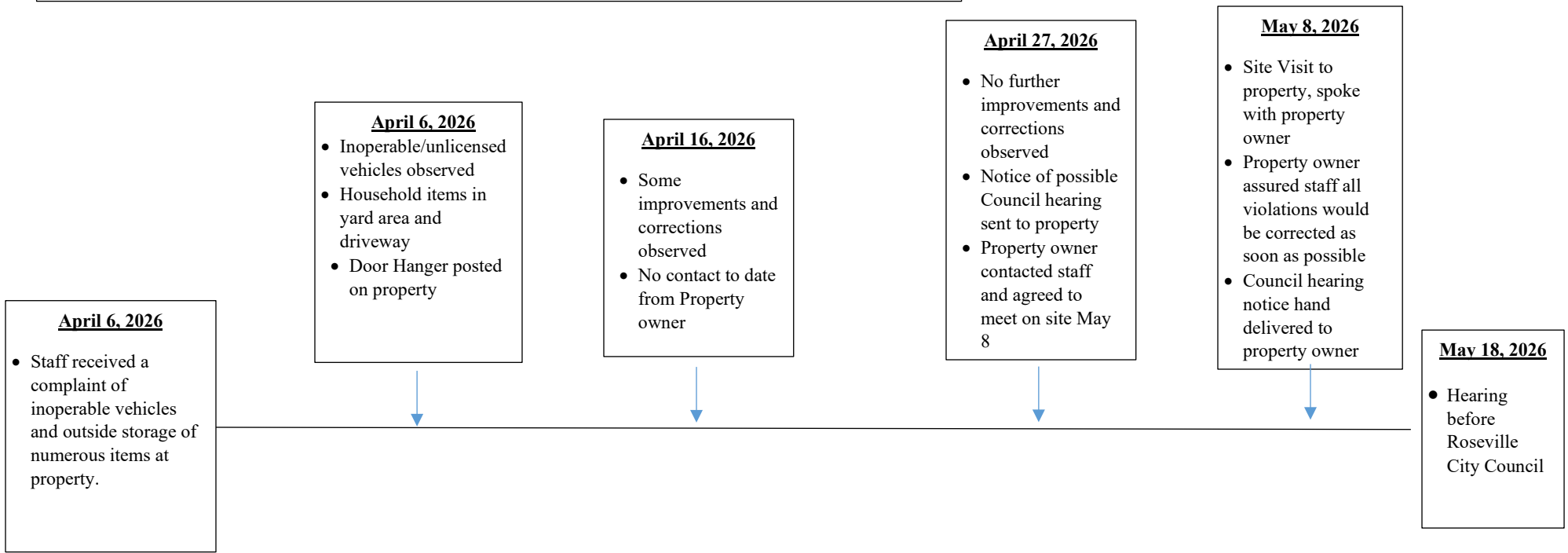
Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference 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 represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



mapdoc: planning_commission_location.mxd

648 Iona Ln

ATTACHMENT 2



CITED CITY CODE SECTIONS

405.02: NUISANCES AFFECTING PUBLIC COMFORT OR REPOSE:

3. Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

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

b. Storage on Property: No person may place, store or allow the placement or storage of the following, for a period longer than 4 days in the front yard or unscreened street facing side yard of a corner lot of any residential zoned area:

3. Vehicles of any type in inoperable condition; or

d. Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property for more than 4 days unless it complies with the following requirements:

1. Vehicles shall be on an improved surface as defined in this Code.
2. Vehicles must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.

405.03: NUISANCES AFFECTING PUBLIC HEALTH AND SAFETY:

9. Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property. (Ord. 1162, 7-10-1995)

405.04: VEHICLES CONSTITUTING A PUBLIC NUISANCE:

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

b. Vehicles Without Current Registration: Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the State of Minnesota, shall be deemed to be junked, inoperable or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper State agency.

City of Roseville
Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICE

Date: 4/6/2020

Address: 648 Iona Ln.

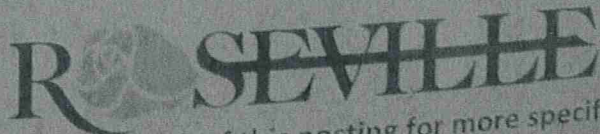
Your property has been inspected and the City has identified the following violation(s) which constitute a nuisance. Please refer to checked items below for identified violations:

- Outside Storage *Numerous Items Stored outside*
- Vehicle *Unlicensed, inoperable, stored on grass*
- Property Maintenance
- Other

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

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

651-792-7014 or complaints@cityofroseville.com



Please see back of this posting for more specific information.

April 20, 2026

Case #ENF26-054

Manzoor A Moghul & Mahroof I Moghul
648 Iona Ln
Roseville MN 55113-2140

Dear Property Owner,

The City previously notified you via door hanger that your property at 786 Sandhurst Dr (Roseville) was in violation of Roseville's City Code. A re-inspection of the property revealed that the initial request has not been fully complied with. The following violations were observed at the follow up inspection:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in front of house, on driveway, on trailer at side yard and rear yard.

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

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 - c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
 - a. Vehicles shall be on an improved surface as defined in this Code.
 - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I**, Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C**, Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

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

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

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

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

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

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

April 27, 2026

Case #ENF26-054

Manzoor A Moghul & Mahroof I Moghul
648 Iona Ln
Roseville MN 55113-2140

Dear Property Owner:

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

The combined ongoing violations include:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in front of house, on driveway, on trailer at side yard and rear yard.

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

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 - c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
 - a. Vehicles shall be on an improved surface as defined in this Code.
 - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I**, Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C**, Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

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

- Move misc. material and equipment to storage inside of a structure or remove materials from property.

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

This public hearing will be scheduled for an upcoming City Council meeting on **May 18, 2026**, for which you are being notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Codes Coordinator

651-792-7087

david.englund@cityofroseville.com

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

May 8, 2026

Case #ENF26-054

Manzoor A Moghul & Mahroof I Moghul
648 Iona Ln
Roseville MN 55113-2140

Dear Property Owner:

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

The combined ongoing violations include:

- Unlicensed and inoperable vehicles stored outside on property.
- Outside storage of misc. materials in front of house, on driveway, on trailer at side yard and rear yard.

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

- **407.02 G(2)**, Parking and Storage: : The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:
 - c. Vehicles of any type in inoperable condition
- **407.02 G(4)**, Vehicle Parking, General: No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288, 8-4-2003) (Ord. 1577, 9-9-2019)
 - a. Vehicles shall be on an improved surface as defined in this Code.
 - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure. (Ord. 1466, 04-21-2014)
- **407.03 I**, Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.
- **407.02 C**, Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.

Corrective Measures:

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

- Move misc. material and equipment to storage inside of a structure or remove materials from property.

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

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Sincerely,

Dave Englund, Codes Coordinator

651-792-7087

david.englund@cityofroseville.com







ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026

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	\$217,565.70
115341-115492	\$1,486,617.44
Total	\$1,704,183.14

6
7 A detailed report of the claims is attached. City staff has reviewed the claims and considers them to be
8 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

Motion to approve the payment of claims as submitted.

36

37

38

Prepared by: Ebonie Cannady-Accounting Technican II

Attachments: 1. Checks for Approval

39

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE ATTACHMENT 1:CHECKS FOR APPROVAL

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210300	State Income Tax	METLIFE INSTITUTIONAL GROU	Remittance Check	7,614.39	7137
100-00-00-210300	State Income Tax	METLIFE INSTITUTIONAL GROU	Remittance Check	7,614.39	7137
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,252.79	7126
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	4,172.00	7126
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	7126
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	576.73	7126
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	4,167.00	7126
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	400.00	7126
100-00-00-211200	MN Child Support Payments	MN Child Support Payment C	Remittance Check	313.79	115523
Total Department 00-00 GENERAL				27,261.09	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	Ramsey County	P26 TNT NOTICE	4,313.37	115508
100-01-00-430005	Community Grants	Northeast Youth & Family S	NYFS ANNUAL CONTRACTURAL SERVICES	90,133.09	115539
100-01-00-442000	Memberships & Subscription	Suburban Rate Authority	SUBURBAN RATE AUTHORITY - 1ST HALF DU	2,032.00	115540
100-01-00-448000	Miscellaneous	National Awards & Fine Gif	NAME TAGS	99.83	115512
Total Department 01-00 CITY COUNCIL				96,578.29	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU APRIL	85.30	115518
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING 2.26.26 - 3.25.26	51.30	115551
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING 1.26.26 - 2.25.26	215.46	115551
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING 12/26/25 - 1/25/26	14.51	115551
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING 11/26/25 - 12/25/25	41.04	115551
100-02-00-448000	Miscellaneous	KATHERINE LEIER JOHNSON	INTERPRETING SERVICES	338.80	115524
Total Department 02-00 ADMINISTRATION				746.41	
Department: 03-00 ELECTIONS					
100-03-00-430000	Professional Services	Ramsey County	Q2 ELECTION SERVICES	26,706.00	115508
Total Department 03-00 ELECTIONS				26,706.00	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER FILTER	185.76	115577
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER BLOCK	107.00	115577
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	286.50	115577
Total Department 08-00 CENTRAL SERVICES				579.26	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS WALKER AND NOLL	125.85	7145
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	SERGEANT OFFICE CHAIR	536.80	115550
100-10-00-422000	Clothing	Galls, LLC	CSO SHIRT ALTERNATIONS	20.88	7144
100-10-00-422000	Clothing	STREICHER'S	CSO UNIF	69.99	7143
100-10-00-423000	Vehicle Supplies & Mainten	MacQueen Equipment	CAMERA PADS TO WINDSHIELD UNIT 2605	15.00	7138
100-10-00-424000	Operating Supplies	LAKER PROMOTIONS	NEW STATE SEAL BRANDED TENT, BANNER,	1,067.85	115562
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING CAL (9)	315.00	115537
100-10-00-430000	Professional Services	COMPANION ANIMAL CONTROL	MARCH ANIMAL CONTROL SERVICES	650.00	115563
100-10-00-430000	Professional Services	Northeast Youth & Family S	NYFS ANNUAL CONTRACTURAL SERVICES	24,849.22	115539
100-10-00-430004	Police Explorer Program	STREICHER'S	EXPLORER UNIFORMS	249.98	7143
100-10-00-439000-PD0057	CONTRACT MAINTENANCE	Flock Group, Inc	ROSEDALE FLOCK LPRS - WILL BE REIMBUR	8,000.00	115558
100-10-00-441000	Training	STREICHER'S	40MM PROJECTILES SPONGE	676.80	7143
100-10-00-442000	Memberships & Subscription	Thomson Reuters	QUINLAN SEARCH AND SEIZURE BULLETING	1,176.00	115543
Total Department 10-00 POLICE DEPARTMENT				37,753.37	
Department: 13-00 FIRE DEPARTMENT					

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.	GERLACH	154.99	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	PECHAR	139.00	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	MARKFORT	477.63	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	NANCEKIVELL	603.49	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	BORGEN	525.66	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	GERLACH	382.68	115536
100-13-00-422000	Clothing	Aspen Mills Inc.	REHBERGER	621.38	115493
100-13-00-422000	Clothing	Aspen Mills Inc.	BUNDT	58.95	115568
100-13-00-422000	Clothing	Aspen Mills Inc.	ALI	274.83	115568
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	Q1 SUPPLIES 2026	2,033.48	115520
100-13-00-423000	Vehicle Supplies & Mainten	Lube Tech & Partners, LLC	DEF	289.03	115517
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	EMS SUPPLIES	200.80	115502
100-13-00-424000	Operating Supplies	Advanced Graphix, Inc.	FIRE PATCHES	237.60	7146
100-13-00-430000	Professional Services	Martin McAllister, Inc.	NANCEKIVELL, KNIGHT, GERLACH	1,950.00	115541
100-13-00-430000	Professional Services	Masa Consulting, Inc.	APRIL	3,360.00	7170
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	CAR WASHES	71.50	115606
100-13-00-437000	Contract Maint. - Vehicles	Fairway Collision Center	M610 REPAIR	2,432.92	115544
100-13-00-437000	Contract Maint. - Vehicles	Ramsey County	FLEET SUPPORT MARCH	318.24	115508
100-13-00-439000	CONTRACT MAINTENANCE	All Safe Global, Inc.	SERVICE CALL	138.01	115553
100-13-00-439000	CONTRACT MAINTENANCE	All Safe Global, Inc.	SERVICE CALL	1,094.08	115553
100-13-00-439000	CONTRACT MAINTENANCE	Ancom Technical Center	STATION SPEAKER MAINTENANCE	462.50	7128
100-13-00-439000	CONTRACT MAINTENANCE	CL Bensen Company, Inc.	FILTERS	260.16	115535
100-13-00-439000	CONTRACT MAINTENANCE	Dell Marketing, L.P.	BATTERIES FOR TABLETS	59.49	7135
100-13-00-439000	CONTRACT MAINTENANCE	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	751.00	115613
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	CAD PHONE APP	10.00	115508
Total Department 13-00 FIRE DEPARTMENT				16,907.42	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	75.00	115549
100-20-20-430000	Professional Services	E. G. RUD & SONS, INC.	WAGNER/WESTERN PATH	105.00	115579
100-20-20-430000	Professional Services	E. G. RUD & SONS, INC.	STATE TROPPER SITE EASEMENT	770.00	115580
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				950.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	Newman Signs, Inc.	36X36 DG3 YIELD FACES	288.07	115497
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10 MB FLAT DATA PLAN US WITH NAF	736.00	7171
100-20-21-424000	Operating Supplies	Ramsey County	LIGHTS DISPOSAL	14.95	115589
100-20-21-424000	Operating Supplies	Rehbeins Black Dirt	BLACK DIRT DELIVERED	1,216.00	115510
100-20-21-424000	Operating Supplies	SiteOne Landscape Supply,	GRASS SEED AND STARTER PELLETS	583.37	115599
100-20-21-424000	Operating Supplies	SKB Environmental, Inc.	TRASH DISPOSAL	306.34	115567
100-20-21-424000	Operating Supplies	Tessman Company	STARTER FERTILIZER	49.42	7162
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FEE- MARCH 2026	115.44	115508
100-20-21-439000	CONTRACT MAINTENANCE	Upper Cut Tree Service	TREE REMOVAL 471 WAGNER ST	4,200.00	115585
100-20-21-439000	CONTRACT MAINTENANCE	Upper Cut Tree Service	TREE REMOVAL - 735 HEINL DR	608.00	115585
100-20-21-443600	Software Operating Charges	ARKANCE USA LLC	BLUEBEAM SUBSCRIPTION	366.67	115614
Total Department 20-21 STREET DEPARTMENT				8,484.26	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	2026 FUEL CONTRACT	8,687.43	115592
100-20-30-421000	Motor Fuel	Mansfield Oil Company of G	2026 FUEL CONTRACT	3,993.50	115592
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	43.76	115507
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	43.76	115588
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	DAMPER ASSEMBLY AND DRAG LINK	306.83	7156

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	THERMOSTAT	15.44	7156
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	OUTER TIE ROD	108.03	7156
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	TIE ROD	145.44	7156
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	THERMOSTAT AND BLOWER MOTOR	87.42	7125
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE	46.87	7155
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	RADIAL BALL BRG, 6203, 17MM BORE, ALL	28.02	115570
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE DISPOSAL	187.72	115575
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	NEOPRENE VIBRATION MOUNT	64.31	115494
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	TAPE MEASURES	55.49	115494
100-20-30-423000	Vehicle Supplies & Mainten	Transwest	BRAKE DRUMS AND SHOE PAIR	904.56	115603
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	SERVICE TO CLEAR CODE	159.95	115495
100-20-30-437000	Contract Maint. - Vehicles	Universal Truck Service, L	REPAIRS TO PLOW TRUCK REAR END	4,750.10	115597
Total Department 20-30 VEHICLE MAINTENANCE				19,628.63	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	03/2026 EXPENSES	4,127.94	7131
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,963.00	7167
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	3X10 TRAFFIC MAT PD	49.60	115506
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cintas Corporation	4X6 TRAFFIC MAT CH	43.19	115506
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	9,893.00	115613
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Jeff's S.O.S. Drain & Sewe	SEWER CLEANING 2775 LEXINGTON AVE	1,070.00	7165
100-23-00-439001	CONTRACT MAINTENANCE - CIT	TK Elevator Corp.	FUEL SURCHARGE	100.00	115509
100-23-00-439003	Contract Maint.- City Gara	Cintas Corporation	3X5 BRUSH MAT/CHARC PW	119.78	115587
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	FOUND LOCKER ROOM ERV UNIT NOT HEATIN	1,364.46	7168
100-23-00-439011	Fiber Maint. & Locates	Arvig, Inc.	FIBER MAINTENANCE	287.56	115552
Total Department 23-00 BUILDING MAINTENANCE				21,018.53	
Total Fund 100 General Fund				256,613.26	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	CivicPlus LLC	CITY WEBSITE HOSTING AND SUPPORT	16,778.70	115548
110-09-00-430000	Professional Services	North Suburban Access Corp	MARCH MONTHLY MUNICIPAL MEETING SERVI	2,383.88	7166
Total Department 09-00 COMMUNICATIONS				19,162.58	
Total Fund 110 Telecommunications				19,162.58	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-420000	Office Supplies	National Awards & Fine Gif	NAME TAGS	28.52	115512
200-40-40-431000	Telephone	T Mobile	APRIL CELL PHONE BILL	255.52	115555
Total Department 40-40 RECREATION ADMINISTRATION				284.04	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-424000-PR0202	Operating Supplies	Taho Sportswear, Inc.	ADULT MEN'S BASKETBALL CHAMPIONSHIP S	614.30	7159
200-40-41-424000-PR0242	Operating Supplies	Elizabeth Leverty	DANCE SUPPLIES	28.41	7136
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEREE PAYMENT	1,288.00	7147
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	APRIL 28 CLASS PAYMENT	250.00	115607
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	5,661.00	7139
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	629.00	7139
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	APRIL VOLLEYBALL INVOICE	772.80	115596
200-40-41-430000-PR0239	Professional Services	CAROLE E CONAMA	MARCH-APRIL TAP PAYMENT	450.00	115522
200-40-41-430000-PR0270	Professional Services	Lois Cunningham	MARCH-APRIL PAY YOGA	207.90	7173

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
Total Department 40-41 RECREATION FEE PROGRAMS				9,901.41	
Department: 40-50 NATURE CENTER					
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	986.00	115613
Total Department 40-50 NATURE CENTER				986.00	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Becker Arena Products, Inc	CLEAR ZONE BACKING PLATE	81.53	7122
200-40-53-424000	Operating Supplies	Certified Laboratories, In	GLOVES AND OTHER CLEANING SUPPLIES	1,567.51	7160
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	448.01	7169
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT FOR OVAL BR HALLWAY	526.61	115583
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAIN FOR OVAL BLEACHERS	76.44	115584
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT SUPPLIES FOR BLEACHERS	99.51	115584
200-40-53-424000-PR5504	Operating Supplies	Chip Rauth	SOUND SYSTEM FOR ICE SHOW	300.00	115604
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADES	983.00	115513
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	412.00	115513
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	596.00	115513
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	146.00	115513
200-40-53-430000-PR5504	Professional Services	Rebekah Jorgensen	ICE SPOT LIGHT CONTRACTOR	544.00	115601
200-40-53-438000	Rental	Airgas USA, LLC	CYLINDER RENTAL	26.35	7161
200-40-53-438000	Rental	Airgas USA, LLC	CYLINDER RENTAL	7.75	7161
200-40-53-439000	CONTRACT MAINTENANCE	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	947.00	115613
200-40-53-439000	CONTRACT MAINTENANCE	Killmer Electric Co., Inc.	TEMP POWER DURING POWER OUTAGE	1,108.83	115499
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	WATER HEATER PUMP	4,234.59	115602
Total Department 40-53 SKATING CENTER				12,105.13	
Total Fund 200 Recreation Fund				23,276.58	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-424000	Operating Supplies	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	483.00	115613
204-40-43-424000	Operating Supplies	Universal Athletic, LLC	REPLACEMENT WINCH NO COLOR NS	554.00	115590
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	REPLACED FUSE, REPAIRED WIRES AT PION	152.90	115573
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	REPLACED LOT LIGHT AT FOUNDATION SHEL	369.60	115573
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	REPAIRED CONNECTION AT TENNIS COURT,	282.16	115573
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	7 TREE REMOVALS	5,998.00	115585
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	TREE REMOVAL - 1901 ALTA VISTA DR	2,016.00	115585
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	STUMP GRINDING - 593 OASSO HILLS DR	379.50	115585
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	TREE REMOVAL - 1810 CO RD B W	1,740.00	115585
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	STUMP GRINDING - CITY HALL	231.00	115585
204-40-43-430000-PR0400	Professional Services	Upper Cut Tree Service	TREE REMOVAL - 2520 DALE ST N	516.00	115585
204-40-43-431000	Telephone	T Mobile	APRIL CELL PHONE BILL	221.46	115555
Total Department 40-43 RECREATION MAINTENANCE				12,943.62	
Total Fund 204 PARK MAINTENANCE				12,943.62	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-207000	Building Surcharge	TITANIUM REPAIR SERVICES L	E CHECK REFUND E26-0327	1.00	115527
260-00-00-230130	Development Escrow	AMIRA INVESTMENTS LLC	REIMBURSEMENT OF UNUSED TREE PRESERVA	500.00	115525
260-00-00-230130	Development Escrow	AMIRA INVESTMENTS LLC	REIMBURSEMENT OF UNUSED TREE PRESERVA	160.00	115525
260-00-00-230130	Development Escrow	COMMON BOND COMMUNITIES	REIMBURSEMENT OF OPEN HOUSE AND MINOR	2,466.00	115615
260-00-00-230130	Development Escrow	COMMON BOND COMMUNITIES	REIMBURSEMENT OF OPEN HOUSE AND MINOR	364.00	115615
260-00-00-230130	Development Escrow	INTERSTATE LLC - ATTN BRET	LANDSCAPE PLAN ESCROW REIMBURSEMENT -	380.00	115622

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130	Development Escrow	RAMSEY COUNTY PROPERTY MAN	REIMBURSEMENT OF OPEN HOUSE ESCROW	500.00	115617
260-00-00-230130	Development Escrow	ROSEVILLE LIMITED PARTNERS	REIMBURSEMENT OF MINOR PLAT, MAJOR PL	2,500.00	115616
260-00-00-230130	Development Escrow	ROSEVILLE LIMITED PARTNERS	REIMBURSEMENT OF MINOR PLAT, MAJOR PL	3,000.00	115616
260-00-00-230130	Development Escrow	SAND COMPANIES	REIMBURSEMENT OF MINOR PLAT ESCROW	2,500.00	115619
260-00-00-230130-CD1320	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES	1,397.50	115545
260-00-00-230135	Tree/Landscape Replac Escr	JERRY ENTERPRISES, INC	RETURN OF LANDSCAPE SURETY FOR HOLIDAY	50,000.00	115620
Total Department 00-00 GENERAL				63,768.50	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-321003	Electrical Permits	TITANIUM REPAIR SERVICES L	E CHECK REFUND E26-0327	120.00	115527
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				120.00	
Total Fund 260 Community Development				63,888.50	
Fund: 261 AFFORDABLE HOUSING					
Department: 56-18 AFFORDABLE HOUSING					
261-56-18-430101	EMERGENCY RENTAL ASSISTANC	NEIGHBORHOOD HOUSE	1/2 OF PAYMENT FOR CONTRACT OF EMERGENCY	66,000.00	7151
Total Department 56-18 AFFORDABLE HOUSING				66,000.00	
Total Fund 261 AFFORDABLE HOUSING				66,000.00	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-430000	Professional Services	Cintas Corporation	3X5 TRAFFIC MAT/3X10 TRAFFIC MAT LIC	255.46	115587
265-05-00-430000	Professional Services	ENVIRONMENT CONTROL OF WIS	JANITORIAL - MAY	920.00	115613
265-05-00-431000	Telephone	CenturyLink	TELEPHONE	279.21	115574
265-05-00-431000	Telephone	CenturyLink	PHONE	125.40	115574
265-05-00-432000	Transportation	Alex Frederick	MILEAGE	261.00	7175
265-05-00-432000	Transportation	Steven Bickel	MILEAGE	341.48	7174
265-05-00-442000	Memberships & Subscription	Stephens Peck, Inc.	TITLE BOOK REVISIONS	125.00	115576
265-05-00-443500	Minor Equipment	SHI International Corp	SCANNER	637.47	115501
265-05-00-443500	Minor Equipment	SHI International Corp	SCANNER	275.92	7130
Total Department 05-00 DEPUTY REGISTER				3,220.94	
Total Fund 265 License Center				3,220.94	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	2026 DURANGO VIN 6242 SQUAD 2601	42,604.00	115534
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	2026 DURANGO VIN 6244 SQUAD 2605	42,604.00	115534
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	2026 DURANGO VIN 6245 SQUAD 2603	42,604.00	115534
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	2026 DURANGO VIN 6241 SQUAD 2602	42,604.00	115534
400-10-00-452000	Vehicles / Equipment	Dodge of Burnsville, Inc.	2026 DURANGO SQUAD 2604	42,604.00	115534
400-10-00-453000	Other Improvements	JP ENTERPRISES	FIREARMS - RIFLES (2)	3,437.04	115554
Total Department 10-00 POLICE DEPARTMENT				216,457.04	
Total Fund 400 Equipment Revolving				216,457.04	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	GEARGRID, LLC	LOCKER SYSTEM	700.00	115591
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	EWALD HELMET	1,268.35	7163
401-13-00-453000	Other Improvements	Kendell Doors & Hardware,	DOORS	3,766.00	115500
401-13-00-453000	Other Improvements	MacQueen Equipment	G1 SPEC KIT	577.71	7127

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	MINNCOR INDUSTRIES	BEDROOM FURNITURE	3,910.00	115566
401-13-00-453000	Other Improvements	MINNCOR INDUSTRIES	BEDROOMS	9,240.00	115566
401-13-00-453000	Other Improvements	MINNCOR INDUSTRIES	BEDROOM	9,240.00	115566
401-13-00-453000	Other Improvements	MINNCOR INDUSTRIES	BEDROOM	9,990.00	115566
401-13-00-453000	Other Improvements	MINNCOR INDUSTRIES	BEDROOM	2,520.00	115566
401-13-00-453000	Other Improvements	Ultimate Safety Concepts,	BOOTS PPE	5,104.00	115565
401-13-00-453000	Other Improvements	Ultimate Safety Concepts,	BOOTS PPE	9,760.00	115565
Total Department 13-00 FIRE DEPARTMENT				56,076.06	
Total Fund 401 Fire Equipment				56,076.06	
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-53 SKATING CENTER					
402-40-53-452000	Vehicles & Equipment	MIDWAY FORD CO.	2026 FORD F250	45,774.84	115538
Total Department 40-53 SKATING CENTER				45,774.84	
Total Fund 402 Parks & Recreation Vehicle Rev				45,774.84	
Fund: 403 Public Works Vehicle Revolving					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
403-20-20-452000	Vehicles / Equipment	RDO Equipment	2026 VERMEER BC 1800XL CHIPPER	86,456.16	115542
403-20-20-452000	Vehicles / Equipment	Tri State Bobcat, Inc	2026 WACKER NEUSON RD-12A	18,875.00	115503
403-20-20-452000	Vehicles / Equipment	Tri State Bobcat, Inc	BOBCAT 72" SWEEPER BUCKET	6,119.20	115503
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				111,450.36	
Total Fund 403 Public Works Vehicle Revolving				111,450.36	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	2/22-3/18 OVERAGE	1,246.56	115515
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	1/22-2/22 OVERAGE	1,487.51	115516
Total Department 08-00 CENTRAL SERVICES				2,734.07	
Total Fund 409 CENTRAL SERVICES FUND				2,734.07	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
410-13-13-453000	Other Improvements	Ancom Technical Center	50% DOWN PAYMENT - STATION ALERTING S	38,773.71	7142
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				38,773.71	
Department: 23-00 BUILDING MAINTENANCE					
410-23-00-453000	Other Improvements	METRO-INET	5 CAMERAS	6,842.86	7150
410-23-00-453000-PW2620	Other Improvements	ELECTRO WATCHMAN	UPGRADE CARD READER - BASEMENT DOOR	2,865.00	7124
Total Department 23-00 BUILDING MAINTENANCE				9,707.86	
Department: 40-53 SKATING CENTER					
410-40-53-453000	Other Improvements	ENGINEERED FLOORS, LLC	CARPET TILES FOR BANQUET HALL	23,767.21	115564
Total Department 40-53 SKATING CENTER				23,767.21	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				72,248.78	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	INSTALL ENG WOOD FIBER AT LANGTON LAK	4,620.00	115605
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	INSTALL ENG WOOD FIBER VALLEY PARK	3,570.00	115605

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	INSTALL ENG WOOD FIBER AT MAPLEVIEW P	6,300.00	115605
Total Department 40-40 RECREATION ADMINISTRATION				14,490.00	
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-424000-PR2602	Operating Supplies	MNL	CUSTOM BUCKTHORN REPLACEMENT MIX + S/	3,833.98	115556
Total Department 40-43 RECREATION MAINTENANCE				3,833.98	
Total Fund 411 Recreation Improvements				18,323.98	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2604	Other Improvements	Braun Intertec Corporation 2026 PMP		468.20	115569
590-20-23-490000-PW2601	Payments to Contractors	PRECISION LANDSCAPE & TREE 2705 HAMLIN AVE		9,850.00	115581
Total Department 20-23 STREET CONSTRUCTION				10,318.20	
Total Fund 590 Special Assmt. Construction				10,318.20	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	0.28	115532
600-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	1.35	115532
600-00-00-202000	Accounts Payable	HOMEPRIDE INC	UB refund for account: 027269-000	2.84	115528
600-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	29.03	115529
600-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	43.29	115529
600-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	1.38	115531
600-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	11.03	115531
600-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	0.94	115533
600-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	2.63	115533
600-00-00-208000	Sewer SAC Charges	METROPOLITAN COUNCIL	MARCH 2026 SAC PAYMENT	2,460.15	7140
Total Department 00-00 GENERAL				2,552.92	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	Flexible Pipe Tools & Equi	55643-00-v 8"X60" BOOM HOSE	1,047.35	7157
600-50-00-424000	Operating Supplies	Safe-Fast, Inc.	WHITE COTTON FLANNEL SHEETING/ NEMESI	270.22	115557
600-50-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	LOCATE PAINT	204.00	7133
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT- MAY 2026	1,823.75	7176
600-50-00-439000	CONTRACT MAINTENANCE	MacQueen Equipment	SEWER CAMERA REPAIR AND UPDATE	8,932.10	7158
600-50-00-443600	Software Operating Charges	ARKANCE USA LLC	BLUEBEAM SUBSCRIPTION	366.67	115614
600-50-00-453000-PW2506	Other Improvements	Bolton & Menk, Inc.	2025 CIPP DESIGN SERVICES	630.00	115582
600-50-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	6,855.25	115582
600-50-00-453000-PW2607	Other Improvements	MIKE FELDHACKER	I&I GRANT REBATE	5,000.00	115621
Total Department 50-00 SANITARY SEWER				25,129.34	
Total Fund 600 Sanitary Sewer				27,682.26	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	0.07	115532
610-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	1.42	115532
610-00-00-202000	Accounts Payable	HOMEPRIDE INC	UB refund for account: 027269-000	4.39	115528
610-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	2.32	115529
610-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	45.46	115529
610-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	0.60	115531
610-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	11.59	115531

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	0.14	115533
610-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	2.77	115533
Total Department 00-00 GENERAL				68.76	
Department: 51-00 WATER FUND					
610-51-00-371050	WATER - ROSEVILLE FLAT	LOREN STARK	EQUITY-FOCUSED WATER REBATE	465.80	115618
610-51-00-424000	Operating Supplies	AMRIZE MIDWEST INC	CLASS 5	2,127.78	115612
610-51-00-424000	Operating Supplies	AMRIZE MIDWEST INC	CLASS 5 AND SAND	6,309.57	115612
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	RITE HITE ADPT SLIP TYPE	466.24	7132
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	ASPHALT AND CONCRETE DISPOSAL	300.00	115498
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	ASPHALT AND CONCRETE DISPOSAL	300.00	115572
610-51-00-424000	Operating Supplies	IHYDRANT	IHYDRANT MEDN SS 05 1/4" OL 9'0" YELL	3,700.00	115610
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	2,240.03	115571
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	2,180.00	115571
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	1,940.54	115571
610-51-00-424000	Operating Supplies	Ramy Turf Products, LLC	PROCOMMSUNSHADE-50 - PRO-SEEDER, COMM	274.00	7153
610-51-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	LOCATE PAINT	204.00	7133
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.97	115600
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT- MAY 2026	1,823.75	7176
610-51-00-438000	Rental	GARY CARLSON EQUIPMENT CO.	CAT 308E2CR MINI EXCAVATOR RENTAL	1,889.70	115505
610-51-00-444000	St.Paul Water	St. Paul Regional water Se	MONTHLY WATER BILL	554,171.16	115547
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	ARDEN HILLS METER PIT	6,362.51	7141
Total Department 51-00 WATER FUND				584,791.05	
Total Fund 610 Water Fund				584,859.81	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-382100	Building Rental	CAROL MALONEY	DAMAGE DEPOSIT REFUND	200.00	115526
620-52-51-423000	Vehicle Supplies & Mainten	Chris Carpenter	REEL GRINDING & REPAIR	1,291.93	115546
620-52-51-424000	Operating Supplies	FLEETPRIDE	BULK HOSE FIBER REINFORC	53.70	7123
620-52-51-424000	Operating Supplies	HARRELL'S INC	FERTILIZER	190.20	115521
620-52-51-424000	Operating Supplies	Hirshfield's Inc.	RICH MAHOGANY WIPING STAIN HPT	14.59	7129
620-52-51-424000	Operating Supplies	MIDC Enterprises	SWING JOINT	119.86	115496
620-52-51-424000	Operating Supplies	Reinders Inc.	GRASS SEED AND FERTILIZER	1,159.68	115586
620-52-51-424000	Operating Supplies	Twin Cities Flag Source, I	CUSTOM FLAGS	662.13	115511
620-52-51-424000-PR5304	Operating Supplies	Roseville Cedarholm Golf C	SUMMER GOLF LEAGUE PRIZE MONEY	1,000.00	115594
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOLIC BEVERAGES FOR RESALE	263.65	7154
620-52-51-425000	Merchandise for Sale	Great Lakes Coca Cola Dist	BEVERAGES FOR RESALE	70.57	115561
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	162.00	115608
620-52-51-431000	Telephone	T Mobile	APRIL CELL PHONE BILL	34.07	115555
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	BULK CO2 TANK RENTAL	53.00	115609
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	CEDARHOLM RESTROOM CLEANING	176.85	7169
620-52-51-441000	Training	Serving Alcohol, Inc.	ALCOHOL SERVER TRAINING FOR STAFF	74.37	115593
620-52-51-441000	Training	Serving Alcohol, Inc.	ALCOHOL SERVER TRAINING FOR STAFF	42.50	115593
Total Department 52-51 CEDARHOLM GOLF COURSE				5,569.10	
Total Fund 620 Golf Course				5,569.10	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	0.79	115532
640-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	25.31	115529

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	6.44	115531
640-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	1.54	115533
Total Department 00-00 GENERAL				34.08	
Department: 54-00 STORM WATER					
640-54-00-430000	Professional Services	Alliant, Inc.	RCD 4 SOILS STUDY THRU MARCH	1,138.50	115598
640-54-00-430000	Professional Services	GENERAL INDUSTRIAL SUPPLY	LOCATE PAINT	204.00	7133
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT- MAY 2026	1,823.75	7176
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	2026 APRIL DEER DISPOSAL	258.00	115595
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	MNL	CTY C & FAIRVIEW POND MAINTENANCE	800.00	115519
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	MNL	TWIN LAKES TRAIL MAINTENANCE	800.00	115519
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	MNL	CONCORDIA POND BMP MAINTENANCE	800.00	115519
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	MNL	CORPUS CHRISTI BMP MAINTENANCE	700.00	115519
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	Red Rock Fire	PRESCRIBED BURNS	4,878.39	115514
640-54-00-439000-PW2609	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE	10,141.95	7134
640-54-00-453000-PW2516	Other Improvements	Bolton & Menk, Inc.	10-YEAR CIP LIFT STATION ANALYSIS	3,462.25	115582
Total Department 54-00 STORM WATER				25,006.84	
Total Fund 640 Storm Drainage				25,040.92	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ANDREW & SHANNON VIRATA	UB refund for account: 026847-000	0.46	115532
650-00-00-202000	Accounts Payable	JPS HOMES, LLC	UB refund for account: 027145-000	14.88	115529
650-00-00-202000	Accounts Payable	RENEE SEILER	UB refund for account: 021376-000	3.78	115531
650-00-00-202000	Accounts Payable	W.SHELTON TRUST	UB refund for account: 011261-000	0.90	115533
Total Department 00-00 GENERAL				20.02	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	WM Corporate Services, Inc	MARCH RECYCLING SERVICES	60,037.50	115504
650-65-00-430000-PW2407	Professional Services	PALE BLUE DOT LLC	CLIMATE EQUITY ACTION PLAN THRU APRIL	4,983.64	115611
Total Department 65-00 SOLID WASTE RECYCLE				65,021.14	
Total Fund 650 ENVIRONMENTAL				65,041.16	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	APRIL 26 ADMIN SERVICES	392.00	7164
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	APRIL 26 ADMIN SERVICES	1,039.00	7164
700-60-00-430015	Fire Department Claims	SFM RISK SOLUTIONS	APRIL 26 ADMIN SERVICES	386.00	7164
700-60-00-430025	Motor Vehicle Claims	SFM RISK SOLUTIONS	APRIL 26 ADMIN SERVICES	26.45	7164
Total Department 60-00 WORKERS COMPENSATION				1,843.45	
Total Fund 700 workers Compensation				1,843.45	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION - MAY	341.68	115578
710-61-00-430010	Police Admin. Claims	ARETE ADVISORS LLC	DATA BREACH PROFESSIONAL SERVICES	80.00	115560
710-61-00-430010	Police Admin. Claims	MCDONALD HOPKINS LLC	LEGAL SERVICES - DATA BREACH	611.10	115559
710-61-00-430010	Police Admin. Claims	MCDONALD HOPKINS LLC	DATA BREACH LEGAL SERVICES	126.90	115559
710-61-00-430010	Police Admin. Claims	MCDONALD HOPKINS LLC	DATA BREACH LEGAL SERVICES	3,397.95	115559
Total Department 61-00 RISK MANAGEMENT				4,557.63	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
			Total Fund 710 Risk Management	4,557.63	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	6,050.00	115545
			Total Department 57-00 EDA - GENERAL	6,050.00	
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Golden Shovel Agency	MONTHLY MARKETING SERVICES	1,050.00	7148
725-57-56-430000	Professional Services	Golden Shovel Agency	WEB AND MARKETING SERVICES	1,050.00	7172
			Total Department 57-56 EDA - PROGRAM	2,100.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-490000	Contractor Payments	Center for Energy and Envi	ENERGY AUDITS	1,500.00	7149
725-57-73-490000	Contractor Payments	Center for Energy and Envi	ENERGY AUDITS	1,450.00	7149
			Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM	2,950.00	
			Total Fund 725 EDA Operating Fund	11,100.00	

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	15,228.78	
		100-00-00-211100	ICMA Def Comp	11,318.52	
		100-00-00-211101	Mission SQ Roth	400.00	
		100-00-00-211200	MN Child Support Payments	313.79	
		100-01-00-430000	Professional Services	4,313.37	
		100-01-00-430005	Community Grants	90,133.09	
		100-01-00-442000	Memberships & Subscriptions	2,032.00	
		100-01-00-448000	Miscellaneous	99.83	
		100-02-00-430000	Professional Services	407.61	
		100-02-00-448000	Miscellaneous	338.80	
		100-03-00-430000	Professional Services	26,706.00	
		100-08-00-424000	Operating Supplies	579.26	
		100-10-00-420000	Office Supplies	662.65	
		100-10-00-422000	Clothing	90.87	
		100-10-00-423000	Vehicle Supplies & Maintenance	15.00	
		100-10-00-424000	Operating Supplies	1,067.85	
		100-10-00-430000	Professional Services	25,814.22	
		100-10-00-430004	Police Explorer Program	249.98	
		100-10-00-439000-PD0057	CONTRACT MAINTENANCE	8,000.00	
		100-10-00-441000	Training	676.80	
		100-10-00-442000	Memberships & Subscriptions	1,176.00	
		100-13-00-422000	Clothing	3,238.61	
		100-13-00-423000	Vehicle Supplies & Maintenance	2,523.31	
		100-13-00-424000	Operating Supplies	237.60	
		100-13-00-430000	Professional Services	5,310.00	
		100-13-00-437000	Contract Maint. - Vehicles	2,822.66	
		100-13-00-439000	CONTRACT MAINTENANCE	2,775.24	
		100-20-20-420000	Office Supplies	75.00	
		100-20-20-430000	Professional Services	875.00	
		100-20-21-424000	Operating Supplies	3,194.15	
		100-20-21-439000	CONTRACT MAINTENANCE	4,923.44	
		100-20-21-443600	Software Operating Charges	366.67	
		100-20-30-421000	Motor Fuel	12,680.93	
		100-20-30-422000	Clothing	87.52	
		100-20-30-423000	Vehicle Supplies & Maintenance	1,950.13	
		100-20-30-437000	Contract Maint. - Vehicles	4,910.05	
		100-23-00-430000	Professional Services	8,090.94	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	11,155.79	
		100-23-00-439003	Contract Maint.- City Garage	119.78	
		100-23-00-439010	Contract Manit. - HVAC	1,364.46	
		100-23-00-439011	Fiber Maint. & Locates	287.56	
		110-09-00-430000	Professional Services	19,162.58	
		200-40-40-420000	Office Supplies	28.52	
		200-40-40-431000	Telephone	255.52	
		200-40-41-424000-PR0202	Operating Supplies	614.30	
		200-40-41-424000-PR0242	Operating Supplies	28.41	
		200-40-41-430000-PR0202	Professional Services	1,288.00	
		200-40-41-430000-PR0210	Professional Services	250.00	
		200-40-41-430000-PR0220	Professional Services	6,290.00	
		200-40-41-430000-PR0234	Professional Services	772.80	
		200-40-41-430000-PR0239	Professional Services	450.00	
		200-40-41-430000-PR0270	Professional Services	207.90	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	986.00	
		200-40-53-424000	Operating Supplies	2,799.61	
		200-40-53-424000-PR5504	Operating Supplies	300.00	
		200-40-53-430000	Professional Services	2,137.00	
		200-40-53-430000-PR5504	Professional Services	544.00	
		200-40-53-438000	Rental	34.10	
		200-40-53-439000	CONTRACT MAINTENANCE	6,290.42	
		204-40-43-424000	Operating Supplies	1,037.00	
		204-40-43-430000	Professional Services	804.66	
		204-40-43-430000-PR0400	Professional Services	10,880.50	
		204-40-43-431000	Telephone	221.46	
		260-00-00-207000	Building Surcharge	1.00	
		260-00-00-230130	Development Escrow	12,370.00	
		260-00-00-230130-CD1320	Development Escrow	1,397.50	
		260-00-00-230135	Tree/Landscape Replac Escrow	50,000.00	
		260-56-17-321003	Electrical Permits	120.00	
		261-56-18-430101	EMERGENCY RENTAL ASSISTANCE	66,000.00	
		265-05-00-430000	Professional Services	1,175.46	
		265-05-00-431000	Telephone	404.61	
		265-05-00-432000	Transportation	602.48	
		265-05-00-442000	Memberships & Subscriptions	125.00	
		265-05-00-443500	Minor Equipment	913.39	
		400-10-00-452000	Vehicles / Equipment	213,020.00	
		400-10-00-453000	Other Improvements	3,437.04	
		401-13-00-453000	Other Improvements	56,076.06	
		402-40-53-452000	Vehicles & Equipment	45,774.84	
		403-20-20-452000	Vehicles / Equipment	111,450.36	
		409-08-00-438100	Rental-Copier Machines	2,734.07	
		410-13-13-453000	Other Improvements	38,773.71	
		410-23-00-453000	Other Improvements	6,842.86	
		410-23-00-453000-PW2620	Other Improvements	2,865.00	
		410-40-53-453000	Other Improvements	23,767.21	
		411-40-40-453000-PR2318	Recreation Improvements	14,490.00	
		411-40-43-424000-PR2602	Operating Supplies	3,833.98	
		590-20-23-453000-PW2604	Other Improvements	468.20	
		590-20-23-490000-PW2601	Payments to Contractors	9,850.00	
		600-00-00-202000	Accounts Payable	92.77	
		600-00-00-208000	Sewer SAC Charges	2,460.15	
		600-50-00-424000	Operating Supplies	1,317.57	
		600-50-00-430000	Professional Services	204.00	
		600-50-00-438000	Rental	1,823.75	
		600-50-00-439000	CONTRACT MAINTENANCE	8,932.10	
		600-50-00-443600	Software Operating Charges	366.67	
		600-50-00-453000-PW2506	Other Improvements	630.00	
		600-50-00-453000-PW2516	Other Improvements	6,855.25	
		600-50-00-453000-PW2607	Other Improvements	5,000.00	
		610-00-00-202000	Accounts Payable	68.76	
		610-51-00-371050	WATER - ROSEVILLE FLAT	465.80	
		610-51-00-424000	Operating Supplies	19,838.16	
		610-51-00-430000	Professional Services	204.00	
		610-51-00-431000	Telephone	35.97	
		610-51-00-438000	Rental	3,713.45	
		610-51-00-444000	St.Paul Water	554,171.16	
		610-51-00-453006-PW2601	Water Meters	6,362.51	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number	
		620-52-51-382100	Building Rental	200.00		
		620-52-51-423000	Vehicle Supplies & Maintenance	1,291.93		
		620-52-51-424000	Operating Supplies	2,200.16		
		620-52-51-424000-PR5304	Operating Supplies	1,000.00		
		620-52-51-425000	Merchandise for Sale	496.22		
		620-52-51-431000	Telephone	34.07		
		620-52-51-439000	CONTRACT MAINTENANCE	229.85		
		620-52-51-441000	Training	116.87		
		640-00-00-202000	Accounts Payable	34.08		
		640-54-00-430000	Professional Services	1,342.50		
		640-54-00-438000	Rental	1,823.75		
		640-54-00-439000	CONTRACT MAINTENANCE	258.00		
		640-54-00-439000-PW2609	CONTRACT MAINTENANCE	18,120.34		
		640-54-00-453000-PW2516	Other Improvements	3,462.25		
		650-00-00-202000	Accounts Payable	20.02		
		650-65-00-430000	Professional Services	60,037.50		
		650-65-00-430000-PW2407	Professional Services	4,983.64		
		700-60-00-430000	Professional Services	392.00		
		700-60-00-430011	Police Patrol Claims	1,039.00		
		700-60-00-430015	Fire Department Claims	386.00		
		700-60-00-430025	Motor Vehicle Claims	26.45		
		710-61-00-430000	Professional Services	341.68		
		710-61-00-430010	Police Admin. Claims	4,215.95		
		725-57-00-430000	Professional Services	6,050.00		
		725-57-56-430000	Professional Services	2,100.00		
		725-57-73-490000	Contractor Payments	2,950.00		
--- TOTALS BY FUND ---						
		100	General Fund	256,613.26		
		110	Telecommunications	19,162.58		
		200	Recreation Fund	23,276.58		
		204	PARK MAINTENANCE	12,943.62		
		260	Community Development	63,888.50		
		261	AFFORDABLE HOUSING	66,000.00		
		265	License Center	3,220.94		
		400	Equipment Revolving	216,457.04		
		401	Fire Equipment	56,076.06		
		402	Parks & Recreation Vehicle Rev	45,774.84		
		403	Public Works Vehicle Revolving	111,450.36		
		409	CENTRAL SERVICES FUND	2,734.07		
		410	GENERAL FACILITIES REPLACEMENT FUND	72,248.78		
		411	Recreation Improvements	18,323.98		
		590	Special Assmt. Construction	10,318.20		
		600	Sanitary Sewer	27,682.26		
		610	Water Fund	584,859.81		
		620	Golf Course	5,569.10		
		640	Storm Drainage	25,040.92		
		650	ENVIRONMENTAL	65,041.16		
		700	Workers Compensation	1,843.45		
		710	Risk Management	4,557.63		
		725	EDA Operating Fund	11,100.00		
		Total For All Funds:			<u>1,704,183.14</u>	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve Renewal of 2am Liquor Permit for DoubleTree Hotel
Roseville

Background

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

2am Liquor Permit Renewal

DoubleTree Hotel Roseville
2540 N Cleveland Ave
Roseville, MN 55113

Policy Objectives

Required by City Code

Equity Impact Summary

NA

Budget Implications

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

Staff Recommendations

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

Requested Council Action

Motion to approve the renewal of the 2am Liquor Permit for DoubleTree Hotel Roseville.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. 2am Permit DoubleTree Hotel



Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

Renewal for 2am License/Permit

License/Permit Type: 2AM-YR
 Permit Number: 1639

Expiration Date: 6/17/2026
 Business Telephone: 651-636-4567

DBA: Doubletree Hotel Roseville
 Nath Midwest Lodging LLC
 900 American Blvd E/Suite 300 Attn: Stacy Marr
 Bloomington, MN 55420-1393

Business Location
 2540 N Cleveland Ave
 Roseville

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to address listed above.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____

(I certify that the city or county of _____ approves the sale of alcoholic beverages until 2AM)

Licensee Signature _____

(I certify that I have answered the above questions truthfully and correctly)

Date _____

Licensee Minnesota Tax ID Number (Required): _____ NOT FEDERAL TAX ID

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve 1 Temporary Gambling Permit

1
2 **Background**

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

6
7 **Temporary Gambling Permit**

8 Rosetown American Legion Auxiliary 542
9 700 W. County Road C
10 Roseville, MN 55113

11
12 Rosetown American Legion is a Veteran's non-profit organization holding a raffle at their
13 establishment at 700 W. County Road C, Roseville, September 20th, 2026.

14
15 **Policy Objectives**

16 Required by City Code

17
18 **Equity Impact Summary**

19 NA

20
21 **Budget Implications**

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

23
24 **Staff Recommendations**

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

27
28 **Requested Council Action**

29 Motion to approve the Temporary Gambling Permit for Rosetown American Legion
30 Auxiliary 542.

31
32 **Prepared by:** Allie Sertich

Attachments: 1. Rosetown American Legion Temp Gambling

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Rosetown American Legion Auxiliary #542 Previous Gambling Permit Number: X- 94955-25-012
 Minnesota Tax ID Number, if any: 416054769 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 700 County Road C. W.
 City: Roseville State: MN Zip: 55113 County: Ramsey
 Name of Chief Executive Officer (CEO): Margery Maule, Treasurer
 CEO Daytime Phone: 651 470 4147 CEO Email: N/A
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): American Legion Auxiliary #542

NONPROFIT STATUS

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

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Rosetown American Legion Post 542
 Physical Address (do not use P.O. box): 700 County Rd C. W.
 Check one:
 City: Roseville Zip: MN County: Ramsey
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): Sept. 20, 2026
 Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Margery Maule, Treasurer Date: 5-8-26
(Signature must be CEO's signature; designee may not sign)

Print Name: Margery Maule

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve the Issuance of a Premise Permit for Roseville Area Youth Hockey Association to Conduct Lawful Gambling Activities at 1145 Woodhill Dr (VFW Post 7555)

1
2 **Background**

3 Roseville Area Youth Hockey Association has submitted an application to conduct lawful gambling
4 activities at the VFW Post 7555 located at 1145 Woodhill Drive. If approved, this application would result
5 in Roseville Area Youth Hockey Association holding 5 of the City's 11 active premises permits,
6 remaining within the City Code requirement that no individual organization may exceed 50 percent of the
7 total premises permits issued by the City. The maximum number of premises permits is 12, pursuant to
8 Minn. Stat. [ch. 349](#).

9
10 **Policy Objectives**

11 Permitting requirements are set forth in City Code Section 303.05 and State Statute Chapter
12 349. Lawful gambling is permitted in the City if the organization meets the following criteria:

- 13
- 14 • Is licensed by the State Gambling Control Board
 - 15 • Is a tax exempt organization pursuant to 501(c) of the internal revenue code
 - 16 • Complies with all other requirements as set forth in City Code and State Statute

17 The applicant currently meets all local requirements, although licensing by the State is contingent upon
18 local approval.

19 **Equity Impact Summary**

20 There is no anticipated racial equity impact.

21
22 **Budget Implications**

23 City Code Section 304.04 requires that each organization contributes 1% of net sales and at least 10%
24 of its net profits derived from lawful gambling in the City to a Fund administered and regulated by the
25 City; for the purposes defined in MN Statute Chapter 349.

26
27 **Staff Recommendations**

28 Staff recommends approval.

29
30 **Requested Council Action**

31 Motion to approve the attached resolution granting a premise permit for Roseville Area Youth Hockey
32 Association to conduct lawful gambling activities at 1145 Woodhill Dr., VFW Post 7555.

34

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. RAYHA Premise Permit at VFW _Redacted

35

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Roseville Youth Hockey Association License Number: 03191
 Chief Executive Officer (CEO) Phil Diskerud Daytime Phone: [REDACTED]
 Gambling Manager: Ashlee Horwath Daytime Phone: [REDACTED]

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Roseville VFW
 List any previous names for this location:

 Street address where premises is located: 1145 Woodhill Dr.
(Do not use a P.O. box number or mailing address.)

City: <u>Roseville</u>	OR Township:	County: <u>Ramsey</u>	Zip Code: <u>55117</u>
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Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.
 Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Community Resource Bank Bank Account Number: [REDACTED]
 Bank Street Address: 1501 West County Rd C City: Roseville State: MN Zip Code: 55113

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): <u>Roseville Bingo Hall 2525 Snelling Ave North</u>	City: <u>Roseville</u>	State: <u>MN</u>	Zip Code: <u>55113</u>
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

<p>CITY APPROVAL for a gambling premises located within city limits</p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____</p> <p>Title: _____ Date Signed: _____</p>
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ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

<p>Signature of Chief Executive Officer (designee may not sign)</p>	<p>5-13-26</p> <p>Date</p>
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<p>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 your organization's application. Your organization's name and address will be public</p>	<p>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;</p>	<p>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.</p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

MINNESOTA LAWFUL GAMBLING
LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Roseville Youth Hockey Association	License/Site Number: 03191	Daytime Phone: 6513987333
Address: 2661 Civic Center Drive	City: Roseville	State: Zip: MN 55113
Name of Leased Premises: Roseville VFW	Street Address: 1145 Woodhill Dr	
City: Roseville	State: Zip: MN	Daytime Phone: 6514835313
Name of Legal Owner: Molly Evans (Roseville VFW)	Business/Street Address: 1145 Woodhill Dr	Daytime Phone: 6514835313
City: Roseville	State: Zip: MN 55113	Daytime Phone:
Name of Lessor (if same as legal owner, write "SAME"): SAME	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:
 New or amended lease. Effective date: _____ . Submit changes at least ten days **before** the effective date of the change.
 New owner. Effective date: _____ . Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Pull-Tabs (paper) | <input checked="" type="checkbox"/> Electronic Pull-Tabs |
| <input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device | <input checked="" type="checkbox"/> Electronic Linked Bingo |
| <input checked="" type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo | Electronic games may only be conducted: |
| <input checked="" type="checkbox"/> Tipboards | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| <input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: 10 %, not to exceed **10%** of gross profits for that month.
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: N/A %, not to exceed **20%** of gross profits from all other forms of lawful gambling.
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

- Bingo rent is limited to one of the following:
- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
 - OR -
 - Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 60 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

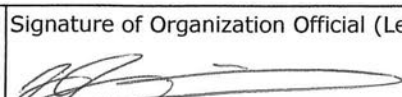
Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:  Date: 5/13/26

Signature of Organization Official (Lessee):  Date: 5-13-26

Print Name and Title of Lessor: MARK A. SCHUTA, Post Commander

Print Name and Title of Lessee: PHILLIP DISKERUP, CEO

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
 Minnesota Gambling Control Board
 1711 W. County Road B, Suite 300 South
 Roseville, MN 55113
 Fax: 651-639-4032

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.e.

Department Approval



City Manager Approval



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

1
2 **Background**

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

8
9 Staff will note that, unless noted otherwise, all items contained in this report were previously identified
10 and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review
11 during the most recent budget cycle. This information package included a CIP Project/Initiative summary
12 which identified the type of purchase, estimated cost, funding source, and other supporting narrative.
13 Where applicable, these project/initiative summaries are included with *Attachment 2*.

14
15 **Policy Objectives**

16 Required under City Code 103.05.
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18

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20 **Equity Impact Summary**

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

30 Funding for all items is provided for in the current budget or through pre-funded capital replacement
31 funds.
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34 **Staff Recommendations**

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

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Requested Council Action

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

Prepared by: Phil Weix - Assistant Finance Director

Attachments:

1. Over \$10,000 Items for Purchase or Sale_Trade-in
2. Project/Initiative Summaries

45

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Parks Maintenance	MN Boardwalks , LLC	Langton Lake Boardwalk Repair	(a)	\$ -	\$ 29,750	2026 Operating
Fire Department	Stryker Sales, LLC	Lucas Chest Compressor	(b)	\$ 88,080	\$ 22,638	2026 CIP
				\$ 20,000	\$ 19,850	
Parks and Recreation	Court Surface and Repair, Inc	Tennis Court Resurfacing	(c)	\$ 50,000	\$ 13,950	2026 PIP CIP
				\$ 20,000	\$ 13,700	
Public Works (Storm Sewer)	ESS Brothers & Sons, Inc.	Flex Seal	(d)	\$ 52,000	\$ 50,250	2026 Operating

Key

(a) This request is to repair the critical failure of the Langton Lake Boardwalk on the south side of the park. The Boardwalk was damaged due to its condition and accident while trail sweeping. Without this repair, the Langton Lake "Loop" is not passable. Boardwalk upgrades were planned to occur in the 2029 CIP budget but this repair will defer those planned updates. The cost of repair is \$29,750 and will be performed by MN Boardwalks LLC which provided the best quote. This is an emergency repair and not part of the 2026 budget will be paid out of the Parks Maintenance Professional Services budget. The budget is \$161,000 and currently has \$136,000 available.

(b) The Fire Department is requesting an additional Lucas Chest Compressor for Ladder 628. This would ensure the department can provide consistent, high-quality CPR during cardiac arrest calls, even during simultaneous incidents or when the current unit is unavailable. Mechanical CPR reduces firefighter fatigue and allows personnel to focus on other critical patient care and scene responsibilities. The second device will improve operational readiness and help support better patient outcomes for the community. This purchase is budgeted out of the Fire EMS Supplies CIP. The remaining budget is \$88,088 prior to this request and remaining budget will be available for additional EMS supplies to be purchased.

(c) This request is for Parks and Recreation to resurface the tennis courts at Autumn Grove, Sandcastle, and Howard Johnson parks. All courts were deemed ready for repairs in fall of 2025 , and again in 2026. The current courts were last resurfaced in 2014 and the expected life is 10 years which makes them ready for an update. The City received three quotes and request moving forward with the lowest. Each park was budgeted separately in the 2026 Parks Improvement CIP. Howard Johnson and Sandcastle came in under budget due to the review by the contractor and requiring less work than originally thought and budgeted for.

(d) Public Works is requesting approval for structure repair on various sewer catch basins and manholes. These repairs will lessen deterioration below grade in the structures. ESS Brothers and Sons, Inc provided the lowest bid per structure and will seal the ring area and joint sections using urethane material. This is budgeted in the Storm Sewer operational budget. The budgeted amount is \$52,000 and this request comes in just below.

2026 Capital Improvement Plan

Project/Initiative Summary

Department/Division: Parks

Project/Initiative Title: Autumn Grove 2 Lighted Tenns, 1 Lighted Basketball, 2 Hoops

Total Estimated Cost: \$20,000

Funding Source: Park Improvement Fund 411

Annual Operating Budget Impact:

Project/Initiative Description:

These courts have faded and flaking paint due to heavy usage. The underlying pavement appears to be in fairly good shape. These are some of our more heavily used courts and should be kept to a high standard for user satisfaction and to preserve the asset.

The project would power wash crackseal, and sealcoat all courts.

Asset Location:

1395 Lydia Ave W, Roseville, MN 55113

Current Asset Installation Year:

2014

Expected Lifespan for Asset:

10 Years

2026 Capital Improvement Plan

Project/Initiative Summary

Department/Division: Parks

Project/Initiative Title: Howard Johnson 2 Lighted Tennis

Total Estimated Cost: \$50,000

Funding Source: Park Improvement Fund 411

Annual Operating Budget Impact:

Project/Initiative Description:

These courts are starting to show wear and tear from years of use. The project would power wash crackseal, and sealcoat all courts.

Asset Location:

Howard Johnson Park

1260 Woodhill Drive

Current Asset Installation Year:

2014

Expected Lifespan for Asset:

10 Years

Department/Division: Parks

Project/Initiative Title: Sandcastle 1 Tennis, 1 Basketball

Total Estimated Cost: \$20,000

Funding Source: Park Improvement Fund 411

Annual Operating Budget Impact:

Project/Initiative Description:

These courts have faded and flaking paint due to heavy usage and sun exposure. The underlying pavement appears to be in fairly good shape.

The project would power wash crackseal, and sealcoat all courts.

Asset Location:

Sandcastle Park
3060 Patton Rd.

Current Asset Installation Year:

2014

Expected Lifespan for Asset:

10 Years

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Proposal for Construction Materials Testing for the Hamline Avenue Rehabilitation Project (26-01)

Background

The Hamline Avenue Rehabilitation Project consists of pavement rehabilitation and multi-use trail construction along Hamline Avenue (CSAH 52) between County Road C and Snelling Avenue. The project includes full depth reclamation, bituminous resurfacing, construction of a multi-use trail, storm sewer improvements, pedestrian curb ramps, the upsizing of watermain, installation of a water meter pit serving Arden Hills, and associated utility adjustments.

This project is a cooperative effort between the City of Roseville, the City of Arden Hills, and Ramsey County. The project was designed to meet State Aid standards and is eligible for State Aid funds.

Materials testing services are required to help ensure quality materials and workmanship for the project and 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)	\$37,096.50
Braun Intertec	\$53,706.00

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 with no negative impacts to historically disadvantaged communities.

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Budget Implications

Materials testing is budgeted within the anticipated engineering cost in the approved Hamline Avenue Rehabilitation Project. This project is proposed to be completed by July 1, 2027.

Staff Recommendations

Staff recommends approval of the quote for the Hamline Avenue Rehabilitation Project construction materials testing in the amount of \$37,096.50 to American Engineering Testing.

Requested Council Action

Approve proposal for professional services with American Engineering Testing for construction materials testing for the Hamline Avenue Rehabilitation Project in the amount of \$37,096.50.

Prepared by: Erik Henriksen, Assistant City Engineer

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

48

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 18th day of May 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 May 18, 2026. Unless extended by written agreement of the Parties, this Agreement will terminate no later than September 1, 2027, 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

May 12, 2026

City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113



Attn: Erik Henricksen, PE – Assistant City Engineer
(erik.henricksen@cityofroseville.com)

RE: Quality Assurance Testing Proposal
Hamline Avenue Rehabilitation Project
S.A.P. 160-020-057, 160-226-010, 187-020-027, 062-650-017
City Project No. 26-01
Roseville, Minnesota
AET Proposal No. P-0053251

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 April 23, 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 will be performing a street rehabilitation project during the 2026 and 2027 construction seasons. Construction is anticipated to begin in the Summer of 2026 and be completed by July 2027. The project area will include Hamline Avenue between County Road C and Snelling Avenue. The project will be funded with state aid funds 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 pavement evaluation and analysis was performed for this project by Braun Intertec. The results were presented in their Pavement Evaluation report, dated January 20, 2026 (Braun Project No. B2506326). 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

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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 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.

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, granular materials, 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.

Full Depth Reclamation (FDR)

AET will perform dynamic cone penetrometer (DCP) testing and moisture content testing of the full depth reclamation material along with up to 5 gradations in accordance with the 2023 MnDOT SMC. The frequency of these gradations for an FDR project are at the discretion of the Engineer. We assume the City's Inspector will perform depth checks of the FDR material.



Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyration Mix Properties as follows:

- Gyration Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that the City will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume City personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. The City will coordinate the removal of both the contractor and companion cores with the contractor.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

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. Daily field reports will also be prepared and made available upon request. In addition to these reports, once we receive final project quantities, AET will complete a Final Summary Report of QA Testing to satisfy State Aid Requirements.

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 **\$37,096.50**. 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 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 "Madilyn Frisk".

Madilyn Frisk
Geologist I
mfrisk@teamAET.com
651-242-1204

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



ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0053251

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 Hamline Avenue Rehabilitation – 2023 MnDOT SMC
SAP 160-020-057, 160-226-010, 187-020-027, 062-650-017; Roseville, Minnesota

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Watermain Storm Sewer Sanitary Sewer	LF	2,041	6	24	Proctor (1/soil type)	1	3	205.00	205.00	615.00
		2,368			Trenches, Specified Density Nuclear Gauge (1/500')	9	18	45.00	405.00	810.00
					Relative Moisture (1/10,000 CY, 10 max)	2	2	60.00	120.00	120.00
Select Granular Embankment Note #1	CY	100			Gradation (1/40,000 CY)	0	0	150.00	0.00	0.00
					Proctor (1/soil type)	0	0	205.00	0.00	0.00
					Specified Density Nuclear Gauge (1/5,000 CY)	0	0	45.00	0.00	0.00
					Relative Moisture (1/10,000 CY, 10 max)	0	0	60.00	0.00	0.00
Aggregate Base Class 5 ± 6200 feet of Trail/Walk	CY	1,250	6	12	Gradation (2 per lot, 1 lot ≤ 2,000 CY)	2	2	150.00	300.00	300.00
					Road, Penetration Index DCP (1/2,000 CY)	0	0	70.00	0.00	0.00
					Walks and Trails, DCP (1/500 feet)	13	15	70.00	910.00	1,050.00
					Relative Moisture (1/1,000 CY, 10 max)	2	2	60.00	120.00	120.00
					Percent Crushed (1/source, if required)	0	0	235.00	0.00	0.00
					LAR (1/source, if required)	0	0	205.00	0.00	0.00
					Insoluble Residue (1/source, if required)	0	0	670.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)	0	0	445.00	0.00	0.00
Bitumen Content (Engineer's discretion)	0	0	320.00	0.00	0.00					
Granular Bedding	CY	1,000	1	2	Gradation (1/source)	1	1	150.00	150.00	150.00
Coarse Aggregate Bedding Note #1	CY	100			Gradation (1/source)	0	0	150.00	0.00	0.00
Full Depth Reclamation (FDR)	SY	32,250	5	10	Gradation (Engineer's discretion)	0	5	150.00	0.00	750.00
					Penetration Index DCP (1/10,000 SY)	4	6	70.00	280.00	420.00
					Relative Moisture (1/20,000 CY)	2	2	60.00	120.00	120.00
Bituminous - SP WE/NW	TON	7,680	7	7	MnDOT Gyration Mix Properties (1/day/mix type)	7	7	690.00	4,830.00	4,830.00
					Companion Core Density & Thickness	48	48	60.00	2,880.00	2,880.00
Bituminous - 3" Trail	TON	1,020	1	1	MnDOT Gyration Mix Properties (1/day/mix type)	1	1	690.00	690.00	690.00
Bituminous - Patching Small Quantity	TON	±254	0	0	MnDOT Gyration Mix Properties (1/day/mix type)	0	0	690.00	0.00	0.00
Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter, Driveway	CY	±817	15	38	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	75	45.00	675.00	3,375.00
					Concrete sample pick up from job site	3	15	110.00	330.00	1,650.00
								Subtotal =	12,015.00	17,880.00

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.
3. Number of "Likely" bituminous samples, cores, and trips assumes 7 days of paving (1,000-1,200 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have not included time for marking bituminous core locations or for determining the random bituminous core locations.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.50	615	615	922.50	922.50
Technician II	Hour	126.00	94	94	11,844.00	11,844.00
Engineer II, Final Project Summary Report	Hour	210.00	4	8	840.00	1,680.00
Engineer II, Project Management	Hour	210.00	15	20	3,150.00	4,200.00
Project Administrator	Hour	95.00	4	6	380.00	570.00
Subtotal =					17,136.50	19,216.50

Estimate prepared by: **Madilyn Frisk**

Total Cost Estimate =	Minimum	Likely
	29,151.50	37,096.50

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):	
	E-MAIL ADDRESS:		
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:		
INSURER F:			

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	CANCELLATION
22217726 EVIDENCE OF INSURANCE	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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Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>AMERICAN ENGINEERING TESTING, INC.</p> <p>2 Business name/disregarded entity name, if different from above.</p>
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ </p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>550 CLEVELAND AVENUE</p> <p>6 City, state, and ZIP code</p> <p>ST. PAUL, MN 55114</p> <p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
4	1	-	0	9	7	7	5	2	1	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, **you are not required to sign the certification**, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Phil Chwialkowski</i>	Date <i>1/1/2026</i>
------------------	--	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Proposal for Construction Materials Testing for the 2026 Pavement Management Project (26-04)

1
2 **Background**

3 The 2026 Pavement Management Project consists of street mill and overlay, full depth
4 reclamation (reclaim), curb repairs, and utility work. See Attachment 3 for the overall street
5 segment map in the 2025 Pavement Management Project.

6
7 The annual pavement management project provides maintenance of the City's street
8 system as identified in the Capital Improvement Plan (CIP). Based on past practice, staff is
9 recommending the City Council award the pavement management contract to the lowest
10 responsible bidder, Bituminous Roadways, Inc, on May 18, 2026.

11
12 Materials testing services are required to help ensure quality materials and workmanship
13 for the project and compliance with the schedule of material controls. As such, the City
14 requested quotes from geotechnical firms with experience in construction material
15 testing. Two quotes were received and are summarized below:

16

Contractor	Bid Total
American Engineering Testing (AET)	\$22,263.00
Braun Intertec	\$36,695.00

17
18
19 AET's proposal is included as Attachment 2. AET has done the testing on previous City
20 projects, and their work has been acceptable.

21
22 **Policy Objectives**

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

25
26 **Equity Impact Summary**

27 The overall project should benefit the City as a whole with no negative impacts to
28 historically disadvantaged communities.

29
30 **Budget Implications**

31 Materials testing is budgeted within the anticipated engineering cost in the approved 2026
32 Pavement Management Project. This project is proposed to be completed by November 1,
33 2026.

34
35 **Staff Recommendations**

36 Staff recommends approval of the quote for the 2026 Pavement Management Project
37 construction materials testing in the amount of \$22,263.00 to American Engineering
38 Testing.

39
40 **Requested Council Action**

41 Approve proposal for professional services with American Engineering Testing for
42 construction materials testing for the 2026 Pavement Management Project in the amount of
43 \$22,263.00.

44
45 **Prepared by:** Erik Henriksen, Assistant City Engineer

- Attachments:**
- 1. Professional Service Agreement
 - 2. AET's Proposal for Construction Materials Testing Services
 - 3. Map of 2026 PMP Area

46

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 18th day of May 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 May 18, 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

May 12, 2026

City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113



Attn: Erik Henricksen, PE – Assistant City Engineer
(erik.henricksen@cityofroseville.com)

RE: Quality Assurance Testing Proposal
2026 Pavement Management Project
City Project No. 26-04
Roseville, Minnesota
AET Proposal No. P-0053248

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 April 23, 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 will be performing a pavement management project during the 2026 and 2027 construction seasons. Construction is anticipated to begin in the Summer of 2026 and be completed by July 2027. The project area will include Paton Road, Marion Street, Fulham Street, Woodbridge Circle, Woodlyn Avenue, Highway 36 Service Drive, Clarmar Avenue, Sandhurst Drive, Brenner Avenue, Chatsworth Street, Asbury Street, Aglen Street, Arona Street, Oxford Street, Simpson Street, Ruggle Street, Pascal Street, Albert Street, Cohansey Street, Roma Avenue, Dionne Street, Woodbridge Street, Grandview Avenue, and Matilda Street. The project will be funded with state aid funds 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 pavement evaluation and analysis was performed for this project by Braun Intertec. The results were presented in their Pavement Evaluation report, dated January 20, 2026 (Braun Project No.

550 Cleveland Avenue North | Saint Paul, MN 55114

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

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B2506326). Reference should be made to that report for more details regarding site conditions and recommendations.

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 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.

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 following materials:

- Utility Trench Backfill
- Select Granular Embankment

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, granular materials, 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.



Full Depth Reclamation (FDR)

AET will perform dynamic cone penetrometer (DCP) testing and moisture content testing of the full depth reclamation material along with up to 5 gradations in accordance with the 2023 MnDOT SMC. The frequency of these gradations for an FDR project are at the discretion of the Engineer. We assume the City's Inspector will perform depth checks of the FDR material.

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that the City will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume City personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. The City will coordinate the removal of both the contractor and companion cores with the contractor.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

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. 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 **\$22,263.00**. 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 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 "Madilyn Frisk".

Madilyn Frisk
Geologist I
mfrisk@teamAET.com
651-242-1204

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

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0053248

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 2026 Pavement Management Project – 2023 MnDOT SMC
City Project No. 26-04; Roseville, Minnesota**

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Watermain, Storm Sewer, Sanitary Sewer	LF	720	3	6	Proctor (1/soil type)	1	2	205.00	205.00	410.00
					Trenches, Specified Density Nuclear Gauge (1/500')	4	6	45.00	180.00	270.00
Select Granular Embankment	CY	1,030	1	2	Gradation (1/40,000 CY)	1	1	150.00	150.00	150.00
					Proctor (1/soil type)	1	1	205.00	205.00	205.00
					Specified Density Nuclear Gauge (1/5,000 CY)	1	3	45.00	45.00	135.00
Aggregate Base Class 5	CY	830	2	4	Gradation (2 per lot, 1 lot ≤ 2,000 CY)	2	2	150.00	300.00	300.00
					Road, Penetration Index DCP (1/2,000 CY)	1	3	70.00	70.00	210.00
					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
Full Depth Reclamation (FDR)	SY	15,934	2	4	Gradation (Engineer's discretion)	0	3	150.00	0.00	450.00
					Penetration Index DCP (1/10,000 SY)	2	3	70.00	140.00	210.00
Bituminous - SP WE/NW	TON	10,620	9	18	MnDOT Gyrotory Mix Properties (1/day/mix type)	9	9	690.00	6,210.00	6,210.00
					Companion Core Density & Thickness	54	54	60.00	3,240.00	3,240.00
Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter	CY	±166	5	13	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)	20	25	45.00	900.00	1,125.00
					Concrete sample pick up from job site	4	5	110.00	440.00	550.00
								Subtotal =	12,085.00	13,465.00

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.
3. Number of "Likely" bituminous samples, cores, and trips assumes 9 days of paving (1000 to 1200 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have not included time for marking bituminous core locations or for determining the random bituminous core locations.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.50	264	264	396.00	396.00
Technician II	Hour	126.00	47	47	5,922.00	5,922.00
Engineer II, Project Management	Hour	210.00	8	10	1,680.00	2,100.00
Project Administrator	Hour	95.00	4	4	380.00	380.00
Subtotal =					8,378.00	8,798.00

Estimate prepared by: Ryan Schaefer	Total Cost Estimate =	Minimum	Likely
		20,463.00	22,263.00

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	
	INSURER A: The Phoenix Insurance Company	
	INSURER B: Travelers Property Casualty Company of America	
	INSURER C: Continental Casualty Company	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC #

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	CANCELLATION
22217726 EVIDENCE OF INSURANCE	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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Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) AMERICAN ENGINEERING TESTING, INC.	
	2 Business name/disregarded entity name, if different from above. 	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 550 CLEVELAND AVENUE	Requester's name and address (optional)
	6 City, state, and ZIP code ST. PAUL, MN 55114	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	1	-	0	9	7	7	5	2	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, **you are not required to sign the certification**, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Phil Chwialkowski</i>	Date <i>1/1/2026</i>
------------------	--	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

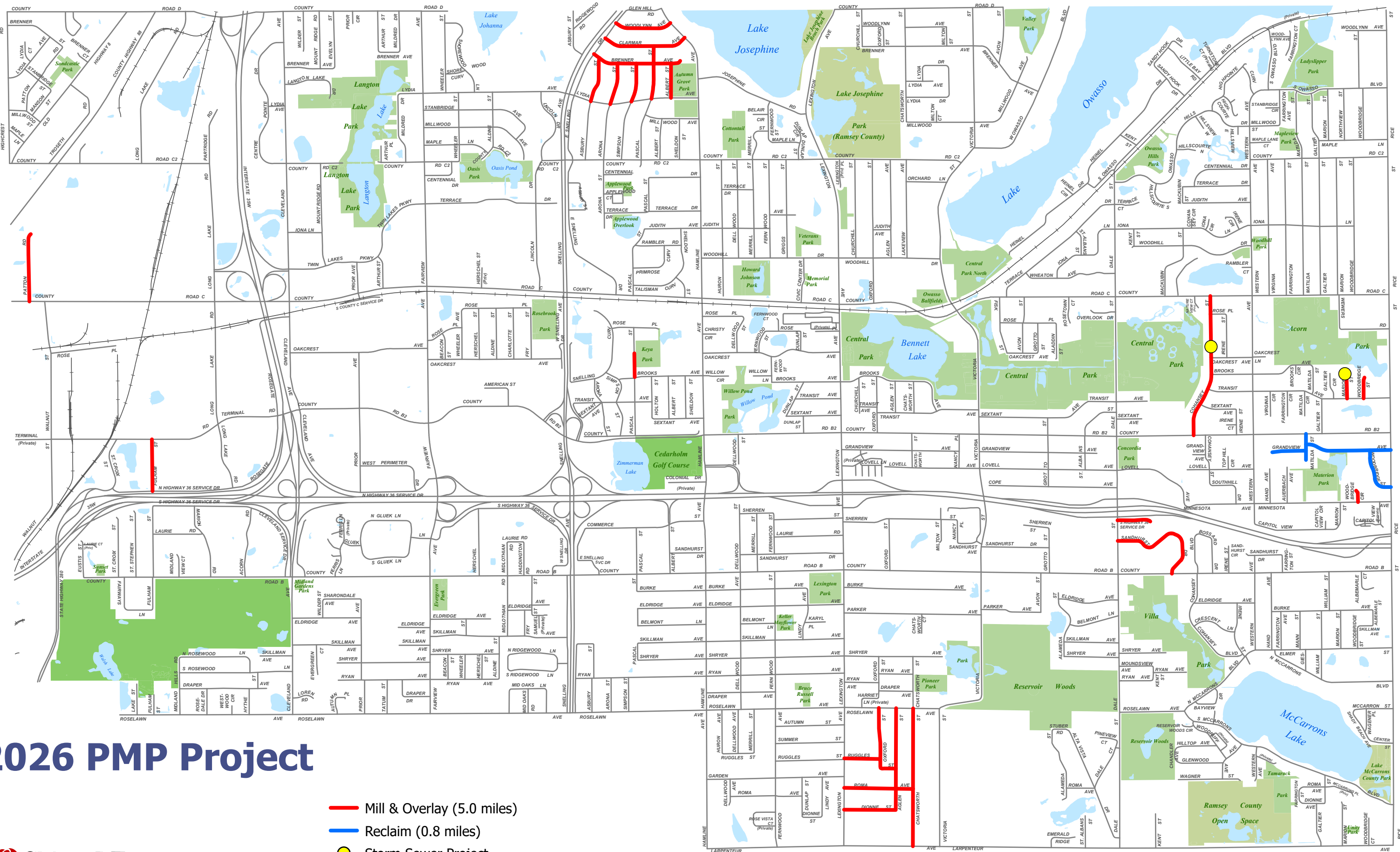
What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



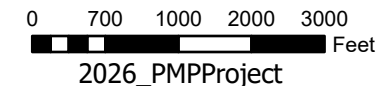
2026 PMP Project

- Mill & Overlay (5.0 miles)
- Reclaim (0.8 miles)
- Storm Sewer Project



Data Sources
 * Ramsey County GIS (2/14/2026)
 * City of Roseville Engineering Department

GIS Data: The maps provided by the City of Roseville are compilations of records, information and data from various sources, and they are to be used for reference purposes only. The City does not warrant or guarantee that the Geographic Information Systems (GIS) data or maps are complete, current, or accurate. The data is offered "as is" and the City of Roseville does not represent that the GIS data can be used or is accurate for legal, navigational, or any purposes requiring exacting measurement of distance or direction or precision in the depiction of geographic features. Pursuant to Minnesota Statutes, Section 466.03, Subdivision 21, the City of Roseville disclaims any liability for claims based on alleged or actual inaccuracies in the GIS data or maps. For more information, please contact 651-792-7044.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Contract for 2026 Pavement Management Project

Background

The 2026 Pavement Management Project includes street mill and overlay, full-depth reclamation (reclaim), curb repairs, and utility improvements. The project also includes two stormwater rehabilitation components: slip lining of large-diameter storm sewer pipes (up to 88" diameter) along Cohansey Street and construction of a new stormwater conveyance system along Marion Street to address localized flooding concerns. In addition, a new pathway will be constructed along Pascal Street extending into Keya Park. See Attachment 2 for the overall street segment map for the 2026 Pavement Management Project.

The annual pavement management project provides maintenance of the City's street system as identified in the Capital Improvement Plan (CIP). Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. Three qualified bids were received for the project. Upon review of the bids received, Bituminous Roadways, Inc., is the lowest responsible bidder. The table below summarizes bids received:

Contractor	Bid Total
Bituminous Roadways, Inc.	\$2,893,026.80
Park Construction Company	\$3,160,979.40
GMH Asphalt Corporation	\$3,758,964.17
Engineer's Estimate	\$2,449,500.00

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 with no negative impacts to historically disadvantaged communities.

Budget Implications

Staff received three bids for this project, opened and tabulated according to law on May 7,

2026. The low bid was submitted by Bituminous Roadways, Inc., in the amount of \$2,893,026.80. The bidding was relatively competitive with a close distribution amongst two of the three bidders. The base bid was 18% higher than the estimate of \$2,449,500.00. Although the project is higher than the estimate, staff recommends award to the low bidder, Bituminous Roadways, Inc. The majority of the higher costs relate to storm sewer installation, which is more specialized (boring and slip lining) than typical storm sewer projects the City normally completes.

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

Fund	Budget	Estimated Cost	Low Bid Cost	Variation from Estimate
Street Fund	\$1,650,000.00	\$1,530,000.00	\$1,573,018.36	+\$43,018.36
Storm Sewer Utility Fund	\$1,100,000.00	\$667,000.00	\$1,015,670.00	+\$348,670.00
Sanitary Utility Fund	\$175,000.00	\$140,000.00	\$169,422.50	+\$29,422.50
Water Utility Fund	\$70,000.00	\$67,000.00	\$92,417.50	+\$25,417.50
Pascal Pathway	\$50,000.00	\$45,500.00	\$42,498.00	-\$3,002.00
Totals	\$3,040,000.00	\$2,449,500.00	\$2,893,026.36	+18.1%

Additionally, the City estimates \$25,000.00 for testing construction materials will be used from street funds.

This project is proposed to be completed by November 1, 2026.

Staff Recommendations

Staff recommends approval of a resolution awarding contract for the 2026 Pavement Management Project in the amount of \$2,893,026.80 to Bituminous Roadways, Inc.

Requested Council Action

Approve resolution awarding contract for the 2026 Pavement Management Project in the amount of \$2,893,026.80 to Bituminous Roadways, Inc.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Resolution
2. Map of 2026 PMP Area

**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 18th day of May, 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 2026 PAVEMENT MANAGEMENT PROJECT**

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, May 7, 2026, at 2:00 p.m., opened and tabulated according to law and
12 the following bids were received complying with the advertisement:

Contractor	Bid Total
Bituminous Roadways, Inc.	\$2,893,026.80
Park Construction Company	\$3,160,979.40
GMH Asphalt Corporation	\$3,758,964.17
<i>Engineer's Estimate</i>	<i>\$2,449,500.00</i>

13 WHEREAS, it appears that Bituminous Roadways, Inc., is the lowest responsible bidder at the
14 tabulated price of \$2,893,026.80.

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 Bituminous Roadways, Inc. for \$2,893,026.80 in the name of the City of Roseville
19 for 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.

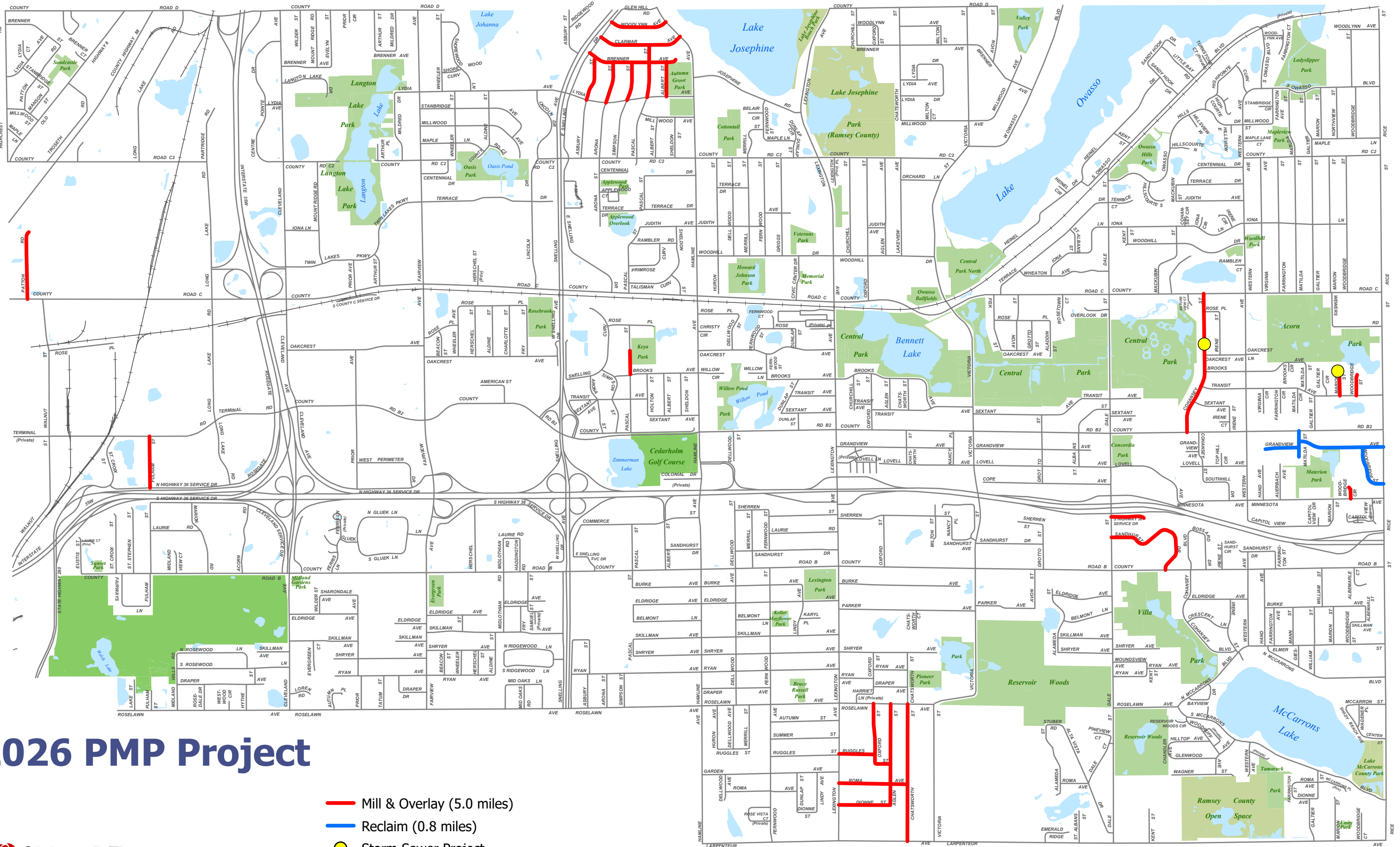
STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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 18th day of May, 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 18th day of May, 2026.

Patrick Trudgeon, City Manager

(SEAL)



2026 PMP Project

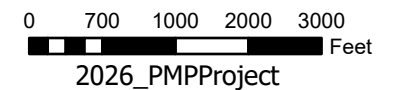
- Mill & Overlay (5.0 miles)
- Reclaim (0.8 miles)
- Storm Sewer Project



Prepared by: Engineering Department
5/8/2026

Data Sources
* Ramsey County GIS (2/14/2026)
* City of Roseville Engineering Department

GIS Data:
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Approve Ramsey County Agreement for County Road C from Lexington Avenue to Rice Street

1
2 **Background**

3 As part of Ramsey County's Transportation Improvement Plan for 2026, the County work
4 will include pavement management (a mix of mill and overlay and some full depth
5 reclamation) restriping from a four to three lane section with bike lanes, and signal
6 replacements on County Road C at Lexington Avenue and Rice Street, and a new signal at
7 Victoria Street. The project does not include any new pathways but does include pedestrian
8 crossing improvements at Farrington Street (pedestrian refuge island) and Gaultier Street
9 (rectangular rapid flashing beacon, (RRFB)). The overall project construction estimate,
10 including the portion to Little Canada Road in Little Canada, is \$5,456,132.

11
12 In accordance with the County's Cost Participation Policy, Roseville will participate in some
13 construction costs. The Engineer's Estimate anticipated the construction costs borne by the
14 City to be \$67,991. These costs are associated with minor updates to pedestrian ramps
15 along the corridor and half the cost of a new pedestrian crossing at Galtier Street. The
16 breakdown of the estimated costs can be found below in Budget Implications and in Exhibit
17 B of the agreement.

18
19 The County will be the lead agency for this project and require that the contractor maintain
20 access to properties throughout construction. Work is anticipated to begin this summer, but
21 it has not yet been bid.

22
23 The construction of the bridge over the railroad, between Lexington Avenue and Victoria
24 Street, will be bid as a separate project and is planned for 2027 construction. Roseville
25 does not anticipate cost participation in the construction of the bridge based on initial
26 estimates, but a separate agreement will be brought to Council if there is cost participation
27 or maintenance agreements needed.

28
29 This agreement also includes the cost participation in the acquisition of temporary and
30 permanent easements needed for the road project and the bridge project. The right-of-way
31 cost for Roseville is estimated at \$58,938.

32
33 The City Attorney has reviewed the agreement.
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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

All residents, businesses, and travelers along the right-of-way will benefit from the improvements to the pavement, path, and signal systems.

Budget Implications

Roseville’s estimated costs are shown below. The City costs have been budgeted for in the Capital Improvement Plan for 2026 construction and are noted below:

EXPENDITURES

Construction	\$67,991
Right of Way	\$58,938
Engineering Design/Construction	\$16,318
Estimated total expenditure	\$143,247

REVENUE

Municipal State Aid Funds	\$143,247
Estimated total revenue	\$143,247

Staff Recommendations

Staff recommends adopting the resolution approving Ramsey County Agreement for County Road C from Lexington Avenue to Rice Street.

Requested Council Action

Adopt the resolution approving Ramsey County Agreement for County Road C from Lexington Avenue to Rice Street.

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

- Attachments:**
1. Resolution
 2. Agreement

**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 18th day of May, 2026,
3 at 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 FOR APPROVING THE RAMSEY COUNTY RIGHT OF WAY,
COOPERATIVE AND MAINTENANCE AGREEMENT FOR THE
CONSTRUCTION OF COUNTY ROAD C (CSAH 23) FROM LEXINGTON
AVENUE (CSAH 51) TO RICE STREET (CSAH 49)**

11 WHEREAS, County Road C from Lexington Avenue to Rice Street in the City of
12 Roseville is a Ramsey County road; and

13 WHEREAS, the project has been designated for funding by the Minnesota Department of
14 Transportation (“MnDOT”) as eligible for County State Aid Highway (“CSAH”) funds
15 and Municipal State Aid System (“MSAS”) funds; and

16 WHEREAS, it is necessary to establish project cost participation and long-term
17 maintenance responsibilities for both parties and to establish the means for the City of
18 Roseville to compensate Ramsey County for expenses on said project; and

19 WHEREAS, the City and Ramsey County have drafted an agreement to establish said
20 terms for the project.

21 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville
22 approve the Right of Way, Cooperative, and Maintenance Agreement drafted by Ramsey
23 County and entered into with the City of Roseville and that the Mayor and City Manager
24 are authorized to execute the agreement.

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

28 WHEREUPON said resolution was declared duly passed and adopted.

Agreement PUBW2026-15R

RAMSEY COUNTY
RIGHT OF WAY, COOPERATIVE AND MAINTENANCE AGREEMENT
WITH THE CITY OF ROSEVILLE FOR THE CONSTRUCTION OF COUNTY ROAD C
(CSAH 23) FROM LEXINGTON AVENUE (CSAH 51) TO RICE STREET (CSAH 49)
IN THE CITY OF ROSEVILLE, MN
Ramsey County Project No. SP 062-623-060
Roseville Project No. SP 160-020-053

Estimated Construction Costs*

Total Project Construction Cost*:	\$ 6,765,604.24
Roseville Construction Cost*:	\$ 84,308.84

*(including Design & Construction Engineering)

Right of Way Costs

Project Right of Way Cost:	\$ 575,600.00
Roseville Right of Way Cost:	\$ 58,938.00

Attachments:

- A – Project Location Map
- B – Engineer’s Estimate
- C – Right of Way Costs

This Agreement is between the city of Roseville, a municipal corporation (“City”) and Ramsey County, a political subdivision of the State of Minnesota, (“County”) for the construction of County Road C (CSAH 23) from Lexington Avenue (CSAH 51) to Rice Street (CSAH 49) (the “Project”).

RECITALS

1. The Project is identified in Ramsey County’s 2026 – 2030 Transportation Improvement Program.
2. County Road C, in the area affected by reconstruction, is designated County State Aid Highway (CSAH) 23.
3. The Project has been designated by the Minnesota Department of Transportation (Mn/DOT) as eligible for County State Aid Highway funds.
4. The Project has been identified in the 2026-2029 Minnesota State Transportation Improvement Program as Sequence Number 1924 and is eligible for Federal Highway Administration funds.

5. The Project has been designated as State Aid Project (S.A.P) SP 062-623-060, 160-020-053.
6. The road segment applicable to this Agreement is the roadway portion of the Project, not including the Bridge Replacement Project, State Project 062-623-066, located west of Victoria Street, located within the City (the Roseville Project). Separate agreements will be prepared for the Bridge Replacement Project and for the Little Canada portion of the Project. Notwithstanding the foregoing, this agreement includes right of way costs for the Bridge Replacement Project.

AGREEMENTS

1. Responsibility for Design Engineering

- 1.1. Plans, specifications, and proposals will be prepared in accordance with Mn/DOT State Aid and Federal Aid requirements.
- 1.2. The County will prepare plans, specifications, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, paving, concrete curb and gutter, medians, storm sewer, storm water treatment and infiltration basins, pedestrian curb ramps, turf establishment, traffic signals, street lighting, accessible pedestrian signals, and utility replacement and adjustments.
- 1.3. Plans for the Project showing proposed construction will be presented to the City and will be on file at Ramsey County Public Works Department.
- 1.4. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions are subject to approval by the County.

2. Responsibility for the Right of Way Plan and Acquisition

- 2.1 The County will prepare, and provide to the City, a right of way acquisition plan showing easements and other property interests required for construction of the Project in accordance with Mn/DOT State Aid standards.
- 2.2 The County will acquire the proposed easements and right of way in accordance with Mn/DOT State Aid requirements.

3. Procurement and Award of Contract

- 3.1 The County will take bids in accordance with state law and County procedures.

- 3.2 The County will prepare an abstract of bids and a cost participation summary based on the lowest responsible bidder’s proposal, and will provide the same to the City.
- 3.3 The County will request the City’s concurrence to award a contract to the lowest responsible bidder.
- 3.4 The County will award a contract, and pay the contractor from the Federal Aid, County State Aid Highway, Municipal State Aid Highway, and local funds identified for the Project.

4. Responsibility for Construction Engineering

- 4.1. The County shall perform or contract the performance of the construction engineering for all elements of the Project.

5. Project Costs

- 5.1 Except as provided herein, the County and City will participate in the costs of construction in accordance with the Ramsey County Cost Participation Policy and approved in the 2026 – 2030 Ramsey County Transportation Improvement Plan. If there is a conflict between the Cost Participation Policy and this Agreement, this Agreement will prevail.
- 5.2 A list of the construction pay items and percentages of City funding responsibility as well as the total estimated City Project cost is attached as Attachment B (Cost Participation Based on Engineer’s Estimate). Quantities and unit prices in Attachment B are estimates. Actual costs shall be based on the contract unit prices and the quantities constructed.
- 5.3 Mobilization, Field Office, Erosion Control Supervisor, Traffic Control, As Built, Construction Staking, Erosion Control Items (such as Storm Drain Inlet Protection, Water, Street Sweeper) are defined collectively as the “Prorated Items”. The City percentage of the Prorated Items is calculated as follows:

$$\text{City \% Prorated Items} = \frac{(\text{City Cost excluding the Prorated Items Cost})}{(\text{Total Project Cost excluding the Prorated Items Cost})}$$

The costs in the Prorated Items calculation will be based on contract unit prices and quantities at the time of contract award. No adjustments in the percentages will be made if unit prices or quantities vary during construction.

- 5.4 Federal funds shall be shared between the County and the City on a prorated basis of eligible federal items.

5.5 Design Engineering Costs

- 5.5.1 The City shall pay the County a design engineering fee equal to a percentage of the identified project items as detailed in Attachment B.
- 5.5.2 Design engineering fees shall be calculated based on the quantities and unit prices at the time of contract award.

5.6 Right of Way Acquisition Costs

- 5.6.1 Right of way acquisition costs including payment to owners, relocation assistance, appraisal fees, and other related costs of acquiring right of way for the Roseville Project and the Bridge Replacement Project will be shared 50% by the County and 50% by the City.
- 5.6.2 The County will not be responsible for assessments, fees, or fines, associated with owning property acquired for the Project. If the City imposes assessments, fees, or fines, the County will pay those costs and the City will reimburse the County for those costs.
- 5.6.3 The County will pay 100% of its internal staffing costs to administer the right of way acquisition.

5.7 Construction Engineering Costs

- 5.7.1 The City shall pay the County a construction engineering fee equal to a percentage of the identified project items as detailed in Attachment B.
- 5.7.2 Construction engineering and administration fees shall be calculated based on the final contract quantities and unit prices.

6. Payment Schedule

- 6.1 Design engineering will be invoiced at the time of contract award.
- 6.2 Construction engineering will be invoiced at the time of substantial project completion, as determined by the County.
- 6.3 Payment will be made within 30 days of receipt of an invoice.

7. Ownership and Maintenance Responsibility for Project Elements

- 7.1 Ownership and Maintenance Responsibility of the Roadway

7.1.1 The County will own and maintain the roadway and associated roadway elements location within the County Right of Way, except as detailed below.

7.2 Ownership and Maintenance of the Sidewalk
The County will own the sidewalk and be responsible for preservation, overlay or reconstruction.

The City shall be responsible for all maintenance of the sidewalk and sidewalk fencing, including but not limited to patching, snow and ice control, sweeping, crack sealing, debris removal, vegetation control, panel replacement, settlement adjustments, etc.

Provided the City keeps the sidewalk fencing in good repair, County will be responsible for replacing it at such time as County determines that the fencing needs to be replaced.

8. ROW acquired under this Agreement will be owned by the County.
9. The City grants the County temporary construction permits over all City owned rights-of-way and property within the limits of the Project for use during construction at no cost to the County.
10. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.
11. Counterparts: The Parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.
12. 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.

13. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

14. Notice: Any notice to be given hereunder shall be in writing and shall be deemed to have been given when delivered personally or when deposited in the United States Mail, postage prepaid, as follows:

If to ROSEVILLE:
City of Roseville
2660 Civic Center Dr
Roseville, MN 55113
Attention: Jennifer Lowry, City Engineer

If to the COUNTY:
Ramsey County Public Works
1425 Paul Kirkwold Dr
Arden Hills, MN 55112
Attention: John Mazzitello, Deputy Director of Public Works

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK.

CITY OF ROSEVILLE, MINNESOTA

By: _____
Daniel J. Roe, Mayor

Date: _____

By: _____
Patrick Trudgeon, City Manager

Date: _____

RAMSEY COUNTY, MINNESOTA

County Manager

Date: _____

Approval recommended:

Brian Isaacson, Director
Public Works Department

Approved as to form:

Assistant County Attorney

MINNESOTA DEPARTMENT OF TRANSPORTATION

RAMSEY COUNTY, MINNESOTA

COUNTY ROAD C (CSAH 23)

CONSTRUCTION PLAN FOR GRADING, MILL, OVERLAY, SIGNALS, ADA IMPROVEMENTS

S.P. 062-623-060 & 160-020-053 LOCATED ON COUNTY ROAD C (CSAH 23) FROM 147' WEST OF LEXINGTON AVE TO RICE ST (CSAH 49)

S.P. 062-623-060 & 200-020-016 LOCATED ON COUNTY ROAD C (CSAH 23) FROM RICE ST (CSAH 49) TO 270' EAST OF LITTLE CANADA RD

STATE PROJ. NO. 062-623-060, 160-020-053, 200-020-016

GROSS LENGTH 13996.95 FEET 2.651 MILES
 BRIDGES-LENGTH 224.77 FEET 0.043 MILES
 EXCEPTIONS-LENGTH 224.77 FEET 0.043 MILES
 NET LENGTH 13772.18 FEET 2.608 MILES
 LENGTH AND DESCRIPTION BASED UPON CHAIN XCRC

FED. PROJ. NO. HSIP 6226(053)

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION' SHALL GOVERN.

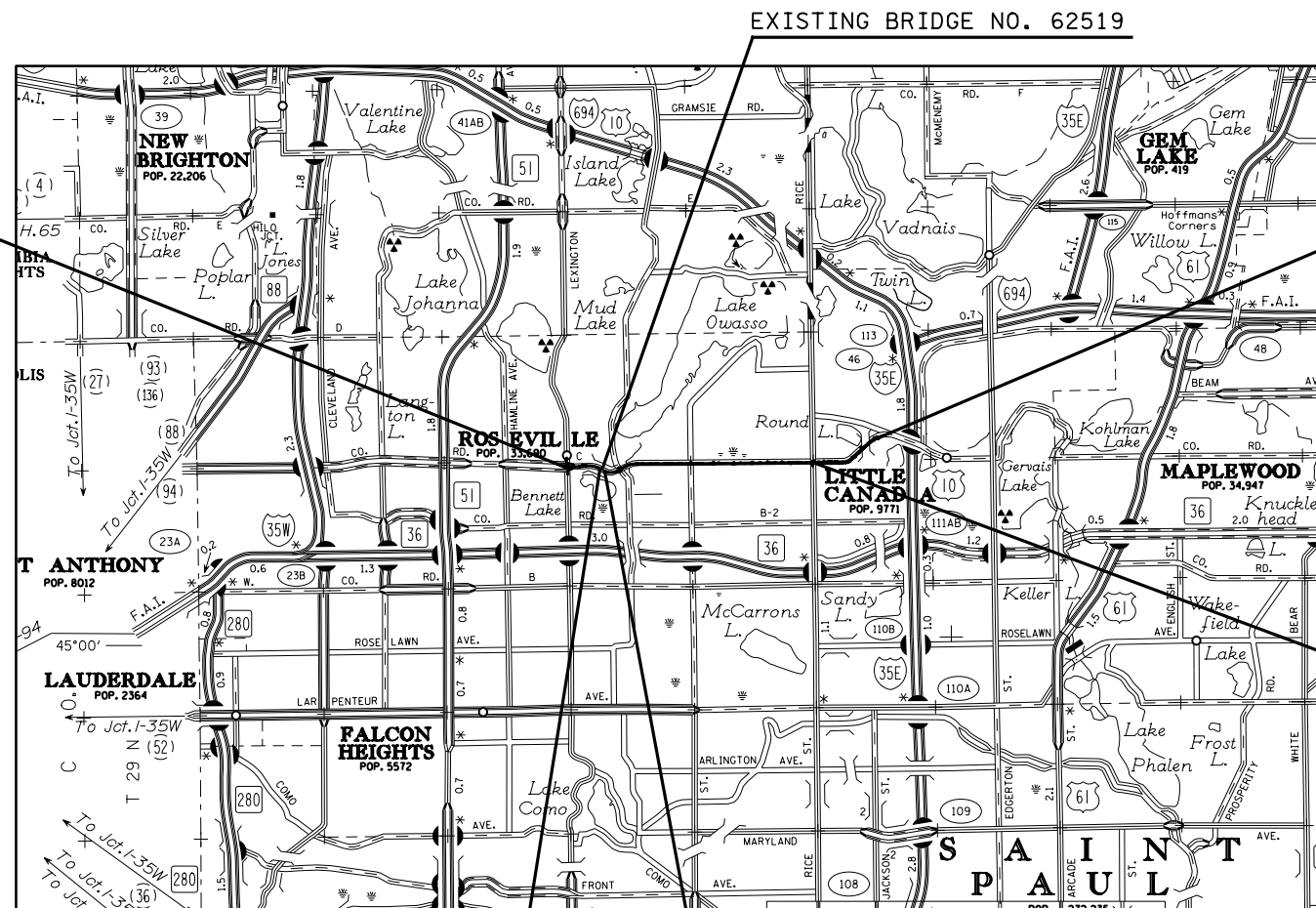
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM AND BE PLACED IN ACCORDANCE TO THE 'MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES' (MN MUTCD) AND PART VI, 'FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS'.

INDEX

SHEET NO.	SHEET DESCRIPTION
1	TITLE SHEET
2-3	GENERAL LAYOUT
4-6	STATEMENT OF ESTIMATED QUANTITIES
7	STANDARD PLATES AND STANDARD PLANS
8	EARTHWORK TABULATIONS AND SUMMARY
9	CONSTRUCTION AND SOILS NOTES
10-13	TABULATIONS
14-21	EXISTING UTILITY TABULATIONS
22-25	TYPICAL SECTIONS
26-28	MISCELLANEOUS DETAILS
29-32	STANDARD PLANS
33-36	STAGING AND TRAFFIC CONTROL PLANS
37-43	ALIGNMENT PLANS AND TABULATIONS
44-53	TOPOGRAPHY AND UTILITY PLANS
54-64	REMOVAL PLANS
65-74	CONSTRUCTION PLANS
75-81	INTERSECTION DETAILS
82-90	PROFILES
91-113	PEDESTRIAN CURB RAMP DETAILS
114-123	DRAINAGE PLANS
124-130	DRAINAGE TABULATIONS, PROFILES AND DETAILS
131-134	STORM WATER POLLUTION PREVENTION PLAN
135-145	EROSION CONTROL AND TURF ESTABLISHMENT PLANS
146-175	SIGNING AND PAVEMENT MARKING PLANS
176-205	TRAFFIC CONTROL SIGNAL PLANS AND DETAILS
206	CONTOUR PLANS
207-211	CROSS SECTION LAYOUT PLANS
212-241	CROSS SECTIONS

BEGIN S.P. 062-623-060
S.P. 160-020-053
COUNTY ROAD C
STA. 107+02.69

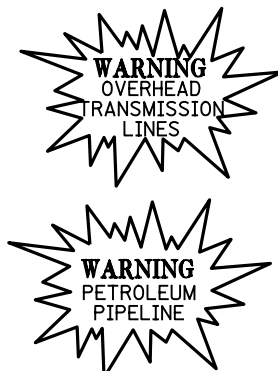
END S.P. 062-623-060
S.P. 200-020-016
COUNTY ROAD C
STA. 246+99.64



T 30 N
T 29 N

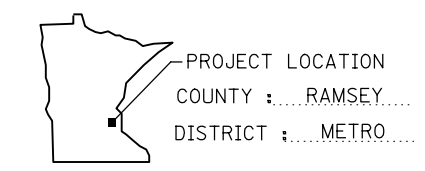
PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

END S.P. 160-020-053
BEGIN S.P. 200-020-016
COUNTY ROAD C
STA. 214+88.38



<p>DESIGN DESIGNATION FOR:</p> <p>R-VALUE 12</p> <p>ADT (Current Year) 2025 = 6,375</p> <p>ADT (Future Year) 2045 = 7,050 (2045)</p> <p>PAVEMENT DESIGN 10 TON</p> <p>FUNCTIONAL CLASSIFICATION MINOR ARTERIAL</p> <p>NO. OF TRAFFIC LANES 2</p> <p>NO. OF PARKING LANES 0</p> <p>ESALS (20) 726,000 (20 YRS.)</p> <p>Design Speed 35 MPH</p> <p>Based on Sight Distance STOPPING</p> <p>Height of eye / Height of Object 3.5' / 2.0'</p> <p>Design Speed not achieved at: N/A</p>	<p>COUNTY ROAD C (CSAH 23)</p> <p>ALL TRAILS</p> <p>20 MPH</p> <p>STOPPING</p> <p>4.5' / 0.0'</p> <p>N/A</p>
---	---

STA. 122+79.13
STA. 125+03.90
R 23 W
R 22 W
EXCEPTION BR. 62519
L = 224.77



FOR PLANS AND UTILITIES SYMBOLS SEE TECHNICAL MANUAL

STATE PROJ. NO. _____ CHARGE IDENTIFIER _____

THIS PLAN CONTAINS 241 SHEETS

SRF I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE _____
 DATE 3/11/2026 LIC. NO. 57148 PRINT NAME ALYSA C. JOHNSON

APPROVED _____ 20
RAMSEY COUNTY ENGINEER

APPROVED _____ 20
CITY ENGINEER, CITY OF ROSEVILLE

APPROVED _____ 20
CITY ENGINEER, CITY OF LITTLE CANADA

APPROVED _____ 20
DISTRICT STATE AID ENGINEER REVIEWED FOR COMPLIANCE WITH STATE AND FEDERAL AID RULES/POLICY

APPROVED FOR STATE AND FEDERAL AID FUNDING: STATE AID ENGINEER _____ 20

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ATTACHMENT B - ENGINEER'S ESTIMATE - COUNTY ROAD C

	TOTAL	RAMSEY COUNTY		CITY OF ROSEVILLE		CITY OF LITTLE CANADA	
		SP 062-623-060		SP 160-020-053		SP 200-020-016	
		ROADWAY	STORMSEWER	ROADWAY	STORMSEWER	ROADWAY	STORMSEWER
County Road C Construction	\$5,456,132.45	\$4,708,726.95	\$339,599.00	\$67,991.00	\$0.00	\$338,615.50	\$1,200.00
SUBTOTAL	\$5,456,132.45	\$5,048,325.95		\$67,991.00		\$339,815.50	
Design Engineering - - 12% of Construction Costs	\$654,735.89	\$605,799.11		\$8,158.92		\$40,777.86	
Construction Engineering - 12% of Construction Costs	\$654,735.89	\$605,799.11		\$8,158.92		\$40,777.86	
Grand Total Project Costs	\$6,765,604.24	\$6,259,924.18		\$84,308.84		\$421,371.22	

NOTES	ITEM NO.	SORT CODE	ITEM DESCRIPTION	UNIT	UNIT COST	TOTAL		RAMSEY COUNTY				CITY OF ROSEVILLE				CITY OF LITTLE CANADA			
								SP 062-623-060		SP 160-020-053		SP 200-020-016							
								ROADWAY		STORM		ROADWAY		STORM		ROADWAY		STORM	
QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT						
	2021.501	00010	MOBILIZATION	LUMP SUM	\$ 246,000.00	1	\$ 246,000.00	0.93	\$228,780.00										
	2031.502	00010	FIELD OFFICE	EACH	\$ 147,000.00	1	\$ 147,000.00	0.93	\$136,710.00										
(9)	2101.502	00020	CLEARING	EACH	\$ 265.00	12	\$ 3,180.00	10	\$2,650.00										
	2101.502	00030	GRUBBING	EACH	\$ 195.00	12	\$ 2,340.00	10	\$1,950.00										
	2101.505	00020	CLEARING	ACRE	\$ 8,000.00	0.3	\$ 2,400.00	0.3	\$2,400.00										
	2101.505	00030	GRUBBING	ACRE	\$ 5,200.00	0.3	\$ 1,560.00	0.3	\$1,560.00										
	2102.503	00010	PAVEMENT MARKING REMOVAL	LIN FT	\$ 1.00	4119	\$ 4,119.00	4119	\$4,119.00										
	2102.518	00010	PAVEMENT MARKING REMOVAL	SQ FT	\$ 4.00	804	\$ 3,216.00	804	\$3,216.00										
	2104.502	00910	REMOVE DRAINAGE STRUCTURE	EACH	\$ 400.00	17	\$ 6,800.00	17	\$6,800.00										
	2104.502	01220	REMOVE SIGN	EACH	\$ 55.00	57	\$ 3,135.00	57	\$3,135.00										
	2104.502	02090	SALVAGE HYDRANT	EACH	\$ 1,000.00	7	\$ 7,000.00												
	2104.502	02444	SALVAGE DELINEATOR / MARKER	EACH	\$ 30.00	2	\$ 60.00	2	\$60.00										
	2104.502	02445	SALVAGE DELINEATOR/ MARKER PANEL	EACH	\$ 25.00	1	\$ 25.00	1	\$25.00										
(13)	2104.502	03300	SALVAGE SIGN	EACH	\$ 55.00	48	\$ 2,640.00	48	\$2,640.00										
(13)	2104.502	03405	SALVAGE SIGN PANEL	EACH	\$ 33.00	21	\$ 693.00	21	\$693.00										
	2104.503	00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$ 4.50	910	\$ 4,095.00	910	\$4,095.00										
	2104.503	00205	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$ 2.00	10585	\$ 21,170.00	10585	\$21,170.00										
	2104.503	00270	REMOVE WATER MAIN	LIN FT	\$ 17.00	53	\$ 901.00	53	\$901.00										
	2104.503	00285	REMOVE SEWER PIPE (STORM)	LIN FT	\$ 18.00	157	\$ 2,826.00	157	\$2,826.00										
	2104.503	00315	REMOVE CURB & GUTTER	LIN FT	\$ 10.00	8440	\$ 84,400.00	8440	\$84,400.00										
	2104.503	00420	REMOVE WOOD FENCE	LIN FT	\$ 20.00	1260	\$ 25,200.00	1260	\$25,200.00										
	2104.504	00010	REMOVE CONCRETE MEDIAN	SQ YD	\$ 9.00	60	\$ 540.00	60	\$540.00										
	2104.504	00080	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 17.00	265	\$ 4,505.00	265	\$4,505.00										
	2104.504	00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$ 16.00	465	\$ 7,440.00	465	\$7,440.00										
	2104.504	00120	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$ 17.00	3560	\$ 60,520.00	3560	\$60,520.00										
	2104.518	00100	REMOVE BITUMINOUS WALK	SQ FT	\$ 2.25	24565	\$ 55,271.25	24565	\$55,271.25										
	2104.518	00140	REMOVE CONCRETE WALK	SQ FT	\$ 1.50	9180	\$ 13,770.00	9180	\$13,770.00										
	2106.507	00010	EXCAVATION - COMMON	CU YD	\$ 6.00	3903	\$ 23,418.00	1441	\$8,646.00										
	2106.507	00130	COMMON EMBANKMENT (CV)	CU YD	\$ 11.00	991	\$ 10,901.00	413	\$4,543.00										
(12)	2106.607	00150	CRUSHED ROCK	CU YD	\$ 100.00	60	\$ 6,000.00	60	\$6,000.00										
	2108.504	00011	GEOGRID TYPE 1	SQ YD	\$ 2.90	230	\$ 667.00	230	\$667.00										
	2123.610	00330	TRACTOR MOUNTED BACKHOE	HOUR	\$ 200.00	100	\$ 20,000.00	100	\$20,000.00										
	2123.610	00331	STREET SWEEPER (WITH PICKUP VACUUM)	HOUR	\$ 275.00	100	\$ 27,500.00	100	\$27,500.00										
(1)	2130.523	00010	WATER	M GALLON	\$ 6.00	200	\$ 1,200.00	200	\$1,200.00										
(2)	2211.507	00170	AGGREGATE BASE (CV) CLASS 5	CU YD	\$ 45.00	820	\$ 36,900.00	600	\$27,000.00										
(3)	2211.507	00210	AGGREGATE BASE (CV) CLASS 6	CU YD	\$ 50.00	1220	\$ 61,000.00	1120	\$56,000.00										
	2215.504	00010	FULL DEPTH RECLAMATION	SQ YD	\$ 3.00	11360	\$ 34,080.00	11360	\$34,080.00										
	2215.507	00010	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	\$ 12.00	2210	\$ 26,520.00	2210	\$26,520.00										
	2232.504	00020	MILL BITUMINOUS SURFACE (1.0")	SQ YD	\$ 1.00	6050	\$ 6,050.00	6050	\$6,050.00										
	2232.504	00120	MILL BITUMINOUS SURFACE (3.0")	SQ YD	\$ 2.00	49750	\$ 99,500.00	49750	\$99,500.00										
	2331.603	00070	JOINT ADHESIVE	LIN FT	\$ 0.60	32660	\$ 19,596.00	32660	\$19,596.00										
(4)	2360.509	12200	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$ 120.00	455	\$ 54,600.00	435	\$52,200.00										
(4)	2360.509	13200	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$ 60.00	12370	\$ 742,200.00	12370	\$742,200.00										
(4)	2360.509	23205	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$ 83.00	3835	\$ 318,305.00	3835	\$318,305.00										
	2451.507	00190	COARSE FILTER AGGREGATE (CV)	CU YD	\$ 72.00	16	\$ 1,152.00	8	\$576.00										
	2502.503	08040	4" PERF TP PIPE DRAIN	LIN FT	\$ 14.00	290	\$ 4,060.00	290	\$4,060.00										
	2503.503	19155	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$ 88.00	183	\$ 16,104.00			183	\$16,104.00								
	2503.503	19182	18" RC PIPE SEWER DES 3006	LIN FT	\$ 90.00	33	\$ 2,970.00			33	\$2,970.00								
	2503.503	19212	21" RC PIPE SEWER DES 3006	LIN FT	\$ 100.00	50	\$ 5,000.00			50	\$5,000.00								
	2503.602	00320	CONNECT TO EXISTING STORM SEWER	EACH	\$ 1,500.00	31	\$ 46,500.00			31	\$46,500.00								
	2504.602	00010	CONNECT TO EXISTING WATER MAIN	EACH	\$ 3,000.00	7	\$ 21,000.00												
	2504.602	00023	INSTALL HYDRANT	EACH	\$ 2,000.00	7	\$ 14,000.00												
	2504.602	00027	BOLT REPLACEMENT - HYDRANT LEAD AND ASSEMBLY	EACH	\$ 4,000.00	7	\$ 28,000.00												
	2504.602	00032	ADJUST GATE VALVE & BOX	EACH	\$ 1,000.00	19	\$ 19,000.00	19	\$19,000.00										
	2504.602	00038	REPLACE BOLTS	EACH	\$ 2,500.00	19	\$ 47,500.00												
	2504.602	00806	6" GATE VALVE & BOX	EACH	\$ 3,300.00	7	\$ 23,100.00												
	2504.603	00001	INSULATE WATER SERVICE SPECIAL	LIN FT	\$ 60.00	120	\$ 7,200.00			120	\$7,200.00								
	2504.603	01062	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$ 74.00	95	\$ 7,030.00												
	2504.608	00015	WATERMAIN FITTINGS	POUND	\$ 18.00	144	\$ 2,592.00												
	2506.502	06000	CASTING ASSEMBLY	EACH	\$ 1,350.00	61	\$ 82,350.00			61	\$82,350.00								
	2506.502	06020	ADJUST FRAME & RING CASTING	EACH	\$ 1,200.00	29.0	\$ 34,800.00	9	\$10,800.00										
	2506.503	00070	CONST DRAINAGE STRUCTURE DESIGN G	LIN FT	\$ 700.00	8.6	\$ 6,020.00			8.6	\$6,020.00								
	2506.503	00190	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	\$ 850.00	7.5	\$ 6,375.00			7.5	\$6,375.00								
	2506.503	00301	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	LIN FT	\$ 700.00	21.9	\$ 15,330.00			21.9	\$15,330.00								
	2506.503	02420	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$ 750.00	66	\$ 49,500.00			66	\$49,500.00								
	2506.503	02720	CONST DRAINAGE STRUCTURE DES 54-4020	LIN FT	\$ 1,000.00	4.4	\$ 4,400.00			4.4	\$4,400.00								
	2506.503	06001	CASTING ASSEMBLY - SPECIAL (LP4)	EACH	\$ 4,000.00	18	\$ 72,000.00			18	\$72,000.00								
	2506.503	08000	RECONSTRUCT DRAINAGE STRUCTURE	LIN FT	\$ 2,000.00	1	\$ 2,000.00			1	\$2,000.00								
	2506.602	06190	MODIFY DRAINAGE STRUCTURE	EACH	\$ 1,200.00	1	\$ 1,200.00												
	2506.602	06200	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$ 1,800.00	1	\$ 1,800.00			1	\$1,800.00								
	2506.602	06460	REPAIR DRAINAGE STRUCTURE	EACH	\$ 750.00	7	\$ 5,250.00			7	\$5,250.00								
	2521.518	00040																	

NOTES	ITEM NO.	SORT CODE	ITEM DESCRIPTION	UNIT	UNIT COST	TOTAL	RAMSEY COUNTY				CITY OF ROSEVILLE				CITY OF LITTLE CANADA			
							SP 062-623-060		SP 160-020-053		SP 200-020-016							
							ROADWAY		STORM		ROADWAY		STORM		ROADWAY		STORM	
							QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
(7)	2531.503	23711	CONCRETE CURB DESIGN V10 (MODIFIED)	LIN FT	\$ 65.00	1000	\$ 65,000.00	500	\$32,500.00			30	\$1,950.00			470	\$30,550.00	
	2531.504	00080	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 115.00	300	\$ 34,500.00	300	\$34,500.00									
	2531.603	24130	CONCRETE CURB DESIGN V	LIN FT	\$ 65.00	370	\$ 24,050.00	370	\$24,050.00									
	2531.618	00010	TRUNCATED DOMES	SQ FT	\$ 67.00	1240	\$ 83,080.00	950	\$63,650.00			185	\$12,395.00			105	\$7,035.00	
	2535.503	00010	BITUMINOUS CURB	LIN FT	\$ 12.75	130	\$ 1,657.50	130	\$1,657.50									
	2540.602	00150	MAIL BOX SUPPORT	EACH	\$ 460.00	19	\$ 8,740.00	19	\$8,740.00									
	2557.603	11035	WOODEN FENCE	LIN FT	\$ 100.00	1130	\$ 113,000.00	1130	\$113,000.00									
	2563.601	00010	TRAFFIC CONTROL	LUMP SUM	\$ 147,000.00	1	\$ 147,000.00	0.93	\$136,710.00			0.01	\$1,470.00			0.06	\$8,820.00	
	2563.610	00011	FLAGGER	HOUR	\$ 300.00	100	\$ 30,000.00	100	\$30,000.00									
(13)	2564.502	00110	INSTALL SIGN PANEL	EACH	\$ 390.00	16	\$ 6,240.00	16	\$6,240.00									
(13)	2564.602	01515	INSTALL SIGN	EACH	\$ 500.00	53	\$ 26,500.00	53	\$26,500.00									
	2564.602	01520	INSTALL DELINEATOR / MARKER PANEL	EACH	\$ 95.00	1	\$ 95.00	1	\$95.00									
	2564.602	01530	INSTALL DELINEATOR / MARKER	EACH	\$ 210.00	2	\$ 420.00	2	\$420.00									
	2564.602	02350	DELINEATOR / MARKER PANEL	EACH	\$ 110.00	6	\$ 660.00	6	\$660.00									
	2564.618	00010	SIGN	SQ FT	\$ 75.00	620	\$ 46,500.00	620	\$46,500.00									
	2564.618	00020	SIGN PANEL	SQ FT	\$ 55.00	41	\$ 2,255.00	41	\$2,255.00									
	2565.516	00020	TRAFFIC CONTROL SIGNAL SYSTEM A	SYSTEM	\$ 325,000.00	1	\$ 325,000.00	1	\$325,000.00									
	2565.516	00030	TRAFFIC CONTROL SIGNAL SYSTEM B	SYSTEM	\$ 300,000.00	1	\$ 300,000.00	1	\$300,000.00									
	2565.516	00040	TRAFFIC CONTROL SIGNAL SYSTEM C	SYSTEM	\$ 300,000.00	1	\$ 300,000.00	1	\$300,000.00									
	2565.616	00060	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	\$ 30,000.00	1	\$ 30,000.00	0.5	\$15,000.00			0.5	\$15,000.00					
(8)	2572.503	00020	TEMPORARY FENCE	LIN FT	\$ 5.00	155	\$ 775.00	155	\$775.00									
(9),(11)	2572.510	00010	PRUNE TREES	HOUR	\$ 290.00	12	\$ 3,480.00	12	\$3,480.00									
	2573.501	00025	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$ 5,000.00	1	\$ 5,000.00									1	\$5,000.00	
	2573.501	00030	EROSION CONTROL SUPERVISOR	LUMP SUM	\$ 50,000.00	1	\$ 50,000.00	1	\$50,000.00									
	2573.502	00110	STORM DRAIN INLET PROTECTION	EACH	\$ 155.00	151	\$ 23,405.00	147	\$22,785.00							4	\$620.00	
(9),(10)	2573.502	00130	FLOCCULANT SOCK	EACH	\$ 300.00	10	\$ 3,000.00	10	\$3,000.00									
	2573.503	00023	SILT FENCE, TYPE MS	LIN FT	\$ 2.50	3070	\$ 7,675.00	3070	\$7,675.00									
	2573.503	00030	FLOTATION SILT CURTAIN TYPE STILL WATER	LIN FT	\$ 10.00	225	\$ 2,250.00								225	\$2,250.00		
	2573.503	00052	FILTER BERM TYPE 3	LIN FT	\$ 50.00	100	\$ 5,000.00	100	\$5,000.00									
(9),(10)	2573.503	00064	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	\$ 4.00	200	\$ 800.00	200	\$800.00									
	2574.505	00010	SUBSOILING	ACRE	\$ 250.00	1.2	\$ 300.00	1.1	\$275.00							0.1	\$25.00	
	2574.505	00020	SOIL BED PREPARATION	ACRE	\$ 220.00	6	\$ 1,320.00	5.9	\$1,298.00							0.1	\$22.00	
(10)	2574.508	00013	FERTILIZER TYPE 3	POUND	\$ 1.00	440	\$ 440.00	420	\$420.00							20	\$20.00	
(10)	2575.504	00320	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	\$ 1.75	1510	\$ 2,642.50	700	\$1,225.00							810	\$1,417.50	
	2575.505	00021	SEEDING	ACRE	\$ 500.00	2.2	\$ 1,100.00	2.1	\$1,050.00							0.1	\$50.00	
(10)	2575.505	00040	WEED SPRAYING	ACRE	\$ 305.00	1.2	\$ 366.00	1.1	\$335.50							0.1	\$30.50	
(10)	2575.506	00010	WEED SPRAY MIXTURE	GALLON	\$ 170.00	1.2	\$ 204.00	1.1	\$187.00							0.1	\$17.00	
(10)	2575.508	40006	HYDRAULIC STABILIZED FIBER MATRIX	POUND	\$ 1.50	6600	\$ 9,900.00	6300	\$9,450.00							300	\$450.00	
	2575.523	00020	RAPID STABILIZATION METHOD 3	M GALLON	\$ 450.00	0.1	\$ 45.00	0.05	\$22.50							0.05	\$22.50	
	2575.608	25000	BWSR NATIVE CONSTRUCTION GENERAL 32-242	POUND	\$ 45.00	5	\$ 225.00									5	\$225.00	
(10)	2575.608	25070	SEED SOUTHERN BOULEVARD (SB)	POUND	\$ 6.00	195	\$ 1,170.00	190	\$1,140.00							5	\$30.00	
(10)	2575.608	25080	SEED TURFGRASS (RT)	POUND	\$ 3.00	170	\$ 510.00	170	\$510.00									
	2582.503	30104	4" SOLID LINE MULTI COMP	LIN FT	\$ 1.50	5511	\$ 8,266.50	5511	\$8,266.50									
	2582.503	30106	6" SOLID LINE MULTI COMP	LIN FT	\$ 2.00	2823	\$ 5,646.00	2823	\$5,646.00									
	2582.503	30304	4" DOTTED LINE MULTI COMP	LIN FT	\$ 1.70	25	\$ 42.50	25	\$42.50									
	2582.503	30306	6" DOTTED LINE MULTI COMP	LIN FT	\$ 2.20	23	\$ 50.60	23	\$50.60									
	2582.503	30404	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$ 3.00	178	\$ 534.00	178	\$534.00									
	2582.503	40104	4" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	\$ 2.00	20299	\$ 40,598.00	20299	\$40,598.00									
	2582.503	40106	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	\$ 3.00	23525	\$ 70,575.00	23525	\$70,575.00									
	2582.503	40124	24" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	\$ 22.00	197	\$ 4,334.00	197	\$4,334.00									
	2582.503	40204	4" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	\$ 2.20	4384	\$ 9,644.80	4384	\$9,644.80									
	2582.503	40304	4" DOTTED LINE MULTI COMP GR IN (WR)	LIN FT	\$ 2.20	379	\$ 833.80	379	\$833.80									
	2582.503	40306	6" DOTTED LINE MULTI COMP GR IN (WR)	LIN FT	\$ 3.50	472	\$ 1,652.00	472	\$1,652.00									
	2582.503	40404	4" DBLE SOLID LINE MULTI COMP GR IN (WR)	LIN FT	\$ 4.00	3159	\$ 12,636.00	3159	\$12,636.00									
	2582.503	56104	4" SOLID LINE PREF TAPE GR IN	LIN FT	\$ 10.00	24	\$ 240.00	24	\$240.00									
	2582.503	76124	24" SOLID LINE PREF THERMO GR IN	LIN FT	\$ 29.00	103	\$ 2,987.00	103	\$2,987.00									
	2582.518	02000	PAVT MSSG MULTI COMP	SQ FT	\$ 14.00	291	\$ 4,074.00	291	\$4,074.00									
	2582.518	04020	PAVT MSSG PREF THERMO GR IN	SQ FT	\$ 38.00	4069	\$ 154,622.00	4069	\$154,622.00									
	2582.518	08020	CROSSWALK PREF THERMO GR IN	SQ FT	\$ 34.00	2800	\$ 95,200.00	2800	\$95,200.00									
			TOTAL				\$ 5,456,132.45		\$ 4,708,726.95		\$ 339,599.00		\$ 67,991.00		\$ -		\$ 338,615.50	\$ 1,200.00
									\$5,048,325.95				\$67,991.00				\$339,815.50	

P - 8075 - County Road C Project

PROJECT PARCEL #	PARCEL ID	SITE ADDRESS	City	te area	pe area	ROW Expense Cost	item of note
1	32923440031	2660 CIVIC CENTER DR	Roseville	1258	0	\$ 4,100.00	CITY OF ROSEVILLE
2	022923330267	2650 LEXINGTON AVE N	Roseville	394	0	\$ 3,800.00	
5a & 172	112923220002	0 COUNTY ROAD C W @ lexington	Roseville	786	786	\$ 12,800.00	
	102923110001	0 COUNTY ROAD C W @ lexington	Roseville	301	451		
5b	112923220002	0 COUNTY ROAD C W @ bridge	Roseville	50465	10193	\$ 84,100.00	Bridge
52	012923440003	2651 RICE ST	Roseville	696	54	\$ 3,200.00	
121	122923110061	2635 RICE ST N	Roseville	575	0	\$ 6,000.00	
168	112923210004	2460 VICTORIA ST N	Roseville	304	0	\$ 6,000.00	CITY OF ROSEVILLE
170	032923440031	2660 CIVIC CENTER DR	Roseville	75934	0	\$ 129,700.00	CITY OF ROSEVILLE
Subtotal Acquisition Expenses - Roseville						\$ 249,700.00	
53	062922330089	2650 RICE ST	Little Canada	200	0	\$ 1,600.00	
93	062922430074	130 COUNTY ROAD C E	Little Canada	592	0	\$ 1,700.00	
94	062922430011	126 COUNTY ROAD C E	Little Canada	622	0	\$ 5,800.00	
95	062922430094	114 COUNTY ROAD C E	Little Canada	979	0	\$ 3,600.00	
96	062922430093	107 AUSTRALIAN AVE	Little Canada	805	0	\$ 1,700.00	
97	062922340081	95 AUSTRALIAN AVE	Little Canada	617	0	\$ 1,700.00	
98	062922340126	2675 SIERRA LN	Little Canada	177	0	\$ 600.00	
99	062922340125	2671 SIERRA LN	Little Canada	183	0	\$ 5,400.00	
100	062922340124	2667 SIERRA LN	Little Canada	76	0	\$ 500.00	
101	062922340032	0 COUNTY ROAD C E	Little Canada	384	0	\$ 1,100.00	
102	062922340031	50 COUNTY ROAD C E	Little Canada	337	0	\$ 1,000.00	
103	062922340100	29 OLD COUNTY RD C	Little Canada	225	0	\$ 700.00	
104	062922340096	23 OLD COUNTY RD C	Little Canada	330	0	\$ 5,800.00	
109	072922210049	2625 SYLVAN ST	Little Canada	120	0	\$ 1,200.00	
110/111	072922210050	20 COUNTY ROAD C W	Little Canada	996	0	\$ 10,100.00	
	072922210180	0 COUNTY ROAD C E					
112	072922210181	0 COUNTY ROAD C E	Little Canada	347	0	\$ 800.00	
113	072922220001	42 COUNTY ROAD C W	Little Canada	425	0	\$ 2,300.00	
115	072922220003	64 COUNTY ROAD C W	Little Canada	425	0	\$ 4,300.00	
116	072922220020	70 COUNTY ROAD C W	Little Canada	875	0	\$ 19,300.00	
117	072922220021	90 COUNTY ROAD C W	Little Canada	875	0	\$ 19,100.00	
118 & 119	072922220023	0 COUNTY ROAD C W	Little Canada	625	0	\$ 18,800.00	
	072922220024	118 COUNTY ROAD C W					
120	072922220025	2640 RICE ST N	Little Canada	961	0	\$ 4,800.00	
Subtotal Acquisition Expenses - Little Canada						\$ 111,900.00	
Total Easement Acquisition Expense						\$ 361,600.00	
Other Costs							
ROW Plat Mylars						\$ 3,000.00	
Right of Way Acquisition Services						\$ 121,400.00	
Right of Way Appraisal Services						\$ 89,600.00	
Total Other Costs						\$ 214,000.00	
Total Right of Way Cost						\$ 575,600.00	
Roseville Right of Way Cost						\$ 58,938.00	
Little Canada Right of Way Cost						\$ 55,950.00	
Ramsey County Right of Way Cost						\$ 460,712.00	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Authorize Agreement with HKGi for Planning and Design Services for Concept and Feasibility Planning of a Nature Play Area at the Harriet Alexander Nature Center

Background

On February 26, 2026, the City Council authorized staff to proceed with planning for a possible nature play addition at the Harriet Alexander Nature Center (HANC), including issuance of a Request for Proposals (RFP) for conceptual design and feasibility planning services.

On March 30, 2026, staff issued an RFP seeking a qualified consultant to lead conceptual planning, community engagement support, site analysis, accessibility review, and preliminary cost estimating for a potential nature play area at HANC.

The City received four proposals in response to the RFP. Staff reviewed all proposals and conducted informational interviews with each consultant team as part of the selection process.

Based on their experience of successfully completing similar projects, staff qualifications, project understanding, and overall approach to the project, HKGi received the highest overall evaluation score during the review process.

Consultant	Average Score	Proposed Cost
HKGi	90.33	\$10,000
LHB	85.33	\$9,995
Learning Landscapes	70.67	\$11,865
HGA	61.33	\$15,500

HKGi's proposal includes conceptual planning, engagement support, site analysis, accessibility evaluation, concept development, preliminary cost estimating, and preparation of materials intended to support future grant applications. The proposed fee for these services is \$10,000.

31 Staff conducted a clarification interview with HKGI and is confident that they will effectively
32 complete the contracted work.

33

34 **Policy Objectives**

35 The proposed planning effort supports the City’s Parks and Recreation System Master Plan
36 and Strategic Plan goals related to reinvestment in park amenities, environmental
37 education, community connection, and leveraging partnerships and outside funding
38 sources.

39

40 **Equity Impact Summary**

41 The Harriet Alexander Nature Center is a free, publicly accessible facility that serves
42 residents across the community. The planning process will evaluate accessibility and
43 inclusive design opportunities to help ensure equitable access to nature-based play
44 opportunities.

45

46 **Budget Implications**

47 The total cost of the agreement is \$10,000 and will be fully funded through a donation from
48 the Roseville Central Park Foundation. No City funding is anticipated for this phase of the
49 project.

50

51 **Staff Recommendations**

52 Authorize Mayor and City Manager to enter into the enclosed agreement for Planning and
53 Design Services for Concept and Feasibility Planning of a Nature Play Area at the Harriet
54 Alexander Nature Center (Attachment #1).

55

56 **Requested Council Action**

57 Motion authorizing Mayor and City Manager to enter into the enclosed agreement for
58 Planning and Design Services for Concept and Feasibility Planning of a Nature Play Area
59 at the Harriet Alexander Nature Center (Attachment #1).

60

61

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

Attachments: 1. Agreement with HKGI for Planning and Design Services for the Nature Playground at the
Harriet Alexander Nature Center

62

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 18th day of May 2026, between the City of Roseville, a Minnesota municipal corporation (the “City”), and HKGi ,a Minnesota Company (the “Contractor”, each a “Party” and together the “Parties”).

1. Scope of Work. The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. Term and Termination. The term of this Agreement will commence on May 19, 2026. Unless extended by written agreement of the Parties, this Agreement will terminate no later than December 31, 2027 or upon completion of the Work, whichever occurs first. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

3. Compensation for Work. The City agrees to compensate Contractor the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

4. Method of Payment. Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.

b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: Carrie Anderson, Assistant Director

To Contractor:

HKGi
800 Washington Ave N. Suite 207
Minneapolis, MN 55401
Attn: Sarah Evenson, Project Manager

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.
- 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.
- 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

19. 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.

20. 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

HKGi

By: _____
Mayor

By: Bryan Harjes, PLA
Its: _____
President

By: _____
City Manager

A handwritten signature in black ink, appearing to read "Bryan Harjes", written over a horizontal line.

EXHIBIT A

WORK

The Contractor shall perform the work to be completed as outlined in HKGI Proposal for Planning and Design Services.

The in scope ADA-accessibility components of the grant will include:

- Diagramming the accessibility of all the proposed components within the play area
- Identification of an accessible route between the parking area and play area and between the play area and nature center.
- Related diagrams included in this scope:
 - The Recreational Site Plan
 - The Trail, Walkway and Access Route Plan (which just includes routes that will be constructed or renovated with grant funds)
 - The Playground Plan

ADA-accessibility analysis beyond these key connections and areas may be conducted as an additional service and billed at standard hourly rates.



Planning | Landscape Architecture | Urban Design



HARRIET ALEXANDER NATURE CENTER NATURE PLAY AREA

City of Roseville, Minnesota

Proposal for Planning & Design Services
APRIL 21, 2026



TABLE OF CONTENTS

COVER IMAGE

Community Engagement from
Thompson County Park

TOC IMAGE

Nature Play elements from
Sherburne County Grams Park

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- 2 Project Understanding & Approach**
- 3**
- 4 Project Schedule**
- 5 Cost Proposal**
- 6 Relevant Experience & References**



800 Washington Ave. N., #207
 Minneapolis, MN 55401
 612-338-0800 | hkgi.com

April 21, 2026

Carrie Anderson, Assistant Parks & Recreation Director
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113

RE: Proposal for Harriet Alexander Nature Center Nature Play Area

Dear Carrie & Members of the Selection Team:

We are pleased to present our team’s proposal to assist the City of Roseville in developing a concept plan for a nature play area at the Harriet Alexander Nature Center. The planning and design process will leverage staff knowledge and incorporate feedback from across the community into a concept well-positioned to obtain Outdoor Recreation Grant funding to support the project’s construction.

Since HKGi’s establishment in 1982, park planning has been one of our firm’s core services. Through our work creating hundreds of park plans and park improvement projects, we have developed and refined a community-based, context-sensitive process enabling staff and community stakeholders to explore a range of potential park program options. As a result of this process, we are able to generate support and excitement for the project throughout the community. We take pride in equipping our clients with thoughtfully curated concept plans and accurate cost estimates that help them make informed decisions about park investments and priorities.

HKGi has provided service to several nature centers throughout the metropolitan region and in greater Minnesota in the past decade, and we have found those projects to be especially rewarding. The mission of the nature center as a place to provide fun, interactive ways to learn about and enjoy the local ecosystem, landscape, and wildlife aligns with our passions and interests as landscape architects. In addition, this project also aligns well with our firm’s strength in nature play design.

Sarah Evenson will serve as the Project Manager for our team and will serve as the primary contact for this proposal. She has significant experience working with nature center staff and stakeholders in Fridley, Olmsted County, Maplewood, and Anoka County. She has a tremendous ability to generate creative design ideas, and also brings the know-how needed to advance implementation efforts. Her work leading the development of the award-winning Grams Park Nature Play Area in Sherburne County is a prime example of her creative talent and her ability to work with clients to identify cost effective solutions. I will serve as the Principal in Charge for this project. I have worked with Sarah on several nature center planning and design projects and I will provide oversight and design guidance whenever needed to ensure the team has the resources they need. Our team is rounded out by **Kendra Klenz** and **Analise Kruse**, landscape designers who bring who bring fresh design approaches, clear visual communication, and enthusiastic engagement skills to each project..

If you have any questions or would like to discuss our proposal for this project in more detail, please don’t hesitate to reach out to us. We appreciate the opportunity to be considered for Harriet Alexander Nature Center’s new play area, and we look forward to speaking with you.

Sincerely,

Bryan Harjes
 HKGi Principal in Charge
 612-252-7124 | bryan@hkgi.com

Sarah Evenson, PLA
 HKGi Project Manager
 262-391-7653 | sarah@hkgi.com

PROJECT TEAM



hkgi.com | 612-338-0800

MAIN OFFICE

800 Washington Ave. N.
Suite 207
Minneapolis, MN 55401

SATELLITE OFFICE

Vernon County, WI

PRINCIPALS

Bryan Harjes, President
Brad Scheib, Vice President
Gabrielle Grinde, Vice President
Rita Trapp, Vice President

ASSOCIATES

Jeff Miller, Senior Associate
Jody Rader, Associate
Kevin Clarke, Associate
Sarah Evenson, Associate

STAFF

6 Certified Planners
6 Licensed Landscape Architects
11 Planners/Urban Designers
2 Marketing Communications

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. As outdoors enthusiasts, park design has long been a core HKGi service, and we recognize the incredible value parks and open spaces provide communities.

Our team has delivered park design projects at all scales and levels of complexity, from regional parks and athletic facilities to neighborhood playgrounds. In all of our park planning work, our primary objective is to help our clients create fun, welcoming spaces that function efficiently and provide the community with ecological and public health benefits.

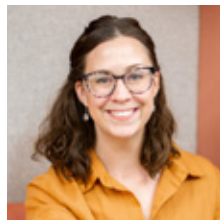
Information about our staff assigned to this project can be found below and on page 6.

NATURE CENTER & NATURE PLAY EXPERIENCE

HKGi has provided service for several nature centers in Minnesota, including recent work with **Springbrook Nature Center** in Fridley and **Oxbow Nature Center** in Olmsted County as well as previous work for nature centers in Anoka County, Ramsey County, and Maplewood. Our work with these clients has given us insights into the unique role that nature centers play in providing recreational opportunities as well as play-based and interpretive education programming. HKGi also has a fast-growing design portfolio of nature-based and adventure-based play, including our recent work on the award-winning **Grams Park Nature Play Area** for Sherburne County.

More information about our experience can be found starting on page 8 of this proposal.

LEADERSHIP



Sarah Evenson
PLA
Project Manager



Bryan Harjes
PLA
Principal in Charge

SUPPORT



Kendra Klenz
Landscape Designer



Analise Kruse
Landscape Designer

IMAGE CREDIT
visitroseville.com

 Your Project
Our Focus

Key Project Goals, Considerations & Planning and Design Methodology

Harriet Alexander Nature Center is a busy and well-loved nature center looking to supplement its educational and engaging program offerings with a multi-functional nature play space. We know that play in nature offers kids a multitude of benefits, from increased physical activity, opportunities for imaginative and creative play, fulfilling sensory experiences, improved focus, and stress relief. Kids spend more time playing in nature than at traditional playgrounds, plus spending time in nature during childhood is associated with increased attachment to nature for life. By investing in a nature play space, Harriet Alexander Nature Center will be able to welcome a new segment of visitors, while building interest in the environmental programming that they offer and increasing the likelihood that those visitors will carry a stewardship ethos with them into the future.

This project seeks to engage schoolkids, families, nature center visitors, and Roseville residents to learn about their play and gathering preferences, inform the selection of play features, and result in a design that meet the needs and desires of likely users. City of Roseville and Nature Center staff have already been building relationships with community members, and those relationships will only benefit from continued investment throughout this process. HKGi is ready to support City staff who will be leading engagement this summer by offering strategies to support wide-reaching and meaningful feedback, advertising upcoming opportunities, developing a questionnaire to understand nature play preferences, compiling precedent imagery and graphics that showcase possibilities and invite input, and then folding what we hear into illustrative plans, graphics, and diagrams.

We'll work with you to determine how to best engage each user group, what existing contact information we have to leverage, what groups might be missing, and how we can get them involved. Reaching out to daycare providers, home schoolers, ECFE groups, and new parents will help to capture interest and desires of the families who will be most likely to use this play area post-construction. Knowing that Central Park Elementary School is adjacent to Harriet Alexander and the proposed nature play area will likely be a major attraction for their students, we would love to connect with a class there yet this school year if possible to get to know the kids and what they're most excited about in a nature play area.

While community engagement will provide insight into the types of play elements and features that visitors would like to see, meeting with staff and volunteers will help to identify the essential day-to-day management, operations, maintenance, and programming needs of the site. We know that nature play areas require slightly more oversight than traditional playgrounds, so ensuring staff is comfortable with the selected features and site upkeep is important to maintaining play value and keeping the site functioning for everyone. Exploration of siting options will need to consider both preservation of sensitive habitats and ADA-accessibility. The optimal site will allow us to nestle play into the natural environment, preserving trees and their valuable shade wherever possible, in addition to creating welcoming, comfortable gathering areas that maintain good visibility for caregivers and can be used by staff for nature center programs. The play area should be easily accessible for new visitors, with a legible footprint that provides families a variety of engaging play options that promote curiosity and exploration.

Ultimately, the design process will build consensus toward a preferred concept that we will package into graphics and supporting documents ready to plug into an Outdoor Recreation Grant when the new grant application period opens up for 2027.

As part of this project scope, we will provide you with each of the following deliverables required in the grant application:

- » Item 4 – Cost Breakdown
- » Item 8- Statement of Accessibility
- » Attachment B - Maps:
 - » Location Map
 - » Boundary Map
 - » Recreational Site Plan
- » Attachment E – Plans
 - » Trail, Walkway and Access Route Plans
 - » Playground Plans with proposed play components, accessibility, and fall-protection surfacing



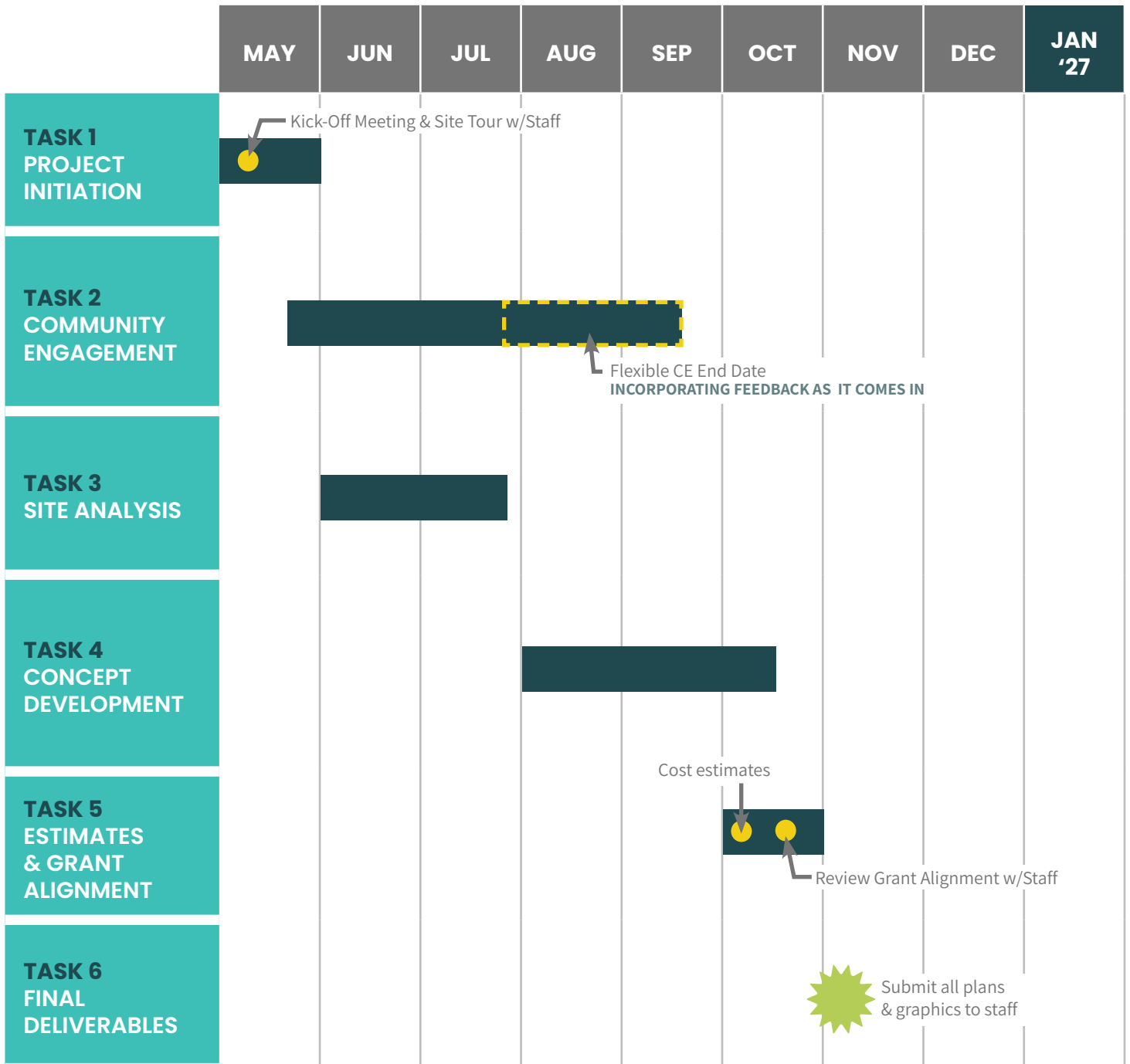
Approach to collaboration and communication with City staff

We understand that your staff is building meaningful connections with community residents and we want to support you in this, while providing you with any guidance and expertise you may need from a design and feasibility standpoint. As Project Manager, Sarah will be the primary point of contact and will coordinate with staff on all items. She is detail-oriented and flexible, whether phone conversations, emailing back and forth, or collaborating via virtual meetings is your preference. We also love meeting in person and on site when it makes sense.

Our project team brings a wealth of information, but knows that each project is unique and will leverage your institutional knowledge as a jumping off point. We'll combine what we both know, mix in what we hear from Nature Center staff, stakeholders, and the general public, and draft a concept that gets vetted and refined by you before it takes its final form. Along the way, we'll grow our understanding of the project, site, and possibilities, while building consensus and excitement for the new nature play area.

PROJECT SCHEDULE

The schedule below outlines our anticipated timeline for conducting the work. If the HKGi team is selected to conduct this project, one of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs and the needs of the project. We will also work with City staff to add detailed dates, as appropriate, for the milestones illustrated below. A more detailed breakdown of Task Deliverables is illustrated on the following page.



COST PROPOSAL

The work plan shown in the RFP reflects what has worked for us on similar projects, such as Grams Park in Sherburne County. As such, we are happy to work within those parameters. We propose tracking the project via the following tasks and providing the outlined deliverables on a percent complete basis for a total fee of \$10,000.

	% COMPLETE
TASK 1 PROJECT INITIATION	20%
<ul style="list-style-type: none"> 1.1 Kick off Meeting 1.2 Site Tour 1.3 Compile & Review Background Info 	
DELIVERABLES LOCATION MAP, BOUNDARY MAP (GRANT ITEMS)	
TASK 2 COMMUNITY ENGAGEMENT	45%
<ul style="list-style-type: none"> 2.1 Meeting to Confirm Engagement Needs & Approach 2.2 Draft Survey and Finalize with Staff 2.3 Prepare Engagement Advertising & Support Materials for Staff 2.4 Engagement Attendance (school event) 2.5 Meeting with Staff / Volunteers 	
DELIVERABLES ONLINE SURVEY, MATERIALS TO ADVERTISE AND SUPPORT ENGAGEMENT (ASSUMES ENGAGEMENT SUMMARY IS PROVIDED BY STAFF, SINCE THEY WILL RUN AND SUMMARIZE OTHER EVENTS)	
TASK 3 SITE ANALYSIS	60%
<ul style="list-style-type: none"> 3.1 Prepare a site analysis diagram evaluating potential sites, outlining natural resources to be highlighted and protected, showing accessibility limitations and potential routes, testing gathering/play capacity, diagramming site circulation, and noting infrastructure and comfort amenity needs. 	
DELIVERABLES ISSUES AND OPPORTUNITIES DIAGRAM	
TASK 4 CONCEPT DEVELOPMENT	95%
<ul style="list-style-type: none"> 4.1 Draft Nature Play Concept based on engagement feedback & site analysis 4.2 Review with staff 4.3 Refine into preferred concept 4.4 Create Playground Plan / Accessibility Diagram 4.5 Accessibility Narrative 4.6 Trail, Walkway, and Access Route Plan 	
DELIVERABLES RECREATIONAL SITE PLAN; PLAYGROUND PLAN/ ACCESSIBILITY DIAGRAM; ACCESSIBILITY NARRATIVE; TRAIL, WALKWAY AND ACCESS ROUTE PLAN (GRANT ITEMS)	
TASK 5 ESTIMATES & GRANT ALIGNMENT	99%
<ul style="list-style-type: none"> 5.1 Cost Estimate for Nature Play Area 5.2 Meet with Staff to Confirm Grant Alignment 	
DELIVERABLES COST ESTIMATE	
TASK 6 FINAL DELIVERABLES	100%
DELIVERABLES FINAL COPIES OF ALL DIGITAL PLANS, GRAPHICS, AND FILES TO STAFF	

RELEVANT EXPERIENCE & REFERENCES



Years of Experience: 15

Education

Master of Landscape Architecture and Bachelor of Environmental Design, University of Minnesota

Registration

Landscape Architect, Minnesota License No. 53008

Sarah Evenson PLA (MN)

Project Manager

Sarah will serve as the Project Manager for HKGi's design team. In this role she will provide leadership and coordination throughout the project and will work with nature center staff to conduct and coordinate this concept planning and design process.

Sarah is a creative designer and a detail-oriented planner who has worked with nature center staff and stakeholders in both the metropolitan area and in greater Minnesota to plan and implement improvement projects. She has provided service to several nature centers and has designed nature-based play and improvements for both nature centers and community and regional parks. Sarah has also assisted in securing grant funding from a variety of sources, including DNR Outdoor Recreation Grants, for improvement projects.

Relevant Project Experience

- Grams Park Nature Play Area | Sherburne County, MN
- Springbrook Nature Center Improvements | Fridley, MN
- Thompson County Park & Miesville Ravine Park Reserve Master Plans and Improvements | Dakota County, MN
- Maplewood Nature Center Master Plan | Maplewood, MN
- Oxbow Nature Center Improvements | Olmsted County, MN
- Byllesby Regional Park and Nielsen Park Reserve Master Plans | Goodhue County, MN



Years of Experience: 26

Education

Master of Landscape Architecture and Bachelor of Environmental Design, University of Minnesota

Registration

Landscape Architect, Minnesota, License No. 42954; Michigan License No. 3901001779

Bryan Harjes PLA (MN, MI), LEED AP

Principal in Charge

Bryan will serve as Principal in Charge for the planning and design team. In this role he will provide quality assurance services to ensure the team has the resources it needs to conduct a thorough design process.

Bryan has provided leadership for several nature center visioning and planning processes and has continued his work with clients to assist them in implementation initiatives. His portfolio includes transformative large-scale improvement projects, such as the new Chanhassen Civic Campus, and improvements to larger regional or community-wide parks, such as the Springbrook Nature Center, and smaller neighborhood park improvements like the new adventure play area at Keewaydin Park in Minneapolis.

Relevant Project Experience

- Springbrook Nature Center Master Plan & Improvements | Fridley, MN
- Oxbow Nature Center Concept Plan & Improvements | Olmsted County, MN
- Maplewood Nature Center Master Plan | Maplewood, MN
- Thompson County Park & Miesville Ravine Park Reserve Master Plan and Improvements | Dakota County, MN
- Civic Campus Concept Plan and Improvements | Chanhassen, MN
- North Commons Park Improvements | Minneapolis, MN
- Soldier's Field Memorial Park Improvements | Rochester, MN
- Keewaydin Park Improvements | Minneapolis, MN



Years of Experience: 4

Education

Master of Landscape Architecture, University of Minnesota

B.A., Economics and Environmental Studies, St. Olaf College

Kendra Klenz

Landscape Designer

Kendra has four years of experience providing urban and landscape design consulting services for improvements to parks, trails, bikeways, and site development. She is a thoughtful planner and designer with a background in research and planning related to nature play, ecology and wetlands, and community resiliency. She has contributed to high-profile park and streetscape improvement projects for Detroit Lakes and is also assisting in the planning and design of improvements to several neighborhood parks in Apple Valley. She contributes a clear and compelling graphic style to plan renderings and diagrams, which is useful in illustrating planned improvements for community members and grant reviewers.

Relevant Project Experience

- Neighborhood Park Design | Apple Valley, MN
- Commons Park Improvements | Fridley, MN
- West Lake Drive Improvements | Detroit Lakes, MN
- City Park Master Plan | Detroit Lakes, MN
- City Park Pavilion Site Improvements | Detroit Lakes, MN
- Minnehaha Creek Improvements Feasibility Study | Minnehaha Creek Watershed District
- NP Park Concept Plan | Perham, MN
- Endazhi-Nitaawiging Schoolyard Improvements | Red Lake, MN



Years of Experience: 1

Education

Bachelor of Landscape Architecture, University of Minnesota

Analise Kruse

Landscape Designer

Analise is a landscape designer who also provides graphic design services to park, trail, and site planning and design projects. Her contributions to project work include the design of visual communications materials, engagement activities, field research, and use of AutoCAD, Lumion, and other illustration and visualization applications.

Analise enjoys engaging with staff and stakeholders and brings an infectious enthusiasm to the project team. She is fluent in Spanish and able to provide translation services. She has broad-based experience working on a variety of projects at HKGi, including contributing to park master plans, park improvement projects, and park system planning.

Relevant Project Experience

- Thompson County Park Improvements | Dakota County, MN
- Neighborhood Park and SW Stormwater Park Design | Apple Valley, MN
- Fish Lake Park Master Plan Amendment | Chisago County, MN
- Mississippi River Greenway Long-Range Plan | Dakota County, MN
- City Park Pavilion Improvements | Detroit Lakes, MN
- Park System Master Plan | Eagan, MN
- Willard Park Concept Plan | Minneapolis, MN
- Jordan Court Improvements | Red Wing, MN

Park Planning & Design Experience

HKGi's landscape architects have planned and designed parks and park improvements for clients across the region. Our creativity, problem-solving skill and context-based approach to this work is complemented by in-depth experience working with vendors and contractors to implement planned improvements and ensure they are built to the highest standards and are completed on schedule and on budget. HKGi also works with staff and stakeholders to identify innovative ways to integrate different types of play (inclusive play, nature play, sensory play, adventure play) to make playgrounds unique and accessible for all.

Grant Application Assistance Services: Since 2009, HKGi has assisted cities and counties in securing more than \$37 million to support active living initiatives, park and trail development, bridge construction, lighting, wayfinding and interpretation signage, and amenities like benches and bike racks. Grant programs solicited include MnDNR Outdoor Recreation, Trail Legacy, and Trail Connection grants; MnDoT Safe Routes to Schools, Scenic Byways, and Transportation Enhancement grants; and Federal Lands Access Program grants.



Grams Park Nature Play

Sherburne County, Minnesota



HKGi provided planning and design services for a new nature play area at Grams Regional Park. The new play area replaced a traditional playground and was carefully sited to minimize tree removal and take advantage of a shady refuge within the restored prairie.

HKGi designed the nature play area as part of an Outdoor Recreation Grant application. Engagement emphasized the desire for accessibility and inclusion, which was incorporated into the layout and selection of play elements throughout the park. The play area includes an active, kinesthetic loop trail, sensory features, loose parts creative play, and areas for instruction, gathering, and contemplation to provide variety to visitors. Custom-designed features using reclaimed wood mix with fabricated equipment to blend sustainable reuse with safety.

HKGi's services on this project included conducting initial concept planning, grant writing support, SD/DD/CD design leadership, bid support, play element sourcing, and construction administration.



CLIENT
Sherburne County

AWARDS
2025 ASLA-MN Merit Award for General Design

REFERENCE

Gina Hugo, Parks Coordinator
Sherburne County
763-765-3308
gina.hugo@co.sherburne.mn.us

Springbrook Nature Center

Fridley, Minnesota



HKGi provided leadership for the creation of a master plan for this 127-acre park and environmental education center. HKGi subsequently provided schematic and detail design, construction documentation, and construction administration services for a host of improvements, which included a new entry plaza, internal trail connections, and site design for a new visitor's center, nature play area, and an ADA-accessible outdoor amphitheater.

The first phase of improvements focused primarily on restoration and landscaping around the new visitor's center and entry plaza, while the second phase involved construction of the amphitheater and nature play area. HKGi worked closely with stakeholders to identify a series of design options, and then worked with an advisory committee to refine the final designs to fit the project's targeted budget.

As the lead for phase 2, HKGi provided extensive construction administration services and worked closely with vendors and contractors during installation. The design effort also included a focus on sustainability, including conducting a LEED™ project checklist and use of porous pavers and other best practices to enhance the site's sustainability.

CLIENT

City of Fridley

HIGHLIGHTS

- Project included master plan, schematic design, and design development/construction documentation and construction administration
- Improvements included outdoor amphitheatre nestled at the edge of the forest trail
- Natural play area is also sited beneath a mature tree canopy

REFERENCE

Mike Maher, Parks & Recreation Director
City of Fridley
763-572-3575
Mike.maher@fridleymn.gov

Thompson County Park Improvements

Dakota County, Minnesota



HKGi is leading a multi-disciplinary design team on a second phase of park master plan implementation initiatives. HKGi has also led engagement with County staff and community stakeholders, guiding them through a process to explore and evaluate potential design directions.

The design team compiled cost estimates and other supporting information on more than a dozen potential implementation projects. Due to available funding limitations, HKGi's landscape architects also facilitated discussions that helped stakeholders and staff set priorities and make decisions about which projects to pursue for this phase.

The park's "Pollinator Promenade" was selected to move into construction after HKGi assisted the County in receiving an LCCMR grant. The project, a roughly three-acre pollinator focused restoration, includes a daylighted stream, sensory gardens, interpretive signage, and pollinator sculptures along an ADA-accessible path.

CLIENT

Dakota County

HIGHLIGHTS

- Expanded community center and parking
- Recreational improvements include trails, community gardens, paddle launch, nature play
- Natural resource restoration and conservation initiatives are designed to also serve as passive recreational amenities

REFERENCE

Christina Lundgren, Project Manager
Dakota County
christina.lundgren@co.dakota.mn.us
651-438-4672



Community-Inspired Planning & Design

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EXHIBIT B
COMPENSATION

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

As outlined in the proposal. Any compensation exceeding what is outlined in the proposal must be approved by Carrie Anderson, Assistant Director before work begins.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.k.

Department Approval
Brosnahan, D.

City Manager Approval


Item Description: Approve House Burn Training Agreement for 1015 County Road B2 West

Background

Occasionally, the Fire Department receives interest from a property owner to demolish their home through fire, allowing a training opportunity for the department. In many of these instances, the request simply doesn't work due to other circumstances: location of the fire hydrant, traffic concerns, the structure's proximity to neighbors, existing condition of the home, etc. But in some situations, we are able to assess and evaluate a number of these different factors to proceed forward with utilizing the home for burn training. In this particular situation, the home affords some incredible advantages for the fire department to perform live fire training and eventually perform demolition by fire.

The Fire Department has performed numerous acquired structure burns in the past, but have not since about 2017. There are several checklist items we will need to complete along the process that include, but are not limited to neighbor notifications, utility disconnection, asbestos removal, and inspections by Roseville Building Official and Ramsey County.

The official date for the burn is TBD at this time as some of these important checklist factors take time to perform and complete. The Fire Department also has to be mindful of any DNR burn restrictions and air quality issues as well. We cannot and will not burn in situations that do not warrant it.

The address of the structure is 1015 County Road B2 West. This agreement was drafted by the City Attorney and reviewed and found acceptable by the property owner.

Policy Objectives

It is the goal of the Roseville Fire Department to always look for opportunities to improve our training and skills and enhance the overall public safety and well-being of our community.

Acquired structure fire training is incredibly effective training for all firefighters involved. While we train regularly in a fixed burn building, having access to perform training and practice suppression of fires in an actual residence will be the most beneficial training our department will have this year.

36 In addition, this burn is also a tremendous opportunity to invite members of our community
37 out to learn more about their fire department, ask questions, and receive fire public
38 education information.

39
40 **Equity Impact Summary**

41 The Fire Department aspires to help and support all members of our community and to do it
42 at the highest level. Training like this will improve our abilities and capacity to do so.

43
44 **Budget Implications**

45 There will be some costs associated with this training project. The vast majority of the cost
46 will be associated with overtime costs of bringing firefighters back in for a period of 4-8
47 hours to perform the training. The majority of the project work leading up to the live burn will
48 be done by Fire Administration.

49
50 **Staff Recommendations**

51 Staff recommends Council approve the agreement with the property owner to allow the Fire
52 Department to perform live fire training and demolition in the near future.

53
54 **Requested Council Action**

55 Approve house burn agreement with the property owner.

56
57 **Prepared by:** Brosnahan, D.

Attachments: 1. City of Roseville - House_Burn_Agreement

AGREEMENT

THIS AGREEMENT, entered into this 11th day of May, 2026 by and between Darrick Metz, an individual with an address of: 1015 County Road B2 West, Roseville, MN 55113 (the “Owner”) and the City of Roseville, a Minnesota municipal corporation (the “City”), acting through its Fire Department.

WHEREAS, the Owner is the fee owner of certain real property located at 1015 County Road B2 West, Roseville, MN 55113, legally described in the attached Exhibit A (the “Property”); and

WHEREAS, there are buildings located on the Property; and

WHEREAS, the Owner desires to have the City’s Fire Department destroy any structures on the Property by fire (the “Training Structures”); and

WHEREAS, the City is willing to destroy the Training Structures by fire if the Training Structures can be used for training exercises by the City’s Fire Department before and during their destruction by fire; and

NOW, THEREFORE, the parties hereto in consideration of the mutual covenants and considerations hereinafter set forth do agree as follows:

1. Grant of Use of the Property. The Owner, as a community service and without other compensation, grants permission to the City to access the Property and to enter and destroy the Training Structures on the Property, as provided in this Agreement, for purposes of conducting a Fire Department training exercise. The Owner consents to the Training Structures on the Property being destroyed by fire as a result of the training exercise.
2. Training Activities. The City’s training exercise will involve the intentional destruction of the Training Structures on the Property by fire with response by the City Fire Department personnel.
3. Supervision and Training. The City agrees that it will monitor and supervise all training activities that occur on the Property pursuant to this Agreement. The City is responsible for ensuring that the training activities do not extend beyond the Property.
4. Owner Responsibilities. The Owner shall provide the City with proof of fee ownership of the Property. The Owner assumes responsibility for cancelling insurance associated with the Training Structures to be destroyed and providing proper documentation that cancellation has occurred. Prior to the date of the training exercise, the Owner must disconnect all utility services to the Training Structures on the Property, including, but not limited to gas, electric, water, telephone, cable television, and satellite and any antennas. The Owner must remove any fuel oil and other hazardous substances and conditions from the Training Structures to be destroyed on the Property. The Owner must also remove from the Training Structures to be destroyed on the Property any personal property, fixtures, or materials that the Owner wishes to preserve prior to the City’s Fire Department undertaking the destruction activities. If the


Owner has not completed these tasks at least twenty-four (24) hours before the first possible training date, the Owner shall immediately notify the City of this fact.

5. Date and Time of the Training Exercise. The City will be conducting multiple training activities on the Property with respect to the Training Structures that are to be destroyed. The exact dates and times of these activities are dependent on weather conditions, City staff availability and the City's training schedule. It is expected that the training activities will take place during the months of May thru June 15, 2026 (or as agreed to by both parties). The City will notify the Owner at least 24 hours in advance of each training activity. The Owner grants to the City the use of the Property on the day of each training activity for preparation, conducting the training exercise, post-training briefing and related activities such as preliminary and follow-up inspections.
6. Notification Responsibilities. The City will be providing preliminary notification to the public and the media about the training that will be occurring on the Property. The City will also be providing specific notification to the public and the media regarding the day of the final burn on the Property.
7. Waiver of Trespass. The Owner expressly waives any claim of trespass against the City for entry onto the Property for the purpose of conducting training exercises and related activities on the Property.
8. Liability and Indemnification. The Owner agrees to indemnify, defend and hold harmless the City, its officials, employees, contractors and agents from and against any and all causes of action, claims, demands, judgments, losses, damages or expenses of whatever kind or nature (including, but not limited to, litigation costs, attorneys' fees and court costs) incurred by the Owner because of property damage arising out of and incident to the City's activities on the Property and the Owner or any of the Owner's invitee's activities on the Property.
9. Clean Up and Site Restoration. The Owner shall be solely responsible for removing all debris from the Property following completion of the training exercises, regardless of the condition of the Property or the buildings on the Property following completion of the training exercises. The City shall notify the Owner in writing when the training exercises are completed and the Owner shall have 30 days from the date of that notice to complete the removal of all debris and remnants of the Training Structures and to backfill any basements with clean fill so that the condition of the Property is in full compliance with the City Code. All debris and materials removed by the Owner must be disposed of in accordance with federal, state and county laws and regulations at the Owner's expense. Any permit or sampling costs shall be at the Owner's expense. If at any time during the training session, the City Fire Department's Instructor-In-Charge deems it necessary to extinguish the fire and the Training Structures are not completely destroyed, the destruction of the remaining portion of the Training Structures will be the responsibility of the Owner. The City reserves the right to inspect the Property from time to time as necessary to ensure the Owner's compliance with her obligation to clean up the Property.
10. No Waiver. Nothing herein shall be deemed a waiver by the City of the limitations on liability set forth in Minnesota Statutes Chapter 466, and the City's obligation to indemnify shall be limited to the limit on municipal liability set forth in Minnesota Statutes Chapter 466, less any

amounts the City is obligated to pay for itself, its agents or employees for damages arising out of the same occurrence.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the above date.

OWNER



By: _____
Darrick Metz

CITY OF ROSEVILLE

By: _____
Daniel Roe
Its: Mayor

By: _____
Patrick J. Trudgeon
Its: City Manger

Exhibit A
Legal Description of the Property

1015 COUNTY ROAD B2W, ROSEVILLE MN 55113-3340

SECTION 11 TOWN 29 RANGE 23 SUB TO CO RD B 2 THE W 110 FT OF E 1755 ...OF
NW 1/4 OF SEC 11 TN 29 RN 23

Parcel Area	0.4722
Parcel Width	110 Feet
Parcel Depth	187 Feet

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.I.

Department Approval



City Manager Approval



Item Description: Approval of an Application for U.S. Department of Justice Grant
Funding to Reduce Crime and Recidivism

1
2 **Background**

3 The Roseville Police Department is requesting authorization to apply for grant funding through the U.S.
4 Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) FY25 Justice
5 Reinvestment Initiative: Strengthening State and Local Operations to Reduce Crime and Recidivism
6 grant program. The Department intends to apply for funding to support a civilian Investigative Aide
7 position to assist with the increasing workload and operational demands within the Investigations Unit.

8 The proposed civilian support position would provide critical assistance to investigators and the
9 Department's current crime analyst in managing investigative caseloads, digital evidence processing,
10 surveillance video review, records management, case preparation, and other technology-driven
11 investigative responsibilities. In recent years, advancements in digital forensics, electronic evidence
12 collection, surveillance systems, mobile device analysis, and social media investigations have
13 significantly increased the complexity and time required to investigate crimes and prepare cases for
14 prosecution. While investigators now have more tools available to develop leads and solve crimes, these
15 advancements have also created substantial increases in workload and demands on investigative staff.

16 In May 2025, The Axtell Group completed a staffing and operational assessment of the Roseville Police
17 Department. The study found that the Investigations Unit is "demonstrably understaffed" relative to the
18 current volume and complexity of work. The report noted that staffing shortages often require
19 investigators to utilize a triage approach to case management, prioritizing cases involving individuals in
20 custody or those with a more immediate path to prosecution. The study further found that cases with
21 significant solvability factors may be prematurely closed or delayed due to limited staffing resources and
22 the extensive time commitment required for follow-up investigative work.

23 The Axtell Study specifically recommended the expansion of analyst and investigative support staffing to
24 improve investigative efficiency, enhance data and case analysis capabilities, and better support long-
25 term strategic decision-making and resource allocation within the Department.

26 The addition of an Investigative Aide position is consistent with the Department's five-year work plan and
27 anticipated future staffing requests. By pursuing grant funding, the Department would have the
28 opportunity to address an identified operational need while offsetting personnel costs during the initial
29 three-year grant period. The grant program does not require a local funding match and does not obligate
30 the City to continue funding the position beyond the grant term.

31
32
33 **Policy Objectives**

34 Applying for grant funding through the U.S. Department of Justice Bureau of Justice Assistance directly
35 supports the City's Strategic Priorities of Responsive Services and Safety. The proposed grant-funded

Investigative Aide position would enhance the Roseville Police Department's ability to effectively respond to increasing investigative demands, improve operational efficiency, and support timely and thorough criminal investigations.

The grant application aligns with the City's strategic goal to "develop and implement a prioritized multi-year resource allocation strategy and structure to ensure people, resources, training, and technology are in place to respond to the needs of the community." Securing external funding for this position would allow the Department to address a documented staffing and operational need while leveraging grant resources to minimize impacts to local taxpayers.

Equity Impact Summary

Improving investigative capacity benefits the broader community by helping ensure that victims receive equitable access to investigative services and that cases are not disproportionately impacted by staffing limitations or resource constraints. Currently, staffing shortages and investigative workload demands may result in some cases being delayed or prematurely closed despite having viable solvability factors. Expanding investigative support capacity would allow more cases to receive additional follow-up and investigative attention, increasing the likelihood that cases can be presented for charging consideration, improving case clearance rates, and helping bring justice and accountability for more victims of crime.

The position would also support more effective use of technology, digital evidence, and analytical resources to identify offenders, reduce repeat victimization, and strengthen overall public safety outcomes within the community.

Budget Implications

The Roseville Police Department intends to apply for grant funding to support one full-time civilian Investigative Aide position for a three-year period.

The Department had previously identified this position as part of its 5-year plan and intends to include the position in its 2027 budget requests. By pursuing grant funding, the Department would have the opportunity to address an operational need identified in the Axtell Study while significantly limiting the financial impact to local taxpayers.

If awarded, the grant would offset salary and benefit costs associated with the position during the three-year grant term. There is no local match requirement associated with this grant opportunity and no obligation for the City to continue funding the position after the expiration of the grant period.

As it is early in the 2027 budget process, and the City Council is still considering the overall budget, including adding new positions, it should be noted that the City is not obligated to take the grant if it is decided not to create the position in the 2027 budget. As noted, after the 3-year grant period, the City would need to budget the total cost of the position. While the city is not obligated to keep the position beyond the grant period, the salary costs in 2030 are estimated to be between \$92,000 to \$113,000.

Staff Recommendations

Approve submitting an application for U.S. Department of Justice Grant Funding.

Requested Council Action

Approval of an application for U.S. Department of Justice Grant Funding.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. BJA FY25 Grant RFP

BJA FY25 Justice Reinvestment Initiative: Strengthening State and Local Operations to Reduce Crime and Recidivism

Anticipated Total Amount To Be Awarded Under This Funding Opportunity: \$19,000,000

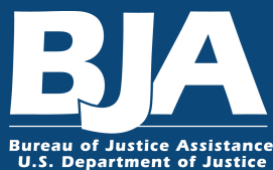
Anticipated Award Ceiling: Up to \$4,000,000 per site-based award

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2026-172609

Deadline to submit SF-424 in Grants.gov: **June 3, 2026, by 11:59 pm Eastern Time**

Deadline to submit application in JustGrants: **June 10, 2026, by 8:59 pm Eastern Time**



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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 Justice Reinvestment Initiative: Strengthening State and Local Operations to Reduce Crime and Recidivism
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2026-172609
Assistance Listing Number	16.827

Executive Summary

This NOFO will support state, local, and tribal government efforts to reduce wasteful spending and inefficiencies across justice system operations and redirect that funding to target crime and other public safety and/or justice system challenges. Applicants should propose projects that address one or more urgent local justice system challenge. Applicants should use existing data and information to identify the specific challenges they will focus on and how they will refocus resources on the strategies and populations most likely to reduce crime. Jurisdictions may consider addressing challenges across the judicial system, including those related to law enforcement, prosecution, sentencing, jails and prisons, probation, and parole. Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	May 8, 2026
SAM.gov Registration/Renewal	Recommend beginning process by May 8, 2026, and no later than May 20, 2026
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on June 3, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on June 10, 2026

Funding Details

Anticipated Total Amount To Be Awarded Under This Funding Opportunity:
\$19,000,000

Anticipated Number of Awards: 5–12

Anticipated Award Ceiling: Up to \$4,000,000

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Anticipated Period of Performance Start Date: June 1, 2026

Anticipated Period of Performance Duration: 36 months

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Full-Year Continuing Appropriations Act, 2025 (Pub. L. No. 119-4, Div. A, Secs. 1101(a)(2) and 1301(4), 139 Stat. 9, 10-11, 17; see Pub. L. No. 118-42, 138 Stat. 25, 149, para. 22)

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: OJP.ResponseCenter@usdoj.gov

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday, except on federal holidays

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

[OJP Grant Application Resource Guide](#): Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO, and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**
 - State governments
 - County governments
 - City or township governments
 - Special district governments
 - Native American Tribal governments (federally recognized)
- **Other**
 - Other units of local government

State Government Entities: For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Other Units of Local Government: For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

In order to request a federal grant award under this program, an applicant that is a State or local government entity must submit a certification (using only the template provided in Appendix 1, entitled “[Certification by the Chief Executive Officer \(or senior official\) of the Applicant Government](#).” Tribal government entities and educational organizations (e.g., public or state-controlled institutions of higher education) are not required to submit this certification. This certification is a basic minimum requirement of this funding opportunity, such that applications from applicants that are required to submit it and fail to do so, will be denied.

Also, such applicants should anticipate that awards to state or local government entities under this NOFO will include an award condition addressing compliance with 8 U.S.C. 1373.

Limit on Number of Applications

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. Also, an entity may be proposed as a subrecipient in more than one application.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

This NOFO does not require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

This NOFO will support state, local, and tribal government efforts to reduce wasteful spending and inefficient uses of funds across justice system operations and redirect that funding to target crime and other public safety and/or justice system challenges. Applicants should propose projects that address one or more urgent local justice system challenge. Applicants should use existing data and information to identify the challenges they will focus on and how they will refocus resources on the strategies and populations most likely to reduce crime. Jurisdictions may consider addressing challenges across the judicial system, including those related to law enforcement, prosecution, sentencing, jails and prisons, probation, and parole.

Examples of challenges that may be the focus of a project include, but are not limited to:

- Addressing shortages in correctional officers.
- Fortifying correctional environments to increase the prevention and interdiction of contraband (e.g., drugs and weapons, other prohibited items) into and within facilities.
- Developing and testing applications of advanced technology to increase efficiency (e.g., artificial intelligence, facial recognition, scanners, counter-drone).
- Improving court processing and efficient docket management.
- Improving pre-trial systems.
- Addressing the needs of high system utilization by populations with mental health and/or substance use issues.
- Examining criminal codes and associated penalties to address high priority areas such as violent crime or drug offenses.
- Improve meaningful and timely information sharing across justice system partners, such as adopting a unique, universal, statewide identification number to enable more comprehensive and useful crime and recidivism data or improving offender-specific information sharing to better manage and hold accountable high-risk individuals through detention, reentry, and supervision.
- Tracking data across prosecutors' offices to understanding relationships between violent crime and charging and adjudication decisions.
- Strengthening the ability of law enforcement to investigate and respond to crimes by focusing on less resource intensive alternative responses to mental health crises or improving the performance and timeliness of forensic evidence processing.
- Prioritizing confinement resources and bed space to incapacitate serious, chronic, or violent offenders.

The lead applicant and other stakeholder agencies may conduct or procure services to support these efforts.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children;
- (e) Supporting American victims of trafficking and sexual assault;
- (f) State/local law enforcement efforts that are coordinated with federal law enforcement efforts (including immigration law enforcement efforts)—at minimum as shown by—
 - (1) compliance with 8 U.S.C. § 1373, which provides that state and local government entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity; and
 - (2) having in place a statute, ordinance, rule, regulation, policy, or practice that is designed to ensure both— (A) that agents of the United States acting under color of federal law in fact are given access to any pertinent correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States; and (B) that, when any such facility receives from the U.S. Department of Homeland Security a formal written request authorized by the Immigration and Nationality Act that seeks advance notice of the scheduled release date and time for a particular alien in such facility, then such facility in fact will honor such request and (as early as practicable) provide the requested notice to such Department.

In addition to the Agency priorities listed above, priority consideration will be given under this NOFO to applicants in states and units of local government that actively meet the below criteria, to the maximum extent permitted by law:

- (i) enforce prohibitions on open illicit drug use;
- (ii) enforce prohibitions on urban camping and loitering;
- (iii) enforce prohibitions on urban squatting;
- (iv) enforce, and where necessary, adopt, standards that address individuals who are a danger to themselves or others and suffer from serious mental illness or substance use disorder, or who

are living on the streets and cannot care for themselves, through assisted outpatient treatment or by moving them into treatment centers or other appropriate facilities via civil commitment or other available means, to the maximum extent permitted by law; or

(v) for state applicants, substantially implement and comply with, to the extent required, the registration and notification obligations of the Sex Offender Registry and Notification Act, particularly in the case of registered sex offenders with no fixed address, including by adequately mapping and checking the location of homeless sex offenders.

Applicants seeking this additional priority consideration, should complete “Agency Funding Priorities Inventory – Ending Crime and Disorder” in JustGrants to indicate which criteria they are actively meeting.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee a funding award.

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

Goal 1: Address wasteful spending and inefficient uses of funds across justice system operations and redirect that funding to target crime and other public safety and/or justice system challenges.

Objective 1.1: Improve justice system operations and public safety through a reallocation of resources and alignment of policies and practices to support effective and measurable crime- and recidivism-reduction efforts.

Objective 2.1: Enhance coordinated crime reduction efforts through improved data sharing and analysis between/across key justice agencies (e.g. corrections, probation, parole, law enforcement, prosecution).

Goal 2: Measure processes and outcomes to ensure solutions are effective, efficient, and sustainable.

Objective 2.1: Conduct ongoing measurement and assessment of solutions/changes for continuous quality improvement.

How Awards Will Contribute to Program Goals/Objectives

Award recipients will follow the process below:

1. Engage all agencies and individuals necessary to understand and address the challenges.
2. Analyze data to determine the cause, scope, and impediments to addressing the challenges.
3. Develop specific strategies and associated activities to address challenges and/or impediments. Document planned activities, including the parties responsible and timelines, and secure buy-in from stakeholders.
4. Implement strategies and activities according to the plan and make course corrections as needed to increase the likelihood of achieving the desired outcomes.
5. Measure outcomes to determine the effectiveness of the implemented strategies and activities and document what works and how it will support sustainability and scalability, if appropriate.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Award recipients will be expected to develop and submit the deliverable listed below in the course of implementing their proposed project.

1. A final report that documents the results of data analysis, intervention, outcomes, and lessons learned.

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in Program Goals and Objectives.

Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities. Award recipients will receive further guidance on post award reporting requirements.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates and Times](#) and Times for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (i.e., email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at the following website: <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.

3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. Once the application is submitted, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.

- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Agency Funding Priorities Inventory

Applicants seeking priority consideration under the [Agency Funding Priorities](#) section should answer the two inventory question sets, entitled Agency Funding Priorities Inventory and Agency Funding Priorities Inventory – Ending Crime and Disorder, in their entirety in the web-based form in JustGrants.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs included in the Proposal Narrative can be created in a legible font smaller than 12-point and these items will count toward the page limit.

Sections of the Proposal Narrative: The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project. Applicants should demonstrate a thorough understanding of their issues and how this program is well positioned to support their efforts.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- How the need relates to the purpose of the NOFO.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

3. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

- How the applicant proposes to address the problem, in detail, through: engaging stakeholders and individuals necessary to understand and address the challenges; analyzing data to determine the cause, scope, and impediments to addressing the challenge(s); developing specific strategies and associated activities to address challenge(s) and/or impediments; implementing strategies and activities and making course corrections; and measuring outcomes to determine the effectiveness of the implemented strategies.
- What activities the applicant will conduct to achieve the proposed goals and objectives.
- How the applicant will deliver or complete those activities.
- When the activities will take place.
- Who in the applicant's organization will staff the activities, including key staff.
- Who will participate in and benefit from the activity.
- What challenges does the applicant expect to encounter and what initial plans does the applicant have in place to overcome these issues?
- What deliverables, reports, and other items will be produced as part of the project.
- What timeline does the applicant propose and how does it identify achievement of major tasks/deliverables for each activity.
- If the applicant plans to use subrecipients to increase expertise and help conduct the project, please name them. Please describe their role in conducting project activities.

4. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A summary of relevant experience of team members with key responsibilities for implementing the project.
- Articulate how the lead entity has the authority and capacity to engage project partners.
- A summary of the applicant's (or its partners') capacity to engage stakeholders and individuals necessary to understand and address the challenges; analyze data to determine the cause, scope, and impediments to addressing the challenge(s); develop specific strategies and associated activities to address challenge(s) and/or impediments;

implement strategies and activities according to the plan and makes course corrections; and measure outcomes to determine the effectiveness of the implemented strategies.

- Provide examples of intergovernmental collaboration using data for the named partners or, alternatively, demonstrate commitment from all relevant parties to initiate this collaboration.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the [“Note on Project Evaluations”](#) section in the [Application Resource Guide](#).

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on [“Budget Preparation and Submission Information”](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and

maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over

\$250,000; Waiver (if applicable): If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable): An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Timeline:** Provide a timeline listing key activities and milestones, and the 36 months during which they will take place.

- **Disclosure of Proposed Subrecipients and Contracts:** The applicant must include an attachment disclosing any proposed subrecipients and contracts. (See sample table at end of NOFO.)

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances: Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at OJP.ResponseCenter@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the [Application Resource Guide](#).



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Narrative (JustGrants)
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
- *Applicant State or local government entities only:* Certification by the Chief Executive Officer (or senior official) of the Applicant Government (using [Appendix 1 template](#)) The applicant must include an attachment disclosing any proposed subrecipients and contracts. (See sample table at end of NOFO.)

Applicants whose application fails to meet the BMR are provided notice (including appeal instructions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

Applications that meet the basic minimum requirements will be evaluated for technical merit by peer reviewers based on how the proposed project/program addresses the following criteria:

- **Statement of the Problem/Description of the Issue (5%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (10%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (35%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (35%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (15%):** Completeness and cost effectiveness.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important Note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Selection Process

All final award decisions will be made by the Assistant Attorney General unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. When making continuation award decisions, OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award.

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic, or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government’s decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP’s [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (i.e., debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient’s award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

See the [Application Resource Guide](#) for important information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



APPLICATION CHECKLIST

BJA FY25 Justice Reinvestment Initiative: Strengthening State and Local Operations to Reduce Crime and Recidivism

This application checklist has been created as an aid in developing an application. For more information, reference the [“OJP Application Submission Steps”](#) in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirement](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the [“Legal Overview—FY 2025 Awards”](#) in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under [“Listing of Costs Requiring Prior Approval”](#) in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Submit documents for Intergovernmental Review (if applicable).
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract
 - Brief Applicant Entity Questionnaire
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
 - Agency Funding Priorities Inventory
 - Agency Funding Priorities Inventory – Ending Crime and Disorder
 - Applicant State or local government entities only: Upload properly-executed Certification by the Chief Executive Officer (or senior official) of the Applicant Government, using only the certification template provided in the specified Appendix to this NOFO.*
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.
- Upload Appendix 2: Disclosure of Proposed Subrecipients and Contracts

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.***

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.

Appendix 1

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS

Certification by the Chief Executive Officer (or senior official) of the Applicant Government

On behalf of the applicant named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief executive officer of the State or local government ("the jurisdiction") of which the applicant entity named below is a part (or a senior official of the jurisdiction, with the legal authority to bind the same), I have received appropriate legal advice as to this certification, and I have the authority to make this certification on my own behalf as chief executive officer (or senior official) and on behalf of the jurisdiction and the applicant entity. I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed (or have received pertinent legal advice concerning) 8 U.S.C. §§ 1373(a) & (b) and 1644, including the prohibitions on certain actions by State and local government entities, agencies, and officials regarding information on citizenship and immigration status.
- (3) I (and the applicant entity) understand that, for purposes of this certification, the term "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (*see* 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 42 U.S.C. § 901(a)(2)).
- (4) I (and the applicant entity) assure that the applicant entity (and its officials and other personnel) will comply with 8 U.S.C. §§ 1373 and 1644 in any "program or activity" receiving federal financial assistance under any award made by OJP pursuant to this application. I further certify that any subrecipient (at any tier) of such federal financial assistance (and its officials and other personnel) will also comply with 8 U.S.C. §§ 1373 and 1644.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 34 U.S.C. § 10271 or under 18 U.S.C. § 1001 or 1621, and may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729–3730 and §§ 3801–3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Executive Officer (or senior official) of the Applicant Government

Date of Certification

Printed Name of Chief Executive Officer (or senior official)

Title of Chief Executive Officer (or senior official)

Name of Applicant Government Entity

Appendix 2: Disclosure of Proposed Subrecipients and Contracts

The following represents the proposed subrecipients and contracts for this FY 2025 JRI NOFO.

Name of Subrecipient Entity	Summary of Subrecipient Role and Deliverables	Proposed Contract Amount (Dollars)	Proposed Contract Length

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/18/2026
Item No.: 10.m.

Department Approval

City Manager Approval



Item Description: Approve City Manager Goals for 2026-27

1
2 **Background**

3 At the May 11, 2026 City Council meeting, Council members gave the City Manager his
4 annual performance review. As a result of those conversations, goals were drafted for the
5 City Manager to work on for the next year.

6
7 **Policy Objectives**

8 Under Minnesota Statutes Section 412.611, Plan B cities such as Roseville have a City
9 Manager that exercises the administrative power of the city and is responsible to the
10 council for the proper administration of all city affairs. Under the Plan B form of local
11 government, the City Council directly oversees the work and employment of the City
12 Manager. An annual review and setting of goals for the City Manager is undertaken to
13 ensure that the City Manager's work meets the expectations of the City Council and the
14 community.

15
16 **Equity Impact Summary**

17 The City Manager oversees the entire operation of Roseville's programs and services. As
18 part of that oversight, the City Manager takes into account the needs of all members of the
19 community in accordance with Roseville's aspirations to be a city that fosters a strong
20 sense of community through effective and inclusive communication, effective engagement,
21 and collaborative decision-making and to be a community that is welcoming and inclusive
22 of all people regardless of origin, race, ethnicity, gender, sexual preferences, physical
23 ability, and socioeconomic standing. Among other things, the City Council evaluates the
24 City Manager's performance in relation to meeting the adopted community aspirations.

25
26 **Budget Implications**

27 Based on the successful performance review, the City Council granted a step increase to
28 the City Manager's salary.

29
30 **Staff Recommendations**

31 Motion to approve the 2026-27 City Manager Goals.

32
33 **Requested Council Action**

34 Motion to approve the 2026-27 City Manager Goals.
35

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: 1. City Manager 2026-27 Goals

City Manager Goal #1

Focus on keeping growth of City's property tax levy low while still serving the needs and priorities of the community

Why this is important: Growth in city tax levy, as well as other taxing agencies, provides more financial pressure on taxpayers to afford the cost of living in Roseville, especially those with low or fixed income. While guaranteeing a lower tax levy year after year is not possible, demonstration of efforts to keep that levy low is important to share with the taxpayers. Outlining the efforts made in keeping expenditures low while factoring in increased costs and increased needs for programs and services, will hopefully illustrate the challenges in keeping the levy as low as possible while providing the programs and services the public expects. Transparency will provide a better understanding of the budget realities the City of Roseville faces and allow for staff and City Council to make informed decisions.

How this goal will be accomplished: As part of the 2027 and future budget processes, we will create an information package that will track changes year over year in key measures of the budget and tax levy. This dashboard will show how the work of Department Heads and City Manager impacts the final budget and levy being considered by the City Council.

In a typical budget cycle, Department Heads and the City Manager consider opportunities for *cost containment/reduction, revenue enhancement, and revenue reallocation* to help balance the increased cost of continuing to do the same programs and services with the same level of employees while factoring in new required or desired programs, services, and personnel. These approaches work together to create a fiscally responsible budget. Reporting the results of this work will be documented as part of the budget proposal. Below are details of each strategy.

Cost Containment/Reduction

Each budget cycle, Department Heads review all expenditures to ensure resources are aligned with service needs and identify opportunities for efficiencies or cost containment. A significant portion of the City's budget is personnel-related, reflecting that most municipal services are delivered by staff rather than through physical goods. These costs include step progression within the City's compensation system, cost of living adjustments, and obligations under collective bargaining agreements. While these costs are largely structured and predictable, Department Heads may consider adjustments to personnel allocation or evaluate service delivery models, reallocating positions or reducing positions, or finding alternative revenue streams to offset the personnel costs.

Department Heads can make the most impact on the non-personnel costs of their department. These include contractual services, equipment, supplies, and training.

As part of the budget process moving forward, the Department Heads will report cost containment/reductions in their submitted budget requests to the City Manager. This information will be shared with the City Council and made public.

Revenue Enhancement

To help offset cost increases and reduce our net expenditures, Department Heads look for additional revenue sources to help lower the need to use tax levy to provide programs and services. Typically, these sources are grants and fees. Utility franchise fees implemented last year is an example.

As part of the budget process moving forward, the Department Heads will report on efforts made to utilize non-tax levy sources of revenue to reduce the reliance of tax-levy on existing or new programs, services, and personnel. This information will be shared with the City Council and made public.

Revenue reallocation

As part of the budget creation, there are sometimes opportunities to shift existing resources to offset cost increase in other parts of the operations. While shifting levy dollars for one aspect to another aspect of the city operations doesn't lower the levy, it can help absorb the need for a levy increase. The biggest impact can be made when it is possible to shift costs from levy support to non-levy support. While these opportunities are rare, they should be pursued when possible.

As part of the budget process moving forward, the City Manager will report on opportunities when existing levy can be shifted to other levy supported operations and about opportunities to utilize non-tax levy revenue for levy funded operations. This information will be shared with the City Council and made public.

How this goal will be measured:

A series of dashboards will be created that will allow the City Council and the public to quickly see trends in the City Budget. Three dashboards are proposed: a *Tax Levy and Household Impact of City Budget Dashboard*, *Overall City Budget Expenditures Dashboard*, and *Department Budgeted Expenditure Dashboard*. Examples of each are on the following pages.

Tax Levy and Household Impact of City Budget Dashboard

TAX LEVY AND MEDIAN HOUSEHOLD IMPACT	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Projected
Gross Levy	26,822,889	29,150,515	30,717,459	33,048,741	36,249,516
City Tax Levy \$ Change	1,514,775	2,327,626	1,566,944	2,331,282	3,200,775
City Tax Levy % Change	5.99%	8.68%	5.38%	7.59%	9.69%
Tax Rate	36.693	37.689	40.860	42.453	46.898
Tax Rate % Change	-4.65%	2.71%	8.41%	3.90%	10.47%
Median Home City Property Taxes	1,283.90	1,358.68	1,528.63	1,621.69	1,876.79
Change in City Property Taxes Paid	-0.53%	5.82%	12.51%	6.09%	15.73%
Total Budget - Levy Supported	46.41%	47.59%	41.56%	39.53%	41.65%
Total Budget - Non Levy Supported	53.59%	52.41%	58.44%	60.47%	58.35%

(Graphs and charts would be added)

Overall City Budget Expenditures Dashboard

TOTAL GOVERNMENTAL AND ENTERPRISE EXPENDITURES	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected
Personnel Services Total	25,472,030	27,510,182	30,954,238	35,325,918	38,685,677
\$ Change		2,038,151	3,444,056	4,371,680	3,359,759
% Change		8.00%	12.52%	14.12%	9.51%
Supplies and Materials Total	1,941,043	2,113,937	2,088,705	2,102,405	2,155,180
\$ Change		172,894	(25,232)	13,700	52,775
% Change		8.91%	-1.19%	0.66%	2.51%
Contractual Services Total	6,933,015	7,613,628.31	7,423,055.00	7,175,936.00	7,785,814.93
\$ Change		680,614	(190,573)	(247,119)	609,879
% Change		9.82%	-2.50%	-3.33%	8.50%
Utilities Total	10,639,413	10,605,889.37	11,605,655.00	12,170,638.00	12,690,209.70
\$ Change		(33,524)	999,766	564,983	519,572
% Change		-0.32%	9.43%	4.87%	4.27%
Other Charges Total	6,165,538	5,541,510.11	6,741,192.00	7,227,077.00	6,944,082.37
\$ Change		(624,028)	1,199,682	485,885	(282,995)
% Change		-10.12%	21.65%	7.21%	-3.92%
Capital Outlay Total	6,650,165	7,866,256.38	15,100,445.00	19,606,500.00	18,773,600.00
\$ Change		1,216,091	7,234,189	4,506,055	(832,900)
% Change		18.29%	91.96%	29.84%	-4.25%
TOTAL GOVERNMENTAL AND ENTERPRISE EXPENDITURES	57,801,205	61,251,403	73,913,290	83,608,474	87,034,565
\$ Change in Total Expenditures		3,450,198	12,661,887	9,695,184	3,426,091
% Change in Total Expenditures		5.97%	20.67%	13.12%	4.10%

Department Budgeted Expenditure Dashboard (Example)

Administration Department FUND 100	2024	2025	2026	2027
Total Department Expenditures	\$ 2,979,896.96	\$ 3,094,872.45	\$ 3,422,665.00	
\$ change in in expenditures in city budget	\$ 1,001,731.72	\$ 114,975.49	\$ 327,792.55	
% change in expenditures in city budget	51%	4%	11%	
Personnel Services Total	\$ 1,089,867.15	\$ 1,175,122.60	\$ 1,386,450.00	
\$ change in expenditures for Personnel Services	\$ 104,914.47	\$ 85,255.45	\$ 211,327.40	
% change in expenditures for Personnel Services	11%	8%	18%	
Supplies and Materials Total	\$ 3,619.84	\$ 3,369.22	\$ 3,600.00	
change in expenditures for Supplies and Materials	\$ (512.29)	\$ (250.62)	\$ 230.78	
% change in expenditures for Suplies and Materials	-12%	-7%	7%	
Contractual Services Total	\$ 1,658,701.18	\$ 1,624,145.64	\$ 1,691,222.00	
\$ change in expenditures for Contractual Services	\$ 983,126.59	\$ (34,555.54)	\$ 67,076.36	
% change in expenditures for Contractual Services	146%	-2%	4%	
Utilities Total	\$ -	\$ -	\$ -	
\$ change in expenditures for Utilities	\$ -	\$ -	\$ -	
% change in expenditures for Utilities	0%	0%	0%	
Other Charges Total	\$ 227,708.79	\$ 291,832.44	\$ 341,393.00	
\$ change in expenditures for Other Charges	\$ (85,797.05)	\$ 64,123.65	\$ 49,560.56	
% change in expenditures for Other Charges	-27%	28%	17%	
Capital Outlay	\$ -	\$ -	\$ -	
\$ change in expenditures for Capital Outlay	\$ -	\$ -	\$ -	
% change in expenditures for Captial Outlay	0%	0%	0%	
\$ change in fee revenues collected				
\$change in overtime costs	\$ 7,436.98	\$ (621.46)	\$ (4,816.90)	

2027 Budget Notes:
Increased Cost Drivers:
Cost Containment/Reduction Efforts:
Revenue Enhancement Efforts:
Revenue Reallocation Efforts

City Manager Goal #2

Plan for long-term financial, facility, and personnel needs of the organization

Why this is important: Long-term planning for Roseville is crucial to meet the community's expectations of quality services. Since non-tax levy revenue sources are limited, decisions made in the present will impact the tax levy in the community for years. Therefore, long-term planning will create better understanding of future tax levy needs and allow time for exploring additional ways to reduce future tax levy increases.

How this goal will be accomplished: Through a series of studies and analysis, the City Manager and Department Heads will identify long-term needs of the city as an organization. While the City currently tries to anticipate future facility needs, it is often very ad hoc and based on urgency. Very little planning of personnel needs occur beyond identifying short-term needs. Long-term financial planning hasn't been undertaken in the past. The City Manager would propose that a facility and personnel needs study be conducted first. Once those plans are completed, a long-term financial analysis can be conducted.

Below are details of how long-term planning will be accomplished

Facility Plans - The City should engage third-party experts for a comprehensive review of all the City's facilities, properties and organization. This effort would include the following:

Facility condition and asset assessment: This study would evaluate the physical condition, functionality and remaining useful life of all major facilities and properties. This study can be used by staff to identify maintenance needs, capital replacement timelines and overall building conditions. It will also inform decisions related to reinvestment, renovation or replacement of existing assets. (2027)

Parks Master Plan: This is a stand-alone study. Used to evaluate parks, amenities and facilities to guide future investment, recreational programming, and community use. (2027)

Organizational / Staffing Analysis: This study would evaluate current staffing levels, service demands, future workforce needs. Provides a foundation for the space needs analysis, as well as alignment between staffing, service delivery and facility planning. (2028)

Space Needs Analysis: Integrating the previous planning efforts, this study would evaluate or determine whether existing facilities are appropriately sized and configured. The study would evaluate how space is currently used and identify future space requirements. (2028)

Long-term financial plan– The creation of a long-term financial plan will be beneficial to long-term stability and sustainability of city funds. This is also consistent with Goal #3 under the Strategic Direction of City Operations, which states “*Resource allocation meets operational needs while advancing strategic priorities*”. The financial plan will be comprised of the following components.

- a. Long-Range Financial Forecast (5-10 Years) that projects City revenues and capital and operational expenditures, and considers economic factors (inflation, population growth) that will affect the City’s future financial health.
- b. Review our Capital Improvement Plan (CIP) for accuracy and provide recommendations for factoring in higher costs in future years and provide recommendations regarding potential debt opportunities
- c. Revenue & Expenditure Strategies: Evaluates options such as fee adjustments, seeking new revenue sources, and expenditure reduction strategies.

How this goal will be measured:

- 1) Completion of facility assessment (City Hall/Police Department/Skating Center/OVAL) with the following information identified:
 - a. Facility Condition Index ratings for each facility
 - b. Cost saving opportunities identified
 - c. Identifying needed improvements
- 2) Completion of parks master planning process that provides the following:
 - a. Clear long-term vision and identification of priorities for park system
 - b. System-wide facility and condition assessment that factors in conditions of existing parks, facilities, and equipment in each park
 - c. Cost projections to implement the vision and priorities of the plan
 - d. Recreation and programming model recommendations
 - e. Identification of operations and maintenance staffing and equipment needs to implement the plan
- 3) Completion of Organizational/Staffing Analysis containing the following information:
 - a. Clear understanding of current workload and staffing needs
 - b. Data-driven recommendations for staffing levels
 - c. Identification of inefficiencies or work duty overlap
 - d. Identification of technology and process improvements

- e. An implementation schedule
- 4) Completion of Space Needs Analysis
- a. Clear understanding of how current facilities are being used
 - b. Data-driven projections and recommendations of future space requirements
 - c. Identification of space inefficiencies
 - d. Identification of opportunities for space consolidation
 - e. Creation of a long-range facilities roadmap that includes an implementation schedule and capital planning recommendations
- 5) Completion of long-range financial plan that provides the following:
- a. Multi-year projections of revenues, expenditures, fund balances, and capital needs
 - b. Review of economic trends that may impact city's fiscal health
 - c. Analysis of major cost drivers (personnel, benefits, capital, and regulatory expenses)
 - d. Identification of revenue enhancement opportunities
 - e. Review of financial and fiscal policies with recommendations
 - f. Specific steps the city can take in the near term, mid-term and long term

FUTURE MEETING AGENDA HIGHLIGHTS

May 18, 2026

June 8 – City Council Meeting

- Consider Willow Pond Environmental Assessment Worksheet Approval
- Consider Approval of Purchase Agreement with VFW related to the Civic Campus project
- Receive Update on Autumn Grove Playground Planning Process
- Receive Aldine Right-of-Way Trail Report
- Consider Petition to Vacate Aldine Right-of-Way

June 15 – City Council Meeting

- Joint Meeting with Finance Commission
- Receive Presentation from Commissioner Mary Jo McGuire
- Minor Plat at 2816 Oxford Street
- Receive Presentation and Consider Approval of Civic Campus Concept Plans
- Receive Presentation of Popular Financial Report

June Events

- June 13 – Juneteenth Celebration – Central Park
- June 17 – Discover Your Parks (DYP) – Valley Park – 6:30 pm
- June 22- 28 Rosefest
 - June 22 – Rosefest Parade – 6:15 pm
 - June 24 – DYP – Superhero Carnival – Langton Lake Park – 6:00 pm
 - June 25 – Taste of Rosefest – 5:00 pm
 - June 27 – Party in the Park – Central Park – 3-11 pm

July Meetings

- July 6 – City Council Meeting
- July 13 – EDA Meeting
- July 13 – City Council Work Session
- July 20 – City Council Meeting