Mayor: Dan Roe **Councilmembers:** Jason Etten Wayne Groff Robin Schroeder Julie Strahan	City of ROSEVILLE Minnesota, USA **City Council Agenda** **Monday, April 24, 2023** **6:00 p.m.** Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at: www.cityofroseville.com/attendmeeting	**Address:** 2660 Civic Center Dr. Roseville, MN 55113 **Phone:** 651-792-7000 **Website:** www.cityofroseville.com

1. 6:00 P.M. Roll Call
   Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
2. 6:01 P.M. Pledge of Allegiance
3. 6:02 P.M. Approve Agenda
4. 6:03 P.M. Public Comment
5. 6:10 P.M. Recognitions and Donations

5.A. Asian American and Pacific Islander Heritage Month Proclamation

Documents:

PROCLAMATION.PDF

5.B. Mental Health Awareness Month Proclamation

Documents:

PROCLAMATION.PDF

5.C. Older Adults Month Proclamation

Documents:

PROCLAMATION.PDF

5.D. Poppy Days Proclamation

Documents:

PROCLAMATION.PDF

5.E. Recognize Out-Going City Commissioners

Documents:

PRESENTATION.PDF

6. 6:30 P.M. Items Removed from Consent Agenda

7. Business Items

7.A. 6:35 P.M. Convene as the Board of Appeals

7.A.i. Consider an extension to the May 5, 2023 compliance date for removal of two "micro-units" at 2555 Victoria Street N

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.A.ii. Adjourn Board of Appeals & Reconvene as the City Council

7.B. 7:05 P.M. Review and Consider an Ordinance Amending City Code Chapter 309: Massage Therapy

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.C. 7:25 P.M. Discuss Commission Interview Process

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.D. 7:55 P.M. Discussion on City Commission scope, duties, and functions

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

8. Council Direction on Councilmember Initiated Agenda Items

9. Approval of City Council Minutes

10. 8:25 P.M. Approve Consent Agenda

10.A. Approve Payments

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

10.B. Approve Metropolitan Council Easement Agreements

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

10.C. Receive First Quarter Financial Report

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

10.D. Approve agreement with Municode for Recodification, Supplementation, and Online Hosting

Documents:

REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

11. 8:30 P.M. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager

12. 8:35 P.M. Adjourn

Asian American and Pacific Islander Heritage Month
May 2023

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

Whereas: In 1992, Congress passed Public Law 102-450 which annually designated May as Asian American and Pacific Islander Heritage Month; and

Whereas: The Month of May was selected to commemorate the immigration of Japanese citizens to the United States on May 7, 1843 and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869 with the majority of the workers being Chinese Immigrants who were often mistreated; and

Whereas: Japanese American troops fought for freedom from tyranny abroad in World War II while their families here at home were interned simply on the basis of their ethnic origin; and

Whereas: In 1965, the Immigration and Nationality Act opened new doors of opportunity to more Asian and Pacific Islander Immigrants; and

Whereas: The end of the Vietnam War brought new Vietnamese, Cambodian, Hmong and Laotian communities to the United States of America and Minnesota; and

Whereas: There are over 20 million Asian Americans and Pacific Islanders in the United States with over 260,000 calling Minnesota home and with nearly 3500 in Roseville based on the 2020 Census; and

Whereas: Many Roseville residents identify as Asian American or Pacific Islander, particularly Hmong and Karen community members. They contribute to the vibrant community of Roseville through their rich cultures and also as business owners, educators, scientists, artists and many other ways; and

Whereas: The Hmong people began arriving in Minnesota in 1975 as refugees from the destructive wars in their homeland, in which the Twin Cities metro region has the largest concentration of Hmong people in America; and

Whereas: The Karen people have been oppressed in their homeland for decades and sought refuge in other places, with St Paul currently supporting one of the largest Karen communities in America; and

Whereas: Despite all the progress, many Asian American and Pacific Islanders continue to face persistent inequality and discrimination including barriers to equal access to education, employment, and healthcare. Asian Americans, especially those who are Muslim, Hindu or Sikh—too often face senseless violence and harassment due to the color of their skin, tenets of their faith, or merely by being Asian; and

Whereas: In 2023 Asian American and Pacific Island Heritage Month honors the theme of "Advancing Leaders Through Opportunity" and

Whereas: The City of Roseville invites all members of the Roseville Community to renew their commitment to ensuring cultural humility, racial equality, and justice by participating in activities designed to advance the cause of freedom and equality for all.

Now, Therefore Be It Resolved that the City Council hereby declares the month of May 2023 to be Asian American and Pacific Island Heritage 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 be affixed this 24th day of April, 2023.

_____
Mayor Daniel J. Roe

Mental Health Awareness Month

Whereas: Mental health is a part of overall health and helps to sustain an individual's thought processes, relationships, productivity and ability to adapt to change or face adversity. Mental illness adversely affects those abilities and often is life-threatening in nature. According to the Mental Health Alliance, 1 in 5 adults and children will experience a mental health condition in their lifetime; and

Whereas: It is important for all to maintain mental health and learn the symptoms of mental illness. Long delays−sometimes decades−often occur between the time symptoms first appear and when individuals get help. Early identification and treatment can make a difference in successful management of mental illness and recovery; and

Whereas: We recognize numerous residents of the City of Roseville are impacted by mental illness; and

Whereas: Every citizen and community can make a difference in helping end the silence and stigma that for too long has surrounded mental illness and discouraged people from getting help; and

Whereas: Public education and civic activities can encourage mental health and help improve the lives of individuals and families affected by mental illness; and

Now, Therefore Be It Resolved, that the City Council hereby declares the month of May, 2023 to be Mental Health Awareness Month in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of April, 2023.

_____

Mayor Daniel J. Roe

Older Adults Month
May 2023

Whereas: Roseville is home to many residents aged 60 years and older; and

Whereas: Older adults in Roseville are the roots from which our community has grown, who bestow gifts of wisdom and insight upon younger generations and strengthen the bonds between neighbors to create a better place to live; and

Whereas: The City of Roseville recognizes and focuses on older adults taking charge of their health, getting engaged in their communities, and making positive impacts in the lives of others: and

Whereas: Older adults are productive, active and influential members of society, sharing essential talents, wisdom and life experiences with families, friends and neighbors; and

Whereas: Our community can provide that recognition and respect by enriching the quality of life for older adults by:

- Increasing opportunities to remain in their communities as active and engaged citizens;
- Providing services, technologies and support systems that allow older adults to foster and maintain connections within the community; and
- Emphasizing the value of older adults by publically recognizing their contributions to the diversity, strength and unity of our community.

Now, Therefore Be It Resolved that the City Council hereby declare May 2023 to be Older Adults Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

Be it Further Resolved that we urge every citizen to honor our older adults and the professionals, family members and volunteers who care for them. Our recognition of older adults and their involvement in our lives can help us achieve stronger and more meaningful connections with each other and enrich our community's quality of life.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of April, 2023.

_____

Mayor Daniel J. Roe

Poppy Days
May 19, 20, and 21, 2023

Whereas: After the First World War, inspired by the opening lines of John McRae's wartime poem "In Flanders Fields," and championed by international humanitarian workers Moina Michael of the United States and Madame Guérin of France, the poppy was adopted in many countries to commemorate the sacrifices of those who have been killed in war; and

Whereas: The United States Veterans of Foreign Wars in 1922 officially designated the poppy as a symbol of remembrance and conducted their first Poppy Day drive that year, and in 1924 the VFW registered the "Buddy Poppy" as its official commemorative poppy; and

Whereas: VFW Buddy Poppies are assembled by disabled and needy Veterans and the proceeds of the use of Buddy Poppies as a fundraising campaign are used exclusively for the benefit of disabled and needy Veterans and the widows and orphans of deceased Veterans; and

Whereas: The basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living;" and

Whereas: Each year, members of Roseville Anderson Nelson VFW Post 7555 distribute poppies at local sites the weekend before Memorial Day to raise awareness about the service of veterans and the importance of Memorial Day;

Now, Therefore, Be It Resolved, that the City Council of the City of Roseville hereby declares May 19, 20, and 21, 2023, to be Poppy Days in Roseville for the distribution of these symbols of appreciation for the sacrifices of our honored dead, and further urges the citizens of this community to recognize the merits of this cause by contributing generously to its support through donations for Buddy Poppies on those days.

Be It Further Resolved, that the City Council urges all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of April 2023.

_____

Mayor Daniel J. Roe

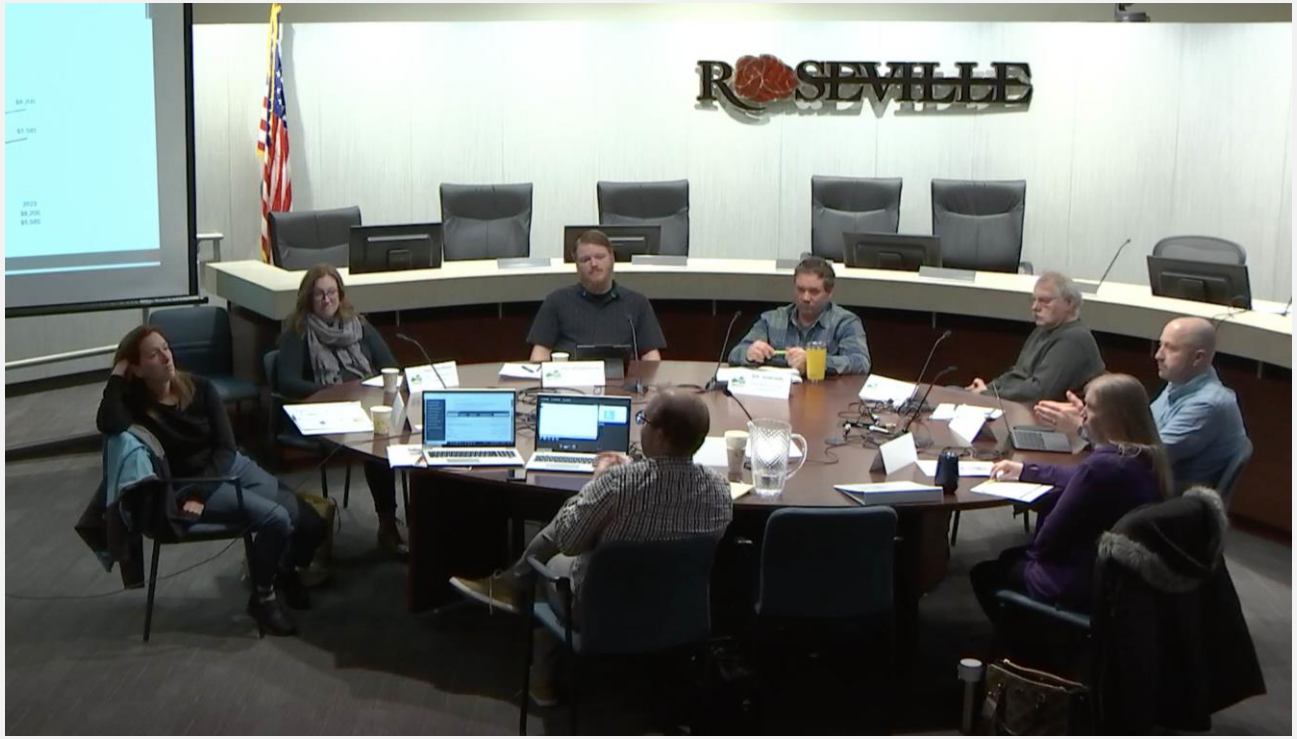
RECOGNITION OF COMMISSIONERS

April 24, 2023

ROSEVILLE

RECOGNITION OF COMMISSIONERS

- ~ 40 volunteer commissioners across 6 City Commissions
- Recognize Commissioners who will not be returning
- 12 Commissioners leaving terms



COMMISSIONERS

FINANCE COMMISSION

John Murray
- Appointed in 2016

Sandra Klein-Hegge
- Appointed in 2021



HUMAN RIGHTS, INCLUSION & ENGAGEMENT

Keith Allen
- Appointed in 2019

Etienne Djevi
- Appointed in 2017

Paul Haas
- Appointed in 2021

David Sindiga
- Appointed 2021

COMMISSIONERS

PARKS & RECREATION COMMISSION

Greg Hoag

- Appointed in 2017

Michelle Lenhart

- Appointed in 2020



PLANNING COMMISSION

Julie Kimble

- Appointed in 2016

Emily Leutgeb

- Appointed in 2021



COMMISSIONERS

PUBLIC WORKS, ENVIRONMENT AND TRANSPORTATION COMMISSION

Nancy Misra

- Appointed in 2017

Shane Spencer

- Appointed in 2019




Thank You!

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 7.a

Department Approval	City Manager Approval
Janice Gundlach	

Item Description: Consider an extension to the May 5, 2023 compliance date for removal of two "micro-units" at 2555 Victoria Street N

BACKGROUND

On March 6, 2023 the City Council, acting as the Board of Adjustment and Appeals, considered an appeal of a staff decision that two micro-units erected at 2555 Victoria Street N were not permissible dwelling units and must be removed from the property. As a component of the appeal, it was also determined that recreational camping areas are not allowed in the City, so considering the micro-units as recreational vehicles was not appropriate either. The adopted Resolution and meeting minutes are included herein as Attachments D and C respectively.

Since the March 6, 2023 City Council meeting, City staff and Prince of Peace (PoP), and respective legal counsels, have been meeting to discuss a path forward to compliance. Of specific concern is the displacement of the two families currently occupying the micro-units and existing legislation at the State that would permit the two micro-units to remain. The State legislation, as currently drafted, would subject the micro-units to compliance with health and safety conditions and municipalities making determinations on whether a sacred community meeting the State legislation would be approved and regulated as a permitted use, conditional use, or planned unit development. A current draft the Senate version of the bill is included within PoP's written request for the extension (Attachment B). Council should be aware that if this bill passes the City will need to amend it's Zoning Code to determine whether such use will be permitted, conditional, or by planned unit development and such amendment should be enacted on or before January 1, 2024, the effective date of the bill.

PoP submitted a written request to extend the compliance period from May 5, 2023 to July 30, 2023. The reasons for the extension include the following:

- Allows time for a decision to be made on passage of the State legislation (known as Sacred Communities and Micro-Unit Dwellings) that would permit the use of micro-units for permanent housing for people that are chroncially homeless, extremely low-income, or designated volunteers, and
- Alllows PoP time to undergo the Interim Use Permit process, which would serve as a way to permit the micro-units through the end of the year, assuming the State legislation passes. PoP has begun this process by submitting the required Open House application, paid the required application fee, and setting a date for the Open House meeting. Their written materials outline their expected timeline for the Open House (May 21, 2023) and submittal of the Interim Use application (by June 2, 2023). Assuming this timeline is met, a final decision on the Interim Use would likely be determined by the end of July.

PoP's written materials also outline their need to conclude internal conversations about the long-term use of 2555 Victoria Street N as "a Sacred Settlement, a Cottage Home development that meets the current city code, or some other alternative". PoP also acknowledges they need additional time to implement the health and safety standards outlined in the State legislation to the existing micro-units already placed on their property. In their materials, PoP indicates it will submit its schedule to implement the health and safety standards required in the proposed legislation by June 2, 2023, as a component of their Interim Use application.

The Sacred Communities and Micro-Unit Dwellings legislation is currently in the House Omnibus Labor Bill (HF 1522) and the Senate State Government Omnibus Bill (SF 1384). Both omnibus bills are awaiting scheduling for consideration by the House and Senate. Given the status of the State legislation, staff finds the requested extension to be reasonable. It should be noted that both bills have an effective date of January 1, 2024 if passed in its current form.

However, staff would suggest the Council condition the extension on PoP agreeing to the following: 1) holding their Open House meeting on May 21, 2023, 2) passage of House File 1522 and Senate File 1384 allowing sacred communities and micro-unit dwellings on land owned or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons extremely low-income persons, and designated volunteers, and 3) submitting their Interim Use application by June 2, 2023. Action on these three conditions ensures PoP continues to cooperate with the City towards compliance with applicable health and safety regulations. If any of the three actions do not occur, the extension to July 30, 2023 would become null and void and PoP must remove the micro-units from the property. It should be acknowledged the City's actions, should PoP fail to remove the micro-units in the event the extension is voided, would cause the City to issue administrative fines and/or criminal citations for violations to the City Code.

POLICY OBJECTIVE

None related to the request for an extension to the compliance date. The March 6, 2023 City Council meeting materials outlined policy objectives regarding the establishment of regulations related to land and the buildings theron and the staff determination the micro-units are not legal dwelling units, nor are recreational camping areas allowed, and must be removed from the property.

BUDGET IMPLICATIONS

None

RACIAL EQUITY IMPACT SUMMARY

None related to the request for an extension to the compliance date. The March 6, 2023 City Council meeting materials provided a broad summarization of racial equity impacts related to affordable housing.

STAFF RECOMMENDATION

Staff recommends the following options for Council's consideration:

If the Council is inclined to grant the extension, staff would suggest the following conditions:

1) PoP holds their Open House meeting on May 21, 2023,
2) House File 1522 and Senate File 1384 is passed allowing sacred communities and

micro-unit dwellings on land owned or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers, and

3) If the State legislation is passed, PoP submits their Interim Use application by June 2, 2023, which would provide the basis to allow the micro-units to remain until the January 1, 2024 effective date of the legislation.

If the Council is not inclined to grant the extension, the 60-day compliance date (May 5, 2023) approved during the March 6, 2023 meeting of the Board of Adjustment and Appeals would remain in force. Given the status of the State legislation, staff would recommend the micro-units only be required to be vacated by May 5, 2023 and not be used for any type of occupancy after that date, and allow the actual micro-unit to remain on the property until it is known whether the State legislation passes or not.

REQUESTED COUNCIL ACTION

By motion, either approve or deny the requested extension. Staff has drafted a Resolution, Attachment A, documenting the conditions recommended by staff related to approving the extension, should the Council make that motion.

Prepared by: Janice Gundlach, Community Development Director
Attachments: A: Resolution
B: 4-17-2023 PoP extension request
C: 3-6-2023 CC meeting minutes
D: Resolution 11971

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

* * * * * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 24th_day of April 2023, at 6:00 p.m.

The following members were present: , , , , and Mayor . and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

WHEREAS, in December of 2022, City Staff became aware of two micro housing units (the "Units") placed on a vacant property at 2555 Victoria Street N owned by and adjacent to Prince of Peace Lutheran Church which is zoned LDR, Low Density Residential; and

WHEREAS, after further investigation and conversations with Prince of Peace, on February 1, 2023, City staff sent a letter notifying Prince of Peace that the Units were not in compliance with the City zoning and other safety codes requiring dwellings to be on a foundation, connected to City water, and connected to City sewer; and

WHEREAS, on February 10, 2023 Prince of Peace submitted a formal response to the noncompliance letter requesting to appeal of the staff determination the Units are not legal dwelling units and must be removed from the property; and

WHEREAS, on March 6, 2023, the City Council, acting as the Board of Adjustment and Appeals (the "Board") held a public meeting on the appeal of the staff determination; and

WHEREAS, the Board determined that the Units are not buildings, dwellings, or dwelling units in compliance with the zoning code, are not in compliance with City Code sections 801.6, 802.3, and 906.05; and

WHEREAS, the Board ordered that the Units be removed, but stayed enforcement of that order for sixty (60) days; and

WHEREAS, since March 6, 2023, City Staff have been working with Prince of Peace on how to bring the Units into compliance with the City Code; and

WHEREAS, there is currently a bill proposal before the Minnesota state legislature titled "Sacred Communities and Micro-Unit Dwellings," section 57, Senate File 1384 of the State Government Omnibus Bill, which would require cities to allow similar Units under certain conditions; and

WHEREAS, such legislation would take effect on January 1, 2024; and

WHEREAS, Prince of Peace has stated they are willing to comply with the terms of such legislation; and

WHEREAS, in order to address the fact that the zoning code does not allow for such Units, City Staff has recommended that Prince of Peace submit an application for an Interim Use Permit; and

WHEREAS, Prince of Peace has taken the first step to obtain such a permit, that being an application for an Open House on May 21, 2023; and

WHEREAS, Staff has recommended that the imposition of the Board's order to remove the Units continue to be stayed while the legislation is being considered and Interim Use Permit application is being processed;

NOW, THEREFORE, BE IT RESOLVED; that the imposition of the Board's order to remove the Units is stayed until July 30, 2023 on the following conditions:

1. Prince of Peace hosts an Open House related to the Interim Use Application on May 21, 2023.
2. The "Sacred Communities and Micro-Unit Dwellings" bill currently before the Minnesota Legislature is adopted during the current legislative sessions held in 2023 in its current form or in a similar form that requires cities to allow Micro-Unit Dwellings.
3. Prince of Peace files an application for an Interim Use Permit no later than June 2, 2023.

AND BE IT FURTHER RESOLVED, that the stay of imposition of the Board's order will be terminated if any of the above-stated conditions is not met.

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

WHEREUPON said resolution was declared duly passed and adopted.

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 day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

_____
Patrick J. Trudgeon, City Manager

STINSON

ATTACHMENT B

Eric Galatz
PARTNER
DIRECT: 612.335.1509
OFFICE: 612.335.1500
eric.galatz@stinson.com

April 17, 2023

Via email: Pat.Trudgeon@cityofroseville.com

Patrick Trudgeon City Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Re: Request for Extension of Temporary Stay of Enforcement
Prince of Peace Lutheran Church
2561 Victoria Street North

Dear Mr. Trudgeon:

Please accept this letter on behalf of Prince of Peace Lutheran Church ("Prince of Peace") and Settled Incorporated ("Settled") as a request for an extension of the temporary stay of enforcement of the February 1, 2023 determination letter regarding the Interim Sacred Settlement (the "Settlement") established on Church property at 2561 and 2555 Victoria Street North. Stinson LLP represents Settled Incorporated in this matter, and is assisting Settled in advising Prince of Peace in connection with the Settlement.

By this letter, Prince of Peace and Settled request an extension of the temporary stay of enforcement already granted by the City through July 30, 2023, in order to allow the current residents of the Settlement to remain in their homes while Prince of Peace and the City determine whether it will be possible to establish a longer term home for the residents on terms acceptable to the residents and Prince of Peace, with the approval of the City of Roseville.

In support of its request for an extension of the temporary stay of enforcement, Prince of Peace provides the following information regarding the status of the Sacred Settlement, and what Prince of Peace intended to do during the extension period to address health and safety concerns and to obtain long term approvals from the City of Roseville.

1. Over all schedule. Prince of Peace anticipates the requested extension of the temporary stay to July 30, 2023, will provide Prince of Peace time to apply for and the City time to approve an application for an interim use permit that will provide more specific terms for temporary continuance of the Sacred Settlement until (a) Prince of Peace determines its long term plans for the Sacred Settlement, or alternative housing for the current and possible future residents, (b) the City of Roseville determines an appropriate long term ordinance for the Sacred Settlement, if any, (c) the Minnesota legislature determines whether it will adopt a bill

it is currently considering that will adopt Sacred Settlements, or a similar model, as a permanent form of housing.

2. Open House. As of April 14, 2023, Prince of Peace has submitted its application for an Open House that, if approved, will be held on May 21, 2023. The Open House will provide the City and its citizens an opportunity to see the Sacred Settlement in anticipation of a later application for an interim use permit. As of the date of this letter, the City has reviewed the application and requested additional information, which Prince of Peace is currently compiling for submittal to the City.

3. Interim Use Permit Application. By June 2, 2023, Prince of Peace intends to submit an application to the City for an interim use permit that will establish more specific terms on which Prince of Peace will continue to host the Sacred Settlement, for a specific period of time for study and determination of whether the City will adopt a permanent ordinance. Prince of Peace understands that the Roseville Code of Ordinances does not currently address uses similar to the Sacred Settlement and therefore the City can only approve the Sacred Settlement as an interim use pending development of an ordinance that does address the use. During the extension period Prince of Peace, with the cooperation and guidance of Settled, Incorporated, will work with the City to determine the terms of the Interim Ordinance, including the duration. The passage of proposed legislation may provide the City with a state wide standard to apply to the Sacred Settlement.

4. Prince of Peace Decision-Making. By October 1, 2023, Prince of Peace will complete its internal decision-making process to determine whether Prince of Peace wants to proceed in the long-term with a Sacred Settlement, a Cottage Home development that meets the current city code, or some other alternative. Prince of Peace is asking the City Council to allow Prince of Peace time to decide what direction Prince of Peace will take and develop a more complete proposal for longer term solution. Prince of Peace anticipates it will need until October 1, 2023 to make that decision.

5. Health and Safety Standards. As the City knows, the Sacred Settlement at Prince of Peace is modelled pending legislation, known as "Sacred Communities and Micro-Unit Dwellings," sec. 57 of Senate File 1384, the Labor Policy Omnibus bill (attached), that will provide a statewide basis for approval of Sacred Settlements. Prince of Peace is current complying, or plans to comply, with those standards as follows:

    a. With respect to health and safety standards, Prince of Peace has already moved its initial resident from the uninsulated recreational vehicle in which she arrived into a "micro-unit" that meets Minnesota standards for a recreational vehicle (primarily road-safety standards) and most of the enhanced standards that Settled has proposed for the pending legislation. The standards that have already been incorporated in the Prince of Peace Sacred Settlement include certification that the micro-unit meets American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical systems, and fire and life safety, and the following additional standards:

- exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;
- a minimum insulation rating of R-20 in walls, R-30 in floors, and R-38 in ceilings, as well as residential grade insulated doors and windows;
- either an electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable or a low voltage electrical system that meets ANSI/RVIA Low Voltage Standard, current edition;
- minimum wall framing with two inch by four-inch wood or metal studs with framing of 16 inches to 24 inches on center, or the equivalent in structural insulated panels, with a floor load of 40 pounds per square foot and a roof live load of 42 pounds per square foot; and
- smoke and carbon monoxide detectors installed.

b. Prince of Peace has remodeled interior areas of its existing Church building to provide the residents with toilet, shower, and kitchen facilities, and a space for dining, meeting, and recreation.

c. As of this morning, representatives of Prince of Peace and Settled have met with Roseville Building Inspector Dave Englund and Janice Gundlach to discuss any further improvements the City may require, including a schedule for meeting other requirements of the proposed legislation. Prince of Peace agreed to provide additional documentation that the Settlement meets the standards of the "Sacred Communities and Micro-Unit Dwellings" bill by June 2, 2023, including:

   - A written plan for disposal of water and sewage, adequate parking, lighting, and access to units by emergency vehicles, and safety protocols for severe weather.
   - anchoring to pin foundations with engineered fasteners; weather permitting by June 2, 2023.
   - in each micro-unit a dry, compostable, or plumbed toilet or other system meeting the requirements of the Minnesota Pollution Control Agency, Chapters 7035, 7040, 7049, and 7080, or other applicable rules.

   (With respect to the plan for disposal of water and sewage, the two micro-units that are now on site are relying entirely on existing, plumbed, facilities within the Church building, so will be no water and sewage disposal to address until toilets are added to the micro-units.)

Prince of Peace, Settled, and the current residents are grateful for the City's generosity to date, and understands that the Settlement presents a unique set of circumstance for the City to review. The extension of the temporary stay will allow Prince of Peace time to prepare and submit an interim use permit application, and the City time to consider the appropriate conditions of that permit. Whether or not an interim use permit is an appropriate intermediate term solution, the immediate concern is extending the stay of enforcement beyond May 3, so the City and Prince of Peace can determine an appropriate intermediate solution.

For your convenience we are attaching a summary of how the Settlement came to be and the City's actions to date.

The last council meeting before the stay expires is April 24, 2023, and we hope the City Council will grant us that hearing and approve our request for an extension of the temporary stay.

Very truly yours,

Stinson LLP



Eric Galatz

Prince of Peace Sacred Settlement

Attachment to Request for Extension of Temporary Stay

The following is a summary of events leading to the current request:

Some months before December 2022, Roseville City police found a woman, Valerie, woman living out of her RV in Roseville. Valerie had been homeless for about 11 years. The police sent Valerie to Prince of Peace to park her RV. Prince of Peace provided Valerie with a place to park, and allowed her access to the Church for kitchen and bath facilities.

Prince of Peace contacted Settled in December 2022 for advice about providing Valerie winter-suitable quarters and more general advice about how to best serve Valerie. Settled provided a substantial upgrade to a "micro-unit" – the proto-type housing unit that Settled developed, which is essentially an RV that meets MNDOT standards for a camper trailer (mostly relating to highway safety) with insulation and other weatherproofing suitable for Minnesota winters. Settled also provided a second micro-unit for an intentional neighbor.

The micro-units are connected with an RV plug into a garage and on a parcel of land directly next to the church. Inhabitants have 24-hour access to the building with bathrooms, showers, a kitchen, and living room space. They have been installed and lived-in since December 15, 2022.

On Feb 1, 2023, City Manager Patrick Trudgeon notified Prince of Peace that the City did not recognize the micro units as lawful dwellings or the Sacred Settlement as a permitted use. (Attached, with Prince of Peace's response.) City Manager Trudgeon offered the Church 3 options: (1) remove the micro units, (2) appeal the staff determination that the units and use were not allowed under the City ordinances, or (3) construct a residential development that does comply. City Manager Trudgeon also generously expressed the City appreciation "the church's commitment to addressing chronic homelessness" and said the City, "intends to work cooperatively towards a solution achieving Zoning and/or Building Code compliance that addresses all public health, safety and welfare concerns."

Prince of Peace appealed the determination on February 1 (same attachment). The City Council denied the appeal, but stayed enforcement for 60 days, expiring May 3, 2023. Prince of Peace, Settled, and the City, through Community Development Director Janice Gundlach, have been discussing an acceptable resolution.

City staff has proposed an issuing an interim use, allowing the two micro-units to remain on site pending passage of the proposed legislation (or termination if the bill does not pass) if Prince of Peace brings the settlement up to the standards set out in the bill.

(d) Electric boilers not exceeding a maximum working pressure of 50 psig, maximum of 30 kilowatt input or three horsepower rating shall be inspected as pressure vessels and shall not require an engineer license to operate.

Sec. 57. **[327.30] SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS.**

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given.

(b) Chronically homeless" means an individual who:

(1) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;

(2) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and

(3) has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

(c) "Designated volunteers" means persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.

(d) "Extremely low income" means an income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.

(e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.

(f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.

(g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3.

Subd. 2. **Dwelling in micro units in sacred communities authorized.** Religious institutions are authorized to provide permanent housing to people who are chronically homeless, extremely low-income, or designated volunteers, in sacred communities composed of micro units subject to the provisions of this section. Each religious institution that has sited a sacred community must annually certify to the local unit of government that it has complied with the eligibility requirements for residents of a sacred community in this section.

Subd. 3. **Sacred community requirements.** (a) A sacred community must provide residents of micro units access to water and electric utilities either by connecting the micro units to the utilities that are serving the principal building on the lot or by other comparable means, or by providing the residents access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry with the number and type of fixtures required for an R-2 boarding house under Minnesota Rules, part 1305.2902. Any units that are plumbed shall not be included in determining the minimum number of fixtures required for the common facilities.

(b) A sacred community under this section must:

(1) be appropriately insured;

(2) have between one-third and 40 percent of the micro units occupied by designated volunteers; and

(3) provide the municipality with a written plan approved by the religious institution's governing board that outlines:

(i) disposal of water and sewage from micro units if not plumbed;

(ii) septic tank drainage if plumbed units are not hooked up to the primary worship location's system;

(iii) adequate parking, lighting, and access to units by emergency vehicles;

(iv) protocols for security and addressing conduct within the settlement; and

(v) safety protocols for severe weather.

(c) A sacred community meeting the requirements of this section shall be approved and regulated as a permitted use, conditional use, or planned unit development, as determined by the municipality. When approved, additional permitting is not required for individual micro units.

(d) Sacred communities are subject to the laws governing landlords and tenants under chapter 504B.

Subd. 4. **Micro unit requirements.** (a) In order to be eligible to be placed within a sacred community, a micro unit must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical systems, and fire and life safety. A micro unit must also meet the following technical requirements:

(1) be no more than 400 gross square feet;

(2) be built on a permanent chassis and anchored to pin foundations with engineered fasteners;

(3) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;

(4) have a minimum insulation rating of R-20 in walls, R-30 in floors, and R-38 in ceilings, as well as residential grade insulated doors and windows;

(5) have a dry, compostable, or plumbed toilet or other system meeting the requirements of the Minnesota Pollution Control Agency, Chapters 7035, 7040, 7049, and 7080, or other applicable rules;

(6) have either an electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable or a low voltage electrical system that meets ANSI/RVIA Low Voltage Standard, current edition;

(7) have minimum wall framing with two inch by four inch wood or metal studs with framing of 16 inches to 24 inches on center, or the equivalent in structural insulated panels, with a floor load of 40 pounds per square foot and a roof live load of 42 pounds per square foot; and

(8) have smoke and carbon monoxide detectors installed.

(b) All micro units, including their anchoring, must be inspected and certified for compliance with these requirements by a licensed Minnesota professional engineer or qualified third-party inspector for ANSI compliance accredited pursuant to either the American Society for Testing and Materials Appendix E541 or ISO/IEC 17020.

(c) Micro units that connect to utilities such as water, sewer, gas, or electric, must obtain any permits or inspections required by the municipality or utility company for that connection.

(d) Micro units must comply with municipal setback requirements established by ordinance for manufactured homes. If a municipality does not have such an ordinance, micro units must be set back on all sides by at least ten feet.

7. Business Items

a. Convene as the Board of Appeals

a.i. Consider an Appeal of a Staff Decision Regarding Whether or not Two "Micro-Units" are Permissible Dwelling Units at 2555 Victoria Street N

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request For Council Action and related attachments dated March 6, 2023.

Chair Roe invited Prince of Peace representatives up to speak to the Board of Appeals.

Pastor Peter Christ echoed the gratitude he shared when he was with the City Council at the January 30th meeting. The commitment this City has shown towards its homeless neighbors has been an important step in making this place a community that sees the value of each individual as integral to their shared story. In particular, the efforts of Cari McCollor and her colleagues within the Roseville Police Department are to be commended but this is just the beginning of realizing the full expression of the vision the Council has set before this City to be a welcoming and inclusive place for all. He indicated he was blessed to serve as lead pastor of Prince of Peace Lutheran Church. He explained since 1957, their church has been serving the community and sharing the love they believe comes from God in tangible ways to care for their neighbors. For over sixty-five years Prince of Peace has been lucky to root their ministries on a hilltop overlooking Roseville Central Park. He indicated they have been blessed to work alongside countless ministry partners to live our their callings and truly transformative ways.

Pastor Christ introduced Mr. Michael Stetzler, president of Prince of Peace Lutheran Church congregation, and is elected by their membership. He is the organizational leader of the ministry and entrusted by the congregation to carry out its mission and vision. He also introduced Ms. Valerie Roy, who has been living on Prince of Peace Lutheran Church campus since the end of July 2022. He explained they so often talk about the homeless and the challenges they face. He was grateful that tonight the City Council will have the chance to talk with someone who knows what it is like to live day to day separated from the relationships and support systems many people take for granted. He noted both Valerie and Michael have prepared comments for their appeal. Also joining them and available for questions are representatives from their ministry partner that Valerie introduced to them after her arrival at Prince of Peace. Mr. Fred Ogamachi is on the staff of Settled, the organization that has developed a community first approach to caring for the chronically homeless. He introduced Ms. Meredith Campbell who serves on the board for Settled and is an organizer of the first sacred settlement, now operating in the City of St. Paul in partnership with Mosaic Christian Community on Wheelock Parkway. He also introduced Mr. Evan Berquist, with

Cosan/O'Connor, the law firm that is assisting them in this appeal and specifically as it relates to the Federal Statutes outlined in the Religious Land Use and Institutionalized Persons Act. He also invited everyone in support of the appeal to stand or raise their hands.

Pastor Christ stated what they are doing would not be possible if not for a wide base of support they have been receiving. His goal is to be clear that their concern for the homeless and providing shelter to Valerie is not just the right thing to do, for them, it is an act of faith. The long history of Prince of Peace for living out this faith in the countless ways it has loved its neighbors, especially those in need, has conditioned them to respond in this way. When someone is hurting, they respond. When someone is hungry, they respond. When someone is alone, they respond. In 2019, Roseville Schools shared with them that over 250 students in the district were unstably housed. This startling statistic forced Prince of Peace to ask, how will they respond now. Prince of Peace formed an affordable housing team to consider how their resources, including their sizeable campus might aid in addressing this crisis of homelessness. At the same time and as the COVID pandemic wore on, Prince of Peace experienced a dramatic increase in the volume of people presenting themselves at their door and looking for help. For each who came to them, they offered what they could. They also took note of how frequently people clearly living out of their vehicles are found their parking lot, at a place where they would not get asked to leave. When Cari McCollor called to ask if Roseville Police could send them Valerie and her RV, his response was going to be yes. As a church, they have an acute awareness that our abilities to love and serve their neighbors are dramatically improved when they seek out strategic partnerships. Partnering with Roseville Police is one example of that. Partnering with Settled is another. After Valerie introduced the church to Settled, Settled offered to provide the church with an upgrade to Valerie's RV and transform her circumstances by employing a Community First model and creating this interim sacred settlement. Again, the church's response was yes. As the church has been able to care for Valerie in such simple terms, with striking outcomes, they would like to invite the City of Roseville, all of its departments, and not just the Police, to become strategic partners with Prince of Peace Lutheran Church as they further address the needs of those experiencing chronic homelessness in the community and all the City needs to do is to say yes.

Pastor Christ noted he wished the City Council could have also met the Valerie he met last July, but the Valerie the Council is going to hear from tonight is truly remarkable. In July, she was exhausted by her circumstances but resolute in her hopes for a future. In the months since, Valerie has grown more and more confident in that future. Along the way she has demonstrated to Prince of Peace that God is still very much at work in Roseville.

Ms. Valerie Roy explained she is fifty-three and is staying at the first unit at Prince of Peace Sacred Settlement. She indicated she has lived half of her life in vans, cars and school buses. She has done everything to live right. She explained she is sober, has never been convicted of a crime, and never has had an eviction or faced foreclosure. But, unfortunately, that did not save her from being episodically short-term homeless between the ages of twelve to twenty-five and until now, eleven years long-term homeless. She now lives in a beautiful tiny home at Prince of Peace Church and has access to the church which she can use as an extension of her tiny home. She has good neighbors and for the first time in eleven years she has a community around her, supported by this community she has had many more opportunities to network, to make friends and to heal from trauma. This tiny house opportunity has been life changing. She thanked the City Council for helping to find solutions for chronic homelessness, especially since she would have faced another Minnesota winter in a van. She can only get better from here and her quality of life is on the rise and she has Roseville, Minnesota to thank. She explained if the Roseville Police Department and Cari McCollor had not intervened and sent her to Prince of Peace, none of this would have changed for her and she is so very grateful. She was glad the Council was interested in this model and is a big step up from the nasty shelters and she has seen her share. Starting with the American Red Cross, three times she has survived natural disasters in three different parts of the Country. She thought she would die in the old Dorothy Day Shelters. When she arrived there, there was a bed lottery. This tiny house model is being considered all over the Country and she was glad that Roseville is interested in deeply affordable housing solutions. It has made a big difference in her life to live in a stable home again. She hoped that in the future this can make the same changes for many others.

Mr. Michael Stetzler, Congregational President, expanded on a few points made by Pastor Christ. He indicated he would like the City Council to broaden their thinking regarding this. Instead of narrowly focusing on two micro-units as described, he encouraged the Council to think about what Prince of Peace is doing as a community, not just two structures that do not meet certain codes. He explained the congregation did not set out to develop a Community First Settlement, they just came to church Sunday after Sunday this past summer and grew to be friends with Valerie. Even before the issue of tiny homes came up, they had already begun, without consciously thinking about it, to develop a community first model. Prince of Peace was not trying to implement a specific model, it just happened as they practiced their faith. The congregation learned about the challenges of homelessness and got a spark of community in the church that they did not have before. This helped the church grow as well as Valerie. At the end of the summer several things happened almost simultaneously, Valerie had moved from her bus to her van and at about the same time the congregation learned about the community

first vision and were offered the opportunity to provide a place for Valerie using the community first model. As president of the congregation, it was his role to help the congregation decide what to do. There were open meetings to discuss the offer and in those meetings and since he has heard no opposition to the basic concept, only questions about how to proceed. The key concern, and in fact one of his own, is that they do not, as Prince of Peace, commit to making the tiny homes permanent without going through a planning process or discernment but explores how this model fits into their larger mission and vision. They told the congregation that these homes will only stay until Valerie is able to move into a new Sacred Settlement or if Prince of Peace makes them permanent. At this point the church does not regard it as permanent. That brings him to the question before the Council, all of the options that City staff has laid out, thoughtfully, properly, in his view, but they all have the affect of putting Valerie back out onto the street. Strict compliance, like putting in a foundation and water, those type of things, would take several months or maybe more depending on all of the planning, permitting and funding. Finding an alternative location that did what she needs which is a community, would also take time, much more than the maximum ninety days that the recommendation in the Resolution might allow or the interim permitting process which is dicey and chancy at best and would probably have Valerie out in the streets within ninety days, if it was not successful and maybe even longer if it was. That leads the Council to accept their appeal and allow them to continue this discernment process. That would allow Prince of Peace to work with the City and to plan how to develop the best solutions. It would also allow time for the State Legislature, Ramsey County and the City of St. Paul to bring their study of these issues to a conclusion and Roseville can be a partner in that process. Their vision is for a vibrant community that seeks a transformational relationship with God, their neighbors and one another while responding authentically, creatively and justly to the most compelling needs of the community and that is what Prince of Peace Lutheran Church is doing. This work has made their congregation a more vibrant community. Community First is a transformational approach to homelessness and is creative. It is just and homelessness is a compelling need. He thanked the Council for their time.

Board member Strahan indicated when Pastor Christ was before the Council before, he considered these to be recreational vehicles and he did not mention that this evening. She asked him to clarify that.

Pastor Christ explained the two homes currently located on the property are licensed RV's and meet all of the Code requirements in order to receive that licensure and that was insured before Prince of Peace took possession of the homes and brought them to the church. These are built to the same standards as the homes that are placed currently over at Mosaic Sacred Settled.

Board member Strahan noted that there is also an RV in the Prince of Peace parking lot with someone living in it at this time.

Pastor Christ indicated Roseville Police Department contacted him last Friday evening and asked if Prince of Peace would host a couple who had nowhere to go. This couple was parked at a Cub Foods and were asked to leave. They had nowhere to go so the Police Department contacted him, asked if he would receive them at their parking lot, and he said yes.

Board member Strahan explained the City does not allow parking, not even at the Walmart, which is typical camping site at many places across the Country but like many other municipalities across the Country, the City does not allow overnight parking at the Walmart.

Public Comment

Chair Roe offered an opportunity for public comment.

Ms. Kathryn Brennen, Finn Street, St. Paul
Ms. Brennen explained she was a frequent visitor and a friend of Valerie's and her neighbors. It sounded to her like on the one hand, Roseville staff correctly interpreted for the specific units, however, she wondered if the Council and staff is aware that Valerie and her neighbors have half of their resources at the church. The church has a beautiful common room with a fully equipped kitchen and there is access to plumbing, both for kitchen purposes and bathroom purposes.

Chair Roe indicated that was part of the information.

Ms. Joan Carchedi, 2670 Oxford Street N
Ms. Carchedi indicated she just learned about this item a half hour ago so she came to the meeting. She indicated even though Prince of Peace is not her home church, she gets to frequent there twice a year as an election judge. She concurred the amenities there are wonderful. She has seen injustice with the homeless, not just in Minnesota but in other states where she has traveled. When people deal with homeless encampments, those people are not treated as individuals. Those people take everything that the homeless have and throw it away which puts the individuals back at square one. Last year there were a couple of homeless people that put tents across from where she lives and some people complained about it. She was not sure how the tents were taken down but they were removed when those individuals were not there. She did not know if those individuals got their stuff or not so when she heard about this, she thought it sounded like a great model. She knows full well what a community can do for one person and their idea of a home is not necessarily everybody's idea of a home. She has been a Roseville resident

since 2009 and loves it. She thought the past Councilmembers had done a great job leading Roseville and showing how outstanding Roseville is as a community. She thought this is one more thing that Roseville can excel in and this sounds like a great model. If Roseville can be outstanding in the area of solving homelessness, that could put the City on the map and people would want to emulate that. She would like to see the Codes amended to fit what they do not see yet as far as changing the narrative for homeless people.

Ms. Constance Gruen, 2680 Oxford Street N.
Ms. Gruen stated she is a person of faith and tonight this is the best advertisement she has heard for a church. She would like to take this idea to her church, Centennial United Methodist, that has some land. She did not like to call these solutions creative because they are not from nothing. They do not need to be creative, they need to be adaptable, flexible, and all the rules in their lives were created for certain circumstances. She would appeal to the City Council to write rules that adapt the needs in the community and how better to have an organization that is about community, not a bank, but a church who knows how to tell a community to do this kind of work.

Ms. Claire, Ruen, Mid Oaks Lane, Roseville
Ms. Ruen explained she is relatively new to Minnesota, she is a friend of Valerie's, and she supports the appeal. She stated it was an incredibly gratifying moment when she helped Valerie put her bed in the tiny home and Valerie told her she would not have to sleep at an angle that night. She thanked the Council for considering the appeal.

Chair Roe closed the opportunity for public comments with no one else requesting to speak. He thanked everyone for their comments. He asked if there were any follow-up questions the Board had for staff or for the appealing party. He noted the potential Resolution is attachment G, as provided by staff and could be the basis or model for the motion. He explained that typically, when the Board does things like this, they to findings of fact, that are generally outlined as a part of the discussion. Then the attorney drafts a more formalized documentation of that which is followed up at a subsequent meeting.

Schroeder moved, Etten seconded, adoption of Resolution No. 11971 entitled, "Resolution of Decision of the Board of Adjustments and Appeals Related to the Appeal from the Property Owner of 2555 Victoria St. N., Regarding an Administrative Decision Pertaining to Placement of Illegal Dwelling Units."

Council Discussion

Board member Schroeder explained what the Board is looking at is what staff pointed out very clearly what has not been followed when it comes to the regulations and zoning for this particular item. That is the part she did not hear any argument against, that it was not in violation. Therefore, the facts and findings listed in the staff report clearly point out that the Board does not have any reason not to continue with their findings. Her point is that there is not any argument against their findings.

Board member Schroeder explained she firmly is in favor of supporting anything that the City and community can do to help with the homeless and she thought Roseville has done a good job with that. That is a separate issue from this one and to her this is not in compliance but there are some recommendations in the packet on how the City can work with the church to bring it along so everyone can work as a partnership to come up with a resolution on what would work in the long run. She indicated they have to move beyond this piece in order to find solutions.

Board member Etten thanked Prince of Peace and so many other in the community who are working with the homeless and homelessness. He believed everyone on the Council, through the votes and staff with the work done over the years are very supportive of solutions to homelessness in this area. Everything from the City's Police Housing Resource person to building hundred and hundreds of new units of affordable housing in the last ten years with the support of City dollars and Tax Increment Financing (TIF) and other resources and to the City's new Land Trust Program, and working in partnership with Habitat for Humanity. He did not think that is the question here tonight, their task is pretty straight forward and has been pointed out by a few people and he agreed that the church at no point addressed the legal arguments of staff around this so he did not know how the Board could not support the legal arguments laid out and he thought it was quite clear that these units do not meet the Code for permanent housing. What he did support is the City staff and Prince of Peace's starting discussions around Code compliant tiny house or cottage home. This is something the City Council added to the City Code a couple of years ago, specifically to look for additional types of housing that would include something like this. He would support that happening on 2555 Victoria, the piece of property where these RVs are currently located. He was supportive of using City resources and potentially including sewer access charges, maybe ARPA dollars, and the City supporting staff to find additional resources for making this possible. Things like talking about sewer connections to the church or if the connections where the home used to be on the property still viable, sewer and water, and easy to hook into. Looking for solutions to making that a permanent piece is something he would support. At this point, he did not support the current situation.

Board member Strahan thanked everyone for the discussion tonight. She indicated she has long worked in homeless and support of housing for women in North Minneapolis. She has worked with homeless folks in North Minneapolis for about twenty years so she understands the passion and she understands the desire to do everything possible, especially for people who may be chronically homeless. She knew there were many issues but she does agree and echo what has been shared. She did think this calls upon Prince of Peace and maybe Centennial and others to look at this as more of a permanent settlement instead of an interim settlement so it does create a longer term commitment but hopefully for the betterment of those who can utilize the space. It is seen, not just as an interim, fill the gap, but a space that can be seen long term.

Board member Groff explained this is a very difficult discussion but he wanted to thank all of the members at the meeting because this is the work that has to be done to move this forward. The City Council has been working for several years on housing challenges in Roseville, people living in parks with problems with drug addiction and alcohol, and people that need the support of the community. He thanked Prince of Peace for doing that but as the other Boardmembers have stated the City does have Codes and that is the question here. He noted Codes can be changed but this would be something they could not do in the short term either.

Chair Roe echoed what has already been said. He thought the City really wanted to help with this situation but a solution has not been derived yet for all circumstances. The City needs to continue to work in that direction. He also supported the City working together with Prince of Peace to try to come up with a solution. He has been supportive of looking to change some things in the City Code to accommodate more creative solutions, especially tiny homes and things like that. He thought one of the follow up discussions the City will need to have is how to deal with the process and details, especially with folks that live out there now because the last thing the City wants to do is to make their situation worse. Frankly, he thought that talking about creativity, the City can support the funds needed or credits for sewer and connections which may be needed to do some of the work of making the unit or two that are there compliant with City Code.

Roll Call
Ayes: Strahan, Etten, Schroeder, Groff, and Roe.
Nays: None

Chair Roe stated staff has outlined a couple of processes and he was not sure if those were adequate, as presented, either necessarily. He thought it was appropriate to find a timeframe for resolution that allows, if they need to move somebody out of existing facilities they are in, to have that happen in

an orderly manner and find somewhere the person can go, at least in the short term. But at the same time, not such a long time frame or process. He was concerned about the ten-day time frame being too short as well as well as the ninety-day timeframe being too long. He thought the Board needed to figure out something between those and did not know if staff or the Board had any thoughts on that.

Mr. Trudgeon reviewed the options presented in the staff report. He explained staff was looking for enforcement direction.

Boardmember Strahan indicated when she talked with Mr. Trudgeon, they talked about possibly not putting parameters around it so no new people were to move into the site and if the people currently there were to find other housing, no additional people would be allowed to move in and take their spots. If the City is looking at some timeline for removal, she thought it would be appropriate and good to spell it out so there is not a surprise if someone came in that they were moved out quickly. She fully supported the timeline but would like to have the opportunity so the City and Church would sit down, start working toward a solution, and see if there is the possibility of a quick fix for this. She did not want this to linger on until next fall. She would be comfortable with possibly 120 days but thought within sixty days the City would have a pretty good idea whether this is headed toward a solution that met the goals. She noted as it warms up, it would be nice to work toward a solution and some type of permanent placement and not be extending it beyond where it is open ended.

Boardmember Schroeder concurred and noted from reading what the City received from Prince of Peace this was always intended to be a temporary spot for Valerie and the church was working on finding a more permanent spot. Hopefully if there is enough time it will allow for that to happen. She would not want to displace someone but on the other hand they want to make sure that the church works with the City and staff and become partners and work on a solution for this. She agreed that within sixty days the City should probably know where things are at, and she would think if there were some unusual circumstances that it could come back with the information and a request for additional time.

Mr. Trudgeon stated if staff were given direction at the meeting tonight, the item could come back after that set time to discuss solutions and then decide what the next step is and scenarios could play out from there. If more time is needed, it could be decided then.

City Attorney Tierney indicated she was comfortable with that idea and suggested the Board put some parameters on their expectations of where this is in sixty days for all involved.

The Board discussed the timeline with staff.

Mr. Michael Stetzler explained at the beginning of his prepared remarks, he asked the Board to think outside the box a little bit and what he is hearing is thinking inside the box. He stated the box is that these could be viewed as RV units, as in fact they are, which would exempt them in some ways from the Code as sited by City staff. Staff has already mentioned that in one of their recommendations. It is kind of selective enforcement, given that the City has ignored an RV parked on the church property for a long time without citing any Code compliance, and that is what this is. The church agrees that there may be good reasons to enforce Code, safety, public health, public welfare reasons. However, the church sees no reason why, if the City of St. Paul and other jurisdictions around the Country can accept these units as living dwelling units, that the City cannot consider that as well. Therefore, the church is not really comfortable at all with some limit of time after which the City says these are not fit for dwelling because the fact is they are and the City is not considering them as RVs because the current Zoning does not allow for RVs. On the other hand, RVs are parked in residential yards all over the place and sometimes people live in those without having any Code compliance brought upon them so it is a bit of selective enforcements. He stated whatever consideration the City takes here, please understand that classifying those as not fit for dwelling is not an acceptable outcome in the view of Prince of Peace or him personally as a representative of Prince of Peace.

Mr. Evan Bergquist, representing Prince of Peace Church, explained he has had the privilege of working with a couple other religious land use matters in the City of St. Paul. He got involved with this client a couple of months ago and in the short amount of time since they got the February 1st letter from City staff, they have looked at this pretty carefully and disagree respectfully with the way that the Chair and some other Board members framed up the issue tonight. The issue, in their view, is not whether these tiny homes meet all of the Codes and regulations in the City of Roseville. The issue is whether it was the right thing to do for the City to apply these regulations to this particular Church. What the reason was for it and whether there is a lawful basis to bring these Code enforcement problems down on the church and tell them that they have to move them, because as far as he is aware, he has not heard anything tonight about anyone complaining about these two tiny home units. There was no need, really, to make this a dispute about whether the Code and regulations are being correctly interpreted by staff and respectfully, they thought the right thing for the City Council to do is to do nothing. He felt this does not need to be regulated at all and under the Religious Land Use and Institutionalized Person Act and under the First Amendment, if they want to regulate it the City needs to have a good reason to do it and the

regulations have to be narrowly tailored to accommodate the church's religious exercise. That is a serious obligation that he has not heard much of from the Board tonight. They want it to be very clear that they understand those are the church's rights and in sixty days if the City tells the church that they have to move these, that is not something that the church is nearly prepared to concede tonight. He doubted the church will be able to concede that in sixty days.

Chair Roe thanked the church and representative for their comments. He noted that the Federal Law was not brought up other than in the written materials provided as a part of the case, but he wanted to check with the City Attorney, in a broad sense, where the City stands in regard to that Federal Statute. He believed the City was applying the Code evenly and fairly and not in a discriminatory manner towards religious institutions.

City Attorney Tierney explained the Religious Land Use and Institutionalized Persons Act also known as RLUIPA, always applies when a Government is taking action involving land use against a church. It has to be in their minds when they are looking at any regulation of land use that applies to a church certainly applies here. What is not before the City Council is some sort of a land use application that the Council has been able to interpret and apply different facts to. The church put this on the property without making any land use applications. The church did not give the City the tool that is needed in order to look at this factually and determine whether this could be allowed under certain conditions. The homes were just put there without the City's knowledge. There is always a risk of the church choosing to file a lawsuit over religious land use. That could happen and the City will deal with that if it happens. Based on the facts and what is in front of the City Council, she was comfortable with what the Board is considering.

Chair Roe asked where the Board was at in terms of proceeding with this because ultimately based on their decisions this evening, with respect to the particular appeal, the enforcement is that once again the non-compliant units can no longer be used as housing either at some point in the near future or at some point further from there depending on what the Board ultimately directs staff this evening in terms of enforcement.

Board member Strahan indicated if indeed this group has no interest and has no plans to work with the City and remove the homes, if the City gives them a sixty day grace period where the City stays enforcement, she was not certain why the City would not move toward a ten day removal if the church does not plan to work with the City. She also wondered why the church continues to be able to rebut because this is generally not an ongoing conversation.

Chair Roe noted the City had an opportunity to hear from folks so he thought that the next steps would be offline conversations, depending on what the Board determines this evening. The Board just needs to provide some direction that has been asked for from staff in terms of how to deal with enforcement of the action of the Board this evening. The Board is attempting to do that and did ask for some insight from the church, which he appreciated. As to some of the things he asked about, in terms of the church's own internal processes and figuring things out where the church wants to be and what the church wants to be doing as a congregation, he asked if there was any more information in that regard as to where the church is in their process and how that might fit into what is being discussed.

Mr. Michael Stetzler explained this is a complex issue. Prince of Peace has been looking at this issue for a while, as the City knows. The church has been looking at affordable housing for families with children, which is pointed out by the school district and others that this is a need. When this first came up, their concern was that the people who had been working on the problem of homelessness understood and supported what the church was doing with the tiny homes. But those people had a caveat too that they did not want to commit to it at the exclusion of looking at other things the church could do for homeless folks. They would like to consider how this kind of model of smaller units could be used to house families with children. The planning process, and they work as much as they can on a congregational consensus model, so it takes time to build that sort of thing. They have a lot of other things going on too within their church. Their next congregational meeting is scheduled for June 30th or thereabouts and anything that they decide needs congregational approval would have to come before them at that meeting. It will take a lot of work to prepare that in advance. Their timeline, realistically, for making a decision on where they want to apply their resources is toward the fall, before it gets cold again, to either meet the call to try to do something permanently with these tiny homes or to find some other solution that also provides a Community First model for Valerie. The church would respectfully ask, if the City wants to stay this or engage in a planning process that goes beyond a certain timeframe, to put it either on a fixed date sometime in the fall or better yet, conditionally upon achieving certain milestones in the planning process together with the City.

Board member Groff did not think the City could wait until the fall and that the issue needed to be addressed. He would like to see a sixty day time period and work with the church and congregation on what could be done during that time, get a report back from City staff, and then finalize their decision at that time with that information.

The Board reviewed RV regulations and Code enforcement in the City with staff , noting that the City does not prohibit RV parking in the Walmart lot

or elsewhere on private property, other than regulations about parking on improved surfaces and others in the nuisance code.

Board member Schroeder explained after the last set of comments, the Board has heard from Prince of Peace where they are not interested in looking at a solution in the sixty or ninety day's timeframe. She was thinking the reason for giving more time here is to allow the church to be able to find more permanent housing for Valerie and others. She thought that was the piece the City was trying to solve with giving more time. What she heard is that the church is not trying to make this more permanent in the next sixty or ninety days. The only issue she saw at this time was giving more time to work on something more permanent. In her view, after sixty days, this issue is done and she did not think staff needed to come back with information and solutions because there would not be any solution at that point.

Etten moved, Strahan seconded, to direct enforcement in sixty days with the City providing housing options to Ms. Roy and the other family on the property either through the City's Housing Coordinator or other services and directed staff to continue to work with Prince of Peace or others to assist if there is ongoing interest in a more permanent tiny home or other settlement that would meet City Codes.

Roll Call
Ayes: Strahan, Etten, Schroeder, Groff, and Roe.
Nays: None

a.ii. Adjourn Board of Appeals & Reconvene as the City Council

Recess
Mayor Roe recessed the meeting at approximately 7:42 p.m., and reconvened at approximately 7:52 p.m.

b. Receive Quarterly Equity Update
Equity and Inclusion Manager Thomas Brooks briefly highlighted this item as detailed in the Request For Council Action and related attachments dated March 6, 2023.

Councilmember Etten thanked Mr. Brooks for all the ongoing work and presentation. He hoped staff looked for ways of constructive training that works well for staff. He had a question about the review of the proclamations, which he did not think was too long ago, that all of the proclamations were reviewed by the Human Rights, Inclusion, and Engagement Commission (HRIEC) so he wondered where that fits with the new review.

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 6th day of March 2023, at 6:00 p.m.

The following members were present: Strahan, Etten, Schroeder, Groff, and Mayor Roe and the following were absent: None.

Member Schroeder introduced the following resolution and moved its adoption:

RESOLUTION No. 11971

RESOLUTION OF DECISION OF THE BOARD OF ADJUSTMENTS AND APPEALS RELATED TO THE APPEAL FROM THE PROPERTY OWNER OF 2555 VICTORIA ST N REGARDING AN ADMINISTRATIVE DECISION PERTAINING TO PLACEMENT OF ILLEGAL DWELLING UNITS

WHEREAS, on December 19, 2022 City staff became aware of two micro housing units (the "Units") placed on a vacant property at 2555 Victoria Street N owned by Prince of Peace Lutheran Church which is zoned LDR, Low Density Residential; and

WHEREAS, on December 20, 2022 City staff and Pastor Peter Christ of Prince of Peace Lutheran Church corresponded regarding whether the Units complied with Zoning Code, City Code and Building Code requirements. The Parties decided to reconnect regarding compliance issues after the holiday, but in the meantime Pastor Christ committed to submitting to the City technical information about the micro housing units; and

WHEREAS, on January 4, 2023 Settled, acting in cooperation with Prince of Peace Lutheran Church, submitted information to the City regarding the Units certification of compliance as a "Tiny House on Wheels" via a digitally-issued certificate of compliance by the National Organization for Alternative Housing; and

WHEREAS, on January 26, 2023 City staff met on-site with representatives of Prince of Peace Lutheran Church, Settled, and the occupants of the Units; and

WHEREAS, on the January 9, 2023 visit, City staff observed that the Units were on wheels and not connected to a foundation of any kind, did not contain running water, and were not connected to City water or sewer or to a private water system; and

WHEREAS, the zoning chapter of the Roseville City Code 1001.09 has the following definitions:

> BUILDING: A structure with a permanent location on the land, enclosed by walls and having a roof that may provide shelter, support, protection or enclosure of persons, animals, or property of any kind.
>
> DWELLING: A building or portion thereof designed or used primarily as living quarters for one or more families, but not including hotels or other Accommodations for the transient public, lodging houses, housing cooperative or other group living arrangements.
>
> DWELLING UNIT: One or more rooms which are arranged, designed or used as living quarters for one family only. Individual bathrooms and a complete kitchen facility, permanently installed, shall always be included with each dwelling unit. No dwelling unit may have more than one kitchen facility except that a single-family detached dwelling may have more than one kitchen facility provided the dwelling is designed, arranged or used as living quarters for one family only. For purposes of this exception, the family shall not include roomers.

;and

WHEREAS, the Zoning Code does not permit recreational camping in any zoning district; and

WHEREAS, City staff sent a letter dated February 1, 2023 explaining that the Units are not in compliance with the Zoning Code, City Codes and Building Code; and

WHEREAS, on February 10, 2023 Prince of Peace submitted a formal response to the noncompliance letter requesting an appeal of the staff determination the Units are not legal dwelling units and must be removed from the property; and

WHEREAS, on March 6, 2023, a public meeting was held of the City Council, acting as the Board of Adjustment and Appeals to hear the appeal and issue a decision.

NOW, THEREFORE, BE IT RESOLVED, that based on the above recitals and, the Request for Council Action, and the testimony and documents submitted the Board of Adjustment and Appeals of the City of Roseville finds as follows:

1. The Board denies the Property Owner's appeal of the Administrative Decision and makes the following findings in support of this decision:
    a. The Units are placed on property zoned LDR, low density residential.

b. The Units are not Buildings, Dwellings, or Dwelling Units in compliance with Zoning Code based on the following:
    i. They fail to provide complete kitchen facilities;
    ii. They fail to provide individual bathroom facilities;
    iii. They are not on a permanent foundation.
c. The Units are also not in compliance with other City Codes including:
    i. City Code Section 801.06 requiring separate connection to municipal water for each dwelling.
    ii. City Code Section 802.03 requiring that any building used for human habitation be connected to municipal sewer.
    iii. City Code Section 906.05 requiring foundation systems supported by footings or properly anchored and capable of supporting nominal loads and resisting load effects.
d. If the Units are considered recreational vehicles (RV's), Recreational camping areas are not permitted in any zoning district in the City of Roseville.

The motion for the adoption of the foregoing resolution was duly seconded by Member Etten, and upon a vote being taken thereon, the following voted in favor thereof: Strahan, Etten, Schroeder, Groff, and Mayor Roe; and the following voted against the same: None.

WHEREUPON said resolution was declared duly passed and adopted.

ATTACHMENT D

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 6th day of, March, 2023 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 6th day of March , 2023

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 7.b

Department Approval

City Manager Approval

Item Description: Review and Consider an Ordinance Amending City Code Chapter 309: Massage Therapy

BACKGROUND

The City Council has discussed the regulation of massage therapists and massage therapy establishments (Chapter 309) several times over the past 18 months.

At the April 10 meeting, staff brought forward a new draft with suggested amendments to Chapter 309. The proposed amendment made numerous changes to Chapter 309. The staff report from the April 10 meeting described the changes in detail (Attachment A)

At the meeting, the City Council heard comments from representatives of massage therapy establishments and members of the public about the proposed changes. After discussion, based on City Council direction and final staff review, the following changes have been made:

- 309.01 Purpose and Findings – Section 309.01 (E) was modified to be consistent with other parts of the code that do not require owners or operators of massage therapy establishments to be licensed massage therapists.
- 309.02 Definitions – Under the MASSAGE THERAPY definition the word "rehabilitation" was added as part of the reasons massage therapy services are received.
- 309.03 License Required, Exceptions – Added language that a person is exempt from obtaining massage therapist license if they are under the direction of persons that are "professional licensed by the Board of Medical Practice or the Minnesota Department of Health" to replace language exempting persons working under the direct supervision of a "licensed doctor by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, podiatry, dentistry or a medical professional licensed under M.S. Chapters 147 and 148, as they may be amended from time to time". The change was made to make sure all medical providers are provided for instead of listing out specific ones and potentially missing some medical professions.
- 309.04 Granting, Denying, Suspending or Revoking of Massage Therapy Establishment Licenses – Former Section 309.04 (H) Total Licenses was removed in its entirety. As a result there will no longer be a cap on the amount of massage therapy establishment licenses issued by the city.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses – 309.06 (B) was modified to require a person licensed under this Chapter to produce a photo identification with name and address upon demand by a police officer.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage

Therapist Licenses – 309.06 (D) Transfer of establishment license was modified to remove language that limited transfer of licenses due to the cap of licenses contained in the previous draft amendment. The section removed is no longer needed.

- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses - 309.06 (E) Hours was modified for clarity when restricting customers being on the premise. The language now states that customers cannot be on the premises before 8 a.m. and after 9:00 p.m.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses – 309.06 (F) has been modified to not require establishments to be staffed during posted business hours when the business is operated by a sole licensed therapist.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses – 309.06 (J) Appropriate Clothing has been modified to require therapists regardless of gender to have their breasts covered when a massage is given.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses – 309.06 (K) Massage of certain body parts prohibited was modified to not allow massage of breasts.
- 309.06 Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses – 309.06 (Q) Posting of Rates was modified to use the term "massage therapy establishment" versus "massage enterprise business" to be consistent with the rest of Chapter 309.

The changes are shown in a redlined version in Attachment B.

At the time of the writing of this case, draft minutes from the April 10 City Council meeting were not available. It is hoped that they will be available prior to the April 24 meeting and staff will send them out to City Council and add to the case as a bench handout.

POLICY OBJECTIVE

Among the City's Community Aspirations are to ensure that the community is safe and law-abiding. As mentioned above, criminal activity can occur at massage therapy establishments if proper regulations are not in place. The proposed changes to Chapter 309 will provide for stricter requirements for both massage therapy establishments and massage therapists that will limit the opportunity for criminal activities to occur. In the addition, the changes to Chapter 309 will limit the proliferation of massage therapy establishment and allow for better oversight of the establishments by licensing staff and the Police Department that will ensure that massage therapy establishments are law-abiding and safe.

BUDGET IMPLICATIONS

There is no immediate financial impact on the changes to Chapter 309. Eventually, with the limit on the Massage Therapy Establishment Licenses, the city will collect less license fees

RACIAL EQUITY IMPACT SUMMARY

According to the findings in '*Human Trafficking Task Force Report*'[1], "Human trafficking is prevalent within the massage profession. Research shows that as many as 6,500 illicit (massage) businesses are active in the United States." The report further states that human trafficking is linked with fraud in massage therapist education and in the licensing pathways. Human trafficking in the massage

1 Human Trafficking Task Force Report. *Federation of State Massage Therapy Boards*. https://www.fsmtb.org/media/1606/httf-report-final-web.pdf 2017.

profession is part of a much larger international problem that creates slavery, bondage, intimidation, violence and trauma. The Trafficking Victim Protection Act of 2004 found that traffickers primarily target women and girls, who are disproportionately affected by poverty, have limited access to education, suffer chronic unemployment, discrimination, and lack economic opportunities in their countries of origin. Traffickers lure women and girls into their networks through false promises of decent working conditions.

STAFF RECOMMENDATION

Staff recommends that the City Council review the proposed amendments to Chapter 309 and consider approving the ordinance amendment and ordinance summary.

REQUESTED COUNCIL ACTION

The City Council should review the proposed amendments to Chapter 309 and and consider approving the ordinance amendment and ordinance summary.

Prepared by: Patrick Trudgeon, City Manager
Katie Bruno, Deputy City Clerk

Attachments:
A: Staff report from April 10, 2023 meeting
B: Draft Ordinance (redlined)
C: Draft Ordinance (clean copy)
D: Ordinance Summary

REQUEST FOR COUNCIL ACTION

Date: April 10, 2023
Item No.:

Department Approval | City Manager Approval

Item Description: Review and Consider an Ordinance Amending City Code Chapter 309: Massage Therapy

BACKGROUND

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At the April 10 meeting, staff brought forward a new draft with suggested amendments to Chapter 309. The proposed amendment made numerous changes to Chapter 309. The staff report from the April 10 meeting described the changes in detail (Attachment A)

At the meeting, the City Council heard comments from repesentatives of massage therapy establishments and members of the public about the proposed changes. After discussion, the City Council directed staff to revise the proposed amendment as follows:

- 309.01 Purpose and Findings – Section 309.01 (E) was modified to be consistent with other parts of the code that do not require owners or operators of massage therapy establishments to be licensed massage therapists.
- 309.02 Definitions – Under the MASSAGE THERAPY definition added the word "rehabilitation" as part of the reasons massage therapy services are received.
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BUDGET IMPLICATIONS

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RACIAL EQUITY IMPACT SUMMARY

According to the findings in '*Human Trafficking Task Force Report*'[1], "Human trafficking is prevalent within the massage profession. Research shows that as many as 6,500 illicit (massage) businesses are active in the United States." The report further states that human trafficking is linked with fraud in massage therapist education and in the licensing pathways. Human trafficking in the massage profession is part of a much larger international problem that creates slavery, bondage, intimidation,

1 Human Trafficking Task Force Report. *Federation of State Massage Therapy Boards*. https://www.fsmtb.org/media/1606/httf-report-final-web.pdf 2017.

violence and trauma. The Trafficking Victim Protection Act of 2004 found that traffickers primarily target women and girls, who are disproportionately affected by poverty, have limited access to education, suffer chronic unemployment, discrimination, and lack economic opportunities in their countries of origin. Traffickers lure women and girls into their networks through false promises of decent working conditions.

STAFF RECOMMENDATION

Staff recommends that the City Council review the proposed amendments to Chapter 309 and consider approving the ordinance amendment and ordinance summary.

REQUESTED COUNCIL ACTION

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Prepared by: Patrick Trudgeon, City Manager
Katie Bruno, Deputy City Clerk

Attachments:
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City of Roseville
ORDINANCE NO. ___

AN ORDINANCE AMENDING

TITLE 3 Chapter 309

AN ORDNANCE AMENDNG TITLE 3 CHAPTER 309 OF THE ROSEVILE CITY CODE TO AMEND REQUIREMNTS FOR MASSAGE ESTALBISHMENT AND MASSAGE THERAPIST LICENSES

THE CITY COUNCIL OF CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3 Chapter 309 of the Roseville City Code is amended, restated and renumbered to read as follows:

SECTION:

309.01: Purpose and Findings
309.02: Definitions
309.03: License Required, Exceptions
309.04: Granting, Denying, Suspending, or Revoking of Massage Therapy Establishment Licenses
309.05: Granting, Denying, Suspending, or Revoking Of Massage Therapist Licenses
309.06: Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses
309.07: Violations, Penalty

309.01: PURPOSE AND FINDINGS

The purpose of this Chapter of the city code is to prohibit massage businesses and services to the public except those licensed as massage therapy establishments and massage therapists pursuant to this Chapter. The licensing regulations prescribed herein are necessary in order to prevent criminal activity and to protect the health and welfare of the community. The purpose of this Chapter is not to impose restrictions or limitations on the freedom of protected speech or expression.

The City Council makes the following findings regarding the need to license massage therapy establishments and massage therapists and to prohibit all other types of massage businesses and services to the public.

A. Persons who have bona fide and standardized training in therapeutic massage, health and hygiene can provide a legitimate and necessary service to the general public.

B. Health and sanitation regulations governing massage therapy establishments and massage therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.

C. License qualifications for the restrictions on massage therapy establishments and massage therapists can minimize the risk that such businesses and persons will facilitate prostitution and other criminal activity in the community.

D. Massage services provided by persons with no specialized and standardized training in massage can endanger citizens by facilitating the spread of communicable diseases, by exposing citizens to unhealthy and unsanitary conditions, and by increasing the risk of personal injury.

E. Massage businesses which employ persons with no specialized and standardized training can tax city law-enforcement services, because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than operations that only employ persons with the training required by this ordinance. ~~established by persons with standardized training.~~ Fewer of such businesses will reduce the drain on law enforcement.

F. The training of professional massage therapists at accredited institutions is an important means of ensuring the fullest measure of protecting the public health, safety and welfare.

309.02 DEFINITIONS:

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

ACCREDITED INSTITUTION: An educational institution holding accredited status with the Minnesota Office of Higher Education or the United States Department of Education.

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.05(A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices or administers massage therapy to the public.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness, rehabilitation or beautification and for no other purpose.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a licensed massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year that does not meet the description of 309.03(B). (Ord. 1329, 11- 14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

309.03 LICENSE REQUIRED, EXCEPTIONS.

A. License Required: No person shall engage in the business of operating a massage therapy establishment or perform massage therapy in the City without first having obtained the required license.

B. Massage Therapy Establishment Exceptions: A massage therapy establishment license is not required for entities duly licensed or operating as a hospital, nursing home, hospice, sanitarium or group home established for the hospitalization or care of human beings provided the massage is administered only to the residents or patients of the facility as part of their care and not provided as a part of a separate service.

C. Massage Therapy License Exceptions: A massage therapy license is not required for the following persons:

1. Persons duly licensed as a doctor by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy or podiatry, provided the massage is administered in the regular course of the medical business as it prepares the patient for a medical procedure or complements a medical procedure previously performed on the patient and not provided as part of a separate and distinct massage business.

2. Persons working as, or solely under the direction and control of, a ~~duly~~ professional licensed by the Board of Medical Practice or the Minnesota Department of Health ~~licensed doctor by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, podiatry, dentistry or a medical professional licensed under M.S. Chapters 147 and 148, as they may be amended from time to time,~~ provided the massage is directly related to the medical or health treatment and is administered on the premises of the medical or health business;

3. Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution and provided the students are identified to the public as students of massage therapy.

309.04 GRANTING, DENYING, SUPENDING OR REVOKING OF MASSAGE THERAPY ESTABLISHMENT LICENSES

A. Application Fee: The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

B. Separate License Required Fee: A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

C. Zoning Compliance: Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)

D. Building, Safety and Sanitation Regulations: Licenses may be denied, revoked, or not renewed if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.

E. Fraud or Deception: Licenses may be denied, revoked, or not renewed if there is any fraud or deception involved in the license application.

F. Compliance with Laws: Licenses may be denied, revoked, or not renewed if the applicant, licensee, or employee, contractor, or agent of the same fails to comply with federal, state, or local laws which apply to health, safety or moral turpitude. (Ord 1607, 11-08-2021)

G. The owner/operator of a Massage Therapy Establishment need not be licensed as a massage therapist if he or she does not at any time practice or administer massage to the public.

~~H. Total Licenses: After May 1, 2023, no new Massage Therapy Establishment licenses shall be issued and no Massage Therapy Establishment licenses shall be reinstated following denial, revocation, or non-renewal unless fewer than ten (10) total Massage Therapy Establishment licenses exist in the City. Thereafter, the total Massage Therapy Establishment licenses in the City shall not exceed (10) at any one time. (Ord 1607, 11-08-2021) (Ord 1615, 07-25-2022)~~

~~I.~~H. ~~Failure to renew requires new application. If a current license holder fails to renew such license when required, such license holder must then submit a new license application. In such case, the new application will be subject to the cap on total licenses.~~

H. Additional Conditions: The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142,

~~J.~~ 6- 13-1994) (Ord. 1283, 6-16-03)

309.05: GRANTING, DENYING, SUSPENDING, OR ~~REVOCATION~~ REVOKING OF MASSAGE THERAPIST LICENSES:

A. Application for License: Any person desiring to be licensed as a massage therapist shall file an application in person at city hall. The application shall contain such information as the City Manager may require, including, but not limited to: (Ord. 1329, 11-14-05) (Ord 1615 07-25-2022)

1. The applicant's full name, address, social security number and written proof of age issued by a government agency which may not be expired.
2. The name and address of the licensed massage therapy establishment by which the applicant will be employed.

3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.

4. Proof that the applicant meets the following educational requirements:

   a. A diploma or certificate of graduation from─an Accredited Institution as defined herein

   b. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work by a single provider through an official copy of the transcript of academic record from the school issuing the training, degree or diploma in the following areas:

      1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and

      2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

      3) Anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice.

B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)

C. Review of Application: Notwithstanding Section 301.02 of City Code, License applications shall be reviewed and decided upon by the City Manager or designee and shall include a review by the Police Department or other qualified service providers in conducting and completing criminal background checks. (Ord 1615, 07-25-2022)

D. Denial of Application: The license application may be denied for any of the following reasons:

1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.

2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, or indecent conduct.

3. Noncompliance: The applicant has not complied with a provision of this Chapter.

4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6- 13-94)

5. Prior Denial, Revocation, or Suspension: The applicant has had a massage therapist license denied, revoked, or suspended in another jurisdiction.

6. Violation of Chapter: A violation of any provision of this Chapter.

7. Unlawful Conduct. Any unlawful conduct including, but not limited to, criminal sexual conduct, prostitution, or indecent conduct, regardless of whether such conduct resulted in a criminal conviction.

8. Violations of Law Relating to Practice of Massage Therapy. Any violation of laws or ordinances relating to the practice of massage

therapy, regardless of whether such conduct resulted in a criminal conviction.

9. In the event of a license denial based solely or in part on a criminal conviction, the City will follow the process outlined in Minnesota Statutes Chapter 364.

10. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS FOR MASSAGE THERAPY ESTABLISHMENTS AND MASSAGE THERAPIST LICENSES:

A. Display of License: Any person registered as a massage therapist hereunder shall display such license, with a color photo or a true copy thereof, on the premises at which the therapist is employed.

B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce valid photo ~~correct~~ identification, identifying himself/herself by his/her true legal name and proof of ~~correct~~ address.

C. Inspection: The issuing authority, or designee, and/or the City Police Department shall have the right to enter and inspect the licensed premise during the hours in which the licensed premise is open for business.

~~D.~~ Transfer of establishment license. A Massage Establishment License may be transferred by a license holder to another person at the licensed location, provided that the transferee files a license application and meets the requirements to hold a license. A Massage Establishment License may be transferred by a license holder to another location to be operated by that license holder, provided that the license holder files a license application and the new location meets the location requirements. ~~Notwithstanding the ability to transfer an establishment license mentioned above, no transfer shall be permitted if any of the following apply:~~

~~a. The license to be transferred has received notice of the City's intention to revoke such license, unless, after reasonable notice and an opportunity for the licensee to be heard, the license is not revoked.~~

~~b. The transfer is to be made on or after May 1, 2028.~~

~~c.~~D. ~~There was a transfer of the Massage Establishment License at that location after May 1, 2023.~~

E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises ~~after~~ before ~~9~~8:00 ~~P~~A.M. or ~~before~~ after ~~8~~9:00 ~~A~~P.M. daily.

F. The establishment may only provide services during business hours which must be posted on the door. Except in the case of a Massage Establishment where the license is held by the sole Licensed Therapist at the business, ~~T~~the business must be staffed at all times during such posted hours.

G. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.

H. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

I. Locks on Doors: There shall be no locks on doors of massage rooms.

J. Appropriate Covering Required:

~~a.~~ 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)

~~b.~~ 2. Therapist: Any massage therapists performing any massages shall at all times have their ~~her~~ breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)

K. Massage of certain body parts prohibited. At no time shall the massage therapist intentionally massage or offer to massage the breasts, penis, scrotum, mons veneris, vulva or vaginal area of a person.

L. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05) (Ord. 1529, 6/19/2017)

M. Licensed premises: A massage therapy establishment license is only effective for the compact and contiguous space specified in the approved license application. If the licensed premises is enlarged, altered or extended, the licensee shall inform the issuing authority.

N. Affiliation with establishment is required. A massage therapist must be employed by, contractually affiliated with or own a massage therapy establishment licensed by the city, unless a person or entity is specifically exempted from obtaining a massage therapy establishment license in section 309.03 of this code.

O. Employment of unlicensed massage therapists prohibited. No massage therapy establishment shall employ or use any person to perform massage who is not licensed as a massage therapist under this Chapter unless the person is specifically exempted from obtaining a therapist license in section 309.03 of this code.

P. Proof of local residency required. In the case of a massage therapy establishment license, the licensee, managing partner or manager of the licensed premises must show proof of residency in Minnesota or Wisconsin. In the case of massage therapists, the licensee must show proof of residency in Minnesota or Wisconsin.

Q. Posting of rates. All massage ~~enterprise businesses~~ therapy establishments must post their rates for service in a prominent place in the entrance or lobby of the business.

309.07: VIOLATIONS, PENALTY:

In addition to any civil remedies at law and/or adverse licensing actions, every violation of this Chapter shall constitute a misdemeanor and every person so violating this Chapter is subject to criminal prosecution.

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

Passed by the City Council of the City of Roseville this ___ day of _____ 2023.

Signatures as follows on separate page:

Ordinance –AN ORDNANCE AMENDNG TITLE 3 CHAPTER 309 OF THE ROSEVILE CITY CODE TO AMEND REQUIREMNTS FOR MASSAGE ESTALBISHMENT AND MASSAGE THERAPIST LICENSES.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

_____
Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE NO. ___

AN ORDINANCE AMENDING

TITLE 3 Chapter 309

AN ORDNANCE AMENDNG TITLE 3 CHAPTER 309 OF THE ROSEVILE CITY CODE TO AMEND REQUIREMNTS FOR MASSAGE ESTALBISHMENT AND MASSAGE THERAPIST LICENSES

THE CITY COUNCIL OF CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3 Chapter 309 of the Roseville City Code is amended, restated and renumbered to read as follows:

SECTION:

309.01: Purpose and Findings
309.02: Definitions
309.03: License Required, Exceptions
309.04: Granting, Denying, Suspending, or Revoking of Massage Therapy Establishment Licenses
309.05: Granting, Denying, Suspending, or Revoking Of Massage Therapist Licenses
309.06: Restrictions and Regulations for Massage Therapy Establishments and Massage Therapist Licenses
309.07: Violations, Penalty

309.01: PURPOSE AND FINDINGS

The purpose of this Chapter of the city code is to prohibit massage businesses and services to the public except those licensed as massage therapy establishments and massage therapists pursuant to this Chapter. The licensing regulations prescribed herein are necessary in order to prevent criminal activity and to protect the health and welfare of the community. The purpose of this Chapter is not to impose restrictions or limitations on the freedom of protected speech or expression.

The City Council makes the following findings regarding the need to license massage therapy establishments and massage therapists and to prohibit all other types of massage businesses and services to the public.

A. Persons who have bona fide and standardized training in therapeutic massage, health and hygiene can provide a legitimate and necessary service to the general public.

B. Health and sanitation regulations governing massage therapy establishments and massage therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.

C. License qualifications for the restrictions on massage therapy establishments and massage therapists can minimize the risk that such businesses and persons will facilitate prostitution and other criminal activity in the community.

D. Massage services provided by persons with no specialized and standardized training in massage can endanger citizens by facilitating the spread of communicable diseases, by exposing citizens to unhealthy and unsanitary conditions, and by increasing the risk of personal injury.

E. Massage businesses which employ persons with no specialized and standardized training can tax city law-enforcement services, because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than operations that only employ persons with the training required by this ordinance. Fewer of such businesses will reduce the drain on law enforcement.

F. The training of professional massage therapists at accredited institutions is an important means of ensuring the fullest measure of protecting the public health, safety and welfare.

309.02 DEFINITIONS:

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

ACCREDITED INSTITUTION: An educational institution holding accredited status with the Minnesota Office of Higher Education or the United States Department of Education.

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.05(A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices or administers massage therapy to the public.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness, rehabilitation or beautification and for no other purpose.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a licensed massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year that does not meet the description of 309.03(B). (Ord. 1329, 11- 14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

309.03 LICENSE REQUIRED, EXCEPTIONS.

A. License Required: No person shall engage in the business of operating a massage therapy establishment or perform massage therapy in the City without first having obtained the required license.

B. Massage Therapy Establishment Exceptions: A massage therapy establishment license is not required for entities duly licensed or operating as a hospital, nursing home, hospice, sanitarium or group home established for the hospitalization or care of human beings provided the massage is administered only to the residents or patients of the facility as part of their care and not provided as a part of a separate service.

C. Massage Therapy License Exceptions: A massage therapy license is not required for the following persons:

1. Persons duly licensed as a doctor by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy or podiatry, provided the massage is administered in the regular course of the medical business as it prepares the patient for a medical procedure or complements a medical procedure previously performed on the patient and not provided as part of a separate and distinct massage business.
2. Persons working as, or solely under the direction and control of, a ~~duly~~ professional licensed by the Board of Medical Practice or the Minnesota Department of Health provided the massage is directly related to the medical or health treatment and is administered on the premises of the medical or health business;
3. Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution and provided the students are identified to the public as students of massage therapy.

309.04 GRANTING, DENYING, SUPENDING OR REVOKING OF MASSAGE THERAPY ESTABLISHMENT LICENSES

A. Application Fee: The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

B. Separate License Required Fee: A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

C. Zoning Compliance: Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and

incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)

D. Building, Safety and Sanitation Regulations: Licenses may be denied, revoked, or not renewed if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.

E. Fraud or Deception: Licenses may be denied, revoked, or not renewed if there is any fraud or deception involved in the license application.

F. Compliance with Laws: Licenses may be denied, revoked, or not renewed if the applicant, licensee, or employee, contractor, or agent of the same fails to comply with federal, state, or local laws which apply to health, safety or moral turpitude. (Ord 1607, 11-08-2021)

G. The owner/operator of a Massage Therapy Establishment need not be licensed as a massage therapist if he or she does not at any time practice or administer massage to the public.

H. Additional Conditions: The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6- 13-1994) (Ord. 1283, 6-16-03)

309.05: GRANTING, DENYING, SUSPENDING, OR REVOKING OF MASSAGE THERAPIST LICENSES:

A. Application for License: Any person desiring to be licensed as a massage therapist shall file an application in person at city hall. The application shall contain such information as the City Manager may require, including, but not limited to: (Ord. 1329, 11-14-05) (Ord 1615 07-25-2022)

1. The applicant's full name, address, social security number and written proof of age issued by a government agency which may not be expired.
2. The name and address of the licensed massage therapy establishment by which the applicant will be employed.
3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.
4. Proof that the applicant meets the following educational requirements:
   a. A diploma or certificate of graduation from─an Accredited Institution as defined herein
   b. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work by a single provider through an official copy of the transcript of academic record from the school issuing the training, degree or diploma in the following areas:
      1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
      2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

3) Anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice.

B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)

C. Review of Application: Notwithstanding Section 301.02 of City Code, License applications shall be reviewed and decided upon by the City Manager or designee and shall include a review by the Police Department or other qualified service providers in conducting and completing criminal background checks. (Ord 1615, 07-25-2022)

D. Denial of Application: The license application may be denied for any of the following reasons:

1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, or indecent conduct.
3. Noncompliance: The applicant has not complied with a provision of this Chapter.
4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6- 13-94)
5. Prior Denial, Revocation, or Suspension: The applicant has had a massage therapist license denied, revoked, or suspended in another jurisdiction.
6. Violation of Chapter: A violation of any provision of this Chapter.
7. Unlawful Conduct. Any unlawful conduct including, but not limited to, criminal sexual conduct, prostitution, or indecent conduct, regardless of whether such conduct resulted in a criminal conviction.
8. Violations of Law Relating to Practice of Massage Therapy. Any violation of laws or ordinances relating to the practice of massage therapy, regardless of whether such conduct resulted in a criminal conviction.
9. In the event of a license denial based solely or in part on a criminal conviction, the City will follow the process outlined in Minnesota Statutes Chapter 364.
10. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS FOR MASSAGE THERAPY ESTABLISHMENTS AND MASSAGE THERAPIST LICENSES:

A. Display of License: Any person registered as a massage therapist hereunder shall display such license, with a color photo or a true copy thereof, on the premises at which the therapist is employed.

B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce valid photo identification, identifying himself/herself by his/her true legal name and proof of address.

C. Inspection: The issuing authority, or designee, and/or the City Police Department shall have the right to enter and inspect the licensed premise during the hours in which the licensed premise is open for business.

D. Transfer of establishment license. A Massage Establishment License may be transferred by a license holder to another person at the licensed location, provided that the transferee files a license application and meets the requirements to hold a license. A Massage Establishment License may be transferred by a license holder to another location to be operated by that license holder, provided that the license holder files a license application and the new location meets the location requirements.

E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises before 8:00 A.M. or after 9:00 P.M. daily.

F. The establishment may only provide services during business hours which must be posted on the door. Except in the case of a Massage Establishment where the license is held by the sole Licensed Therapist at the business, the business must be staffed at all times during such posted hours.

G. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.

H. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

I. Locks on Doors: There shall be no locks on doors of massage rooms.

J. Appropriate Covering Required:

1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
2. Therapist: Any massage therapists performing any massages shall at all times have their breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)

K. Massage of certain body parts prohibited. At no time shall the massage therapist intentionally massage or offer to massage the breasts, penis, scrotum, mons veneris, vulva or vaginal area of a person.

L. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05) (Ord. 1529, 6/19/2017)

M. Licensed premises: A massage therapy establishment license is only effective for the compact and contiguous space specified in the approved license application. If the licensed premises is enlarged, altered or extended, the licensee shall inform the issuing authority.

N. Affiliation with establishment is required. A massage therapist must be employed by, contractually affiliated with or own a massage therapy establishment licensed by the city, unless a person or entity is specifically

exempted from obtaining a massage therapy establishment license in section 309.03 of this code.

O. Employment of unlicensed massage therapists prohibited. No massage therapy establishment shall employ or use any person to perform massage who is not licensed as a massage therapist under this Chapter unless the person is specifically exempted from obtaining a therapist license in section 309.03 of this code.

P. Proof of local residency required. In the case of a massage therapy establishment license, the licensee, managing partner or manager of the licensed premises must show proof of residency in Minnesota or Wisconsin. In the case of massage therapists, the licensee must show proof of residency in Minnesota or Wisconsin.

Q. Posting of rates. All massage therapy establishments must post their rates for service in a prominent place in the entrance or lobby of the business.

309.07: VIOLATIONS, PENALTY:

In addition to any civil remedies at law and/or adverse licensing actions, every violation of this Chapter shall constitute a misdemeanor and every person so violating this Chapter is subject to criminal prosecution.

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

Passed by the City Council of the City of Roseville this ___ day of _____ 2023.

Signatures as follows on separate page:

Ordinance –AN ORDNANCE AMENDNG TITLE 3 CHAPTER 309 OF THE ROSEVILE CITY CODE TO AMEND REQUIREMNTS FOR MASSAGE ESTALBISHMENT AND MASSAGE THERAPIST LICENSES.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

_____
Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE SUMMARY NO. ____

APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE AMENDMENT TO TITLE 3, SECTION 309 OF THE ROSEVILLE CITY CODE IN ORDER TO AMEND CERTAIN REQUIREMENTS FOR MASSAGE ESTABLISHMENT AND MASSAGE THERAPIST LICENSES.

SECTION 1: The City Council of the City of Roseville, on April 24, 2023, adopted Ordinance No. 1631. Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps.

The City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance.

SECTION 2: The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on April 24, 2023 and directs the City Clerk to publish the title and summary as follows in the official newspaper in lieu of the entire ordinance:

> On April 24, 2023, the City Council of the City of Roseville adopted Ordinance No. ____, an ordinance: "The Amendment to Title 3, Section 309 Of The Roseville City Code In Order To Amend Certain Requirements For Massage Establishment And Massage Therapist Licenses." The Ordinance amends the requirements for issuance of the licenses.

SECTION 3: A printed copy of the full ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the Internet web page of the City of Roseville (www.cityofroseville.com).

ATTEST:

_____
Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 7.c

Department Approval

City Manager Approval

Item Description: Discuss Commission Interview Process

BACKGROUND

The City Council adopted the Strategic Racial Equity Action Plan (SREAP) in July, 2021. The main purpose of the Strategic Racial Equity Action Plan is to help us measure and significantly improve our results with culturally diverse workforce, businesses, representation and programming. There are three high-impact areas that serve as internal equity goals. These areas are identified as "problem statements" in order for us to understand *why* this particular issue is a problem. The three high-impact areas the city is currently working to improve are workforce diversity, commission diversity and using an equity lens in decision making.

In January, 2022 staff provided an update to council on work related to the SREAP (Attachment A). As part of this update, staff included recommendations regarding the commission interview process based on data and stakeholder engagement. Staff identified three areas for improvement based on the stakeholder input in order to improve the process for all applicants and address potential barriers to the goal of diversifying our commission These areas were:

- Recruitment
- Interviewing
- Onboarding

Council discussed these recommendations (Attachment B – Minutes), provided feedback and staff made the following changes to the commission process:

Area of Focus	Improvement Made	Why
Recruitment:	Provided greater visibility of city commissions in areas such as our city newsletter, e-news, social media, word of mouth, etc. Articles, videos highlight the work of commissioners	Improved visibility in order to ensure a wide variety of applicants from across all areas of the city are aware of the opportunity.
	Shifted the management & oversight of the commission recruitment process to the Volunteer Manager who has training in best practices in	Effective management of all city volunteers helps build stronger long-term relationships and improves volunteer experiences. By leveraging the knowledge and experience of the Volunteer Manager, we can

	recruiting and managing volunteers.	
Interviewing	Provided Council and applicants a set of standardized questions to use. Applicants were given the questions before the interview.	Using a set of standardized questions allows the applicant to prepare effectively, allows them to recall meaningful experiences to provide the best evidence of their capabilities. It also allows council to evaluate similar types of information from applicants consistently.
	Provided applicants interview dates as part of application process	Allows applicants to be better prepared and know the process ahead of time.
	Provided commission workplans and link to meeting videos to applicants as part of application process	Gives applicants a better understanding of what the role of the commission is, and what type of work they would be doing.
	Scheduled interviews off-site on a separate night than council meetings	For applicants who have not been involved in government processes, having an interview experience in council chambers, can be seen as intimidating and difficult to navigate.
	Recorded interviews	The intention was to not record the interviews to allow applicants a more relaxed environment. However, in order for council to review interviews, or if they were unable to attend, they were recorded.
	Provided follow up materials to applicants after interview	Providing clear direction and expectations about the process eliminates uncertainty and apprehension among applicants.
Onboarding	Provided an online orientation session	Restructuring the orientation to be online allows commissioners to participate remotely and reduces the need for transportation as well as the amount of time needed for the meeting (eliminating travel time). It should be noted that this could also potentially be a barrier based on access to technology.
	Breakout sessions with staff liaison/chair	Facilitating a meeting with the chair and staff before the first meeting allowed commissioners an opportunity to ask questions in an environment that wasn't a public meeting, or with others with greater experience around.

	Buddy system	Some commissions have implemented a recommendation by the HRIEC to assign a current commissioner to be the "buddy" of the newly appointed. This provides a support network that can build relationships and set a foundation for successful experience as a commissioner.

Although some of the outcomes from these various changes are hard to quantify, the city has seen an increase in the number of applicants for certain commission vacancies (this could be attributed to a variety of factors). Additionally, the feedback we continue to receive from our applicant experience survey tends to reinforce some of the changes that were made, as well as guide us in continuous improvement. Comments from the survey encompass a wide range of topics, but below is some general feedback we have received.

- *Questions were very good & having them in advance seemed to aid Council as well as the applicants. Very good experience.*
- *This time around (applicant had interviewed previously) was more focused and relaxed.*
- *Perhaps allow more time (15 minutes) for the interview (multiple responses have included this)*

Since we implemented the survey in 2021 the overall rating of applicants' experience in interviews has increased.

Question	Year	Rating (out of 5)
How would you rate your experience in the commission interviews?	2021	3.9
	2022	4.2
	2023	4.7

As we continually look to improve our process and make it a valuable experience for applicants, future commissioners, and councilmembers, it is important to have a well defined and executed process in order to ensure good, timely communication for applicants and councilmembers and to ensure steps are not missed in the process from year to year.

Staff is seeking feedback from council regarding their experience with commission interviews. Some of the topics to consider providing feedback on are:

1. Commissioners seeking reappointments and how to handle applications/interviews
2. Location/Dates/Length of interviews
3. Interview questions
4. Selection process (e.g. extending application periods, desired qualifications)

POLICY OBJECTIVE

The city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

BUDGET IMPLICATIONS

None.

RACIAL EQUITY IMPACT SUMMARY

Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. A governing body that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

STAFF RECOMMENDATION

Provide council feedback on what worked, what didn't work and why regarding the commission interview process.

REQUESTED COUNCIL ACTION

Provide feedback on what worked, what didn't work and why regarding the commission interview process. Based on this feedback, staff will bring forward a future agenda item regarding the interview process for fall and 2024.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:
- A: January 10, 2022 staff report
- B: January 10, 2022 minutes excerpt
- C: Commissioner Applicant Survey Results (Spring & Fall – 2022, Spring 2023)
- D: Commissioner demographics
- E. Appointment/Reappointment Policy
- F: Commission Application Form
- G: Commission Applicant packet example (HRIEC) with questions that may be asked by City Council
- H: Reappointment questions (Mayor Roe)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 10, 2022
Item No.: 7.a

Department Approval

City Manager Approval

Item Description: Receive Strategic Racial Equity Action Plan Update and Consider Commission Recruitment Recommendations

BACKGROUND

In July 2021, the City of Roseville Strategic Racial Equity Action Plan (SREAP) narrative, priorities, and timeline were approved by City Council. The Strategy Team, consisting of staff members from every department in the city, department heads, and additional staff are working through data collection, process mapping, data analysis, and process improvement for each of the identified priorities or high-impact areas.

The three high-impact areas serve as internal equity goals. These areas are identified as "problem statements" in order for us to understand *why* this particular issue is a problem. The three high-impact areas staff are working to improve are workforce diversity, board and commission diversity, and using an equity lens/toolkit in decision making.

POLICY OBJECTIVE

The on-going work of equity within the city organization reflects the work related to the Racial Equity Narrative. The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity. The actions of government at the federal ,state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents. All city departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services. The City of Roseville is committed to taking tangbile steps to normalize, organize and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

FINANCIAL IMPACTS

There are no significant financial considerations in the proposed staff recommendations regarding the commission recruitment process changes. Future consideration of a commission stipend would be a financial consideration.

STAFF RECOMMENDATION

In addition to receiving an update on the status of the SREAP priorities, as a result of data and stakeholder feedback, staff recommends council accept the proposed recommendations on the interview process for city commissions. The recommendations include holding commission candidate interviews in a separate standalone meeting and pre-scheduling interviews. A list of possible questions and information regarding the role of a commissioner should be provided prior to the interviews.

REQUESTED COUNCIL ACTION

This presentation is intended for both an information update on the SREAP and consideration of staff recommended changes to the city's commission recruitment process. Staff requests council adoption of the recommended changes to the commission interview process and provide direction on items for future consideration including reducing commissioner terms, amending the Appointment Policy, and providing commissioner stipends.

Prepared by: Thomas Brooks, Equity and Inclusion Manager

Attachment: A: SREAP Updates and Commission Recruitment Recommendations Presentation Jan 2022.pdf

SREAP Updates & Commission Recruitment Recommendations

SREAP Updates
Purpose

To help us measure and significantly improve our results with a culturally diverse workforce, businesses, representation and programming through:

- Establishing a work plan and related budget to support the SREAP
- Staff diversity and cultural competency development
- Council and commission cultural competency development and responsiveness
- Reflection of Roseville's diversity in all marketing/branding

SREAP Updates
Background

- Follows first Strategic Racial Equity Action Plan (SREAP) created through GARE participation
- Priority Areas: 1) Diversity in hiring and recruitment; 2) Board and commission diversity; 3) Using an equity lens in decision making
- Staff throughout the organization will continue to implement and achieve their *existing* DEI initiatives which are not included in the SREAP work plan. However, staff should make sure they are able to complete the SREAP goals with excellence.
- The community will see impact on their lives as the city implements the third Strategic Improvement (equity lens).
- Main Audience: Intended to guide senior leaders and staff
- Community stakeholders will be engaged and consulted as needed throughout equity and inclusion efforts

SREAP Updates
Priority Updates

- Hiring and Recruitment
  - Staff has been working through both gathering and analyzing 2020/21 workforce data
  - Improvements and standardization is being implemented to address data gaps
  - Staff is working to identify tools to assist in ongoing analysis and measurement of hiring data

- Commission Recruitment – Recommendations to follow SREAP Updates
  - Staff has continued to prioritize and identify opportunities and methods to engage stakeholders throughout; stakeholder engagement so far has included staff, community members, and commissioners
  - Data has been reviewed from a variety of sources including two surveys to existing commissioners and prior applicants, LWV report, HRIEC, and internal stakeholder feedback
  - Surveys included Commissioner Demographic Survey and a Commissioner Experience Survey

- Equity Toolkit
  - Finalization of a 12-step equity toolkit is in process, incorporating stakeholder input and identifying future process for implementation
  - Staff leadership are working to understand and apply the toolkit to a future program or initiative
  - Initial planning for future training, communication, and rollout is underway
  - A supplemental Community Engagement Workbook (guide) is being developed to assist with the consideration of stakeholder impact and needed level of engagement

SREAP Updates
Ongoing Consideration

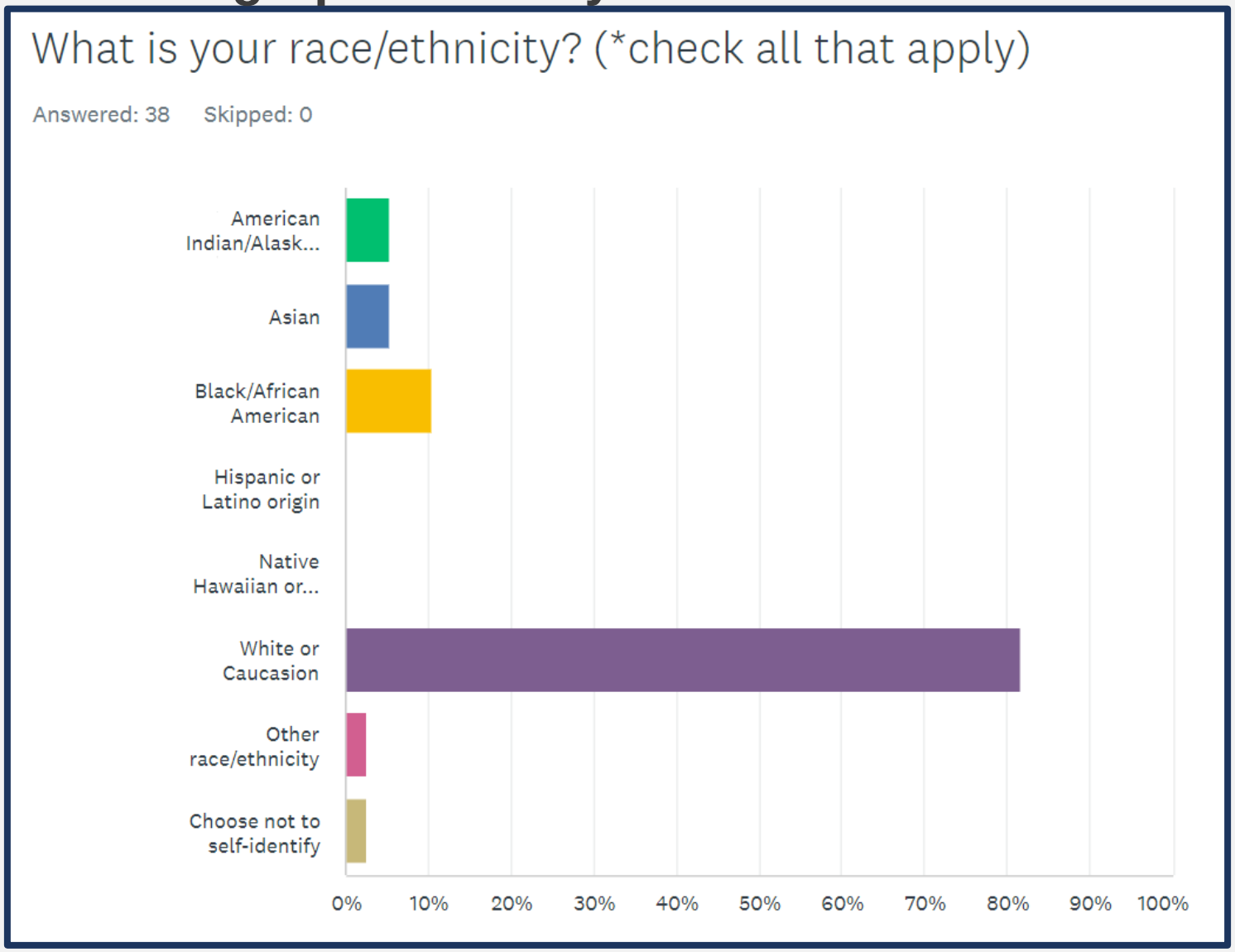
- As we continue this work in 2022, staff will continue to consider and prioritize:
  - Communication and Engagement
    - Equity updates are continuing to be communicated through the newsletter, City News emails, HRIEC meetings, and council SREAP updates
    - Opportunities to incorporate key stakeholder feedback are continuing to be identified
  - Timeline
    - Being mindful of the SREAP timeline and quarterly milestones
    - Hiring and recruitment milestones have been shifted back 3 months due to challenges in gathering data; we continue to implement improvements along the way
  - Resources/Capacity/Training
    - Ensuring training and communication is considered and prioritized for staff across the organization to understand improvements and changes to come
      - DEI, IAP2 Community Engagement, Equity Toolkit Analysis,

Commission Recruitment Recommendations Overview

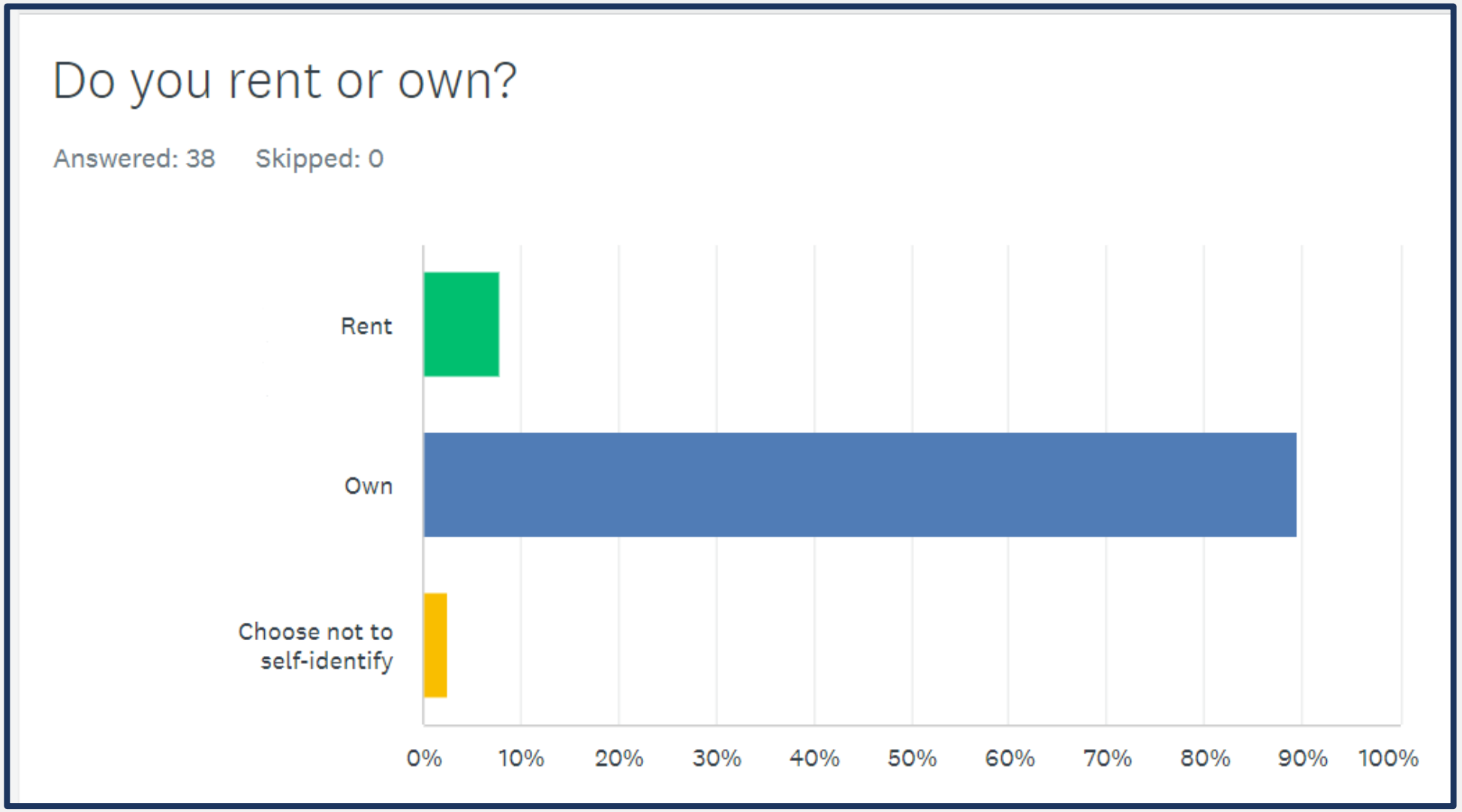
SREAP Priority #2 – Diversity/Representation on all commissions

- Spring 2022 commissioner recruitment is underway
- Improvement efforts have included improving the experience of residents in the commission recruitment process and using available data to identify disparities and set target goals
- Areas to be improved in 2022 and beyond
  - Recruitment/outreach/communications
  - Application/interview experience
  - New commissioner orientation/onboarding
- Two surveys were sent to existing commissioners; one included residents not yet appointed to a commission
  - Commissioner Demographic Survey – Q3 2021
  - Commission Experience Survey – Q4 2021

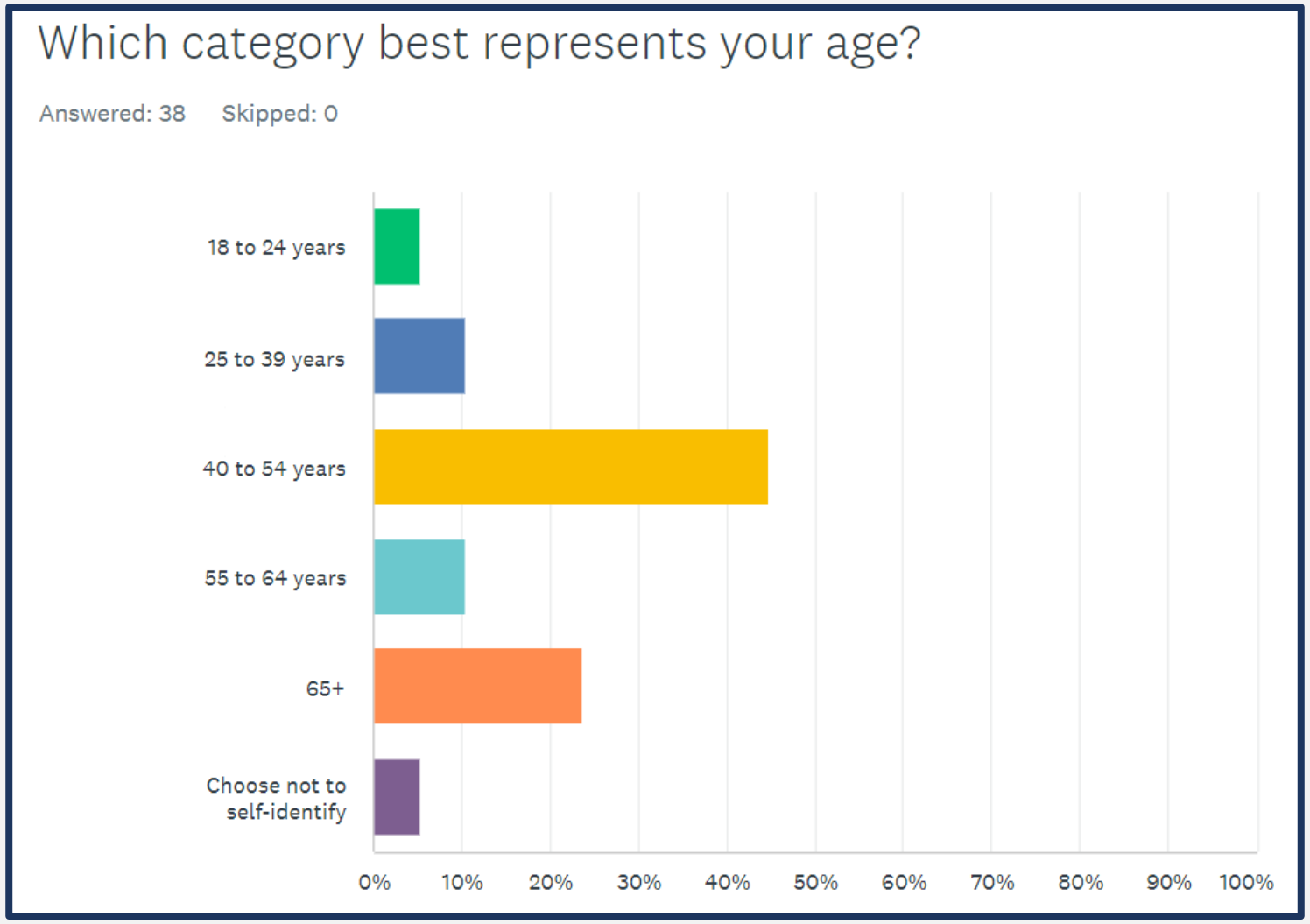
Commission Recruitment Recommendations
Commissioner Demographic Survey



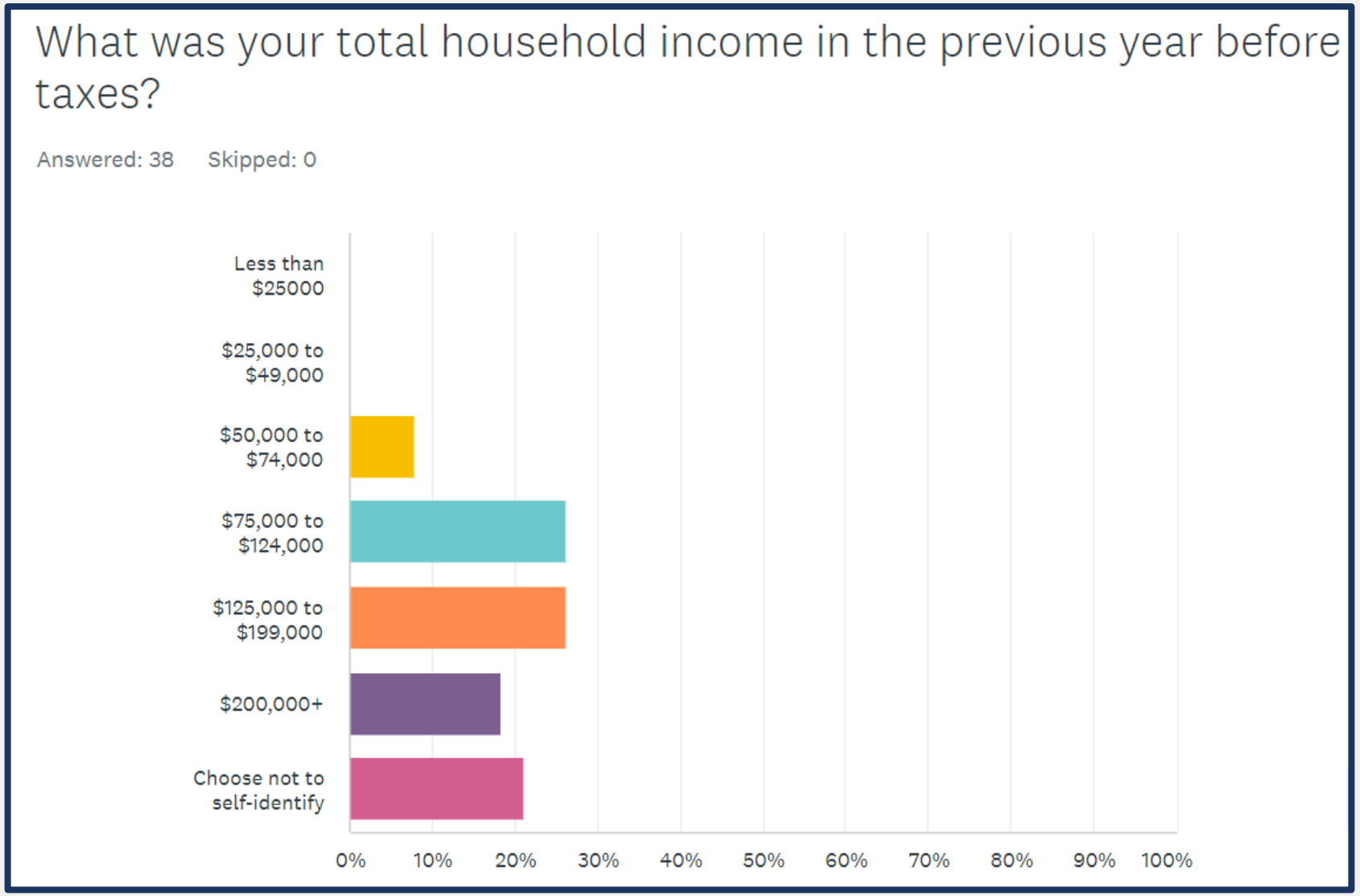
Commission Recruitment Recommendations
Commissioner Demographic Survey



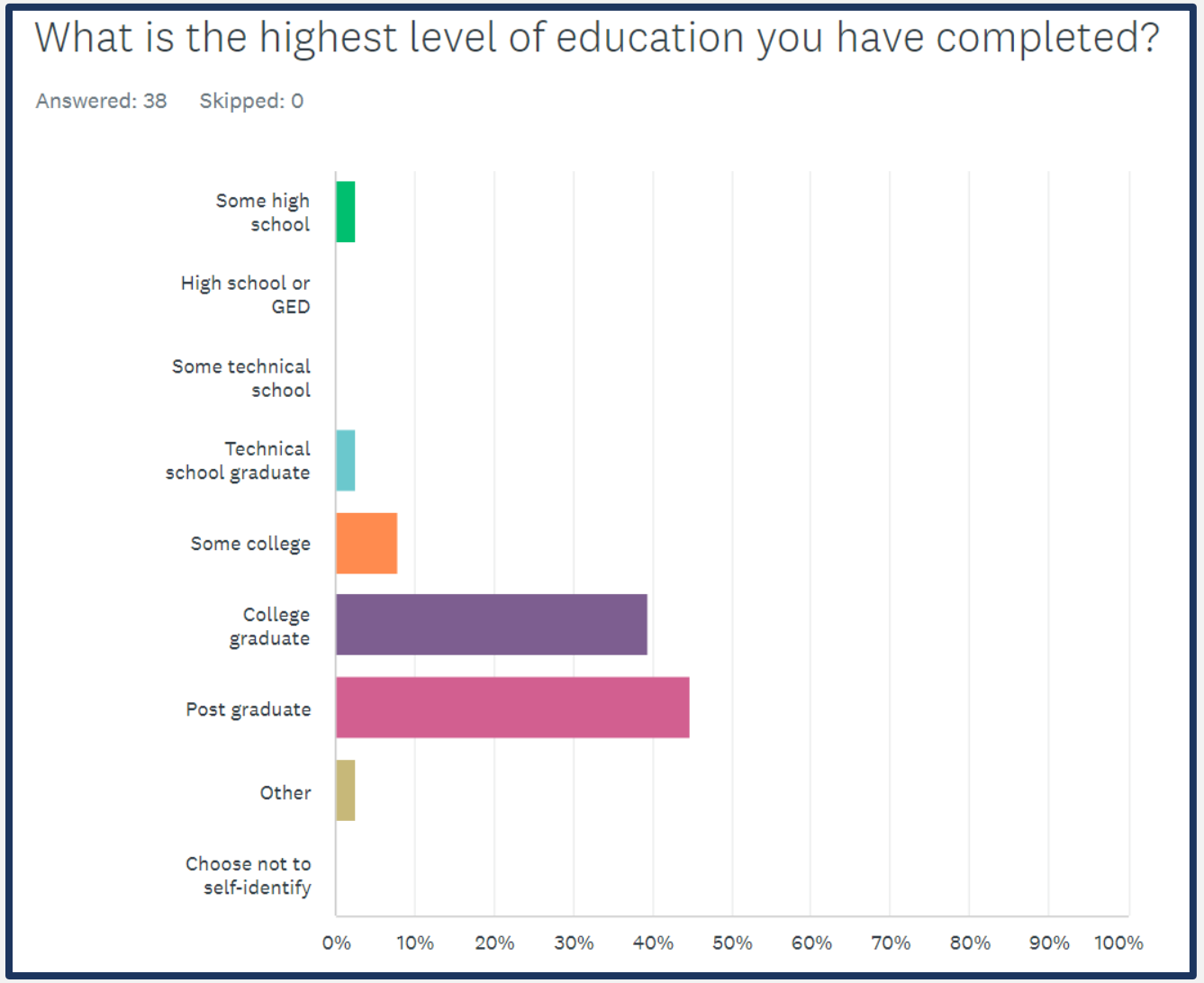
Commission Recruitment Recommendations
Commissioner Demographic Survey



Commission Recruitment Recommendations
Commissioner Demographic Survey



Commission Recruitment Recommendations
Commissioner Demographic Survey



Commission Recruitment Recommendations
Commissioner Demographic Survey

38 out of 42 eligible commissioners completed the survey in August/September 2021

- 28.95% have lived in Roseville 0-5 years; 44.74% here 20+ years
- 51.43% live east of Snelling and north of Hwy 36
- 89.47% identified as homeowners; **7.89% renters**
- 42.11% Female and 50% Male
- 44.74% are 40-54 years old; **78.95% are age 40+**
- **7.89% make below a household income of $75,000; 34.21% below $125,000**
- **84.21% college graduates**
- 81.58% white; 21.05% BIPOC*
- 26.32% learned about commission opening on city website; 23.68% city newsletter; 10.53% council or commission member

Commission Recruitment Recommendations
Commission Experience Survey

21 survey responses from current commissioners and 9 commission candidates not yet appointed from 2019 through 2021

Out of 5 stars  1 not very satisfied to 5 very satisfied

- 4.1 star average rating on overall application experience
- 3.9 star average rating on commission interview experience
- 3.4 star average rating on onboarding/orientation experience
- 4.6 star average rating on overall commissioner experience

Commission Recruitment Recommendations
Commission Experience Survey

- **Overall Application Experience Feedback – 4.1 stars**
  - "I think the questions asked when interviewing were simple, had nothing to do with the position, and finally, while I may have not have been the pick for the position – you could tell who the board liked and knew by how questions were asked during the interview process."
  - Others mentioned the need to clarify role and expectations of being a commissioner; criteria used in decision making

- **Commission Interview Experience Feedback – 3.9 stars**
  - "Interviews should be private. It is very intimidating."
  - "Not sure what I was getting judged on"
  - Better structure, clarity, and consistency with interview questions

Commission Recruitment Recommendations
Commission Experience Survey

- **Onboarding/Orientation Experience Feedback - 3.4 stars**
  - “Assign a "buddy" (which is a person who has served on the commission for some time) to each new commissioner to acclimate them into the position.”
  - More information on meeting protocol; background of commission
  - Social event to meet and get to know other commissioners

- **Overall Experience Serving as a Commissioner Feedback – 4.6 stars**
  - “I feel good about the opportunity to use my skills and background for the City’s benefit.”
  - “A short biography of the other commission members would be helpful, work experience and other financial experience (finance commission).”
  - “I’m not sure about the level of influence we actually have on the decision making by the City. It sometimes feels like we are just there to listen to the plans that already in place. Not sure how to change this.”
  - Even with opportunities for improvement, the data shows a general satisfaction with experience serving as a Commissioner

Commission Recruitment Recommendations
Candidate Experience Improvements for 2022

Recruitment – Tasks Underway by Staff

1. Establish target goals of reducing racial, rent/own, household income, and education disparities in commission representation
2. Seek out and use referrals from external facing staff, council, commissioners, community leaders
3. Emphasize, update, and target communications; leverage current resources regarding commission opportunities (newsletter, website, email, social media, city digital signage,).

Interviewing – Pending Council Approval

1. Hold separate (public) meeting for candidate interviews; no cameras; pre-schedule interviews; and better standardize structure and possible interview questions
2. List of possible questions and role of commissioner to be sent to candidates prior to the interviews

Orientation/Onboarding – Improvements Underway by Staff

1. Revamp orientation to include ethics, meeting protocol, expectations, and breakout groups to meet-and-greet and introduce workplan items
2. To occur virtually
3. All commission chairs assign a buddy for mentorship of new commissioners

Commission Recruitment Recommendations
Additional Recommendations/Considerations

- Reduce terms from 3 years to 2 years
  - Active commissioners may be reappointment up to 2 additional terms (to still total 6 years)

- Remove policy item regarding a possible requirement for twice the number of applications for commission openings
  - While intended to be inclusive, this policy sends the wrong message to the candidates that do apply.
  - Given recruitment challenges, in general, it is expected some recruitment seasons will be lighter/heavier than others

- Consider commissioner stipends in 2023 budget
  - Supports equity goals
  - Values time, guidance, experience, and expertise of residents
  - May help with recruitment
  - Could help assist with childcare or transportation expenses

- Consider childcare/public transportation reimbursement

Q & A

Questions?

THANK YOU

City of Roseville

Summary of 2020 Census Redistricting Data

Released August 12, 2021

The U.S. Census Bureau has released housing and population counts from the 2020 Census, a complete enumeration of the population as of April 1, 2020. Table 1 provides basic counts of housing units, households, and population for the City of Roseville.

Table 1: Counts of housing units, households, and population

	Housing units	Households	Total population	Population in households	Persons per household	Population in group quarters
2020 Census	**16,103**	**15,554**	**36,254**	**34,836**	**2.24**	**1,418**
2010 Census	15,490	14,623	33,660	32,234	2.20	1,426
Change, 2010-2020	+613	+931	+2,594	+2,602	+0.04	-8

Please note: To facilitate comparisons over time, all statistics provided here reflect community boundaries as they existed in 2020. For example, if a city annexed part of a township, then both communities' 2010 and 2020 numbers would reflect their 2020 jurisdictional areas. We also corrected published 2020 counts for a small number of communities where the Census Bureau's geographic files were incorrect. For more information, see the materials available at https://www.metrocouncil.org/census2020.

Race and Hispanic/Latino origin

Table 2 describes Roseville's population by race and Hispanic/Latino origin. BIPOC residents (Black / Indigenous / people of color) are 28.8% of Roseville's total population, compared with 31.2% for the seven-county Twin Cities region as a whole.

Table 2: Race and Hispanic/Latino origin, 2010 and 2020

Group*	2010 Census		2020 Census		Change, 2010 to 2020	
	Number	Percent	Number	Percent	Number	Percentage points
Total population	33,660	100.0%	36,254	100.0%	+2,594	NA
White, non-Latino	26,700	79.3%	25,809	71.2%	-891	-8.1
All BIPOC residents (Black / Indigenous / People of color)	6,960	20.7%	10,445	28.8%	+3,485	+8.1
Black or African American, non-Latino	2,038	6.1%	3,182	8.8%	+1,144	+2.7
Asian or Pacific Islander, non-Latino	2,447	7.3%	3,458	9.5%	+1,011	+2.3
Hispanic or Latino	1,551	4.6%	1,942	5.4%	+391	+0.7
American Indian or Alaska Native, non-Latino	132	0.4%	137	0.4%	+5	0.0
Other race not listed above, non-Latino	32	0.1%	122	0.3%	+90	+0.2
More than one race, non-Latino	760	2.3%	1,604	4.4%	+844	+2.2

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

Race and Hispanic/Latino origin by age

As many have noted, the population under age 18 highlights how our future population will be increasingly diverse. Table 3 provides the same breakdown by race and Hispanic/Latino origin of Roseville's population under age 18 and age 18+.

Table 3: Race and Hispanic/Latino origin by age

Group*	Under age 18		Age 18+	
	Number	Percent	Number	Percent
Total population	6,797	100.0%	29,457	100.0%
White, non-Latino	3,497	51.4%	22,312	75.7%
All BIPOC residents (Black / Indigenous / People of color)	3,300	48.6%	7,145	24.3%
Black or African American, non-Latino	1,077	15.8%	2,105	7.1%
Asian or Pacific Islander, non-Latino	869	12.8%	2,589	8.8%
Hispanic or Latino	673	9.9%	1,269	4.3%
American Indian or Alaska Native, non-Latino	26	0.4%	111	0.4%
Other race not listed above, non-Latino	25	0.4%	97	0.3%
More than one race, non-Latino	630	9.3%	974	3.3%

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

About the data

- The above tables contain the official terms for race groups as defined by the U.S. Office of Management and Budget. We use these for consistency with the data as reported by the Census Bureau while emphasizing the following:
    - Each of the groups has considerable diversity within it. For example, the Black population includes both descendants of enslaved people and recent African immigrants, while the Asian population includes Asian Indian, Chinese, Hmong, and Vietnamese residents along with many other groups. Many people prefer to be called by those more specific cultural community names rather than the federal government's broad labels. The redistricting dataset does not allow for distinctions among communities within these race groups; please see the Council's Equity Considerations dataset (https://metrocouncil.org/Data-and-Maps/Research-and-Data/Place-based-Equity-Research.aspx) for more information.
    - Many people prefer different language for these broad labels. For example, in place of "Latino," some use "Latino/a," "Chicano/a," or gender-neutral alternatives like "Latinx" or "Latine." And in place of "American Indian," some use "Native American" or "Indigenous."
- Several factors may complicate the comparison of 2010 and 2020 race data; you can find an overview at https://www.census.gov/newsroom/blogs/random-samplings.html.
- This data release contains only the numbers needed for redrawing legislative districts. Additional data, like household type and full age breakdowns, will be released later.

For additional information, please see our interactive maps and charts, available at https://metrotransitmn.shinyapps.io/census-2020. This application provides data for all cities and townships in 1990, 2000, 2010, and 2020. You can access additional detail on people who identify more than one race and examine trends for areas *within* communities (census tracts and block groups).

We are happy to discuss any additional questions you have; please contact Research@metc.state.mn.us.

City of ROSEVILLE Minnesota, USA

Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, January 10, 2022

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Willmus, Strahan, Etten, Groff and Roe. City Manager Patrick Trudgeon and City Attorney Mark Gaughan were also present.

2. Pledge of Allegiance

3. Approve Agenda

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

Roll Call

Ayes: Willmus, Strahan, Etten, Groff and Roe.
Nays: None.

4. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one appeared to speak.

5. Recognitions, Donations, and Communications

6. Items Removed from Consent Agenda

7. Business Items

a. Receive SREAP Update and Consider Recommendations to Improve Commission Recruitment

Equity and Inclusion Manager Thomas Brooks briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Additional staff and some members of the HRIEC were also at the meeting virtually as well as Ms. Lisa Tabor from CultureBrokers.

Mayor Roe thanked Mr. Brooks for the presentation.

Councilmember Etten stated he appreciated all the work and indicated there has been discussion in the past regarding implementing something with the recruitment and hiring process. He asked Mr. Brooks to highlight a couple of the changes as they look to diversify staff and bring new perspectives into the City.

Mr. Brooks indicated the biggest thing they are working on is standardization and making sure they are using software to its fullest potential to have what they need. He reviewed some gaps in the data the City currently has. He indicated the second thing is that as jobs become available, they are looking at the job descriptions to make sure they are up to date, relevant, and marketable.

Councilmember Etten explained on the priority work for 2022, he appreciated that communication engagement is there. He thought one of the keys to engagement is finding people in various places, connecting with them where they are at, and things that are relevant to them. He asked, as that is done, what kind of steps the City taking to identify those pieces.

Mr. Brooks explained this is discussed daily and a priority for them. Another of the biggest opportunities the City has is the new Community Relations team, both in Administration and the Police Department. One of the biggest opportunities the City has is working towards a better relationship with the schools and the community liaisons that have relationships with diverse families. He noted there is still a lot more to come.

Councilmember Strahan asked with the Equity Tool Kit, who is the intended audience.

Mr. Brooks explained the document in itself, in terms of doing the analysis, research, completing it, is a staff document. The expectation is that staff will consider equity and inclusion while doing research and looking at the data. One of the things he likes about the document is that questions are intended to build on each other. The summary is the equity impact analysis that will be added to the RCA's which is for Council to consider and also information that can be shared with the Commissions as they review some of these programs and initiatives.

Assistant City Manager Rebecca Olson reviewed Human Resource processes and what staff is currently doing to change some of these.

Mr. Brooks continued with his presentation regarding Commission Recruitment recommendations.

Ms. Olson reviewed the Commissioner Demographic Survey with the City Council.

Mr. Brooks added that as staff looks a little bit deeper at the data, they will use it as a tool to know who their workforce is and who the Commissioners are. The City does value current Commissioners and the expertise that they bring. Staff knows that the City is changing, and it is continuing to do so. That is one of the reasons they want to be intentional about having voices at the table to represent all the various groups that are continuing to call Roseville home.

Councilmember Willmus thanked Mr. Brooks for getting further demographic data to the Council. He appreciated the conversation and thought everyone understood that Roseville was changing and as the City goes forward, it is important to have solid, useful, and consistent data. What they are going to be looking for in some of these decisions going forward is having a handle on that data and making sure they are comparing apples to apples. That is an aspect of this as they move forward that he would certainly like to see them drill down and refine. He thought the slide that showed the current makeup of Commissions and a map of where they reside was excellent, but it is also static, and he understands in his service on the Council that it changes significantly over time and when Commissioners come and go. He did not know if that is the type of thing that would be valuable to the Council. He thought it was something that fluctuates significantly and they needed to have a handle on as they delve in and look in to find data that is consistent and applicable.

Councilmember Groff thanked staff for all the data. He thought this is a good start and looked forward to see further data and how they can further analyze this. He would like to see this implemented by the next recruitment time for the Commissions.

Councilmember Strahan appreciated all the work. She thought the area in Southeast Roseville has had the lowest representation, at least people who are living in Britany Marion and other rental housing because there is only a small number of people who are renters. She agreed that things change over time, but she did not want to discount larger trends. She thought long term staff would be hard pressed to find a lot of engagement in certain areas of the city where there maybe would be if they were engaged and encouraged to have greater participation if they felt like they were a part of the greater process, like this was their city too.

Ms. Rachel Boggs reviewed the Commissioner Experience Survey.

Mr. Brooks continued the presentation with Commission Recruitment recommendations and the orientation and onboarding of Commissioners. He also presented a proposed interview process with the Council, noting this is what staff is asking the Council to make a motion regarding.

Mr. Brooks reviewed additional recommendation/considerations such as reducing the terms of Commissioners from three years to two years, remove policy item regarding a possible requirement for twice the number of applications for Commission openings, consider Commission stipends in the 2023 budget and consider childcare/public transportation reimbursement.

Mayor Roe thought the Council could discuss recruitment, interviewing, and orientation/onboarding first.

Councilmember Strahan indicated she was a strong advocate for standardized interviews. She thought a lot of people are thrown off when they express interest that they may be a part of a public meeting. She supported holding a separate non-televised meeting for candidate interviews. She thought something that was missing but would be helpful is when candidates receive the resources telling them about the Commission they are interested in, it would be helpful if they received detail from the work in that Commission over the last year and the goals for the next year. She found the people being interviewed really do not know enough about what the position will do and how they will fit in. She thought recruitment is important and it is important that the people in the Commission seats look like and represent the people of the city. One reason she is strongly in favor of that is because the people serving on the Commissions are the most likely people to seek spots on the Council. If the City does not provide an opportunity for people to gain leadership opportunities within the city, then they are contributing to systematic racism and the City needs to make sure they provide opportunities for other people to move ahead.

Councilmember Groff explained since the newsletter is one of the City's main resources right now, he was wondering if the newsletter went out to each renter or does it get delivered to the front desk of the complex.

Mayor Roe thought the newsletter was supposed to be mailed to every address, but it may be put in a pile by the mailboxes for rental units. Regarding the interviewing process, he thought those were wise recommendations.

Councilmember Willmus indicated he supported a separate meeting for the interviews. He thought it could be nerve wracking for people, noting there are things the city can do to help with easing people during an interview, such as a more relaxed environment and not rushing them through. He explained he was going to push back on the standardized questions beyond what they typically have in the application. He thought they needed to be true to what these Commissions are, what their service is, service is to the City of Roseville, but more specifically to the City Council at an advisory capacity. Those Commissions hold public meetings with members of the public, especially the Planning Commission. He wanted to see and gauge how that individual may react when a member of the public is perhaps challenged on a question. He thought that was an important part of the role and not something he would necessarily want to dispense with. When the Council receives the applications, he thought they were all diligent about really delving into, looking at them, and digging a little deeper on an individualized basis with respect to some of the information gleaned from the applications and resume provided. That is something he did not necessarily want to move away from. He thought the onboarding process could not be stressed enough and is an incredibly important part of making sure that Commissioners are going to be successful in service to the city and the public. He thought that was the one area where the City really needed to look at and improve.

Councilmember Etten agreed with a lot of the recommendations. He liked that this was put on the front page of the newsletter and also the QR codes in the newsletter. He suggested having a QR code for the City website for applications. He was also supportive of a separate meeting without cameras for the interviews. He was curious to see what changes would be made to the application before that becomes public. He thought the Council should be a part of the vetting for that process. He tended to agree with Councilmember Willmus on the interview questions. He always asked questions looking for more information to the questions. He thought the onboarding process was particularly important as well.

Mayor Roe agreed with what was said and thought many of the recommendations were good. He noted from a historical perspective, one of the reasons the interviews are conducted on camera is because that is how the meetings are managed once the person is on a Commission so the Council can see how a candidate responds. He understands the notion of it being pressure, was not firm on the camera's aspect of it, agreed a separate day is an innovative idea, and some of the other improvements there. He noted one thing that can help is the flexibility of being able to ask what they want to ask in an interview, but he also liked expanding the application process and have standardized answers to certain things. He thought they might include some standardized decision making criteria that is broad and could be communicated to the applicants even prior to submitting their application, let alone prior to them interviewing to help them understand the general things the Council is looking for as a Commissioner. He appreciated the newsletter being used for recruitment and suggested articles all year long with the QR code linking to the website.

Mayor Roe stated he was also thinking about length of terms and noticed other cities do some interesting things in terms of their general commission webpage that staff might want to see how it can be done differently or better all year long. He suggested they emphasize the expectations of recruitment with the existing Commissioners who are part of that process and as new Commissioners come on board, that can become a part of the onboarding. As to the onboarding process, he thought staff might want to look at the amount of time they have when they start advertising for commissioners to the time the commissioner goes to their first meeting. He thought some time might want to be inserted in that period to make sure the City is providing adequate time for a good onboarding process and procedure.

Mayor Roe also suggested the ethics training be split from the commissioner training and dedicate a separate occasion for the ethics training so more time and focus can be made to the onboarding process. He suggested either before someone applies or once they applied that some useful information goes out to them on what to research and encouraging them to watch previous Commission meetings so they can be as good of a candidate that they can when they are interviewed.

Councilmember Strahan explained one huge value to the standardized questions is that it is seen as a way to reduce bias so every person is asked the same question

and it does not necessarily veer into other directions in which the Council may not have afforded someone else to expand on. She noted she has seen that in some of their meetings and someone had mentioned that at one of the Commissions that some of the questions seemed easy and some seemed hard, which can turn into a "like me" bias. She was also hesitant to add too many other writing prompts. She thought these needed to be really deliberate, intentional, and directed because if the City is trying to have people who don't all hold Master's Degrees on the Commissions, the City cannot make it so that it is impossible. She wanted to make sure that the City brings in people who may only have a high school education. She thought maybe there should be a prescreening with standardized questions where people could speak rather than write out the answer.

Mr. Trudgeon summarized the Council thoughts and noted the consensus seemed to be a separate meeting for interviews, off camera. He indicated there was some fluctuation on the questions. He thought there was recognition that questions are important but how they are used is up in the air. He suggested the Council come up with some questions they prefer to ask and give them to staff for a separate discussion. He liked the idea of having more time for onboarding of the Commissioners and agreed with the separation of the ethics training and the onboarding training.

Mayor Roe thought discussion should continue regarding the Commissioner terms, policy about the twice the number of applicants, the stipend for Commissioners, and other financial considerations.

Councilmember Willmus asked regarding the change in terms, what is the City trying to accomplish. He indicated that is something he is not understanding and wondered what that will do for the City.

Mr. Trudgeon thought it was trying to limit the commitment that people need to be on a Commission, as three years may be a long time. Staff is seeing people often roll off after two years. He noted the Commissioner would still be allowed to remain on a Commission for six years but this would give the Commission shorter terms so they can leave if they need to without being in the middle of a term.

Councilmember Willmus explained that from time to time there are a lot of applicants that apply for Commissions and he was not sure if staff has thought of this but if they looked at a change of terms, perhaps they could look at two-year terms, so the maximum term of service is four years.

Mr. Trudgeon indicated staff is looking to keep the same amount of time because there is some value in experience, it takes several years to ramp up in knowledge, so staff is making sure there is enough time and a mixture of experienced people with new people on the Commissions.

Councilmember Willmus indicated he would want to think more about removing the requirement of having twice the number of applicants apply for each Commission. With respect to stipends or some other financial assistance, he wanted to see data showing it is beneficial and does what they think it will before going in that direction. He also thought a stipend might have him look to the size of the Commissions and how many Commissions the City has because Roseville has a lot of Commissions with a lot of people serving on those Commissions in comparison to other communities. On a broader note, there has been a lot of reference to the League of Women Voters study report, and he wondered if staff has Roseville-specific data from them or is it combined with other communities.

Mr. Trudgeon indicated what staff has for information is what the Council has seen in the report and there is not a breakdown of Roseville.

Councilmember Willmus asked if the City should be using that as an instrument to guide what the City is doing without anything specific to Roseville.

Mayor Roe thought it should be used to the extent the City feels it is valuable information, just like anything else received in terms of input. He did not know if it was good or bad.

Councilmember Groff thought it would be like any other comparison because the City does want to do that from time to time, compare to other cities around Roseville to see what they are doing. He noted it has helped him, but the City needs to take it for what it is.

Councilmember Strahan explained for the League of Woman Voters data, it is for the five cities around Roseville and is not a national study. She thought if the City reached out to them, staff could get Roseville information specifically. She would be in favor of two years terms with six years maximum. She thought there were a lot of people who have discussed getting stipends for different things such as the School Board and for other people. She noted the Council gets a small stipend for being on the Council and it is certainly not a motivation for why the Council does this work, but it does not hurt. She thought maybe if someone needs it, they could apply for it, noting that maybe not everyone will want it. But, maybe some people need it for transportation, and it could be made available but not so hard that someone has to beg. It may or may not change things.

Councilmember Etten explained he was also supportive of the switch to two-year terms, but he did also appreciate the six years maximum because it helps with continuity and the onboarding process, the buddy system. With requiring twice the number of applicants, the City started doing that because there was concern about almost being forced to appoint people because there was one person and one opening, for example, and not feeling like that had the depth of what the Council was looking for. He indicated he would push back on that item because if there is one

candidate and one opening, the City is not going to see the demographic and location of different candidates on the Commissions. He was not sure about stipends and thought he would be more in favor of reimbursement rather than a straight-out stipend and recruit young people as babysitters while a Commissioner is at a meeting. He indicated there are people on the Commissions right now that do not need a stipend. As they look at some of these shorter terms and how commitments work out, maybe the City needs to look at committee or task force work on specific items that are interesting and engagement to people in the community and less to adding too many things to the various Commissions. He reviewed some items where Committees were involved with rather than Commissions.

Mayor Roe indicated he could support the change from three-year to two-year terms but was not sure if there was more the Council needed to do to understand that. He asked if that came out of survey work or is it more of an understanding on the part of staff that it might make a difference. He wondered if more engagement should be done to see if that will make a lot of difference because he was concerned that it sometimes takes a lot of time to get up to speed on certain Commissions. He noted the twice the number of applications policy needs to be better communicated to applicants. He wanted to know more about stipend versus reimbursement, but he would not want to have to make a Commissioner apply for a stipend based on income qualification because that is a lot someone would have to do to be on a Commission.

Councilmember Groff explained he was not sure regarding the three-year term versus the two-year term because he understood that some Commissioners do leave after two years but he did not think the majority of them did. He thought it might also complicate the twice the number of applicants because it could affect that as well. He would also like to know more about the stipend and thinks it should be for everyone and not just for some.

Councilmember Willmus indicated one thing he would be reluctant on, if the City went to the three two-year term option, is if the City would be opening the applicants to a review every two years because he did not want to do that. With the term that is in place now, he asked what is the drawback for someone that leaves early? He needed to know about what the goal is with that change.

Councilmember Etten thought twice the number of applicants is a great piece and letting the candidates know ahead of time that is what the Council is looking for. He also thought as a part of the rubric, the candidate could know the experience level that Council is looking for, looking for the unique way the candidate could serve, and the unique piece being brought to the community that will bring diversity. He indicated those are pieces he is looking for, which could be in a document given to candidates.

Councilmember Strahan indicated other cities utilize the two-year term and she wanted to give someone an obtainable goal because some people may think three years is too long and will not apply. She indicated the City is trying to get a different demographic of people who have not reached out. The past few years there have been fewer applicants and the ones who apply have been white men, who have a lot of remarkable things going for them but those are not the people that make Commissions representative of the City so the Council needs to look at diverse ways. Even though it is different, she is not opposed to trying it and is supportive of a change.

b. Approve Public Works 2022 Work Plan

Assistant Public Works Director/City Engineer Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Councilmember Groff thanked staff for the demanding work.

Willmus moved, Etten seconded, approving the Public Works 2022 Work Plan for street and utility improvements.

Roll Call

Ayes: Willmus, Strahan, Etten, Groff and Roe.
Nays: None.

c. Local Option Sales Tax Discussion

City Manager Trudgeon and Public Works Director Marc Culver briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Councilmember Willmus thanked staff for the work done on this and calling attention to some of the issues. He thought some of the pathway segments had issues. He reviewed a few segments with staff.

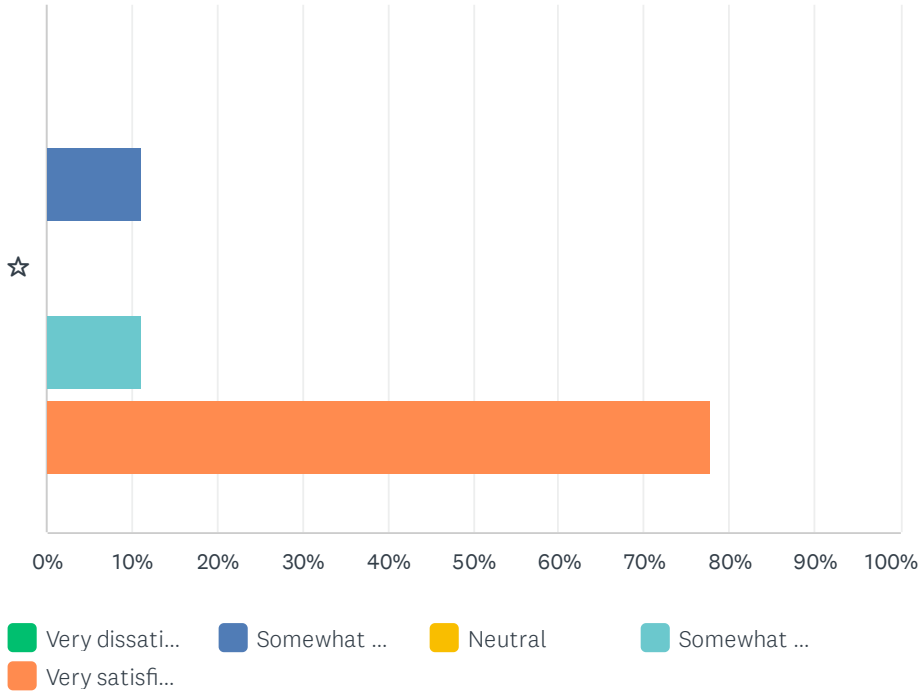
Councilmember Groff agreed with staff's analysis that the County Road C segment needed to be addressed. Regarding the pedestrian walkway, concerning Highway 36, he wondered if either of the plans was more ADA friendly or are they both equally positive for someone in a wheelchair.

Mr. Culver indicated both plans would meet ADA standards as far as grades and things like that but there could be arguments that the first one is better due to the grading.

Councilmember Etten appreciated the work at County Road C and Snelling. He indicated he was skeptical about the pedestrian crossings going across Highway 36

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 9 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	11.11% 1	0.00% 0	11.11% 1	77.78% 7	9	4.56

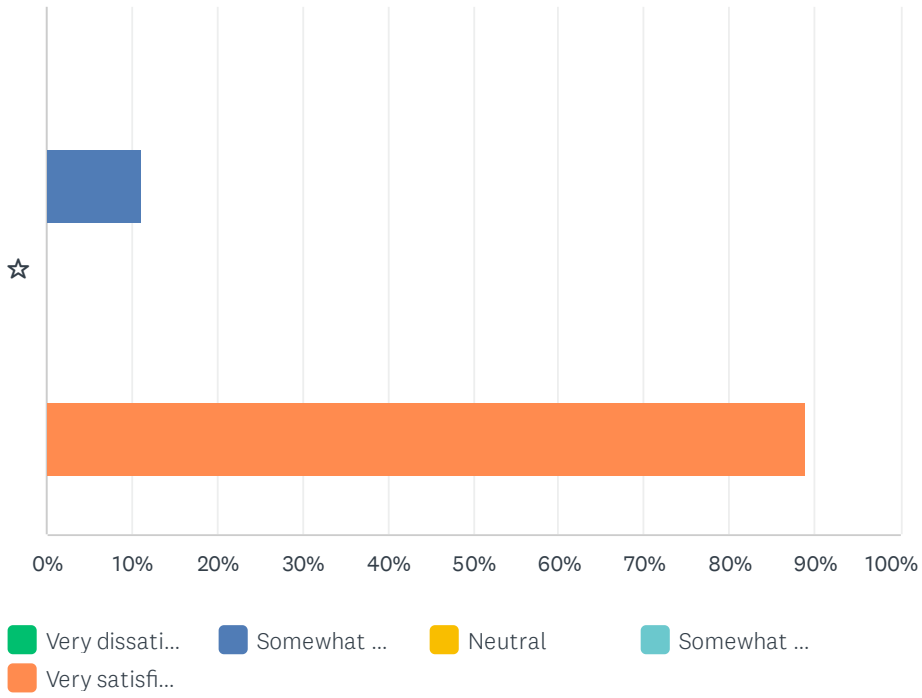
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	The selection process could be more transparent (including any evaluation of the application responses and interview responses). Even after watching the 3.13.2023 council meeting and reading the minutes and seeing the council member vote tallies for each candidate and chair recommendations, it isn't clear why one person was selected over others. There was very little discussion about the appointments during the 3.13 council meeting. As someone who was not selected, I would greatly appreciate any feedback on my application and interview responses, including why I was not selected and how I could be more eligible in the future (and if I should even bother applying again in the future for the same commission). Also, the pre-interview informational packet mentioned that if we were not selected that someone would reach out to us to see if there are other areas in the community where we can share our time and talents. However, the email I received notifying me that I was not selected simply asked me to let the volunteer coordinator know if there were other ways I wanted to volunteer my time. It just doesn't seem like a very thoughtful process for selecting commissioners because it is not clear why people were selected (or not) in terms of their qualifications and interests. It appears that no one in the city or on the council is really considering what qualifications and interests applicants who were not selected for a commission could bring to the city in ways other than as a commissioner. I guess I had interpreted previous communications that there would be a thoughtful consideration of applicants who were not selected in terms of how they could be involved, rather than just emailing applicants who were not selected and telling the applicant to contact the city if the applicant has other ideas for participating. In other words, applicants who were not selected would probably really appreciate being followed up with individually (not just a bulk, standard email) by a council member or city employee and engaging them in a thoughtful conversation about ways they could volunteer or participate, or providing recommendations or ideas to applicants not selected for how they can participate or volunteer in the future, based on their qualifications and interests as described in the application and interview process. Lastly, in the informational packet provided to candidates prior to the interview, and on the application website, it is made clear that 'no experience is necessary' to serve on a commission. However, the limited discussion among council members in the 3.13.2013 council meeting seemed to focus primarily on candidates' expertise (and diversity). It seems misleading to emphasize that no experience is needed when clearly it is needed and considered heavily in the selection process. I think some clarification and transparency on exactly what qualifications are needed or not (and criteria for the selection process) would be beneficial changes.	3/14/2023 1:41 PM
2	Honestly, the process was straightforward and the communication was clear.	3/11/2023 8:37 AM
3	It was be re profession and very organized.	3/10/2023 11:42 AM
4	Can't think of anything.	3/10/2023 11:17 AM
5	Since this was a re-application for me, I found it a much more focused and relaxed experience. The question were excellent and I am sure that they were much appreciated, especially by those applying for the first time.	3/10/2023 10:31 AM
6	Perhaps a choice of dates for interview.	3/9/2023 9:21 AM
7	I felt the application process was succinct and user friendly. I appreciated being able to start my application form and save my progress to come back to later.	3/8/2023 10:25 AM
8	You guys were very organized, well communicative.	3/7/2023 10:42 PM
9	A more detailed description of what the commission does.	3/7/2023 7:19 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 9 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	11.11% 1	0.00% 0	0.00% 0	88.89% 8	9	4.67

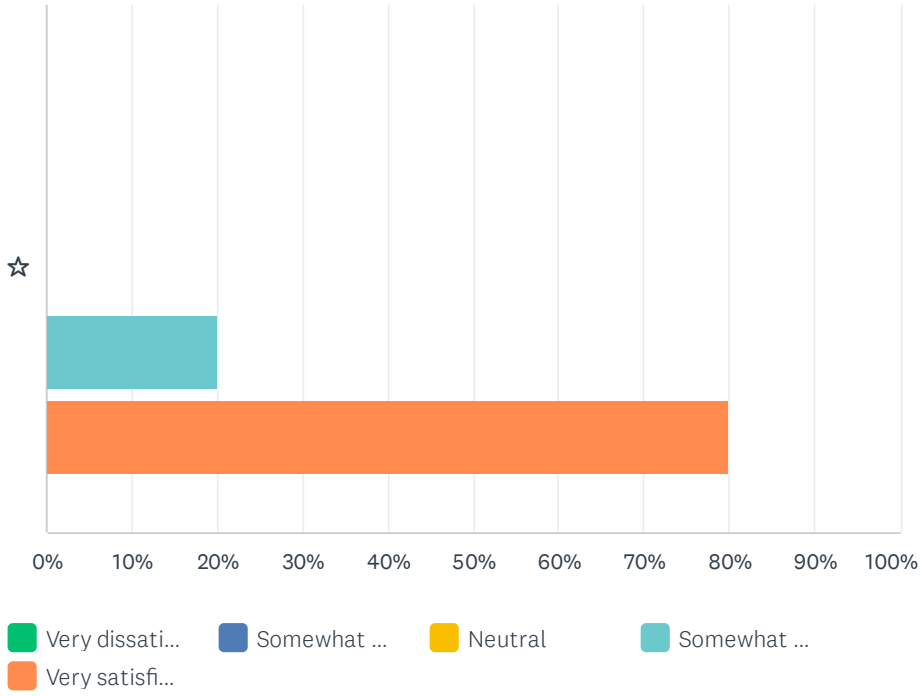
Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	It would be helpful to know in advance how many questions to expect during the interview and whether they would be the questions sent to us in advance (in the PDF informational packet emailed to us) or other questions council members want to ask. There were 'potential questions' listed in the informational packet, but it wasn't clear if all of those would be asked or if application questions would be asked too, or if other questions would be asked. The first question I was asked by a council member threw me off because it was very specific based on one sentence I used in my application, then the rest of the questions were somewhat from the list of potential questions provided. It would also be helpful to have a timer or clock available during the interview, or at least someone keeping applicants posted on remaining time and how many remaining questions there are, so that applicants stay within the allotted interview time and get to answer all the questions. Basically it would be helpful to have clearer expectations of interview questions and more structure to the interview process. Lastly, getting even a minimal amount of feedback on how applicants did during their interview and application process, what council members or city employees liked or didn't like, etc. about candidates who were not selected would be very beneficial to applicants if they decide to apply again in the future. Or even just knowing their evaluation criteria and how candidates were evaluated based on their applications and interviews would be helpful.	3/14/2023 1:41 PM
2	Perhaps have some sort of time check available? I think I went over time but didn't realize it and felt bad that I impacted the schedule.	3/11/2023 8:37 AM
3	May be have the interview for 15 min :)	3/10/2023 11:42 AM
4	Can't think of anything.	3/10/2023 11:17 AM
5	I thought these were particularly well done. The questions were very good and having them in advance seemed to aid Council as well as the applicants. Very good experience.	3/10/2023 10:31 AM
6	No changes.	3/9/2023 9:21 AM
7	I would have liked to have the city council members briefly introduce themselves before beginning questioning, otherwise I felt the interview was set up well and run smoothly.	3/8/2023 10:25 AM
8	I felt heard. I truly felt in 10 mins we could accomplished a lot. I didn't even feel rushed. I was very positively surprised.	3/7/2023 10:42 PM
9	Not sure.	3/7/2023 7:19 PM

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 5 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	4.80

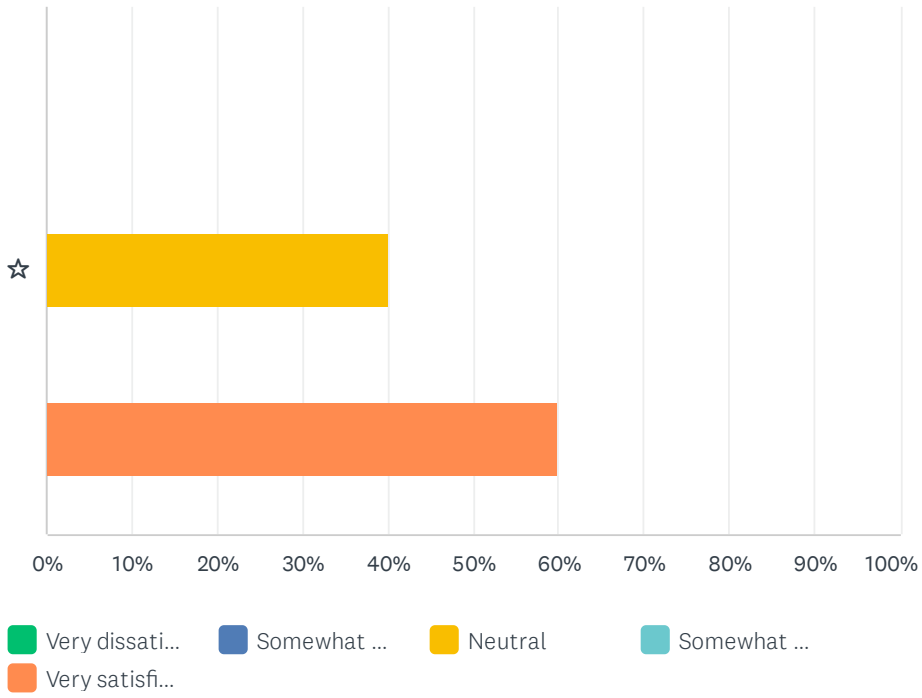
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	All seemed to go quite well	9/14/2022 6:20 PM
2	Nothing	9/14/2022 5:52 PM
3	Overall a smooth process. One change i might suggest is more direct outreach and direct communication with applicants	9/14/2022 4:33 PM
4	Nothing really. The application and interview process was straight forward.	9/14/2022 10:08 AM
5	It was easy to find since I was seeking it out, however I feel as though it could be advertised better. Perhaps putting an advertisement in city email newsletters would get it out there more.	9/13/2022 10:01 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 5 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	40.00% 2	0.00% 0	60.00% 3	5	4.20

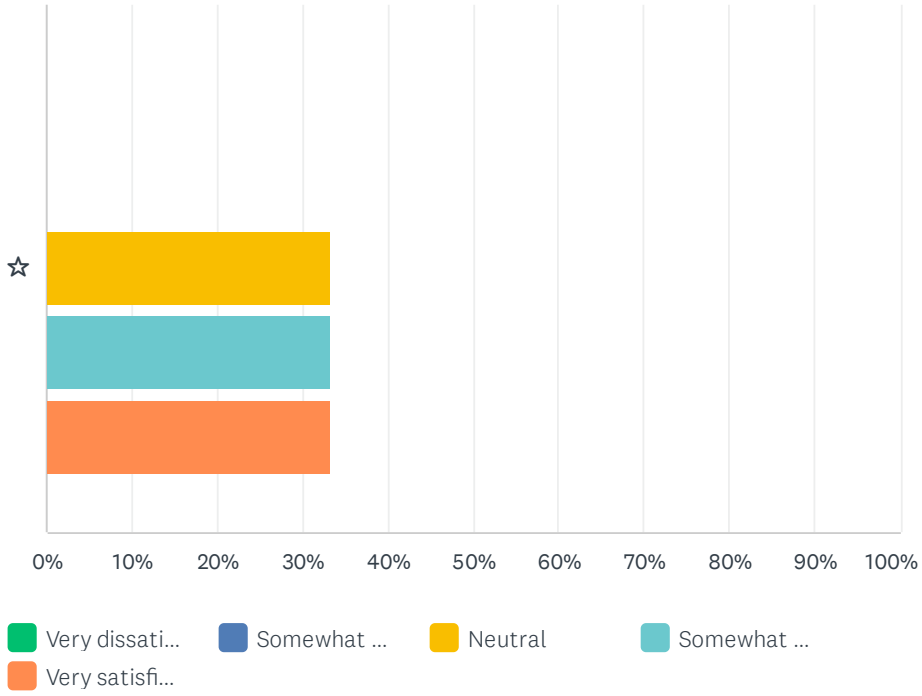
Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	It went just fine. I feel that you have your process down. It was very efficient, moved right along. Thank you for the opportunity to meet the city council and interview for the open commission positions.	9/14/2022 6:20 PM
2	Not doing a panel, it’s pretty intimidating since interviewers have quite a lot of positional power, white privilege, and (mostly) male privilege. If interviews are recorded each person who needs to weigh in on the decision of who best fits the position could do so by reviewing recording.	9/14/2022 5:52 PM
3	I dont think such short interviews need to be in person. Next time we should just record videos. Or maybe have these aligned with a council meeting and invite applicants to stay for the whole meeting.	9/14/2022 4:33 PM
4	Perhaps allow 15 minutes rather than 10. I felt a little rushed.	9/14/2022 10:08 AM
5	The interview was a bit short notice. Otherwise I had no issues with it.	9/13/2022 10:01 PM

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 6 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00

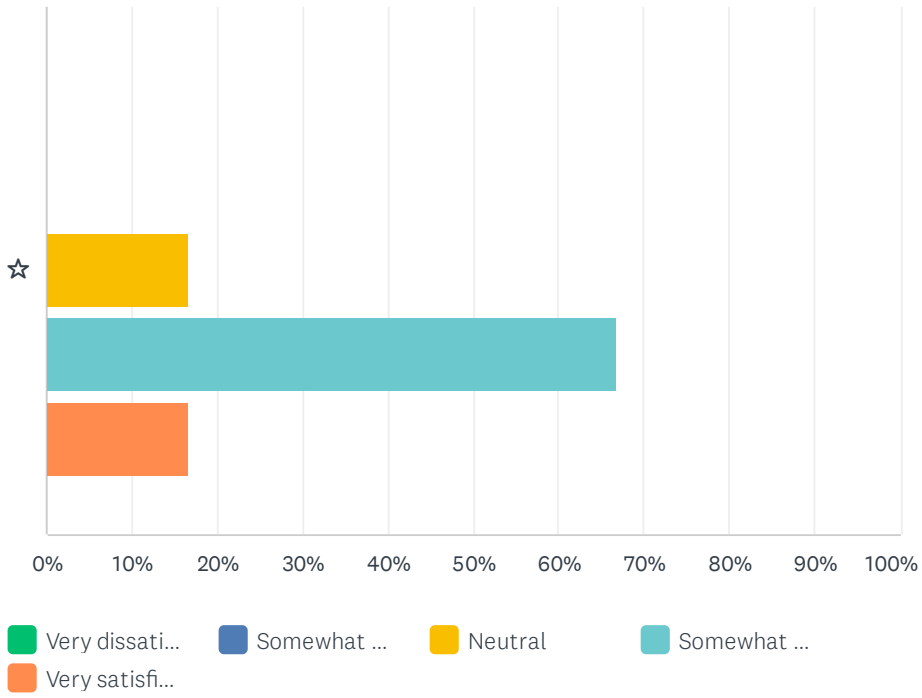
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	- A more detailed explanation of the role and what they'll be doing. I looked through the various commission reports, but still was a little mystified in what specifically the City Council was looking for in a candidate.	6/8/2022 9:22 PM
2	be open to people that may have an opposing view to yours	3/22/2022 5:50 PM
3	Application process was fine.	3/22/2022 3:20 PM
4	A quicker decision after the interviews.	3/22/2022 2:17 PM
5	Let applicants know they'll be video taped prior to applying.	3/22/2022 1:56 PM
6	The city website seems pretty dated and could use an overall update that would make the application easier to use.	3/22/2022 1:49 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 6 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	16.67% 1	66.67% 4	16.67% 1	6	4.00

Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	I felt the questions were very good starting points. Follow up would be nice personally.... we chose this person because _____. The next time around I would then be prepared and know how to answer the questions.	6/8/2022 9:22 PM
2	consider choosing somebody with an open mind rather than someone that marches to the same tune	3/22/2022 5:50 PM
3	My fault in not being better prepared for the interview process. I appreciate the time Mayor Roe spent in reaching out and the emails from Julie Strahan.	3/22/2022 3:20 PM
4	All council members attending.	3/22/2022 2:17 PM
5	More specific questions from the commission chairperson. I watched the council meeting from 3/21/22 to learn the appointments, so I knew before receiving the email from the city. Since it was announced/voted on last night and public, a more timely follow-up from the city would have been nice. Additionally, as stated (not a direct quote) by the council members when voting, “X has served well in the past and will make a great addition to this commission,” it sounds like two of the newly appointed commissioners have served on other commissions/roles. A face value, nothing’s wrong with some being appointed again; however, if you’re looking to increase diversity in viewpoints, new voices are needed	3/22/2022 1:56 PM
6	More dates and times. It's hard to have only one option available to schedule	3/22/2022 1:49 PM

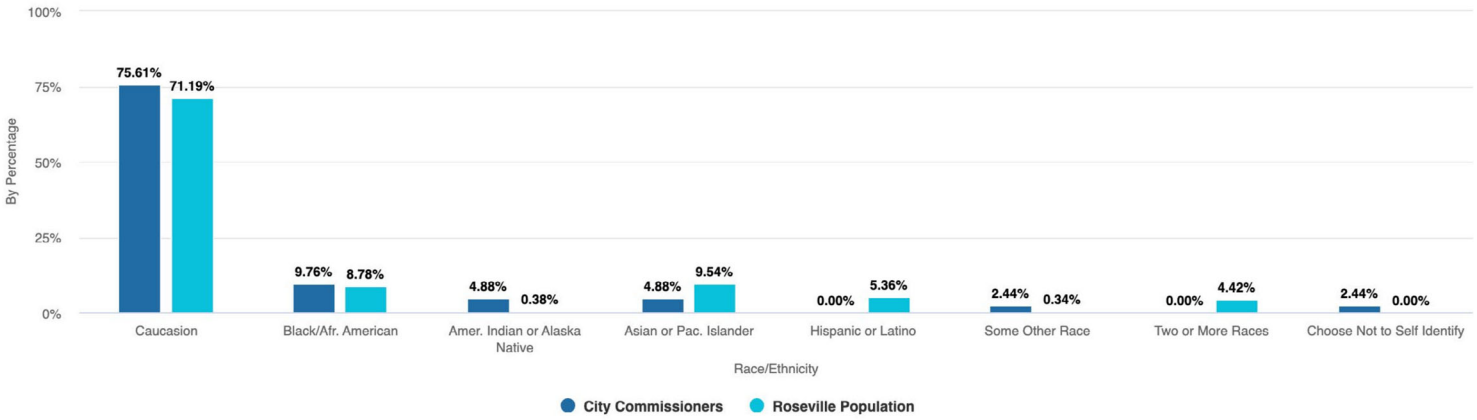
Commissions

City of Roseville Commissioners are volunteers who serve as advisory to the City Council and staff. There are currently 7 commissions, including an Ethics Commission, consisting of representation from each of the other commissions. Commissioners serve up to 3-year terms at a time. Commission candidates are appointed twice annually by the City Council in the Spring and Fall, based on available vacancies. It should be noted, as of 2021, commission demographic data is collected both on the initial application and collected comprehensively via a self-identified, optional survey annually. The next demographic survey is expected to be completed by commissioners Spring 2023. In addition to 43 commission spots held by adults, four commissions also have up to two additional youth commission positions that may be filled each year.

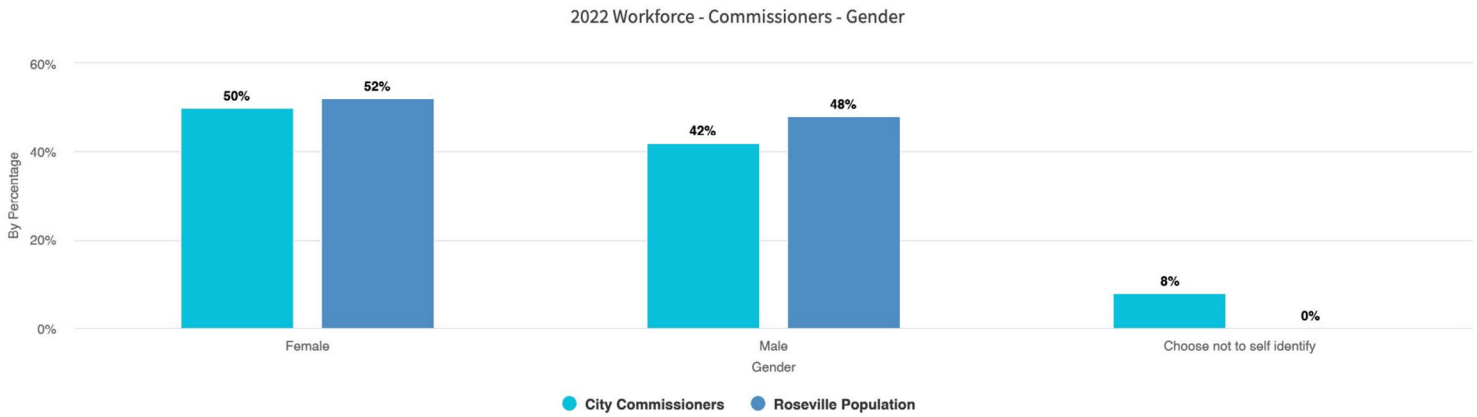
Some items note in the data below:

- While the racial and gender demographic data appears to be comparable between the Roseville population and city commissioners overall, an ongoing challenge is seeing this same diversity on each commission. Future data, will show the demographic breakdown of each commission separately.

Commissions - Race



Commissions - Gender



*This data was collected in Fall 2021 through an optional self-identified survey sent to all commissioners receiving 38 out of 43 possible responses.

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT

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

I. PROCEDURE STATEMENT – APPOINTMENTS

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

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

described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

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

II. PROCEDURE STATEMENT - REAPPOINTMENTS

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

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

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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

Form Center

By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Commission Member Application

Sign in to Save Progress

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Commission.

In order to complete this application, you will need a valid email address. All items marked with a star (*) are required fields.

Contact Information

Under state statute, commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the commissioner gives permission for the city to release it. Information relating to a student representative is private data and will not be released.

First Name*

Last Name*

Address 1*

Address 2

City

Roseville

State*

MN

Zip Code*

55113

Home or Cell Phone Number*

Email Address*

How many years have you been a Roseville resident?*

Have you applied for a commission before?*

-- Select One --

Select Language

Google Translate

If yes, what commission(s) have applied for? (dropdown, Finance, Police Civil Service, HRIEC, Parks, Planning, PWET)*

Attachment F

City of Roseville Commissions

Finance
Human Rights, Inclusion and Engagement
Parks and Recreation
Planning
Police Civil Service
Public Works, Environment and Transportation

Commission preference*

-- Select One --

1st Choice

Commission preference

-- Select One --

2nd Choice

This application is for*

-- Select One --

Note

There is no character limit for the fields below.

The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed. *

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

Google Translate

As a commissioner on your preferred commission(s), how could you contribute to the City's equity and inclusion initiatives?*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

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

Preferred method to be contacted

City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.

Preferred method to be contacted*

-- Select One --

Please provide alternative phone number or email if different from above

---

Demographics

The City of Roseville seeks to increase diversity on volunteer commissions; diversity in terms of: racial, economic, age, gender, geographic, sexual orientation, ownership, disability and education attainment. Your answers on this form help us determine the success of our efforts and are not used in determining appointments to boards and commissions. **Your information is kept strictly confidential and when reported, will not identify any individual.**

How do you identify your gender?*

-- Select One --

Do you rent or own?*

-- Select One --

Do you have a sensory, physical, or mental disability?*

-- Select One --

How did you hear about this board or commission?*

-- Select One --

What category represents your age?*

-- Select One --

Google Translate

What was your total household income in the previous year before taxes?*

-- Select One -- Attachment F

What is your employment status? (Check all that apply)*

- [ ] Employed - Full Time
- [ ] Employed - Part Time
- [ ] Full time student
- [ ] Retired
- [ ] Unemployed
- [ ] Self-employed
- [ ] Homemaker
- [ ] Other
- [ ] Choose not to self-identify

What is the highest level of education you have completed?*

-- Select One --

What is your race/ethnicity? (Check all that apply)*

- [ ] American Indian/Alaska Native
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic or Latino origin
- [ ] Native Hawaiian or other Pacific Islander
- [ ] White/Caucasian
- [ ] Other race/ethnicity
- [ ] Choose not to self-identify

Additional Information if you become Board or Commission Member

Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act*

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.

- [ ] Yes

Google Translate

Minnesota Statute §13.601. subd. 3(b)*

Occasionally, City staff receive requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Under Minnesota Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate which contact method the City may make available for inclusion on the Commission roster.

- [ ] Home/Cell Phone
- [ ] Email Address

Background Authorization*

I understand that the Commission position for which I am applying may require the City of Roseville to perform a background check. As a result, an investigation may be made in which information is obtained through personal interview(s), information held by law enforcement or governmental agencies, present or former employers, financial institutions, or references I have provided. I understand that the City of Roseville will use the services of the Roseville Police Department to assist with the research and verification of the information I have provided on my application. The City of Roseville will utilize various sources of information it deems appropriate, including, but not limited to, credit reporting agencies, Department of Motor Vehicles records, criminal conviction records, current and former employers, military records, education records, and professional and personal references. I request, authorize and consent to the release and disclosure of any and all information, including, but not limited to, the above to the City of Roseville and the Roseville Police Department, and hereby expressly release any person who provides information pursuant to this investigation from any claims or liability by me or on my behalf.

- [ ] Yes

Acknowledgement*

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true.

- [ ] Yes

protected by reCAPTCHA
Privacy - Terms

- [x] Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit | Submit and Print

* indicates a required field

More

Google Translate



THANK YOU

FOR APPLYING TO BE A CITY OF ROSEVILLE COMMISSIONER!

We are excited that you have applied to the City of Roseville. Because the city frequently has more applicants than vacancies, there is a process established to help the City Council decide who to appoint to fill those vacancies.

You have already completed the first part of that process by applying. The next step is to get to know you a little more.

As part of the next step, we wanted to let you know what to expect at the upcoming informal interviews.

Informal Interviews

Date: Tuesday, March 7
Time: 6:00 p.m. – 8:00 p.m.
Where: Roseville Skating Center Fireside Room
2661 Civic Center Dr
Roseville, MN 55113

The City Council would like to take some time to ask you some questions and get to know you in an informal setting. Each applicant is invited to participate and meet with the City Council for a brief time (approximately 10 minutes) and answer some questions.

COMMISSIONERS SERVE AS ADVISORS TO THE CITY COUNCIL AND STAFF. NO EXPERIENCE IS NEEDED. TRAINING AND ONBOARDING ARE PART OF LEARNING HOW TO BECOME AN EFFECTIVE COMMISSION MEMBER.

POTENTIAL QUESTIONS

- How do your experiences and skills relate to serving on a city commission?
- Why do you want to serve on a commission?
- Can you explain your understanding of the scope or duty of the commissions you applied for?
- What do you believe should be the focus of the commission?
- What do you love most about living in Roseville?
- Sometimes the commission must make a recommendation on a matter that has a lot of strong feeling from the public, perhaps from opposing perspectives. How would you expect to deal with such situations while serving on the commission?

MORE DETAILS ON THE FOLLOWING PAGE

Details

1. Please make sure you arrive at least 15 minutes before your scheduled time on the evening of **March 7th.** We understand that childcare can be difficult, Please notify us if you nwill need to bring a child with you to your interview.

2. Interviews will be recorded, but they will not be televised.

3. If you are unable to attend for any reason, please contact me as soon as possible at 651-792-7028 or rachel.boggs@cityofroseville.com.

4. It is expected that the City Council will be making appointments at its March 13th meeting.

5. Should you be appointed, you will be expected to attend a virtual orientation session on **Wednesday, March 29 from 6:00 p.m. - 7:00 p.m.**

Information

We encourage you to learn more about the commission to which you are applying. Included is information specific to the commission you selected on your application. We also encourage you to check out the latest commission agendas, minutes and video found on our website at cityofroseville.com/agendacenter.

Follow-Up or Questions

If you are not chosen to serve on a commission, do not be discouraged!

Your skills and time are very valuable and we have many other ways in which you can contribute to your community. If you are not chosen, we will reach out to you to see if there are other areas in the community where you can share your time and talents.

If you have any questions, please feel free to contact me. You can reach me via email at rachel.boggs@cityofroseville.com or via phone at 651-792-7028.

Rachel Boggs

Rachel Boggs

Volunteer Coordinator



THE MOST VALUABLE ASSETS YOU BRING ARE YOUR VOICE AND YOUR TIME

ROLE OF A COMMISSIONER

Serving on a commission is a privilege that implies a responsibility to act in the best interest of the City of Roseville. Members serve as ambassadors of the city, and represent the interests of the city both at official meetings as well as outside of City Hall. As an ambassador of the city, it is important to understand that your words and actions reflect that role at all times.

COMMISSIONER EXPECTATIONS

- Attend scheduled meetings or let the staff liaison know if you will be absent from a meeting.
- Read agenda packet carefully and be familiar with issues on the agenda prior to the meeting.
- Contact the staff liaison if the member requires additional information on an agenda item prior to the meeting.
- Fully participate in meetings and carry out assignments.
- Engage with community members to obtain feedback on topics under consideration.
- Demonstrate respect, kindness, consideration, and courtesy to fellow members and staff and others
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Do not direct staff.
- Do not speak for the commission unless authorized by the commission.
- Do not speak for the City unless authorized to do so by action of the City Council.

Attachment G

ROSEVILLE RACIAL EQUITY NARRATIVE



The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity.

The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

COMMUNITY ASPIRATIONS

As a community, we aspire to be:

- **Welcoming**, inclusive and respectful
- **Safe** and law-abiding
- **Economically prosperous,** with a stable and broad tax base
- **Secure** in our diverse and quality housing and neighborhoods
- **Environmentally responsible,** with well-maintained natural assets
- **Physically and mentally active** and healthy
- **Well-connected** through transportation and technology infrastructure
- **Engaged** in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.



HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION (H.R.I.E.C.)

This commission acts in an advisory capacity to the City Council on matters of human rights, inclusion and engagement.

Meeting Time: 6:30 p.m. 3rd Wednesday of the Month

INTERVIEWS
MARCH 7TH
6:00 P.M. - 8:00 P.M.
Roseville Skating Center

SCAN THE QR CODE
TO ACCESS RECENT AGENDA AND MINUTES:

Reappointment question suggestions:

1. What has been something you've learned while serving on the commission?
2. Describe a highlight to you from your time on the commission. What was a particularly challenging issue or subject you and the commission had to deal with?
3. What are you looking forward to if reappointed?

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 7.d

Department Approval

City Manager Approval

Item Description: Discussion on City Commission scope, duties, and functions

BACKGROUND

At the March 13, 2023, City Council meeting, Councilmember Etten requested the following item be considered by the City Council:

- In conjunction with current City Commission members, have a discussion regarding the scope and duty of commissions, the number of and/or frequency of their meetings, as well as any other aspects of the current commission system they might consider asking to change

At the March 20, 2023 City Council meeting, Councilmember Etten described his request in more detail and the City Council agreed to put it on the future agenda.

As a way of background, the City has the following commissions:

- Planning Commission
- Police Civil Service Commission
- Parks and Recreation Commission
- Human Rights, Inclusion, and Engagement Commission
- Public Works, Environment, and Transportation Commission
- Finance Commission
- Ethics Commission (comprised of representatives of each commission)

The scope, duties, and functions of each commission is described in Title 2 of the City Code, which is included with this case as Attachment B.

POLICY OBJECTIVE

Chapter 201.02 of the City Code states that "Advisory Commissions are establsihed to provide a method for citizen input and are advisory to the City Council. The existence of city commissions are supportive of the Community Aspirations to be "Welcoming, inclusive, and respectful" and "Engaged in our community's success as citizens, neighbors, volunteers, leaders, and business people". Finally, the work of each city commmission supports acchieving the Community Aspirations.

FINANCIAL IMPACTS

None identified at this time.

EQUITY IMPACT SUMMARY

City Commissions provide direct input and an important connection to the City Council and staff. As a result, the City's Strategic Racial Equity Action Plan (SREAP) identifies commission diversity as a top priority in order to ensure all voices are heard, especially those of BIPOC residents whose input has been marginalized and simply not asked for in the past. Ensuring that the role of commissions is clear to participants, accessible and accommodating to potential commissioners, and the work is meaningful to the commission members and the community will be important for the City Council to keep in mind as changes to the commission structure is discussed.

STAFF RECOMMENDATION

Discuss the scope, duties, and functions of City Commissions and provide direction to staff for next steps.

REQUESTED COUNCIL ACTION

Discuss the scope, duties, and functions of City Commissions and provide direction to staff for next steps.

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

Attachments: A: City Council meeting minutes dated March 20, 2023
B: Title 2 (Commissions) of the City Code

Mr. Johnson explained he was not aware of any, but staff has emphasized it to them and the training piece as well and Burro Loco is very comfortable with that as well.

Councilmember Etten noted he did ask Mr. Johnson questions in the last 48 hours, and he appreciated all of the thought and work that has gone into this to hopefully make this successful.

Etten moved, Strahan seconded, authorizing staff to enter into an agreement with Burro Loco to provide kitchen/grill service at the Cedarholm Community Building, pending final legal review.

Roll Call
Ayes: Etten, Groff, Strahan, and Roe.
Nays: None

8. Council Direction on Councilmember Initiated Agenda Items

a. Provide Direction on a Proposed Future Agenda Item to Initiate a Review of Commission Scope, Duties, and Functions

Councilmember Etten requested at the March 13, 2023 that this item be considered by the City Council.

Councilmember Etten explained there are at least three Commissions for various reasons that may be looking at how they operate in various ways. He explained PWETC came to the City Council for a name change because they wanted to focus on the environment but there really is not a scope and duty change. The HRIEC has had a couple of times where they really had not had work to do and thinking about how the City is utilizing those very passionate people. The Finance Commission has been looking at what they are doing and not doing and how much time they are spending on things. He would like the City Council to authorize Commissions to review these things and come back to the Council with their own thoughts and wide-open parameters to see what the Commissions come back with. He thought that Commissions did not work if folks are not engaged and that their time is not being used valuably. He wanted to make sure that the City does not leave the volunteers wondering what is going on.

Mayor Roe asked if there are any clarifying questions for Councilmember Etten.

Councilmember Strahan stated the Council had a couple of comments in the past that come to mind and she did not know if those would be included in what Councilmember Etten is thinking about right now, one of which was a concern with the Finance Commission and the process of approving things their role fits and what their duty was. Also with the Planning Commission, the Council has heard how the Commission is tasked with rubber stamping

things to send to the City Council. She indicated to her, there is an element of how they fit in relation to what the Council does. She wondered if Councilmember Etten saw that as well.

Councilmember Etten thought that was something that could be brought forward, and the Council has had discussions about those things over the last five to seven years. The Council has actually moved timing on some planning things and process already. For him, the door would be pretty wide open to say what are the Commission's thoughts and why, and then the Council would be filtering that back to whatever the Council felt was serving the community in the best way and serving what the Council needs.

Councilmember Strahan wondered if they could also add how Youth Commissioners fit, given the given that the City does not have any Youth Commissioners at the moment.

Councilmember Etten agreed.

Mayor Roe asked if Councilmember Etten had an idea of time frame that he would want this on a Council agenda coming up.

Councilmember Etten thought in the next month or so would be fine and then from there start to move things forward.

Without objection, Mayor Roe indicted this topic would be put on a council agenda in the time frame requested by Council member Etten.

b. Provide Direction on a Proposed Future Agenda Item to Consider

c. Council Engagement with the Community via Various Means

Councilmember Strahan requested via email on March 14, 2023 that this item be considered by the City Council.

Councilmember Strahan explained she brought this to staff because during campaigning, she had heard from various people about the lack of a local newspaper and that it will not probably be coming back. She is wondering what other communication tools can the City utilize. In her mind, it came back to the IAP2. She noted that the City of St. Anthony Village has "Coffee with Council" once a month in which there is a two-hour open window with which people can have office hours. She thought this might be an opportunity where the City Council can go to people. Repeatedly, she has heard from people about having holding a town hall or City meeting of some kind. The other thing is the possibility of having the meetings out in the community, the reason being that if they are really into IAP2, which the City spent so much time deciding if they were involved, collaborate, or empower, how does the

TITLE 2
COMMISSIONS

CHAPTER 201
ADVISORY COMMISSIONS

SECTION:

201.01: Establishment
201.02: Purpose
201.03: Membership
201.04: Terms
201.05: Compensation
201.06: Organization
201.07: Meetings and Reports

201.01: ESTABLISHMENT:

A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.

B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.

C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.

2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.

3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.

4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.

5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.

2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.
(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202
PLANNING COMMISSION

SECTION:

202.01: Establishment and Membership
202.02: Meetings and Reports
202.03: Preparation of Comprehensive Plan
202.04: Procedure for Adoption of City Comprehensive Plan
202.05: Adoption of City Comprehensive Plan by City Council
202.06: Means of Executing Plan
202.07: Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than $5/7^{ths}$ of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment. Requirements for such an open house are as follows:

A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

CHAPTER 203
POLICE CIVIL SERVICE COMMISSION

SECTION:

203.01: Establishment
203.02: Statute Adopted

203.01: ESTABLISHMENT:

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)

CHAPTER 204
PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership
204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
F. Review conditions and adequacy of city park property.
G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
H. Keep informed and consider all financial aspects pertaining to parks and recreation.
I. Consider proper names for city park property.
J. Propose regulations for control of city park property to the City Council.
K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
L. Represent the city at community functions where appropriate and approved by the City Council.
M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.

N. Perform other duties and functions or conduct studies and investigations as specifically

directed or delegated by the City Council. (Ord. 1038, 6-27-1988)

O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205
HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership
205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

A. **Evaluate** – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
    1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
    2. Understand the demographics of the community.

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

B. **Advise** – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City's efforts to foster a sense of community with residents and businesses.

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City's policies and actions
2. Review and recommend ways to improve the City's interactions with residents, businesses, and community and neighborhood organizations through:
    a. Communication efforts to facilitate effective two-way communication whenever possible
    b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community's various visioning efforts.
    c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

C. **Engage** – The commission may engage residents and businesses through city council approved programs, events and projects that support the commission's purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.
2. Events or projects that promote connections in the community.
3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

D. Perform other duties and functions as directed by the City Council.

Section 2
Title 2, Chapter 209 (Community Engagement Commission) is repealed.

Section 3
Effective date. This ordinance shall take effect upon passage and publication.

(Ord. 1526 04-24-2017)

CHAPTER 206
PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership
206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002) (Ord. 1481, 07-20-2015)

CHAPTER 207
ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership
207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016)

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
B. Administer any ethics code adopted by the City Council.
C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)

CHAPTER 208
FINANCE COMMISSION

SECTION:

208.01: Establishment and Membership
208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.

208.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
B. Review and recommend funding strategies for the Capital Improvement Plan.
C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
E. Review and recommend the annual timeline and process for creating City budgets.
F. Review the annual financial information, the annual audit report and management letter.
G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
H. Perform other duties the City Council assigns.

(Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 10.a

Department Approval

Michelle Pietrick

City Manager Approval

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	$1,540,899.59
106286-106380	$193,192.68
Total	$1,734,092.27

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

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

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

RACIAL EQUITY IMPACT SUMMARY

N/A

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Joshua Kent - Assistant Finance Director
Attachments: A: Checks for Approval

Bank Reconciliation

Board Audit

User: Joshua.Kent
Printed: 04/19/2023 - 11:14AM
Date Range: 04/05/2023 - 04/18/2023
Systems: 'AP'

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	David R. Cantu	March Benefits Reimbursement	04/13/2023	12,878.65
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	85,111.69
		Total for Department: 00 General Function		97,990.34
Department: 01 General Government				
0	Amazon.com- CC	Wellness Supplies	04/13/2023	331.41
0	American Mailing Machines-Non Bank	Postage	04/13/2023	3,000.00
0	Erickson, Bell, Beckman & Quinn P.A.	Services Rendered through 3/31/23	04/12/2023	14,457.00
0	Fikes, Inc.	Bathroom Supplies	04/12/2023	487.79
0	Government Finance Officers Associati	MNGFOA Memberships - Pietrick, Ke	04/13/2023	210.00
0	Greenhaven Printing	#10 Window Envelopes	04/12/2023	389.70
0	Jacob Swanson	Tuition Reimbursement Spring Semest	04/12/2023	1,500.00
0	League of MN Cities-CC	2023 Safety & Loss Control Workshop	04/13/2023	20.00
0	McGough Property Management, LLC	Facility Managment Services 2/27-4/2	04/12/2023	4,191.00
0	Metro-INET Non Bank	Sourcewell Wellness Incentives paid to	04/13/2023	1,475.00
0	Press Publications-CC	Seasonal Jobs 2023	04/13/2023	900.00
0	RVA- Non Bank	Feb Hotel Tax Included in UB Paymer	04/13/2023	3,606.13
0	Salvation Army-CC	Wellness Supplies	04/13/2023	5.37
0	Sam's Club-CC	Wellness Supplies	04/13/2023	369.59
0	Target- CC	Wellness Supplies	04/13/2023	133.92
0	Time Saver Off Site Secretarial, Inc.	City Council Meeting 2/27, PWETC M	04/05/2023	310.50
0	Time Saver Off Site Secretarial, Inc.	March 6, 13 & 20 Council Meetings 2(	04/12/2023	782.25
0	Yale Mechanical	City Hall Boiler Pump Leaking	04/12/2023	2,637.20
106286	API Garage Door	Repair Door, springs and labor	04/05/2023	1,838.40
106302	Grainger Inc	Recycling and waste baskets	04/05/2023	62.44
106311	MAMA-Metropolitan Area Managemer	March 23 Luncheon	04/05/2023	25.00
106312	National Awards & Fine Gifts	Name Badge - Volunteer	04/05/2023	256.97
106313	NFP Insurance Services, Inc.	BWIFT Fee March 2023	04/05/2023	1,183.40
106345	CL Bensen Company, Inc.	Filters	04/12/2023	334.20
106349	David R. Cantu	April 2023 Billings	04/12/2023	426.50
106350	Davis Lock & Safe Inc	Elev. Keys	04/12/2023	17.00
106354	Huebsch, Inc.	Floor Mats	04/12/2023	1,158.67
106363	Metropolitan Courier Corp.	March 2023 Services	04/12/2023	761.39
106364	Minnesota Occupational Health	Reasonable Suspicion Training Classes	04/12/2023	396.00
106371	Ramsey County	Election Services 2023 2nd Quarter	04/12/2023	24,269.00
		Total for Department: 01 General Government		65,535.83
Department: 02 Public Safety				
0	511 Tactical-CC	Uniforms	04/13/2023	185.00
0	Amazon.com- CC	Micro SD Card, Compact Flourescent	04/13/2023	88.98
0	Costco-CC	Station Supplies/Coffee	04/13/2023	597.59
0	Crutchfield Business-CC	Electronic parts	04/13/2023	285.41
0	Davanni's -CC	Pizza - Outreach Event	04/13/2023	230.67
0	Dunkin Donuts-CC	Donuts/Coffee - Outreach Event	04/13/2023	28.78
0	Emergency Automotive Tech Inc	Whelen Ion T Series Linear Lighthead	04/05/2023	116.00
0	FBI Leeda-CC	Training for Jeffrey Lopez	04/13/2023	795.00
0	Fed Ex-CC	Boxes	04/13/2023	28.98

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Fikes, Inc.	Bathroom Supplies	04/05/2023	39.00
0	Home Depot- CC	Shelving	04/13/2023	279.00
0	IAAI-CC	Active 1yr - Chris DuBay	04/13/2023	103.00
0	Keys Cafe & Bakery-CC	Training Meal	04/13/2023	112.87
0	Laerdal Medical-CC	AC/DC Adaptor charger	04/13/2023	202.00
0	License Center-Non Bank	Registration for 2015 CHRY Unmarke	04/13/2023	2,241.20
0	MacQueen Equipment	MSA Confidence D1 Pus Cleaner Liqu	04/05/2023	400.21
0	Masa Consulting, Inc.	Mental Health Consultation Services f	04/05/2023	1,800.00
0	Masa Consulting, Inc.	Mental and Behavioral health consulta	04/12/2023	1,800.00
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	2,160.04
0	MN IAAI-CC	Conference - Chris DuBay	04/13/2023	260.00
0	MN POST Board-CC	Post License for Bryan Poland	04/13/2023	91.94
0	Natl Registry of EMT's-CC	EMT Recertificiation	04/13/2023	339.00
0	Primary Products-CC	Gloves	04/13/2023	791.76
0	Ready Watt Electric, Inc.	091 Cleveland - replaced bad charger a	04/05/2023	705.00
0	Royal Canin-CC	K9 dog food	04/13/2023	363.65
0	SFM Risk Solutions	Idemnity - Fire	04/05/2023	3,133.28
0	Sirchie Finger Print-CC	Ink	04/13/2023	64.34
0	Speedway-CC	Propane exchange	04/13/2023	51.52
0	Starbucks-CC	Training Meal	04/13/2023	76.13
0	Suburban Ace Hardware-CC	Gloves	04/13/2023	55.79
0	Sun Control Of MN- CC	Window Film 2023 Toyota Rav 4	04/13/2023	310.00
0	UPS Store- CC	Recovered stolen property shipped bac	04/13/2023	55.52
0	US Bank-Non Bank	Feb 2023 Terminal Charges	04/13/2023	63.61
0	Xcel Energy	March Xcel Billings	04/05/2023	5,043.80
106287	Aspen Mills Inc.	Clothing	04/05/2023	524.06
106292	Circle K Stores Inc.	March Car Washes	04/05/2023	52.00
106307	Jeff Belzers Roseville Chrysler Dodge .	Repair/Replace Rear HVAC Module/D	04/05/2023	1,301.00
106322	Rosenbauer Minnesota, LLC	Flushed foam/replaced transducer, cali	04/05/2023	1,716.30
106334	Viking Electric Supply, Inc.	7W LED PAR20 DIMMABLE 3000K	04/05/2023	43.74
106345	CL Bensen Company, Inc.	Filters	04/12/2023	180.24
106362	McKesson Medical-Surgical	Naloxone	04/12/2023	496.37
106379	Verizon	Phones Feb 27-Mar 26, 2023	04/12/2023	40.01
		Total for Department: 02 Public Safety		27,252.79

Department: 03 Public Works

0	Amazon.com- CC	Color Paper	04/13/2023	34.35
0	Apple-CC	iCloud Storage	04/13/2023	1.98
0	Corporate Connection, Inc.	Roseville Jacket	04/05/2023	70.68
0	Cub Foods- CC	Donuts	04/13/2023	39.96
0	Cushman Motor Co Inc	50 HR Service Kit C70	04/05/2023	676.85
0	Erickson, Bell, Beckman & Quinn P.A.	Services rendered through Nov 30, 20	04/05/2023	524.50
0	Factory Motor Parts, Co.	Part DLP FG1321	04/12/2023	253.44
0	FleetPride	Software Update Encore	04/05/2023	682.00
0	Greenhaven Printing	Daniel Turner Business Cards	04/12/2023	71.30
0	Home Depot- CC	4x4x10 Cedar Tone, Doorbell Kit	04/13/2023	341.86
0	Kath Fuel Oil Service, Inc.	Oilmaster Synthetic HD 5W40/Citgo A	04/05/2023	3,469.57
0	MacQueen Equipment	Belt/Mirror/Sprocket/Light/Bearing	04/05/2023	895.61
0	MacQueen Equipment	Rim - GD WHL GREY N3C	04/12/2023	566.77
0	Mansfield Oil Company of Gainsville,	CONV 87 OCT E-10 Fuel	04/12/2023	11,527.86
0	McMaster-Carr	Extension Springs with hooks	04/05/2023	111.71
0	McMaster-Carr	Screws, adhesive	04/12/2023	32.50
0	Menards-CC	PVC Pipe, accessories	04/13/2023	220.53
0	MN Dept of Revenue-Non Bank	Fuel Tax - February	04/13/2023	478.52
0	Napa Auto Parts	Oil Pressure Guage Switch	04/05/2023	98.86
0	Northern Tool & Equip- CC	Tools/Accessories	04/13/2023	141.35
0	Premium Waters Inc	Coffee	04/05/2023	35.98
0	Rigid Hitch Incorporated	Pintle Hook Combo Kit	04/05/2023	270.55
0	SFM Risk Solutions	Idemnity - Streets	04/05/2023	5,715.50
0	Snap On-CC	17" Plier Wrench	04/13/2023	85.00
0	Suburban Ace Hardware-CC	Fastners	04/13/2023	14.15
0	T Mobile-CC	Monthly Phone - PW	04/13/2023	393.71

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	T. A. Schifsky & Sons, Inc.	Yard Purchases 3/19 to 3/25/23	04/05/2023	866.25
0	Verizon-CC	Dec 27-Jan 26 Phone Charges	04/13/2023	226.19
0	Xcel Energy	March Xcel Billings	04/05/2023	16,795.32
106288	Astleford International	Reman Brake She Kit, Drum-Brake 16	04/05/2023	782.52
106290	CES Imaging	SSP Minimum - Canon TX3000MFP	04/05/2023	40.00
106299	Gary Carlson Equipment, Corp.	Sprayer. Hose. Brass ShutOff	04/05/2023	361.09
106301	Goodyear Tire & Rubber Company	Tire Repair	04/05/2023	5,403.61
106307	Jeff Belzers Roseville Chrysler Dodge .	Dodge Durango, AC blows warm/Eng	04/05/2023	1,035.89
106312	National Awards & Fine Gifts	Name Badge - Lowry	04/05/2023	27.23
106315	Precise MRM, LLC	10MB Flat Data Plan US w/ NAF	04/05/2023	768.00
106316	Precision Landscape & Tree,Inc	Tree Removal	04/05/2023	112.00
106317	Q3 Contracting, Inc.	Traffic Control Plan - Snelling btwn R	04/05/2023	500.00
106331	Tri State Bobcat, Inc	Belt/Idler	04/05/2023	779.61
106339	Astleford International	RSD Reman Brake SHE Kit-Core	04/12/2023	254.76
106344	Cintas Corporation	Clothing	04/12/2023	39.62
106353	Grainger Inc	SQ147420591200010 1KALJ KEYED	04/12/2023	210.00
106357	Jeff Belzers Roseville Chrysler Dodge .	Nozzle-Win	04/12/2023	131.56
		Total for Department: 03 Public Works		55,088.74
		Total for Fund:100 General Fund		245,867.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Motel 6 - CC	Homeless Outreach	04/13/2023	214.06
		Total for Department: 02 Public Safety		214.06
		Total for Fund:101 General Fund Donations		214.06

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	957.70
106329	Sussel Corp.	Escrow Control Escrow Refund for EC	04/05/2023	1,000.00
		Total for Department: 00 General Function		1,957.70
Department: 03 Public Works				
0	T Mobile-CC	Monthly Phone - PW	04/13/2023	10.84
106333	Universal Services, Inc.	Voided ROW22-226	04/05/2023	90.26
		Total for Department: 03 Public Works		101.10
		Total for Fund:103 Contracted Engineering Svcs		2,058.80

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 109 Information Technology				
Department: 01 General Government				
0	Metro-INET Non Bank	March IT Services	04/13/2023	71,328.00
		Total for Department: 01 General Government		71,328.00
		Total for Fund:109 Information Technology		71,328.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	2,120.27
		Total for Department: 00 General Function		2,120.27
Department: 01 General Government				
0	Adobe System-CC	Adobe stock - 10 assets a month	04/13/2023	29.99
0	Amazon.com- CC	Office Supplies	04/13/2023	61.06
0	Ian Walesch	Reimbursement for QR Code generato	04/05/2023	191.88
		Total for Department: 01 General Government		282.93
		Total for Fund:110 Telecommunications		2,403.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 112 IT: Other Agency Operational				
Department: 01 General Government				
0	Metro-INET Non Bank	Jan-Mar Ramsey County Library Syst	04/13/2023	3,225.00
		Total for Department: 01 General Government		3,225.00
		Total for Fund:112 IT: Other Agency Operational		3,225.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	10,555.83
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - February	04/13/2023	8,849.66
		Total for Department: 00 General Function		19,405.49
Department: 04 Recreation				
0	Amazon.com- CC	Sweetheart Dance Supplies	04/13/2023	37.85
0	Comcast-CC	AG Services	04/13/2023	303.33
0	Crescent Electric Supply Co	Eaton 20A 1P CKT BRKR, Eaton Fille	04/05/2023	27.50
0	Dick's Sporting Goods-CC	Dance Costume	04/13/2023	23.99
0	Fikes, Inc.	Bathroom Supplies	04/12/2023	277.78
0	Home Depot- CC	Mouse Traps/Bait	04/13/2023	121.03
0	Instacart-CC	Sweetheart Dance Snacks	04/13/2023	162.83
0	Metro Volleyball Officials	Winter Volleyball Officials weeks 7-9	04/05/2023	3,978.00
0	Metro Volleyball Officials	Winter Volleyball Weeks 10-13	04/12/2023	5,780.00
0	Mood Media, Inc.	April Recurring Services & Finance C	04/05/2023	179.30
0	Office Depot- CC	Postcards	04/13/2023	77.72
0	R & R Specialties of Wisconsin, Inc	Impeller, water pump	04/12/2023	521.35
0	Revolution Dancewear-CC	Dance Costumes	04/13/2023	458.50
0	Suburban Ace Hardware-CC	Wire/Fasteners	04/13/2023	15.46
0	Taho Sportswear, Inc.	Basketball Champs Shirts	04/12/2023	747.50
0	VFW-CC	Pizza for Concessions	04/13/2023	254.85
0	Walmart-CC	Sweetheart Dance Supplies	04/13/2023	57.85
0	Weissman's Design-CC	Skate Costumes	04/13/2023	4,133.56
0	When I Work-CC	45 employee seats	04/13/2023	90.00
0	Xcel Energy	March Xcel Billings	04/05/2023	47,313.98
106303	Groth Music	Music for Roseville Big Band	04/05/2023	69.89
106318	Quill LLC	Glance na glass sc 2.5 2/ct	04/05/2023	140.65
106321	Revolutionary Sports, LLC	Volleyball Feb 24-Mar 24	04/05/2023	1,342.25
106323	Roseville Boys Hockey Booster Club	Advertisement in boys hockey progran	04/05/2023	225.00
106325	Roseann Scroggins	Damage Deposit Refund - Banquet roc	04/05/2023	200.00
106326	Shamrock Group, Inc.	50lb CO2 Cylinder Rent	04/05/2023	30.07
106332	Twin City Hardware	Banquet room door repair	04/05/2023	390.00
106336	Watson Company	Concessions Supplies	04/05/2023	730.20
106338	AARP Driver Safety Program	April 4th class, 9 members, 3 non men	04/12/2023	255.00
106340	Black Stone Sports	1/2" Diamond Discs	04/12/2023	343.14
106346	The Cleaning Authority, Inc.	March Monthly Cleaning	04/12/2023	3,855.60
106352	Anne Flakne	Damage Deposit Refund - Rental on 4	04/12/2023	100.00
106353	Grainger Inc	Relief Valve, Sloan	04/12/2023	46.60
106368	MR Cutting Edge	Ice Scraper Blades	04/12/2023	335.00
106369	National Awards & Fine Gifts	Carrie Anderson Name Tag	04/12/2023	17.50
106372	Region 5AA	Region 5AA Girls Hockey Ticket Rev	04/12/2023	6,513.00
106374	Sandra Sherbarth-Lynch	March 2023 Pickleball Lessons	04/12/2023	1,734.40
106379	Verizon	Phones Feb 27-Mar 26, 2023	04/12/2023	165.62
		Total for Department: 04 Recreation		81,056.30
		Total for Fund:200 Recreation Fund		100,461.79

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Mantenance				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	6,821.67
		Total for Department: 00 General Function		6,821.67
Department: 04 Recreation				
0	Batteries Plus-CC	Batteries	04/13/2023	33.12
0	Best Buy-CC	Memory Cards	04/13/2023	48.29
0	Fikes, Inc.	Bathroom Supplies	04/05/2023	456.55
0	Home Depot- CC	Markers/Wrench	04/13/2023	17.23
0	Horizon Commercial Pool Supply - CC	Past Invoice Payments	04/13/2023	1,181.24
0	MacQueen Equipment	Skid Shoe/Washer Reinforce/Pin Lift (	04/05/2023	599.45
0	Menards-CC	Rakes	04/13/2023	198.40
0	OTC Brands-CC	FRAUD	04/13/2023	151.41
0	Prowire, Inc.	Annual Security Monitoring and Cellu	04/05/2023	444.00
0	Suburban Ace Hardware-CC	Valve Relief	04/13/2023	27.97
0	Voss Lighting	Elec Photo Control Button	04/05/2023	20.50
0	Walmart-CC	Supplies	04/13/2023	74.08
0	Xcel Energy	March Xcel Billings	04/05/2023	3,598.97
0	Yale Mechanical	Autumn Grove overheating - repairs	04/05/2023	388.50
106291	Cintas Corporation	Clothing	04/05/2023	19.60
106293	Davis Lock & Safe Inc	New core for dance studio lock back d	04/05/2023	59.50
106300	Gilbert Mechanical Contracting	HANC Fire springler system inspectio	04/05/2023	2,750.00
106319	Ramsey County	Ramsey/Wash Recycling & Energy Tr	04/05/2023	23.40
106327	Sherwin Williams Co.	Paint	04/05/2023	120.64
106379	Verizon	Phones Feb 27-Mar 26, 2023	04/12/2023	390.11
		Total for Department: 04 Recreation		10,602.96
		Total for Fund:204 P & R Contract Mantenance		17,424.63

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 221 Municipal Jazz Band				
Department: 04 Recreation				
0	Glen Newton	RSVL Big Band Director Monthly Pay	04/05/2023	250.00
		Total for Department: 04 Recreation		250.00
		Total for Fund:221 Municipal Jazz Band		250.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	7,369.81
		Total for Department: 00 General Function		7,369.81
Department: 02 Public Safety				
0	Amazon.com- CC	Phone Case	04/13/2023	127.98
0	Tokle Inspections, Inc.	March Electrical Report/Permit Fees	04/05/2023	6,630.88
0	US Bank-Non Bank	Feb 2023 Terminal Charges	04/13/2023	2,156.89
106379	Verizon	Phones Feb 27-Mar 26, 2023	04/12/2023	51.91
		Total for Department: 02 Public Safety		8,967.66
		Total for Fund:260 Community Development		16,337.47

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	13,117.38
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - February	04/13/2023	2,118.61
		Total for Department: 00 General Function		15,235.99
Department: 01 General Government				
0	Alex Frederick	Mileage Reimbursement 1/26 - 4/3/23	04/12/2023	110.70
0	Amazon.com- CC	Toner	04/13/2023	213.88
0	Amy Kolasa	Mileage Reimbursement 1/3 - 3/29/32	04/12/2023	91.70
0	Fikes, Inc.	Bathroom Supplies	04/12/2023	101.45
0	McGough Property Management, LLC	Facility Managment Services 2/27-4/2	04/12/2023	571.50
0	Steven Bickel	Mileage Reimbursement 2/17 - 4/5/23	04/12/2023	181.44
0	USPS-CC	Passport Postage	04/13/2023	1,072.90
106295	Definitive Technology Solutions, Inc.	Waste Toner	04/05/2023	107.00
106296	Distinctive Window Cleaning Company	Window Cleaning, Inside and Outside	04/05/2023	130.00
106328	Shred-N-Go, Inc.	License Center - Service through Marc	04/05/2023	115.08
106354	Huebsch, Inc.	Floor Mats	04/12/2023	554.10
		Total for Department: 01 General Government		3,249.75
		Total for Fund:265 License Center		18,485.74

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 270 Charitable Gambling				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	60.25
		Total for Department: 00 General Function		60.25
Department: 01 General Government				
0	Roseville Community Foundation	Lawful Gambling Proceeds Q1 2023	04/12/2023	8,000.00
		Total for Department: 01 General Government		8,000.00
		Total for Fund:270 Charitable Gambling		8,060.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 271 Special "10" Fund				
Department: 01 General Government				
0	Roseville Community Foundation	Lawful Gambling Proceeds Q1 2023	04/12/2023	21,000.00
		Total for Department: 01 General Government		21,000.00
		Total for Fund:271 Special "10" Fund		21,000.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 282				
Department: 01				
0	Conference Technologies, Inc	Barco CLICKSHARE CX-20 SET US	04/05/2023	4,165.00
		Total for Department: 01		4,165.00
		Total for Fund:282		4,165.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	57.63
		Total for Department: 00 General Function		57.63
		Total for Fund:290 Police Forfeiture Fund		57.63

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Amazon.com- CC	Sidearms parts	04/13/2023	461.70
0	S & S Precision-CC	Swat Tactical Gear	04/13/2023	208.45
0	Taran Tactical Innovations-CC	Sidearms parts	04/13/2023	133.31
		Total for Department: 02 Public Safety		803.46
		Total for Fund:400 Police Vehicle Revolving		803.46

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	Home Depot- CC	CIP-Gym	04/13/2023	93.57
0	Jefferson Fire & Safety, Inc.	Sensit Gold G2 4-Gas w/ Case and Ca	04/12/2023	3,122.96
0	MacQueen Equipment	Firefighting Boots	04/05/2023	1,187.74
0	Municipal Emergency Services Deposit	H41 Interceptor Hood with Prevent	04/05/2023	659.29
106320	Regions Hospital	Jan Supply Charges	04/05/2023	3,281.00
		Total for Department: 02 Public Safety		8,344.56
		Total for Fund:401 Fire Vehicles Revolving		8,344.56

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 408 Pathway Maintenance Fund				
Department: 03 Public Works				
106359	Molly M. Krakowski	Independent Contracter Services - Mai	04/12/2023	357.50
		Total for Department: 03 Public Works		357.50
		Total for Fund:408 Pathway Maintenance Fund		357.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
106294	Definitive Technology Solution, Inc.	Printer/Copier Lease	04/05/2023	1,168.44
		Total for Department: 01 General Government		1,168.44
		Total for Fund:409 Central Svcs Equip Revolving		1,168.44

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 04 Recreation				
106297	Floors By Beckers, LLC	New Floor & Installation - SC Olympi	04/05/2023	46,278.00
		Total for Department: 04 Recreation		46,278.00
		Total for Fund:410 Building Improvements		46,278.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 426 Park Renewal 2011				
Department: 04 Recreation				
0	Stantec Consulting Services Inc.	Villa Park Woodland/Terrace Forest H	04/12/2023	5,926.24
		Total for Department: 04 Recreation		5,926.24
		Total for Fund:426 Park Renewal 2011		5,926.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 590 Street Construction				
Department: 03 Public Works				
106341	Braun Intertec Corporation	Concordia Meadow's Pond Exploratio	04/12/2023	2,850.00
		Total for Department: 03 Public Works		2,850.00
		Total for Fund:590 Street Construction		2,850.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 592 Street Construction - 2022				
Department: 03 Public Works				
106367	MN Dept of Transportation	Bituminous Plant Inspection/material	04/12/2023	1,246.07
106376	TKDA Associates	Services from 1/29 - 3/25/23	04/12/2023	1,978.25
		Total for Department: 03 Public Works		3,224.32
		Total for Fund:592 Street Construction - 2022		3,224.32

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	1,384.56
		Total for Department: 00 General Function		1,384.56
Department: 05 Sanitary Sewer				
0	Bluefin Payment Systems-Non Bank	February 2023 UB Payments.com Cha	04/13/2023	8,701.98
0	City of Maplewood	Q1 Sewer and Storm Reimbursement	04/12/2023	85,795.16
0	Crysteel Truck Equipment, Inc.	Timbren SES Front DF25004B Susper	04/12/2023	345.00
0	Darien Schifsky	Running Boards for Unit #202	04/12/2023	250.00
0	InfoSend, Inc.	March 2023 Billings	04/12/2023	728.09
0	Metropolitan Council	Waste Water Services May 2023	04/05/2023	255,964.10
0	T Mobile-CC	Monthly Phone - PW	04/13/2023	116.16
0	Verizon-CC	Dec 27-Jan 26 Phone Charges	04/13/2023	75.02
106304	Don Gustafson	City Main Backup, Pay for Plumber (E	04/05/2023	650.25
106353	Grainger Inc	Work Light LED	04/12/2023	199.20
106380	W L Construction Supply Inc	X-treme Arix Hybrid "W" Seg Diamor	04/12/2023	418.61
		Total for Department: 05 Sanitary Sewer		353,243.57
		Total for Fund:600 Sanitary Sewer		354,628.13

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	3,245.75
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - February	04/13/2023	11,140.30
106289	ANN CARLSON	Refund Check 025905-000, 1434 PRI	04/05/2023	248.22
106306	RICHARD HOAG	Refund Check 008817-000, 1174 SHI	04/05/2023	111.22
106310	ELIZABETH MALONEY	Refund Check 022876-000, 1305 SHI	04/05/2023	196.87
106324	JESSE LEWIS & RYAN HANSON	Refund Check 022589-000, 2214 LE	04/05/2023	29.59
106337	NED WESENBERG	Refund Check 025714-000, 2192 AC	04/05/2023	174.71
106351	GRANT & EMILY FEYEN	Refund Check 015191-000, 1000 WO	04/12/2023	261.01
106355	KYLE IMHOLTE	Refund Check 020428-000, 2430 ST	04/12/2023	365.10
106356	NORMAN JAGGER	Refund Check 003283-000, 2621 FIS	04/12/2023	185.51
106358	MITCHELL JOHNSON	Refund Check 023026-000, 2931 ALI	04/12/2023	73.85
106360	JESS KRENZ	Refund Check 017935-000, 1456 WO	04/12/2023	144.30
106361	M & J CROSSROADS LP	Refund Check 001751-000, 1649 W C	04/12/2023	126.35
106366	MN Dept of Health-Drinking Water Pro	Water Supply Service Connection Fee	04/12/2023	25,218.54
106370	TIM O'KEEFE	Refund Check 021910-000, 659 CO R	04/12/2023	498.44
106373	SCOTT SCHNIRRING	Refund Check 025862-000, 770 PARI	04/12/2023	3.89
		Total for Department: 00 General Function		42,023.65
Department: 06 Water Fund				
0	Adam's Pest Control Inc	Prevention Rodents	04/12/2023	129.92
0	City of Roseville- Non Bank	February 2023 City Water Bills	04/13/2023	7,066.43
0	Corporate Connection, Inc.	Clothing Order - John Simpson	04/05/2023	483.73
0	Davis Lock & Safe-CC	Keys/Materials	04/13/2023	73.54
0	Ferguson Waterworks #2518	Water meter warranty repair, upgrade	04/05/2023	152.40
0	Ferguson Waterworks #2518	T10 Measure Chmbr-old, Maincase Ga	04/12/2023	186.68
0	Gopher State One Call	164 Billable Tickets	04/12/2023	221.40
0	Home Depot- CC	Plastic Bonder/Screws	04/13/2023	55.61
0	InfoSend, Inc.	March 2023 Billings	04/12/2023	728.08
0	Premier Tuck Rental - Non-Bank	Purchase of Trailer Vin #1M9BE1224	04/13/2023	28,200.00
0	Suburban Ace Hardware-CC	Tape/Glue	04/13/2023	18.98
0	T Mobile-CC	Monthly Phone - PW	04/13/2023	224.57
0	T. A. Schifsky & Sons, Inc.	Yard Purchases 3/19 to 3/25/23	04/05/2023	633.60
0	T. A. Schifsky & Sons, Inc.	Yard Purchases from 3/26-4/1/23	04/12/2023	602.91
0	Verizon-CC	Dec 27-Jan 26 Phone Charges	04/13/2023	156.17
0	Walmart-CC	Water	04/13/2023	16.08
106298	Fra-Dor Inc.	Clean Concrete/As	04/05/2023	525.00
106330	T Mobile	Phones/Acct#967323231	04/05/2023	35.84
106335	Water Conservation Service, Inc.	Leak Locate	04/05/2023	704.54
106377	Twin City Water Clinic, Inc.	March Distribution Samples	04/12/2023	680.00
106378	Valley Rich Co., Inc.	Equipment & Materials Job R230113 (	04/12/2023	15,975.16
106379	Verizon	Phones Feb 27-Mar 26, 2023	04/12/2023	280.17
		Total for Department: 06 Water Fund		57,150.81
		Total for Fund:610 Water Fund		99,174.46

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	1,090.50
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - February	04/13/2023	881.43
0	Xcel Energy	March Xcel Billings	04/05/2023	-78.74
		Total for Department: 00 General Function		1,893.19
Department: 07 Golf Course				
0	Cub Foods- CC	Diet Coke	04/13/2023	31.12
0	Fikes, Inc.	Restroom Cleaning	04/12/2023	154.34
0	ForeUP Golf Software-CC	Golf Software	04/13/2023	463.50
0	Restaurant Depot- CC	Vitamin Water	04/13/2023	112.62
0	Uline-CC	Banquet tables	04/13/2023	519.16
0	US Bank-Non Bank	Feb 2023 Terminal Charges	04/13/2023	79.75
0	Xcel Energy	March Xcel Billings	04/05/2023	1,224.05
106305	Heather Hennig	Refund for security deposit on banquet	04/05/2023	200.00
106342	Capitol Beverage Sales, LP	Concessions Merchandise	04/12/2023	414.87
106343	Sanjeet Chowdhury	Refund for security deposit - banquet r	04/12/2023	166.98
106347	Coffee Mill, Inc.	Coffee Filter Change	04/12/2023	1,122.00
106348	Comcast	Services from 4/7 - 5/6/23	04/12/2023	169.51
		Total for Department: 07 Golf Course		4,657.90
		Total for Fund:620 Golf Course		6,551.09

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	2,525.99
		Total for Department: 00 General Function		2,525.99
Department: 08 Storm Water				
0	City of Maplewood	Q1 Sewer and Storm Reimbursement	04/12/2023	7,700.05
0	InfoSend, Inc.	March 2023 Billings	04/12/2023	728.08
0	T Mobile-CC	Monthly Phone - PW	04/13/2023	73.32
0	Time Saver Off Site Secretarial, Inc.	City Council Meeting 2/27, PWETC M	04/05/2023	272.25
0	Verizon-CC	Dec 27-Jan 26 Phone Charges	04/13/2023	56.63
0	WSB & Associates, Inc.	Reimburse MN Dept of Natural Resou	04/12/2023	90.00
0	Xcel Energy	March Xcel Billings	04/05/2023	958.94
106341	Braun Intertec Corporation	Concordia Meadow's Pond Exploratio	04/12/2023	2,850.00
		Total for Department: 08 Storm Water		12,729.27
		Total for Fund:640 Storm Drainage		15,255.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Solid Waste Recycle				
Department: 09 Recycle				
0	Eureka Recycling	Monthly Recycling Charge	04/05/2023	68,421.39
		Total for Department: 09 Recycle		68,421.39
		Total for Fund:650 Solid Waste Recycle		68,421.39

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 700 Workers Compensation				
Department: 00 General Function				
0	SFM Risk Solutions	Claims - Police	04/05/2023	10,179.80
		Total for Department: 00 General Function		10,179.80
		Total for Fund:700 Workers Compensation		10,179.80

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
0	Delta Dental Plan of Minnesota/DDMN	Claims - March 2023	04/05/2023	10,012.09
106308	League of MN Cities Ins Trust P&C	Streets Insurance Claim LMC GL 000(	04/05/2023	4,077.92
106314	OECS - 170064	Safety Services for Upcoming Month	04/05/2023	525.00
		Total for Department: 00 General Function		14,615.01
		Total for Fund:710 Risk Management		14,615.01

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 723 HRA Operating Fund				
Department: 00 General Function				
0	Time Saver Off Site Secretarial, Inc.	March 6, 13 & 20 Council Meetings 2(	04/12/2023	263.25
		Total for Department: 00 General Function		263.25
		Total for Fund:723 HRA Operating Fund		263.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	Golden Shovel Agency	Economic Gateway & GateKeeper Sre	04/12/2023	1,050.00
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for March	04/13/2023	1,263.51
106365	MN Chamber of Commerce	Grow Minnesota! Intermediate Partnei	04/12/2023	500.00
		Total for Department: 00		2,813.51
Department: 10				
0	Edison Apartments-Non Bank	Transfer final MetCouncil LDCA Grar	04/13/2023	571,481.91
		Total for Department: 10		571,481.91
		Total for Fund:725 EDA Operating Fund		574,295.42

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 727 SE Roseville				
Department: 00 General Function				
106375	St. Paul Area Chamber of Commerce	Rice and Larpenteur - March Services	04/12/2023	10,416.67
		Total for Department: 00 General Function		10,416.67
		Total for Fund:727 SE Roseville		10,416.67

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,734,092.27

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 10.c

Department Approval | City Manager Approval

Item Description: Resolution Approving Metropolitan Council Easement Agreements

BACKGROUND

In 1971, the City of Roseville entered into an agreement with the Metropolitan Council (Attachment I) to convey parts of the City's sanitary sewer collection system over to the Metropolitan Council to become region interceptor pipes. Under terms of the original agreement, the City was to convey all property (pipes and manholes) and dedicate easements over these pipes to the Metropolitan Council.

In 2017, as the Metropolitan Council was doing a project in Roseville, their staff found three segments of the Metropolitan Council Interceptors that were not turned over properly. Metropolitan Council staff worked with our attorney to finalize the terms of the sale.

In order to finalize the agreement, the City will need to approve Bill of Sale (Attachment B) which conveys the real property (pipes and manholes) to the Metropolitan Council. A Quit Claim Deed (Attachment C) needs to be approved to transfer any easement interest that the City has to the Metropolitan Council. Finally, three new easement agreements need to be approved so that Metropolitan Council has access to the infrastructure.

All three locations are within city parks. Two are in Central Park North and one is in Central Park. City staff, including parks and recreation staff, worked with our attorney and Metropolitan Council staff to modify the easement language to allow the existing encroachments within the parks. No direct impacts to parks are anticipated with the approval of these documents. Metropolitan Council has indicated that, similar to the Villa Park Project in 2017, they will work with the City when future projects occur in these areas to minimize impacts within the parks.

The City Attorney has reviewed all documents.

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

There are no costs to the City of Roseville to related to this property transfer.

RACIAL EQUITY IMPACT SUMMARY

There should be no equity impacts associated with this agreement.

STAFF RECOMMENDATION

Staff recommends the City Council approve a resolution approving Metropolitan Council Easements.

REQUESTED COUNCIL ACTION

Motion to approve a resolution approving Metropolitan Council Easements.

Prepared by: Jesse Freihammer, Public Works Director
Attachments:
A: Resolution
B: Bill of Sale
C: Quit Claim Deed
D: Quit Claim Deed Descriptions
E: Easement Agreement – Central Park North (west)
F: Easement Agreement – Central Park North (east)
G: Easement Agreement – Central Park
H: Location Map
I: Metropolitan Council Agreement

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

* * * * * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 24th day of April, 2023, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

APPROVAL OF METROPOLITAN COUNCIL EASEMENT AGREEMENTS

WHEREAS, in 1971 the City of Roseville, formerly the Village of Roseville, entered into an agreement to transfer parts of the City's sanitary collection system to the Metropolitan Council (the "Agreement"); and

WHEREAS**,** Metropolitan Council staff found three City parcels where the transfer of ownership was not completed; and

WHEREAS**,** the City of Roseville and the Metropolitan Council drafted new documents including: Bill of Sale, Quit Claim Deed and three easement agreements to complete the terms of the agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, approves the Bill of Sale, Quit Claim Deed and three easement agreements;

AND BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized to sign all documents related to the easement transfer to complete the terms of the Agreement.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon 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.

Approve Met Council Easement Agreement

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of April, 2023, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of April, 2023.

_____
Patrick Trudgeon, City Manager

(SEAL)

BILL OF SALE

FOR VALUABLE CONSIDERATION, **City of Roseville, formerly the Village of Roseville, a political subdivision, under the laws of the State of Minnesota**, Seller (whether one or more) hereby sells and conveys to **Metropolitan Council, a Minnesota public corporation and political subdivision,** Buyer (whether one or more) the following personal property:

Sewer interceptor pipe, lift stations, and related wastewater treatment equipment located within the permanent utility easement legally described on the attached Exhibit A.

Subject to the following liens. claims, and/or encumbrances: **NONE**

This bill of sale is being provided to document the conveyance pursuant to an agreement dated January 1, 1971. Seller agrees that Seller is the owner of the personal property described above, that the personal property is free from all encumbrances (except as listed above) and that Seller has the right to sell and convey the personal property to Buyer. Seller agrees to warrant and defend the sale of the personal property to Buyer against any and all person (s) who claim title to the personal property described above, subject only to the encumbrances listed above, if any. This Bill of Sale shall bind the Seller and benefit the Buyer and their successors and assigns.

Date:_____

City of Roseville, formerly the Village of Roseville, a political subdivision under the laws of the State of Minnesota

By _____
Dan Roe, Mayor

By _____
Patrick J. Trudgeon, City Manager

STATE OF MINNESOTA)
)ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this____ day of _____, 2023, by Dan Roe and Patrick J. Trudgeon, the Mayor and City Manager of City of Roseville, respectively, formerly known as the Village of Roseville, a political subdivision under the laws of the State of Minnesota.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

_____
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.3.5 (2013)

eCRV number: _____

DEED TAX DUE: $ _____ DATE: _____
(month/day/year)

FOR VALUABLE CONSIDERATION, the City of Roseville, formerly the Village of Roseville
(Insert name of Grantor)

a political subdivision under the laws of the State of Minnesota ("**Grantor**"), hereby conveys and quitclaims to Metropolitan Council
(Insert name of Grantee)

a public corporation and political subdivision under the laws of the State of Minnesota ("**Grantee**"), real property in Ramsey County, Minnesota, legally described as follows:
See attached Exhibits A for full descriptions.

Total consideration for this transaction is less than $3,000.00.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number:)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

City of Roseville, formerly the Village of Roseville
(name of Grantor)

By: _____
(signature)

Its: _____
(type of authority)

By: _____
(signature)

Its: _____
(type of authority)

State of Minnesota, County of Ramsey

This instrument was acknowledged before me on _____, by _____
(month/day/year) *(name of authorized signer)*

_____ as _____
(type of authority)

and by _____
(name of authorized signer)

as _____ of City of Roseville.
(type of authority) *(name of Grantor)*

(Stamp)

_____
(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(Insert name and address)

Real Estate Office
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
(Insert legal name and residential or business address of Grantee)

Real Estate Office
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Route to: Environmental Services

EXHIBIT A TO QUIT CLAIM DEED

The permanent utility easements legally described below (the "Permanent Utility Easements") over, under and across the properties legally described below for, without limitation, the location, installation, construction, repair, replacement, maintenance, use, and operation of a sewer interceptor/lift station/meter and other related improvements. The Permanent Utility Easements include the rights of ingress and egress over and across the below described properties by Grantee and its agents, employees, permittees and contractors, for the use of the Permanent Utility Easement areas as may be necessary in the exercise of the rights and privileges herein granted.

The Permanent Utility Easements further include the right to cut, trim, or remove from the Permanent Utility Easement areas any trees, shrubs, undergrowth or other vegetation as in the Grantee's judgment unreasonably interferes with the use of the Permanent Utility Easement areas by Grantee, its permittees, successors and assigns, provided that Grantee shall take all reasonable precautions to prevent any damage to the property.

Subsequent to the date of the Quit Claim Deed, Grantor, its successors and assigns, will not erect, construct, or create any building, improvement, obstruction, perpendicular utility crossing, or structure of any kind, either above or below the surface of the Permanent Utility Easement area or plant any trees, or stockpile construction debris or construction equipment, or change the grade thereof of the Permanent Utility Easement areas without the express written consent of the Grantee.

Legal Descriptions of the Permanent Utility Easement Areas:

Exhibit A – 1 – RV – 430

- An approximate depth of 7-12 feet over and across a strip of land described as follows: The northerly 20 feet of Lot 5, Block 1, St. Anthony Plaza.

  05.29.23.22.0121 – Abstract Document 1533921

- An approximate depth of 6 to 18 feet over and across a strip of land described as follows: The Northerly 20 feet of the Southerly 1135 feet of the following described parcel: That part of the NW ¼ of Section 5, Township 29, Range 23, described as follows: Beginning at a point on the S. line of said NW ¼ distant 2078 feet E. of the SW corner thereof; thence N. at right angles to said S. line, 1285 feet; thence E. 245.8 feet more or less to a point distant 857.14 feet SE of the center line of Trunk Highway No. 8, measured on a line running SE at right angles to said center line from a point distant 1128.34 feet SW of the intersection of said center line with the N. line of said NW ¼; thence on a prolongation of afore described line running SE, 502.34 feet more or less to the E. line of said NW 1/4; thence S. on said E. line to SE corner of said ¼; thence W. on S. line thereof, 566.52 feet more or less to point of beginning excepting the S. 484 feet of the E. 270 feet thereof.

  05.029.23.24.0006 and 05.29.23.24.0007 Abstract Document Number 1555601 - (SS-5-5)

- An approximate depth of Six feet to Sixteen feet (6' to 16'), over and across a strip of land Twenty feet (20') in width, the center line of which easement is described as follows: Commencing at a point on the South line of the NE.1/4 of Section 5, Township 29, Range 23, said point being 565 feet East of the SW corner of said NE. ¼; thence North 13 degrees 30 minutes East 600 feet; thence North 51 degrees 30 minutes West 870 feet; thence Westerly to a point on the West line of said NE. ¼, said point being 1,125 feet North of the South line of said NE.1/4.

  05.29.23.13.0010 and 05.29.23.13.0011 – Abstract Document Number 1566185 - (SS-5-3)

- An approximate depth of seven to twenty-two feet in width over and across two strips of land, each strip being twenty (20) feet in width, the center line of one of said strips being described as follows: Commencing at a point on the North line of the Southeast Quarter (SE1/4) of Section five (5), Township twenty-nine (29), Range twenty-three (23), said point being ten (10) feet east of the east line of Northern States Power Company's right-of-way; thence Southwesterly and parallel with said East line one thousand two hundred forty (1,240) feet; thence South thirteen (13) degrees forty-five (45) minutes East three hundred (300) feet; thence Easterly approximately six hundred forty (640) feet to a point, said point being One thousand one hundred fifty (1,150) feet North of the South line of said Southeast quarter (SE1/4) and One thousand four hundred twenty (1,420) feet West of the East line of said Southeast Quarter (SE1/4); the other strip of land being described as follows: The northerly twenty (20) feet of the Southerly fifty-three (53) feet of the Westerly One thousand seventy-five (1,075) feet of that part of the Southeast Quarter (SE1/4) of Section five (5), Township twenty-nine (29), Range twenty-three (23), lying Easterly of the Northern States Power Company's right-of-way.

  05-29-23-42-0008. 05-29-23-42-0004, 05-29-23-42-0005, 05-29-23-42-0006, 05-29-23-43-0002 and 05-29-23-43-0003

  Abstract Documents 1592891, 1592892, 1592893, 1592894 and 1610975 – (SS-5-2)

- An approximate depth of 3-15 feet over and across a tract described as follows: The northerly 30 feet of the southerly 1165 feet of the easterly 1405 feet and the westerly 30 feet of the easterly 1435 feet of the southerly 1165 feet of that part of the SE ¼ lying easterly of the Northern States Power Company's right of way in Section 5, Township 29, Range 23.

  (No PIN) – Abstract Document Numbers 1520914, 1520916, 1520917, 1522558, 1522733, 1555600 – (SS-5-1)

- The Northerly 15 feet of the following parcel: Commencing at the ¼ ¼ corner on the South line of the Southwest ¼ of Section 4, Township 29, Range 23, thence North along said ¼ ¼ line 660 feet to the point of beginning; thence North along the said ¼ ¼ line, 660 feet to a point, thence West parallel with the South line of said SW ¼ 660 feet to a point, thence South parallel with the West line of said SW ¼ ¼ 660 feet to a point; thence East parallel with the South line of said Southwest ¼ ¼ 660 feet to the place of beginning.

  04.29.23.33.0032 and 04.29.23.34.0036 – Abstract Document 4596685 – (SS-4-52)

- Over and across that part of land described as: The South 15 feet of Lot 9, Block D, Twin View.

  04.29.23.32.0015 – Abstract Document 4596685 – (SS-4-51)

- An approximate depth of 16-18 feet over and across a strip of land 10 feet in width described as follows: The West 10 feet of the West 450 feet of the Southeast Quarter (SE ¼) of Southwest Quarter (SW ¼) of Section Four (4), Township Twenty-Nine (29), Range Twenty-Three (23), except the South 1200 feet thereof.

  04-29-23-34-0035 - Torrens Document T482687 - Certificate 615341

- An approximate depth of 10 to 26 feet over and across a strip of land described as follows: The North Twenty Feet of the West Four Hundred Fifty Feet (W. 50') of the Southeast Quarter of the Southwest Quarter (SE ¼ of SW1/4) of Section Four (4), Township Twenty-Nine (29), Range Twenty-Three (23).

  04-29-23-34-0035 - Abstract Document 452442

- An approximate depth of Ten feet (10') to Twenty-Six Feet (26') over and across a strip of land described as follows: The South Ten Feet (S. 10') of the Northeast Quarter of the Southwest Quarter (NE.1/4 of SW.1/4) of Section Four (4), Township Twenty-Nine (29), Range Twenty-Three (23).

  04-29-23-31-0025, 04-29-23-31-0024, and 04-29-23-31-0023, 04-29-23-31-0026

  Torrens Document 453780 - Certificates 615341, 373879, and 621238 - (SS-4-55)

- An approximate depth of 10 to 16 feet over and across a strip of land described as follows: The North Twenty Feet of the East Four Hundred Eighty-five Feet of the West Nine Hundred Thirty-five Feet (N. 20' of E.485' of w.935') of the Southeast Quarter of the Southwest Quarter (S.E.1/4 of S.W.1/4) except the South Seven Hundred Feet (S.700')thereof, in Section Four (4), Township Twenty-nine (29), Range Twenty-three (23).

  04-29-23-34-0017 and 04-29-23-34-0027
  Torrens Document 457268 – Certificate of Titles 359451 and 628612

- An approximate depth of 16' to 26' feet over and across a strip of land described as follows: The North Twenty feet (N.20') of the Westerly Three Hundred Forty-Eight and 05/100 Feet (W'ly 348.5') of the Easterly Three Hundred Eighty-One and 05/100 Feet (E'ly 381.5') of the Southeast Quarter of the Southwest Quarter (SE.1/4 of SW.1/4) of Section Four (4), Township Twenty-Nine (29), Range Twenty-Three (23).

  04.29.23.34.0004 – Torrens Document 452441 – Certificate of Title 366620 – (SS-4-49)

- An approximate depth of six to eighteen feet over and across a strip of land as described as follows: Commencing on a point on the west line of the east 1075 feet of the Southeast quarter of Section 4, Township 29, Range 23, which point is 1130.8 feet south (measured along said west line) of the north line of said Southeast quarter; thence west and parallel with the north line of

said Southeast quarter a distance of 245 feet; thence south 31 degrees 28 minutes west a distance of 280 feet; thence north 88 degrees west to the east line of the right of way of Fairview Avenue.

04-29-23-43-0001, 04-29-23-42-0047, 04-29-23-42-0045, 04-29-23-42-0046, and 04.29.23.42.0034 – Abstract Document 1658031 – (SS-4-1)

- An approximate depth of 5-25 feet over and across the following described property: The South 10 feet of the North 1125.8 feet of the East 495 feet of the Southeast Quarter (SE1/4) of Section 4, Township 29, Range 23; The West 10 feet of the East 505 feet of the South 148 feet of the North 400 feet of the Southeast Quarter (SE1/4) of Section 4, Township 29, Range 23; The West 5 feet of the East 505 feet of the North 252 feet of the Southeast Quarter (SE1/4) of Section 4, Township 29, Range 23.

  04.29.23.41.0032 – Abstract Document 1778738

- An approximate depth of six to eighteen feet over and across a strip of land described as follows: Commencing on a point on the west line of the right of way of S.T.H. #51, which point is 1130.8 feet (measured along said west line) south of the north line of the S.E. ¼ of Section 4, Township 29, Range 23; thence west and parallel with the north line of said S.E. ¼ to a point on the west line of the east 575 feet of said S.E. ¼ which point is 1130.8 feet (measured along said last mentioned west line) south of the north line of said S.E. 1/4.

  04.029.23.41.0032 – Abstract Document 1658032 – (SS-4-2)

- An approximate depth of 11 to 23 feet over and across a strip of land 30 feet in width, the center line of which easement is described as follows: Beginning at a point on the east line of the West 651.6 feet of NW1/4 of SW1/4 except the North 25 rods thereof, Section 3, Township 29, Range 23, subject to Highway #51, said point of beginning being 225 feet north of the southeast corner of said parcel; thence westerly and parallel to the south line a distance of approximately 527 feet; thence south 45° west a distance of approximately 22 feet to a point on the east line of S.T.H. #51, said point being 210 feet north of the south line of said parcel.

  03.29.233.32.0021 and 03.29.23.32.0020 – Torrens Document Number 427292 Certificate of Title 346357 and 571743 – (SS-3-4)

- An approximate depth of 6-24 feet over and across a strip of land described as follows: Beginning at a point on the East line of the Northwest Quarter of Southwest Quarter of Section 3, Township 29, Range 23, except the West 651.6 feet and except the North twenty-five rods thereof, said point of beginning being 330 feet North of the Southeast corner of said parcel; thence westerly and parallel to the south line a distance of approximately 240 feet; thence south forty-five degrees west a distance of approximately 148 feet; thence westerly and parallel to the south line approximately 310 feet to a point on the west line of said parcel, said point lying 225 feet northerly of the southwest corner of said parcel.

03-29-23-32-0203, 03-29-23-32-0189, 03-29-23-32-0196, 03-29-23-32-0052 and 03.9.23.32.0053 through 03.29.23.32.0146 – Abstract Document 1510612 – (SS-3-3)

- An approximate depth of 5-26 feet over and across a strip of land described as follows: The northerly 30 feet of the southerly 345 feet of the Northeast quarter of the southwest quarter of Section 3, Township 29, Range 23, except the East 400 feet of the North 500 feet of the South recorded 860 feet of the East one half of said Northeast quarter of the Southwest quarter.

  03.29.23.31.0019 – Abstract Document Number 1485462 – (SS-3-2)

- Over and across a strip of land described as follows: The Easterly 15 feet of Lot One (1), Block One (1) T. M. Conner Plat.

  10.29.23.11.0052 and 10.29.23.11.0053 – Abstract Document 1516788 – (SS-10-2)

- An approximate depth of 22-28 feet over and across a strip of land described as follows: The easterly 30 feet of the Westerly 40 feet of the Easterly 10 acres of a tract of land described as follows: Commencing at a point on the East line of the Northeast Quarter, Section 10, Township 20, Range 23, said point being 120 rods from Southeast corner of said Quarter section, thence running northerly along said East line of said Quarter Section, 20 rods to line of land owned by Minneapolis & St. Louis Railroad Company as a right of way; thence running westerly along Southerly line of said railroad right of way to westerly line of said Quarter Section; thence southerly on said westerly line 29 ¾ rods; thence Easterly in a direct line to the point of beginning.

  10.29.23.11.0043 – Abstract Document 1511909 – (SS-10-3)

- An approximate depth of 8-10 feet over and across a strip of land described as follows: Westerly 20 feet of the easterly 53 feet of that part of the NE1/4 of the NE1/4 of Section 10, Township 29, Range 23, described as follows: Commencing at a point on the east line of the NE1/4 of Section 10, T. 29, R. 23, said point being 120 rods from SE corner of said ¼ section; thence running northerly along said East line of said ¼ Section 20 rods to line of land owned by Minneapolis and St. Louis Railroad Company as a right of way; thence running westerly along southerly line of said railroad right of way to Westerly line of said ¼ section; thence southerly on said Westerly line 29 3.4 rods; thence easterly in a direct line to place of beginning.

  10.29.23.11.0043 – Abstract Document 1524791

- An approximate depth of 8-20 feet over and across a strip of land 30 feet in width Over and across a strip of land described as follows: Beginning at a point 1275.93 feet North of the South line of the Northwest Quarter of Section 11, Township 29, Range 23, and 20 feet West of the East line of the West half of the West half of said Northwest Quarter; thence northerly and parallel to said East line approximately 205 feet; thence North 30 degrees 00 minutes West

approximately 190 feet; thence westerly approximately 320 feet; thence South 60 degrees 00 minutes West approximately 30 feet; thence Westerly approximately 140 feet to a point on the East line of Lexington Avenue, said point being 1625.93 feet North of the South line of said Northwest Quarter.

11.29.23.22.0005 – Torrens Document 420521 – Certificate of Title 210895 – (SS-11-32)

- An approximate depth of 10 feet over and across a strip of land described as follows: The easterly 15 feet of Lot 6, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0007 – Abstract Document Number 4751298 – (SS-11-31)

- An approximate depth of 17 feet over and across a strip of land described as follows: The southerly 30 feet immediately adjacent to the North line of Brooks Avenue of Lot 5, Block 7, C. W. Michael Fourth Addition. And a further easement as follows: The westerly 15 feet of the northerly 130 feet of Lot 5, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0008 – Abstract Document 1508074 – (SS-11-30)

- An approximate depth of 14 feet over and across a strip of land described as follows: The southerly 25 feet immediately adjacent to the North line of Brooks Avenue of Lot 4, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0009 – Abstract Document 1508073 – (SS-11-29)

- An approximate depth of 18 feet over and across a strip of land described as follows: The southerly 25 feet immediately adjacent to the North line of Brooks Avenue of Lot 3, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0118 – Abstract Document 1508072 – (SS-11-28)

- Over and across a strip of land described as follows: The southerly 25 feet immediately adjacent to the North line of Brooks Avenue Lot 2, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0118 – Abstract Document 1508071 – (SS-11-27)

- Over and across a strip of land described as follows: The southerly 25 feet immediately adjacent to the North line of Brooks Avenue of Lot 1, Block 7, C. W. Michael Fourth Addition.

  11.29.23.23.0118 – Abstract Document 1508070 – (SS-11-26)

- An approximate depth of 10-20 feet over and across a strip of land described as follows: The southerly 60 feet of Lot B, C. W. Michael Fourth Addition.

  11.29.23.24.0001 – Abstract Document 1508069 – (SS-11-25)

- An approximate depth of 16-20 feet over and across a strip of land described as follows: The southerly 30 feet measured at right angles and adjacent to the north line of Brooks Avenue of the westerly 175 feet of the easterly 350 feet and the southerly 60 feet of the westerly 180 feet of Lot A, C. W. Michael Fourth Addition.

  11.29.23.24.0001 – Abstract Document 1508068

- An approximate depth of 13 feet over and across a strip of land described as follows: The South 30 feet of the North 85 feet, Lot 8, Block 13, C. W. Michaels Fourth Addition.

  11.29.23.24.0023 and 11.29.23.24.0024 – Abstract Document 1508067 – (SS-11-23)

- An approximate depth of 13 feet over and across a strip of land described as follows: The South 30 feet of the North 85 feet of Lot 7, Block 13, C. W. Michael Fourth Addition.

  11.29.23.24.0022 – Abstract Document 1508066 – (SS-11-22)

- An approximate depth of 13 feet over and across a strip of land described as follows: The South 30 feet of the North 85 feet of Lot Six (6), Block Thirteen (13), C. W. Michael Fourth Addition.

  11.29.23.24.0021 - Abstract Document 1508065 – (SS-11-21)

- An approximate depth of 13 feet over and across a strip of land described as follows: The South 30 feet of the North 85 feet of Lot 5, Block 13, C. W. Michael Fourth Addition.

  11.29.23.24.0020 – Abstract Document 1508064 – (SS-11-20)

- An approximate depth of 13 feet over and across a strip of land described as follows: The South 30 feet of the North 85 feet of Lot Four (4), Block Thirteen (13), C. W. Michael Fourth Addition.

  11.29.23.24.0019 – Abstract Document 1508063 – (SS-11-19)

- An approximate depth of 14 feet over and across a strip of land 30 feet in width described as follows: Beginning at a point on the East line of Lot Three (3), Block Thirteen (13), C. W. Michael Fourth Addition, said point being 15 feet South of the Northeast corner of said Lot 3; thence Southwesterly approximately 110 feet to a point on the West line, said point being 70 feet South of the Northwest corner of said lot.

  11.29.23.24.0018 – Abstract Document 1508060 – (SS-11-18)

- An approximate depth of 15 feet over and across a strip of land described as follows: The North 30 feet of Lot Two (2), Block Thirteen (13), C. W. Michael Fourth Addition.

  11.29.23.24.0017 – Abstract Document 1508062 – (SS-11-16)

- An approximate depth of 18 feet over and across a strip of land described as follows: The North 30 feet of Lot One (1), Block Thirteen (13), C. W. Michael Fourth Addition.

  11.29.23.24.0016 – Abstract Document 1508061 – (SS-11-17)

- An approximate depth of 12-26 feet over and across a strip of land 30 feet in width, the center line of which easement is described as follows: Commencing at a point on the East line of the tract hereinafter described, said point being 540 feet distant North of the center line of County Road "B-2" – thence North 55° 00' west approximately 150 feet; thence North 80° 00' West approximately 155 feet; thence West approximately 1035 feet to a point on the west line of said tract, said point being 645 feet North of the centerline of County Road "B-2", which tract is described as follows: All that part of the Southwest Quarter of the Northeast Quarter of Section 11, Township 29, Range 23 lying south of the following described line: Beginning at a point on the west line of said Southwest Quarter of Northeast Quarter distant 715 feet North of the Southwest corner thereof, thence running East at right angles to said West line a distance of 650 feet; thence Southeasterly to the Southeast corner of the North half of said Southwest Quarter of Northeast Quarter.

  11.29.23.13.0001 – Abstract Document 1544741 – (SS-11-50)

- An approximate depth of 20 to 32 feet over and across a strip of land described as follows: The Southwesterly Fifteen Feet (SW'ly 15') of Lot Three (3), Block Sixteen (16), C. W. Michael Fifth Addition, said easement being adjacent to the Southwesterly (SW'ly) line of said Lot Three (3), which Southwesterly line is also common to Lout Four (4).

  11.29.23.14.13 – Abstract Document 1588172 – (SS-11-15)

- An approximate depth of 20 to 32 feet over and across a strip of land described as follows: The Northeasterly Twenty Feet (20') of Lot Four (4), Block Sixteen (16), and the Southwesterly Twenty (20') feet of Lot Six (6), Block Fifteen (15), both in C.W. Michael's Addition, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County and State.

  11.29.23.14.0012 - Abstract Document 1630491

- In a tunnel below an elevation of 895 feet U.S.G.S. Datum under a strip of land described as follows: The Northeasterly 10 feet of Lot 7, Block 15, C.W. Michael Fifth Addition, said easement being adjacent to the Northeasterly line of said Lot 7, which Northeasterly line is also common to Lot 6.

  11.29.23.14.0021 – Abstract Document 1597532 – (SS-11-14)

- That portion of Lot 6, Block 15, C. W. Michael's Fifth Addition described as follows: Commencing at the Northeast corner of said Lot 6; thence Southwesterly along the Northwesterly lot line to

the point of beginning, said point being 20 feet Northeasterly of the Southwesterly lot line; thence Southeasterly and parallel with the Southwesterly lot line 33.2 feet; thence Southwesterly and parallel with the Northwesterly lot line to a point 10 feet Northeasterly of the Southwesterly lot line; thence Southeasterly 26.2 feet to a point 9.7 feet Northeasterly of the Southwesterly lot line; thence Northeasterly to a point 59.4 feet Southeasterly of the Northwesterly lot line and 20 feet Northeasterly of the Southwesterly lot line; thence Southeasterly and parallel with the Southwesterly lot line to the Southeasterly lot line; thence Southwesterly to the Southwest corner of said Lot 6; thence Northwesterly 135.4 feet to the Northwest corner of said Lot 6; thence Northeasterly to the point of beginning and there terminating.

11.29.23.14.0022 – Abstract Documents 2206435 and 2206436

- In a tunnel below an elevation of 895 feet U.S.G.S. datum on land described as follows: All that part of Lot 9, Block 6, C.W. Michael Third Addition, lying southwesterly of the following described line: Commencing at a point on the East line of said Lot 9, said point being 20 feet distant northeasterly of the southeast corner of said Lot 9; thence northwesterly parallel and 20 feet distant at right angles to the southerly line of said Lot 9, which southerly line is also common to Lot 10, approximately 90 feet; thence North 56° 0' West approximately 62 feet to a point on the northwest line of said Lot 9, said point being 80 feet southwest of the northerly corner of said Lot 9.

  11.29.23.14.0037 – Abstract Document 1504619 – (SS-11-13)

- Tunneling only below an elevation of 895 U.S.G.S. over and across a strip of land described as follows: The northeasterly 10 feet of Lot 10, Block 6, C.W. Michael Third Addition, said easement being adjacent to the northerly line of said Lot 10, which northerly line is also common to Lot 9.

  11.29.23.14.0036 – Abstract Document 4751297 – (SS-11-12)

- An approximate depth of 18 feet over and across a strip of land described as follows: The Westerly Thirty (W'ly 30') feet of Lot 12, Cope's Subdivision of Lot 1, Cope's Subdivision of the Southeast ¼ of Section 11, Township 29, Range 23, subject to Lovell Avenue.

  11-29-23-41-0082, 11-29-23-41-0101 and 11-29-23-41-0089 - Abstract Document 1559547 (SS-11-11)

- An approximate depth of 5 to 25 feet over and across a strip of land 20 feet in width lying within NE ¼ of SE ¼ of Section 11, part of Lot 13, Cope's Subdivision of Lot 1, Copies Subdivision of SE ¼ of Section 11, Township 29, Range 23, subject to State Trunk Highway #36-118, the southerly 20 feet of the westerly 20 feet of said Lot 13, and a further easement 20 feet in width for the purpose of constructing and maintaining a sanitary sewer in a tunnel below an elevation of 890 feet U.S.G.S. datum, said easement being described as follows: The westerly 20 feet of the northerly 244 feet of said Lot 13.

  11.29.23.41.0080 – Abstract Document - 1579460 – (SS-11-10)

- An approximate depth of 42-48 feet over and across a strip of land 30 feet in width, the center line of which easement is described as follows: Commencing at a point on the South line of Lot Fifteen (15) of Cope's Subdivision of the Southeast Quarter (S.E.1/4) of Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23), said point being One Hundred Fifteen Feet East (115'E.) of the Southwest corner of said Lot Fifteen (15); thence North Seventy-six Degrees no Minutes West Ninety-five Feet (N.76° 00'W. 95') to a point on the south right-of-way line of Trunk Highway No. 36.

  11.29.23.44.0007 – Abstract Document 1589289 - (SS-11-8)

- An approximate depth of 42-48 feet over and across a strip of land 30 feet in width, the center line of which easement is described as follows: Commencing at a point on the south line of Lot Sixteen (16), Cope's Subdivision of Lot One (1) of Cope's Subdivision of the Southeast Quarter (SE.1/4) of Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23), said point being Fifteen Feet West (15'W.) of the Southeast corner of said Lot Sixteen (16); thence northerly and parallel to the east line of said Lot Sixteen (16), One Hundred Sixty-five Feet

  (165'); thence North Seventy-six Degrees no minutes West (N.76°00'W.) approximately Four Hundred Fifty-five Feet (455') to a point on the North line of Lot Sixteen (16), said point being One Hundred Fifteen Feet East (115'E.) of the Northwest corner of said Lot Sixteen (16).

  11.29.23.44.0007 – Abstract Document 1589290 – (SS-11-9)

- An approximate depth of 15'-24' feet over and across a strip of land as follows: Easterly Thirty (30') Feet of Lot Eighteen (18) of Cope's Subdivision of Lot One (1), of Cope's Subdivision of the Southeast Quarter (SE.1/4) of Section Eleven (11), Township Twenty-nine (29) Range Twenty-three (23).

  11.29.23.44.0007 – Abstract Document 1568342 – (SS-11-6)

- An approximate depth of 17'-25' feet over and across a strip of land as follows: The Easterly Thirty Feet (30') of Lot Seventeen (17) of Cope's Subdivision of Lot One (1), of Cope's Subdivision of the Southeast Quarter (SE.1/4) of Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23).

  11.29.23.44.0007 – Abstract Document 1568343 – (SS-11-7)

- An approximate depth of eight to twenty feet over and across a strip 40 feet in width, the center line of which easement is described as follows: Commencing at a point on the east line of the following parcel of land: Excepting County Road B and Dale Street, the west 175.7 feet of the north 400 feet of Section 13, Township 29, Range 23, according to the Government Survey thereof, said point lying 160 feet northerly from the southeast corner of said parcel; thence north 55 degrees 45 minutes west a distance of 23 feet; thence north 83 degrees 00 minutes west a distance of 77 feet; thence northerly and parallel to the west line of said parcel a distance of approximately 175 feet to a point on the north line of said parcel, said point lying 40 feet distant easterly from the northwest corner of said parcel.

13.29.23.22.0340 – Abstract Document 1413972 – (SS-13-36)

- An approximate depth of 12 feet over and across a strip of land 40 feet in width, the center line of which easement is described as follows: Commencing at a point on the south line of a parcel of land described as follows: Subject to County Road "B", the east 100 feet of the wets 275.7 feet of the north 400 feet of the northwest quarter of the northwest quarter of Section 13, Township 29, Range 23, said point lying 20 feet distant westerly from the southeast corner of said parcel; thence northerly and parallel with the wets line of said parcel a distance of 108 feet; thence north 55 degrees 45 minutes west a distance of 97 feet to a point on the west line of said parcel, said point lying 160 feet distant northerly from the southwest corner of said parcel.

13.29.23.22.0345 – Abstract Document 1410543 – (SS-13-35)

- An approximate depth of 12 feet over and across a strip of land forty (40') feet in width, the center line of which easement is described as follows: Commencing at a point on the south line of a parcel of land described as follows: Subject to Dale Street, the south 100 feet of the north 500 feet of the wets 275 feet of the Northwest Quarter of the Northwest Quarter of Section 13, Township 29, Range 23, said point lying 20 feet distant westerly from the southeast corner of said parcel; thence northerly a distance of 100 feet to a point on the north line of said parcel, said point lying 20 feet distant westerly from the northeast corner of said parcel.

13.29.23.22.0340 – Abstract Document 1406171 – (SS-13-34)

- An approximate depth of twelve (12') feet over and across a strip of land 40 feet in width, the center line of which easement is described as follows: Commencing at a point on the east line of a parcel of land described as follows: the south 100 feet of the north 600 feet of the west 400 feet of the Northwest Quarter of the Northwest Quarter, Section 13, Township 29, Range 23, except the east 100 feet of the South 20 feet thereof; said point lying 20 feet distant northerly from the southeast corner of said parcel; thence north 89 degrees 21 minutes west a distance of approximately 145 feet; thence north 1 degree 1 minute west a distance of approximately 60 feet to a point on the north line of said parcel, said point lying 255 feet distant easterly from the northwest corner of said parcel.

13.29.23.22.0345 – Abstract Document 1406177 – (SS-13-33)

- An approximate depth of twelve (12') feet over and across a strip of land 40 feet in width, the center line of which easement is described as follows: Commencing at a point on the east line of a parcel of land described as follows: Subject to Dale Street and except the west 400 feet of the north 800 feet thereof and except the north 400 feet thereof, all that part of the Northwest Quarter, Section 13, Township 29, Range 23, lying northerly of a line described as follows: Commencing at a point on the wets line of the Northwest Quarter, said point lying 878.75 feet south of the northwest corner of said northwest Quarter; thence east and parallel with the north line of said Northwest Quarter a distance of 583.8 feet; thence southeasterly at an angle of 16 degrees 43 minutes to right a distance of 75.99 feet, said point lying 20 feet distant

northerly from the southeast corner of said parcel; thence north 72 degrees 30 minutes west a distance of 35 feet; thence north 28 degrees 57 minutes west a distance of 347 feet; thence north 89 degrees 21 minutes west a distance of 53 feet to a point on the west line of said parcel said point lying approximately 160 feet distant southerly from the northwest corner of said parcel.

13.29.23.22.0345 – Abstract Document 1406176 – (SS-13-32)

- An approximate depth of 10 feet over and across a strip of land 40 feet in width, the center line of which easement is described as follows: Commencing at a point on the north line of the Northwest Quarter of Section 13, Township 29, Range 23, said point lying 656.43 feet east of the northwest corner of said Northwest Quarter; thence southerly and parallel with the wets line of said Northwest Quarter a distance of 900.6 feet; thence at an able of 73 degrees 06 minutes to left a distance of 302.50 feet; thence at an angle of 19 degrees 42 minutes to right a distance of 237.86 feet; thence northerly parallel with the west line of said Northwest Quarter a distance of 1128.82 feet to the point on the north line of said Northwest Quarter; thence westerly 480.4 feet to point of beginning, except the north 400 feet there, said point lying 90 feet distant northwesterly from the southeast corner of said parcel; thence north 00 degrees 04 minutes west a distance of 20 feet; thence north 53 degrees 30 minutes west a distance of 140 feet, thence north 72 degrees 30 feet west a distance of 311 feet to a point on the west line of said parcel, said point lying approximately 485 feet distant southerly from the northwest corner of said parcel.

13.29.23.22.0345 - Abstract Document 1406172 – (SS-13-31)

- An approximate depth of 10 feet over and across a strip of land 40 feet in width the center line of which easement is described as follows: Commencing at a point on the east line of a parcel of land described as follows: Subject to Shryer Avenue and excluding the wets 525 feet, and excluding the east 225 feet of the west 825 feet, and excluding the north 1251.95 feet, all that part of the west one-half of the northwest quarter of Section 13, Township 29, Range 23, lying north of the center line of said Shryer Avenue. Said point lying 65 feet distant southerly from the south line of Lot 10, Block 5 McCarron's Addition, according to the plat thereof on file and of record in the office of the Register of Deeds, Ramsey County, Minnesota; thence North 52 degrees 03 minutes west a distance of 50 feet; thence North 63 degrees 15 minutes west a distance of 80 feet to a point on the south line of said Lot 10, Block 5, McCarron's Addition, said point lying approximately 65 feet distant easterly from the southwest corner of said Lt 10, Block 5, McCarron's Addition.

13.29.23.22.0345 – Abstract Document 1406175 – (SS-13-30)

- An approximate depth of eight feet over and across a strip of land 40 feet in width, the center line of which easement is described as follows: Beginning at a point on the south line of Lot 10, Block 5, McCarron's Addition, according to the plat thereof on file and of record in the office of the Register of Deeds, said point lying 65 feet distant easterly from the southwest corner of said

Lot 10; thence north 63 degrees 15 minutes west 70 feet to a point on the west line of said Lot 10, said point lying thirty feet distant northerly from the southeast corner of said Lot 10.

13.29.23.22.0009 – Abstract Document 1406174 – (SS-13-38)

- An approximate average depth of seven feet and width of forty feet over and across a strip of land, the center line of which easement is described as follows: Beginning at a point on the north line of North McCarron Boulevard, said point lying 20 feet distant northeasterly from the south corner of Lot "A", Block 5, McCarron's Addition, according to the plat thereof on file and of record in the office of the Register of Deeds within and for said County; thence North 49 degrees 5.5 minutes west a distance of 314 feet; thence North 7 degrees 21 minutes west a distance of 385 feet; thence north 27 degrees 32 minutes west a distance of 175 feet; thence north 52 degrees 03 minutes west a distance of 185 feet to a point on the west line of said Lot "A", said point lying 65 feet distant southerly from the northwest corner of said Lot "A".

13.29.23.24.0014 – Abstract Document 1406173 – (SS-13-24)

- An approximate depth of 12 feet over and across a strip of land 20 feet to 30 feet in width, which easement is described as follows: Commencing at a point on the south line of the southeast quarter of the northwest quarter of Section 13, Township 29, Range 23, said point lying 526 feet east of the southwest corner of said southeast quarter of said northwest quarter; thence north and parallel to the west line of said southeast quarter of said northwest quarter, a distance of 125 feet; thence east and parallel with the south line of said southeast quarter of said northwest quarter, a distance of 20 feet; thence south and parallel with the west line of said southeast quarter of said northwest quarter, a distance of 50.2 feet; thence east and parallel with said south line of said southeast quarter of said northwest quarter, a distance of 10 feet; thence south and parallel with the west line of said southeast quarter of said northwest quarter, a distance of 74.8 feet; thence west along the south line of said southeast quarter of said northwest quarter, a distance of 30 feet to point of beginning, subject to public rights in Bayview Drive.

13.29.23.24.0030 – Abstract Document 1406980 – (SS-13-28)

- An approximate depth of 12 feet over and across a strip of land 30 feet in width the center line of which easement is described as follows: Commencing at a point on the south line of a parcel of land described as follows: Commencing at a point on the south line of a parcel of land described as follows: Commencing on the north line of and 1815.92 feet east from the northwest corner of the southwest quarter of Section 13, Township 20, Range 23; thence southwesterly at an angle of 81 degrees 48 minutes with said north line to a point 50 feet due south from said north line; thence easterly to a point 496 feet west from the east line and fifty feet south from the north line of said southwest quarter; thence due north to the north line of said southwest quarter; thence west to point of beginning, subject to recorded easements, which point is 15 feet easterly from the southwest corner of said parcel; thence northeasterly

and parallel to the wets line of said parcel, a distance of 50 feet to a point on the north line of said parcel, which point is 15 feet easterly from the northwest corner of said parcel.

13.29.23.31.0024 – Abstract Document 1406979 – (SS-13-27)

- An approximate depth of 14 feet over and across a strip of land thirty (30') feet in width, which easement is described as follows: The Westerly thirty (W'ly 30') feet of the following described parcel of land, to-wit: That part of the West 2144 feet of the North ½ of the Southwest ¼ of Section 13, Township 29, Range 23, lying East and North of lines described as follows: Beginning at a point on the North line of said North ½ of Southwest ¼ distant 1815.92 feet East of the Northwest corner thereof, thence running Southwest at an angle of 81°48' from said North line to a point distant 100 feet due South of said North line, thence Southeasterly to a point on the East line of said West 2144 feet of said North ½ of Southwest ¼ distant 110 feet South of said North line, except the North 50 feet thereof measured at right angles to the North line thereof.

  13.29.23.31.0023 – Abstract Document 1417809

- An approximate depth of 15 feet over and across a strip of land thirty feet in width, which easement is described as follows: The westerly thirty (w'ly 30') feet of the following described parcel of land: That part of the West 2144 feet of the North ½ of the Southwest ¼ of Section 13, Township 29, Range 23, lying northerly of McCarrons Boulevard South and lying easterly of a line running southwesterly at an angle of 81° 48' to the north line of said North ½ of the Southwest ¼ from a point distant 1815.92 feet East of the Northwest corner of said North ½ of Southwest ¼, excepting from aforesaid described tract that part thereof lying East and North of lines described as follows: Beginning at a point on the North line of said North ½ of Southwest ¼ distant 1815.92 feet East of the Northwest corner thereof; thence running Southwest at an angle of 81° 48' from said North line to a point distant 100 feet due South of said North line; thence Southeasterly to a point on East line of said West 2144 feet of the North ½ of the Southwest ¼ distant 110 feet South of said North line.

  13.29.23.31.0022 – Abstract Document 1410540

- An approximate depth of 16 feet over and across a strip of land fifty (50') feet in width, which easement is described as follows: The west fifty (50') feet of the south fifty (50') feet of the west one-half (W. ½) of the southwest quarter (SW ¼) of the southeast quarter (SE ¼) of the Southeast quarter (SE ¼) of Section thirteen (13), Township twenty-nine (29) Range twenty-three (23), except the north 428.58 feet thereof, and except and subject to widened Larpenteur Avenue and Marion Street.

  13.29.23.44.0031 – Torrens Document 368519 – Certificate of Title 207511

Exhibit A 1 – RV – 431

- The Westerly thirty (30) feet of the Easterly Six Hundred Sixty (660) feet of the South Five Hundred Fifty (550) feet of the East Seven Hundred Ninety-Two (792) feet of the Northeast

Quarter of the Southwest Quarter (NE ¼ SW ¼) of Section 4, Township 29, Range 23, subject to Fairview Avenue.

04.29.23.31.0024 – Torrens Document 432749 – Certificate of Title 605631 – (SS-4-54)

- An easement 30 feet in width, the center line of which is described as follows: Commencing at a point on the North line of the South 550 feet of the NE ¼ of SW ¼ of Section 4, Township 29, Range 23, said point being 645 feet West of the East line of said ¼ ¼; thence northerly approximately 350 feet; thence North 39° 45' East approximately 40 feet; thence northerly approximately 30 feet to a point on the South line of the North 400 feet of said ¼ ¼. Said point being 620 feet West of the East line of said ¼ ¼; subject to Fairview Avenue.

  04.29.23.31.0027 and 04.29.23.31.0017 – Torrens Document 432750 – Certificate of Title 605631 – (SS-4-53)

- The Easterly 10 feet of Lot 9, Rolling Acres

  04.29.23.31.0003 – Abstract Document 1556125 – (SS-4-13)

- The Westerly 10 feet of Lot 8, Rolling Acres

  04.29.23.31.0004 – Abstract Document 1556125 – (SS-4-13)

Exhibit A 1-RV-432

- An approximate depth of 8-24 feet over and across a strip of land described as follows: The Westerly 15 feet of the South 868 feet of all that part of Government Lot Two (2), Section Three (3), Township Twenty-nine (29), Range Twenty-three (23), lying West of Lexington Avenue and lying South of Josephine Road being 20 acres more or less except reservations and restrictions of record and as set out by grantors by deed dated May 1, 1946.

  03.29.23.14.0033 and 03.29.23.14.0022 – Abstract Document 1621673 – (SS-3-5)

- An approximate depth of 16-20 feet over and across a strip of land described as follows: The Northerly 10 feet of Lot 7, Block 1, Josephine Court.

  03.29.23.13.0039 – Abstract Document 1525949 – (SS-3-7)

- An approximate depth of 16-20 feet over and across a strip of land described as follows: The Southerly 10 feet of Lot 6, Block 1, Josephine Court.

  03.29.23.13.0038 – Abstract Document 1525950 – (SS-3-6)

Exhibit A 1-RV-433

- An approximate depth of 7-14 feet over and across a strip of land described as follows: The easterly thirty (30) feet of the westerly 878.5 feet of the northerly six hundred fifty-one (651)

feet of the Southwest Quarter (SW ¼) of the Northeast Quarter (NE ¼) of Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23), except that part embraced within the plat of Sextant Hills.

11.29.23.13.0001 – Abstract Document 1554949 – (SS-11-49)

- An approximate depth of 11 feet over and across a strip of land described as follows: The easterly 30 feet of the westerly 185.5 feet of the southerly 100 feet of the northwest quarter of the northeast quarter of Section 11, Township 29, Range 23, lying east of the west 693 feet.

  11.29.23.12.0081 – Abstract Document 1552522 – (SS-11-51)

- An approximate depth of 11 to 16 feet over and across a strip of land described as follows: The Easterly 15 feet of Lot 12, Block 5, Aladdin Homesites.

  11.29.23.12.0044 – Abstract Document 1556126 – (SS-11-52)

- An approximate depth of 8 to 13 feet over and across a strip of land described as follows: The southerly 10 feet of Lot 8, Block 1, and the Easterly 20 feet of the westerly 25 feet of said Lot 8, Block 1, Aladdin Homesites.

  11.29.23.12.0009 – Abstract Document 1556127 – (SS-11-54)

- An approximate depth of 7 feet over and across a strip of land described as follows: The easterly 20 feet of the westerly 25 feet of Lot 7, Block 1, Aladdin Homesites.

  11.29.23.12.0008 – Abstract Document 1556128 – (SS-11-55)

- An approximate depth of 7 to 10 feet over and across a strip of land described as follows: The easterly 20 feet of the westerly 25 feet of Lot 6, Block 1, Aladdin Homesites.

  11.29.23.12.0007 – Abstract Document 1556129 – (SS-11-56)

- An approximate depth of 9 to 11 feet over and across a strip of land described as follows: The easterly 20 feet of the westerly 25 feet of Lot 5, Block 1, Aladdin Homesites.

  11.29.23.12.0006 – Abstract Document 1556132 – (SS-11-57)

- An approximate depth of 11 feet over and across a strip of land described as follows: The easterly 20 feet of the westerly 25 feet of Lot 4, Block 1, Aladdin Homesites.

  11.29.23.12.0005 – Abstract Document 1556133 – (SS-11-58)

- An approximate depth of 12 feet over and across a strip of land described as follows: The easterly twenty (20) feet of the westerly twenty-five (25) feet of Lot Three (3), Block One (1), Aladdin Homesites.

  11.29.23.12.0004 – Abstract Document 1550205 – (SS-11-59)

- An approximate depth of 13 to 15 feet over and across a strip of land described as follows: The easterly 20 feet of the westerly 25 feet of Lot 2, Block 1, Aladdin Homesites.

  11.29.23.12.0003 – Abstract Document 1554951 – (SS-11-60)

- An approximate depth of 15 to 19 feet over and across a strip of land described as follows: The westerly 25 feet of Lot 1, Block 1, Aladdin Homesites.

  11.29.23.12.0002 – Abstract Document 1553137 – (SS-11-61)

- Undercrossing under and across: That portion of the Railway Company's Minneapolis Branch right of way in Government Lot Five (5), Section Two (2), Township Twenty-nine (29) North, Range Twenty-three (23) West, Fourth Principal Meridian, shown colored RED on the map attached and marked Exhibit "A" on Document A1525947.

  02.29.23.43.0021 – Abstract Document 1525947

- Over, under, and across the southerly 15.00 feet of the westerly 89.28 feet of that part of the south 100 feet of Government Lot 3, Section 2, Township 29, Range 23, Ramsey County, Minnesota lying easterly of the centerline of Victoria Street as per Ramsey County Engineers alignment dated October 21, 1941.

  02.29.23.31.0049 – Abstract Document 2772082 and 1556750 – (SS-2-46A)

Exhibit A 1-RV-433A

- An approximate depth of 7-12 feet over and across a strip of land 20 feet in width, the center line of which easement is described as follows: Commencing at a point on the South line of all that part of Lots 16 and 17 in Saint Paul Park, according to the recorded plat thereof, lying South of a line running from a point on the East line of Lot 21, distant 947.30 feet South of the Northeast corner of Lot 1 in said Saint Paul Park, to a point on the West line of Lot 16 in said Saint Paul Park, 218.15 feet South of the center line of Brenner Avenue, except the South 300 feet of said Lots 16 and 17, said point being 60 feet East of the West line of said Lot 16, thence North 35 degrees 15 minutes West approximately 100 feet to a point on the West line of said Lot 16, said point being 380 feet North of the Southwest corner of said Lot 16.

  02.29.23.23.0014 – Torrens Document 428604 – Certificate of Title 582536 – (SS-2-27)

- An approximate depth of 0-12 feet over and across a strip of land 20 feet in width, the center line of which easement is described as follows: Commencing at a point on the South line of the North 100 feet of the South 300 feet of Lots 16 and 17, Saint Paul Park, said point being 188 feet West of the East line of said Lot 16; thence North 35° 15' W approximately 125 feet to a point on the North line of said part of said Lots 16 and 17, said point being 260 feet West of the East line of said Lot 16.

  02.29.23.23.0014 – Torrens Document 428381 – Certificate of Title 582534 – (SS-2-26)

- An approximate depth of 10-12 feet over and across a strip of land, 20 feet in width, the center line of which easement is described as follows: Commencing at a point on the South line of the

North one hundred (N.100) feet of the South two hundred (S.200) feet of Lots 16 and 17 in Saint Paul Park, according to the plat thereof on file and of record in the office of the Register of Deeds of said Ramsey County, said point being 150 feet West of the East line of said Lot 16, thence North 15° 50' West approximately 80 feet; thence N. 35° 15' West approximately 25 feet to a point on the North line of said part of said Lots 16 and 17, said point being 188 feet West of the East line of said Lot 16.

02.29.23.23.0014 – Torrens Document 427736 – Certificate of Title 582538 – (SS-2-25)

- An approximate depth of 10 feet over and across a strip of land described as follows: Commencing at a point on the South line of the South one hundred (S.100) feet of Lots sixteen (16) and seventeen (17) in Saint Paul Park, said point being 125 feet West of the Southeast corner of said Lot sixteen (16); thence North 15° 50' West approximately 105 feet to a point on the North line of said part of said Lots sixteen (16) and seventeen (17), said point being 150 feet West of the East line of said Lot sixteen (16).

  02.29.23.23.0014 – Torrens Document 428298 – Certificate of Title 582548

- An approximate depth of 0-10 feet over and across a strip of land described as follows: That part of Lot Twenty-seven (27), Saint Paul Park, Minnesota, described as follows: Commencing at a point on the East line of said Lot Twenty-seven (27), said point being 560 feet North of the Southeast corner of said Lot Twenty-seven (27); thence Westerly approximately 85 feet; thence North 15° 50' West approximately 135 feet to a point on the North line of said Lot Twenty-seven (27), said point being 125 feet West of the Northeast corner of said Lot Twenty-seven (27).

  02.29.23.23.0014 – Abstract Document 1621671 – (SS-2-23)

- An approximate depth of 0-24 feet over and across a strip of land described as follows: The Westerly 30 feet of the Easterly 145 feet of the Southerly 545 feet and the Northerly 30 feet of the Southerly 575 feet of the Westerly 120 feet of that part of Lot Twenty-six (26), St. Paul Park, lying in the West 1213.10 feet of Section Two (2), Township Twenty-nine (29), Range Twenty-Three (23).

  02.29.23.23.0014 – Abstract Document 1621690 (SS-2-22)

- An approximate depth of 10 feet over and across a strip of land described as follows: The Easterly Ten Feet (E.10') of the Northerly Two Hundred Ten Feet (N. 210') of the following described parcel: The West one-third (W.1/3) of the North Three Hundred Thirty Feet (N. 330' of Lot Thirty-Six (36), St. Paul Park.

  02.29.23.24.0039 – Torrens Document 444076 – Certificate of Title 569949 – (SS-2-30)

- An approximate depth of 10 feet over and across a strip of land described as follows: The Southerly Twenty Feet(S.20') of the Northerly Two Hundred Feet (N. 200') and the Westerly Ten Feet of the Northerly One Hundred Eighty Feet (N.180') of that part of Lot Thirty-six (36) described as follows: The East one-half (E. ½) of the West Two-Thirds (W. 2/3) of the North Three Hundred Thirty Feet (N. 330 ') of Lot Thirty-six (36), St. Paul Park.

02.29.23.24.0040 – Torrens Document 444077 – Certificate of Title 553994 – (SS-2-29)

- An approximate depth of 10 feet over and across a strip of land, described as follows: The Southerly Twenty Feet (S 20') of the Northerly Two Hundred Feet (N 200') of the following described parcels: The East One-Third (E 1/3) of the North Three Hundred Thirty Feet (N330') of Lot Thirty-six (36), St. Paul Park.

  02.29.23.24.0041 – Torrens Document 436286 – Certificate of Title 550266 – (SS-2-31)

- An approximate depth of 20 feet over and across a strip of land described as follows: The Westerly Ten Feet (W 10') of the Southerly One Hundred Fifty-Five Feet (S 155') of the following described parcel: The East One-Half (E ½) of the West Two-Thirds (W 2/3) of the North Three Hundred Thirty Feet (N 330') of Lot Thirty-Seven (37) St. Paul Park.

  02.29.23.24.0044 – Torrens Document 436950 – Certificate of Title 377983 – (SS-2-32)

- An approximate depth of 23 feet over and across a strip of land described as follows: The Northerly Twenty Feet (N 20') of the Southerly Three Hundred Fifteen Feet (S 315') and the Westerly Ten Feet (W 10') of the Northerly Fifteen Feet (N 15') of the following described parcel: The East One-Half of the West Two-Thirds (E ½ of W 2/3) of Lot Thirty-Seven (37), except the North Three Hundred Thirty Feet (N 330') thereof, Saint Paul Park.

  02.29.23.24.0061 – Torrens Document 439512 – Certificate of Title 626541 – (SS-2-33)

- An approximate depth of 25 feet over and across a strip of land described as follows: The Northerly Twenty Feet (N 20') of the Southerly Three Hundred Fifteen Feet (315') of the following described parcel: The East One-Third (E 1/3) of Lot Thirty-Seven (37), except the North Three Hundred Thirty Feet (N 330') thereof, St. Paul Park.

  02.29.23.24.0060 – Torrens Document 433666 – Certificate of Title 624682 – (SS-2-42)

- An approximate depth of 25 feet over and across a strip of land described as follows: The Northerly Twenty Feet (N20') of the Southerly Three Hundred Fifteen Feet (S 315') of the following described parcel: The West One-Third (W 1/3) of Lot Thirty-Eight (38), except the North Three Hundred Thirty Feet (N 330') thereof, St. Paul Park.

  02.29.23.24.0059 – Torrens Document 435529 – Certificate of Title 378109 – (SS-2-43)

- An approximate depth of 22 feet over and across a strip of land described as follows: The Easterly 10 feet of the Southerly 295 feet and the Northerly 20 feet of the Southerly 315 feet of the following described parcel: The East ½ of the West 2/3 of Lot 38, except the North 330 feet thereof, St. Paul Park.

  02.29.23.24.0058 – Torrens Document 435275 – Certificate of Title 382313 – (SS-2-44)

- An approximate depth of 2 0 feet over and across a strip of land described as follows: The Westerly 10 feet of the Southerly 315 feet of the East 1/3 of Lot 38, except the North 300 feet thereof in St. Paul Park.

  02.29.23.24.0057 – Torrens Document 427291 – Certificate of Title 542265 – (SS-2-21)

PERMANENT EASEMENT

THIS EASEMENT AGREEMENT is made this _____ day of _____, 2023, by and between City of Roseville, a political subdivision under the laws of the State of Minnesota, ("Grantor") and the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Grantee") hereinafter collectively referred to as the "Parties".

NOW THEREFORE, for valuable consideration, the Parties agree as follows:

1. Grant of Easements. Grantor, the owner of the property legally described on the attached **Exhibit A**, (the "Property") in consideration of One Dollar and other good and valuable consideration to it in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantee, its permittees, successors and assigns, the following described easements:

Permanent Utility Easement

A permanent utility easement in the location legally described on the attached **Exhibit A** (the "Permanent Utility Easement Area") over, under and across the Property for, without limitation, the location, installation, construction, repair, replacement, maintenance, use, and operation of a sewer interceptor/lift station/meter and other related improvements. The permanent utility easement includes the rights of ingress and egress over and across the Property by Grantee and its agents, employees, permittees and contractors, for the use of the Permanent Utility Easement Area as may be necessary in the exercise of the rights and privileges herein granted.

The above-described easement further includes the right to cut, trim, or remove from the Permanent Utility Easement Area any trees, shrubs, undergrowth or other vegetation as in the Grantee's judgment unreasonably interferes with the use of the Permanent Utility Easement Area by Grantee, its permittees, successors and assigns, provided that Grantee shall take all reasonable precautions to prevent any damage to the Grantor's property.

Subsequent to the date of the easement, Grantor, its successors and assigns, will not erect, construct, or create any building, improvement, obstruction, perpendicular utility

crossing, or structure of any kind, either above or below the surface of the Permanent Utility Easement Area or plant any trees, or stockpile construction debris or construction equipment, or change the grade thereof of the Permanent Utility Easement Area without the express written consent of the Grantee. Notwithstanding the foregoing, Grantor may construct a bituminous trail and a pedestrian boardwalk within the Permanent Utility Easement Area (the "Park Amenities"). Grantor understands that it is responsible for the costs of removal of the Park Amenities should Grantee need to perform work within the Permanent Utility Easement Area. Grantee shall not be responsible for the loss or damage to the Park Amenities.

2. Covenant of Ownership. Grantor covenants that it is the lawful owner and is in lawful possession of the Property and has lawful right and authority to convey and grant the easement described herein.

3. Notices and Demands. All notices, requests, demands, consents, and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly and properly given three (3) business days after the date of mailing if deposited in a receptacle of the United States mail, first class postage prepaid, addressed to the intended recipient as follows:

Grantor: The City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: City Manager

Grantee: Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805
Attn: Real Estate Office

4. The provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns, and shall constitute a covenant running with the land.

GRANTOR:

CITY OF ROSEVILLE

By:_____
Dan Roe
Its: Mayor

By: _____
Patrick Trudgeon
Its: City Manager

STATE OF MINNESOTA)
)ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Dan Roe and Patrick Trudgeon, the Mayor and City Manager respectively, on behalf of the City of Roseville, a political subdivision under the laws of the State of Minnesota,

_____
Notary Public

GRANTEE:

Metropolitan Council, a public corporation
and political subdivision of the State of Minnesota

By: _____
Mary Bogie
Its: Regional Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Mary Bogie, Regional Administrator of the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota, on its behalf.

_____
Notary Public

DRAFTED BY:
Real Estate Office
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805

EXHIBIT A

Legal Description of the Property:

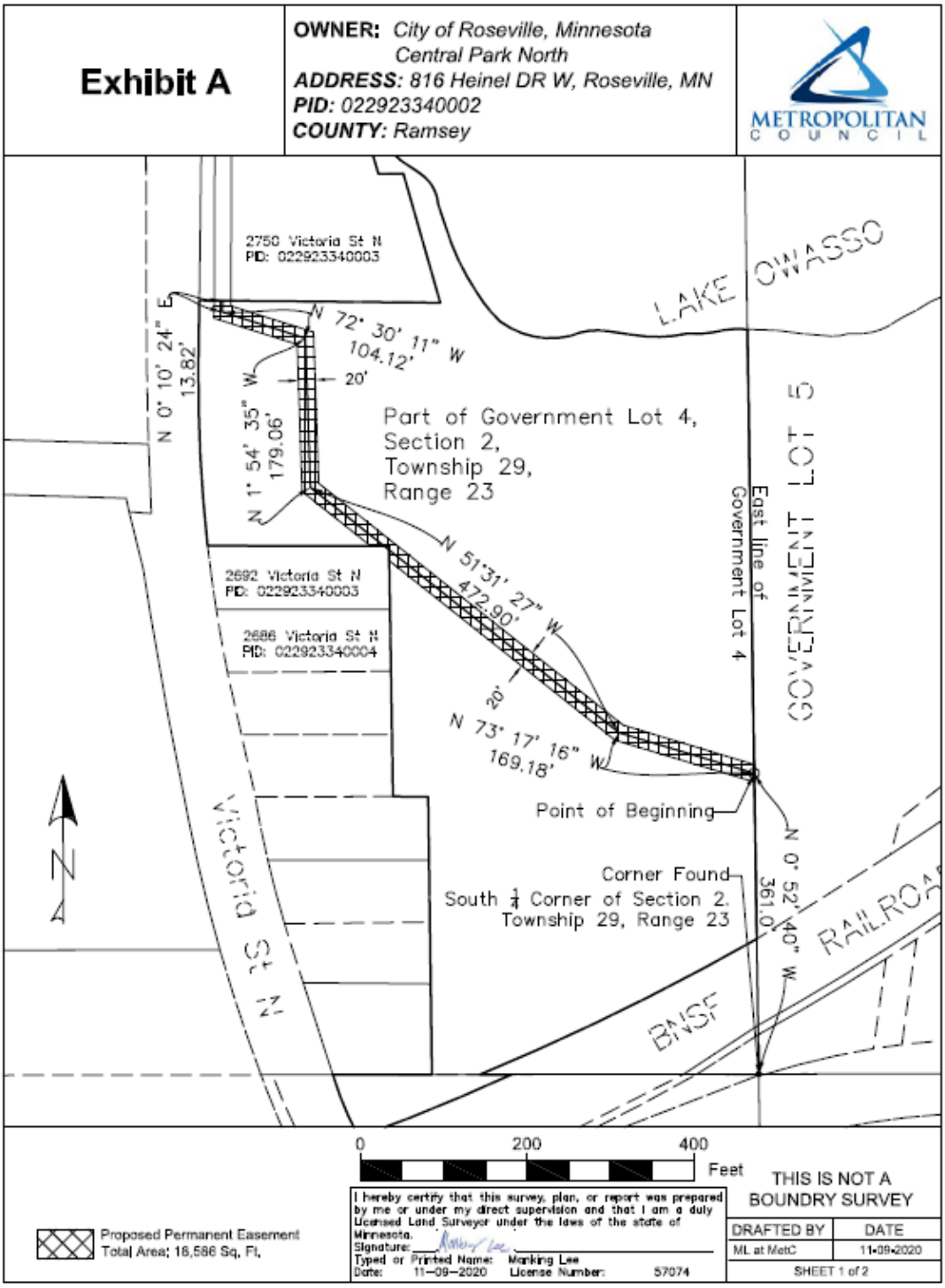
Part of Government Lot 4, Section 2, Township 29, Range 23, Ramsey County, Minnesota, according to the United States Government survey thereof.

Legal Description of the Permanent Utility Easement Area:

A 20-foot wide perpetual sanitary sewer easement over, under and across part of Government Lot 4, in Section 2, Township 29, Range 23.

Commencing at the South Quarter of Section 2, Township 29, Range 23; thence North 0 degrees 52 minutes 40 seconds West, assumed bearing, a distance of 361 feet along the east line of government lot 4 to the point of beginning of the centerline to be described; thence North 73 degrees 17 minutes 16 seconds West, a distance of 169.18 feet; thence North 51 degrees 31 minute 27 seconds West, a distance of 472.90 feet; thence North 1 degree 54 minutes 35 minutes West, a distance of 179.06 feet; thence North 72 degrees 30 minutes 11 seconds West, a distance of 104.12 feet; thence North 0 degree 10 minutes 24 seconds East, a distance of 13.82 and said center there terminating.

Except the East four hundred thirty-two (E432) feet, the North Seventy-five (N75) feet of the South six hundred thirty-five (S635) feet of that part of Government Lot 4, in Section 2, Township 29, Range 23 lying East of the center line of Victoria Street, Ramsey County, Minnesota, according to the United States Government survey thereof, subject to Victoria Street.


Exhibit A
OWNER: City of Roseville, Minnesota
Central Park North
ADDRESS: 816 Heinel DR W, Roseville, MN
PID: 022923340002
COUNTY: Ramsey
METROPOLITAN COUNCIL
2750 Victoria St N
PID: 022923340003
LAKE OWASSO
N 0° 10' 24" E
13.82'
N 72° 30' 11" W
104.12'
20'
N 1° 54' 35" W
179.06'
Part of Government Lot 4,
Section 2,
Township 29,
Range 23
East line of Government Lot 4
GOVERNMENT LOT 5
2692 Victoria St N
PID: 022923340003
2686 Victoria St N
PID: 022923340004
N 51°31' 27" W
472.90'
20'
N 73° 17' 16" W
169.18'
Point of Beginning
Corner Found
South 1/4 Corner of Section 2,
Township 29, Range 23
N 0° 52' 40" W
361.0'
VICTORIA ST N
RAILROAD
BNSF
N
0
200
400
Feet
Proposed Permanent Easement
Total Area: 16,586 Sq. Ft.
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Signature:
Typed or Printed Name: Menking Lee
Date: 11-09-2020 License Number: 57074
THIS IS NOT A BOUNDRY SURVEY
DRAFTED BY
DATE
ML at MetC
11-09-2020
SHEET 1 of 2

PERMANENT EASEMENT

THIS EASEMENT AGREEMENT is made this _____ day of _____, 2023, by and between City of Roseville, a political subdivision under the laws of the State of Minnesota, ("Grantor") and the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Grantee") hereinafter collectively referred to as the "Parties".

NOW THEREFORE, for valuable consideration, the Parties agree as follows:

1. Grant of Easements. Grantor, the owner of the property described on the attached **Exhibit A**, (the "Property") in consideration of One Dollar and other good and valuable consideration to it in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantee, its permittees, successors and assigns, the following described easements:

Permanent Utility Easement

A permanent utility easement legally described on the attached **Exhibit A** (the "Permanent Utility Easement") over, under and across the Property for, without limitation, the location, installation, construction, repair, replacement, maintenance, use, and operation of a sewer interceptor/lift station/meter and other related improvements. The permanent easement includes the rights of ingress and egress over and across the Property by Grantee and its agents, employees, permittees and contractors, for the use of the permanent easement area as may be necessary in the exercise of the rights and privileges herein granted.

The above-described easement further includes the right to cut, trim, or remove from the easement area any trees, shrubs, undergrowth or other vegetation as in the Grantee's judgment unreasonably interferes with the use of the easement area by Grantee, its permittee's, successors and assigns, provided that Grantee shall take all reasonable precautions to prevent any damage to the Grantor's property.

Subsequent to the date of the permanent easement, Grantor, its heirs, successors and assigns, will not erect, construct, or create any building, improvement, obstruction, perpendicular utility crossing, or structure of any kind, either above or below the surface of the easement area or plant any trees, or stockpile construction debris or construction equipment, or change the grade thereof of the easement area without the express written consent of the Grantee.

2. Covenant of Ownership. Grantor covenants that it is the lawful owner and is in lawful possession of the above-described real estate and has lawful right and authority to convey and grant the easements described herein.

3. Notices and Demands. All notices, requests, demands, consents, and other communications required or permitted under this Temporary easement shall be in writing and shall be deemed to have been duly and properly given three (3) business days after the date of mailing if deposited in a receptacle of the United States mail, first class postage prepaid, addressed to the intended recipient as follows:

Grantor: The City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Grantee: Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805
Attn: Real Estate Office

4. The provisions and conditions of this easement shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns, and shall constitute a covenant running with the land.

GRANTOR:

CITY OF ROSEVILLE

By:_____
Its:_____

By:_____
Its:_____

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____, it's _____ and by _____, it's _____ on behalf of the City of Roseville, a political subdivision under the laws of the State of Minnesota,

_____
Notary Public

GRANTEE:

Metropolitan Council, a public corporation and political subdivision of the State of Minnesota

By: _____
Mary Bogie
Its: Regional Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Mary Bogie, Regional Administrator of the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota, on its behalf.

_____
Notary Public

DRAFTED BY:
Real Estate Office
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805

EXHIBIT A

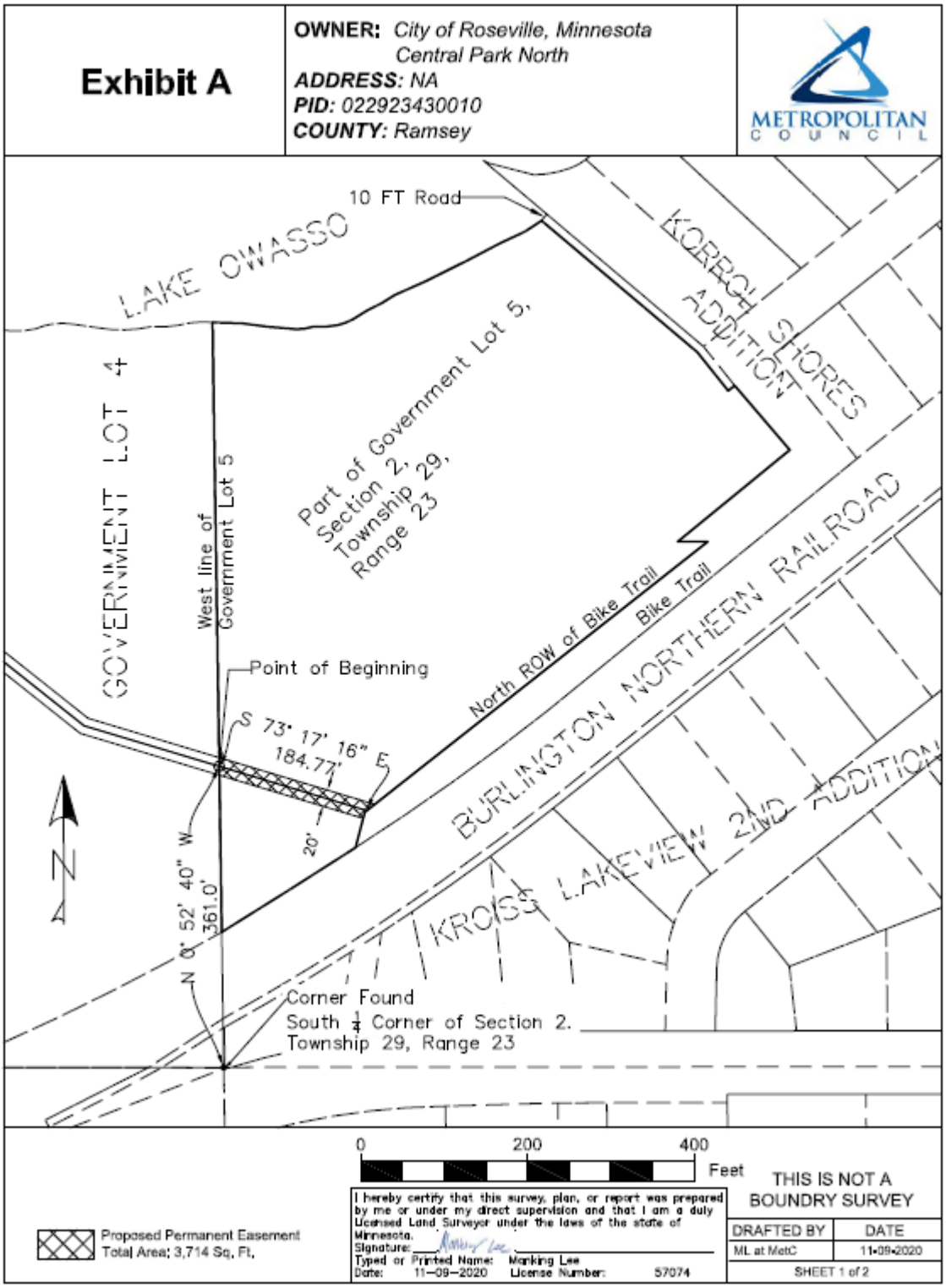
Land Description per Ramsey County Doc 4814379

Part of Government Lot 5, Section 2, Township 29, Range 23, Ramsey County, Minnesota, according to the United States Government survey thereof

Easement Description:

A 20-foot perpetual sanitary sewer easement over, under and across Government Lot 5, in Section 2, Township 29, Range 23

Commencing at the South Quarter of Section 2, Township 29, Range 23; thence on an assumed bearing North 0 degrees 5 2minutes 40 seconds West, 361 feet along the west line of Government Lot 5 to the point of beginning of the centerline of said 20 foot perpetual sanitary sewer easement; thence South 73 degrees 17 minutes 16 seconds East, 184.77 feet and said centerline there terminating at the north right of way of the bike trail .


Exhibit A
OWNER: City of Roseville, Minnesota
Central Park North
ADDRESS: NA
PID: 022923430010
COUNTY: Ramsey
METROPOLITAN COUNCIL
10 FT Road
LAKE OWASSO
KOREC ADDITION
SHORES
GOVERNMENT LOT 4
Part of Government Lot 5, Section 2, Township 29, Range 23
West line of Government Lot 5
Point of Beginning
North ROW of Bike Trail
Bike Trail
BURLINGTON NORTHERN RAILROAD
S 73° 17' 16" E
184.77'
20'
N 0° 52' 40" W
361.0'
KROISS LAKEVIEW 2ND ADDITION
Corner Found
South ¼ Corner of Section 2.
Township 29, Range 23
N
0
200
400
Feet
Proposed Permanent Easement
Total Area: 3,714 Sq. Ft.
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Signature:
Typed or Printed Name: Marking Lee
Date: 11-09-2020 License Number: 57074
THIS IS NOT A BOUNDRY SURVEY
DRAFTED BY
DATE
ML at MetC
11-09-2020
SHEET 1 of 2

PERMANENT EASEMENT

THIS EASEMENT AGREEMENT is made this _____ day of _____, 2023, by and between City of Roseville, a political subdivision under the laws of the State of Minnesota, ("Grantor") and the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Grantee") hereinafter collectively referred to as the "Parties".

NOW THEREFORE, for valuable consideration, the Parties agree as follows:

1. Grant of Easements. Grantor, the owner of the property described on the attached **Exhibit A**, (the "Property") in consideration of One Dollar and other good and valuable consideration to it in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantee, its permittees, successors and assigns, the following described easements:

Permanent Utility Easement

A permanent utility easement legally described on the attached **Exhibit A** (the "Permanent Utility Easement") over, under and across the Property for, without limitation, the location, installation, construction, repair, replacement, maintenance, use, and operation of a sewer interceptor/lift station/meter and other related improvements. The permanent easement includes the rights of ingress and egress over and across the Property by Grantee and its agents, employees, permittees and contractors, for the use of the permanent easement area as may be necessary in the exercise of the rights and privileges herein granted.

The above-described easement further includes the right to cut, trim, or remove from the easement area any trees, shrubs, undergrowth or other vegetation as in the Grantee's judgment unreasonably interferes with the use of the easement area by Grantee, its permittee's, successors and assigns, provided that Grantee shall take all reasonable precautions to prevent any damage to the Grantor's property.

Subsequent to the date of the permanent easement, Grantor, its heirs, successors and assigns, will not erect, construct, or create any building, improvement, obstruction, perpendicular utility crossing, or structure of any kind, either above or below the surface of the easement area or plant any trees, or stockpile construction debris or construction equipment, or change the grade thereof of the easement area without the express written consent of the Grantee.

2. Covenant of Ownership. Grantor covenants that it is the lawful owner and is in lawful possession of the above-described real estate and has lawful right and authority to convey and grant the easements described herein.

3. Notices and Demands. All notices, requests, demands, consents, and other communications required or permitted under this Temporary easement shall be in writing and shall be deemed to have been duly and properly given three (3) business days after the date of mailing if deposited in a receptacle of the United States mail, first class postage prepaid, addressed to the intended recipient as follows:

Grantor: The City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Grantee: Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805
Attn: Real Estate Office

4. The provisions and conditions of this easement shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns, and shall constitute a covenant running with the land.

GRANTOR:

CITY OF ROSEVILLE

By:_____
Its:_____

By:_____
Its:_____

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____, it's _____ and by _____, it's _____ on behalf of the City of Roseville, a political subdivision under the laws of the State of Minnesota,

_____
Notary Public

GRANTEE:

Metropolitan Council, a public corporation and political subdivision of the State of Minnesota

By:_____
Mary Bogie
Its: Regional Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Mary Bogie, Regional Administrator of the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota, on its behalf.

_____
Notary Public

DRAFTED BY:
Real Estate Office
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805

EXHIBIT A

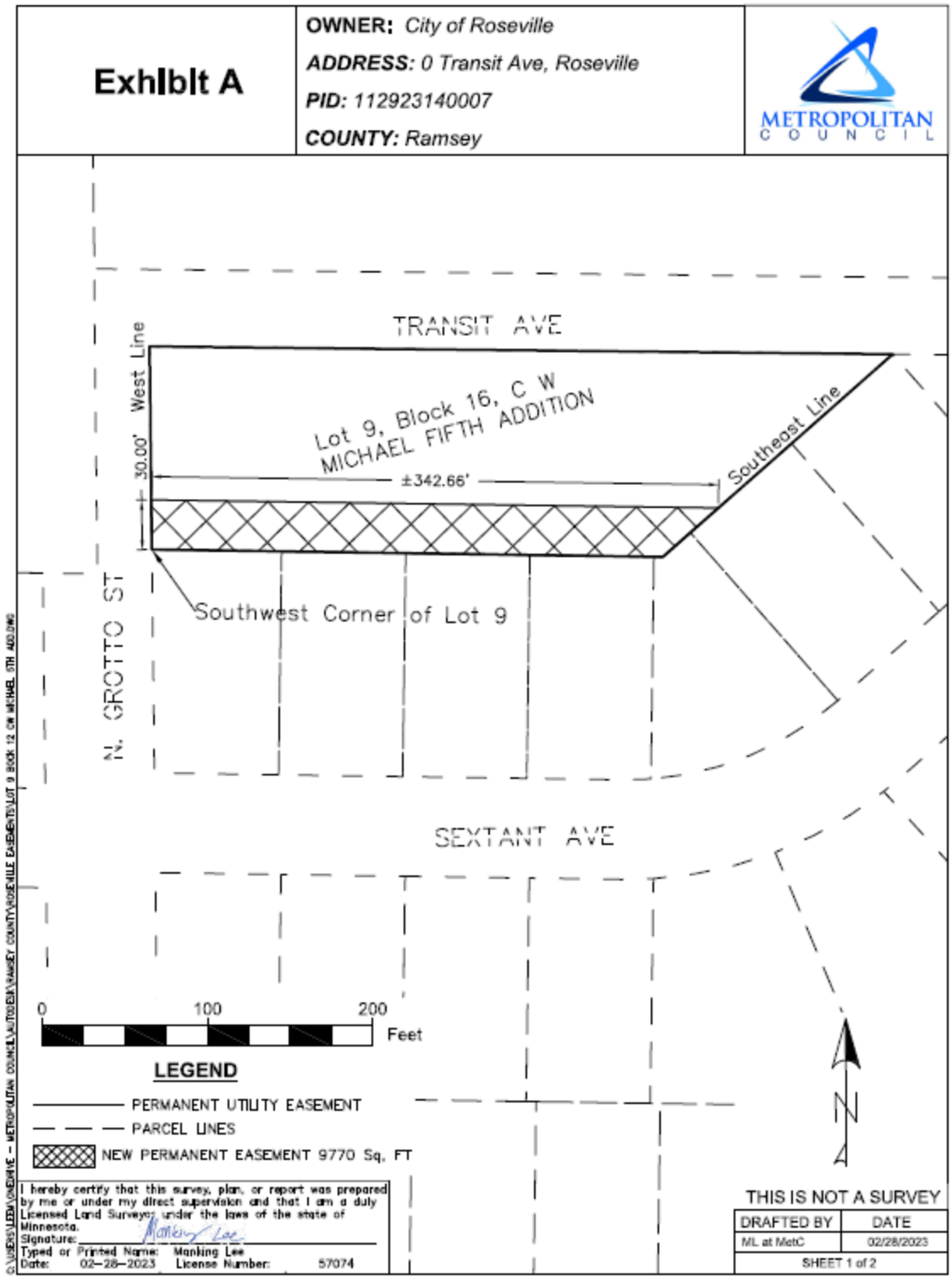
Land Description

Lot 9, Block 16, C W Michael Fifth Addition, Ramsey County, Minnesota

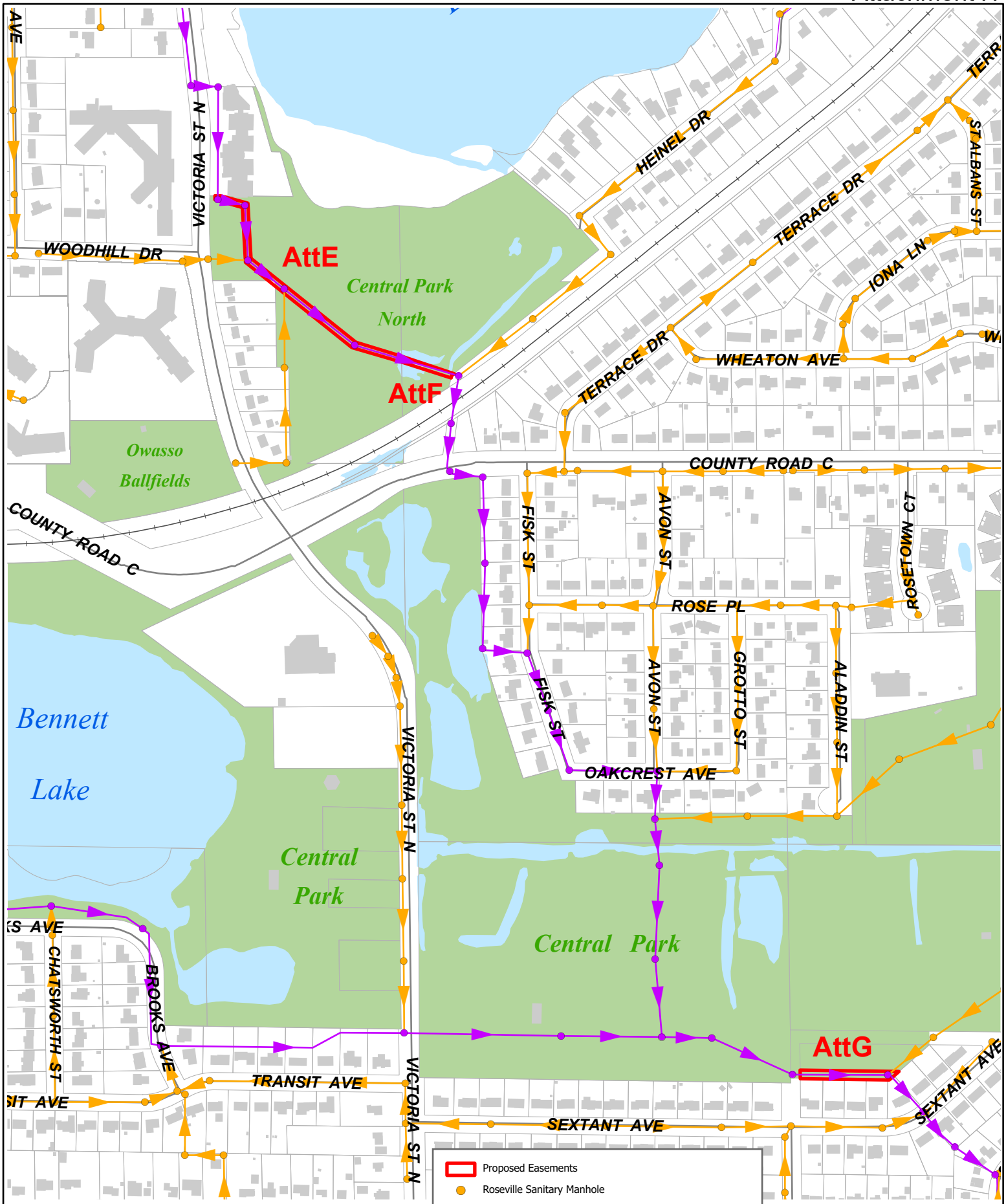
Easement Description:

That part of Lot 9, Block 16, C W MICHAEL FIFTH ADDITION, according to the recorded plat, Ramsey County Minnesota, lying southerly of the following described line:

Beginning at a point on the west line of said Lot 9 distant 30.00 feet north of the southwest corner of said Lot 9, thence easterly parallel with the south line of said Lot 9, a distance of 342.66 feet more or less, to the southeast line of said Lot 9, and said line there terminating.


Exhibit A
OWNER: City of Roseville
ADDRESS: 0 Transit Ave, Roseville
PID: 112923140007
COUNTY: Ramsey
METROPOLITAN COUNCIL
TRANSIT AVE
30.00' West Line
Lot 9, Block 16, C W MICHAEL FIFTH ADDITION
±342.66'
Southeast Line
N. GROTTO ST
Southwest Corner of Lot 9
SEXTANT AVE
0
100
200
Feet
LEGEND
PERMANENT UTILITY EASEMENT
PARCEL LINES
NEW PERMANENT EASEMENT 9770 Sq. FT
N
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Signature:
Typed or Printed Name: Manking Lee
Date: 02-28-2023
License Number: 57074
THIS IS NOT A SURVEY
DRAFTED BY
DATE
ML at MetC
02/28/2023
SHEET 1 of 2

Attachment H



MCES Easements

ROSEVILLE

Prepared by: Engineering Department
4/19/2023

Data Sources
* Ramsey County GIS (4/3/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not 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 651-792-7075. 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.

16

AGREEMENT

This Agreement, made and entered into by and between the Metropolitan Sewer Board (hereinafter called the Board), and the Village of Roseville, (hereinafter called the Municipality);

WITNESSETH THAT, in the joint and mutual exercise of their powers and in consideration of the mutual covenants herein contained, the parties hereto recite and agree as follows:

Section 1. Board and Council Action. Minnesota Laws 1969, Chapter 449, Section 5, authorizes the Board, at any time after January 1, 1970, to assume ownership of and require any local government unit to transfer to it any existing interceptors needed to implement the Metropolitan Council's comprehensive plan for the collection, treatment and disposal of sewage in the metropolitan area. The Board has determined to assume the ownership of the interceptors described in Section 2 hereof which are owned and operated by the Municipality, and directed the Municipality to transfer to the Board all of its right, title and interest in and to such interceptors as of December 31, 1970. The Metropolitan Council has approved the acquisition of the interceptors by the Sewer Board.

Section 2. Transfer of Interceptors. The Municipality will transfer to the "Metropolitan Sewer Board established by Laws 1969, Chapter 449" as of December 31, 1970, by quit claim deed or other appropriate instruments of conveyance, in form satisfactory to the Board, all of its right, title and interest in and to the interceptors described in Exhibit A which is attached hereto, and any permits, licenses, easements and other property rights which it has and which are necessary for the location, operation and repair of such interceptors, all of which is referred to herein as the "interceptors".

Section 3. Financing of Capital Costs.

3.01. Bonds Issued. The Municipality has issued all or part of the general obligation bonds described in Exhibit B which is attached hereto, to provide funds to pay costs of acquisition and betterment of the interceptors.

3.02. Municipality's Obligation. The Municipality agrees to continue to pay all principal of and interest on all outstanding bonds described in Exhibit B when due. The principal amount so paid prior to January 1, 1971 shall be included in the construction cost of the treatment works paid by the Municipality, for the purpose of computing the current value of such facilities to be credited to local government units pursuant to Chapter 449, Section 5, Subdivision 4.

3.03. Sewer Board's Obligation. Subject to adjustment as hereinafter provided, the Sewer Board, upon assuming ownership of the interceptors, shall become obligated to pay to the Municipality amounts sufficient to pay a percentage of the principal and interest coming due on or after January 1, 1971, on each of the bond issues described in Exhibit B. The parties agree that such percentages are 15.35% for the Sanitary Sewer Improvement Bonds, Series A and B, 50.53% for the Sanitary Sewer Improvement Bonds, Series D, E, and F, and 21.18% for the Sanitary Sewer Improvement Bonds, Series G and H; and that such percentages of principal and interest come due in the years and in the amounts set forth in the schedule attached hereto and marked Exhibit C. These percentages are intended to be equal to that percentage of the proceeds of each bond issue expended on the interceptors, and if upon further audit it is determined by either party that a greater or lesser percentage of such proceeds were expended on the interceptors, the percentages in this section and the principal and interest amounts set forth in Exhibit C shall be adjusted accordingly by a written amendment to this Agreement. The Sewer Board may offset amounts due to the Municipality in any year under this Section against amounts allocated to and due from the Municipality to the Sewer

Board in accordance with its annual budget prepared in accordance with Chapter 449, Section 10.

Section 4. Interceptor Costs. The Board will include in its annual budget for 1971 and each year thereafter the debt service costs and costs of operation and maintenance of the interceptors and of all other facilities of the metropolitan disposal system incurred on or after January 1, 1971, and will allocate such costs to the Municipality and other local government units in the metropolitan area in accordance with Chapter 449.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this 1st day of January, 1971.

In the presence of:

Marie Coughlin

Kathleen E. Fischels

Metropolitan Sewer Board

By _____
Chairman

And _____
Chief Administrator

Village of Roseville

Margaret Pohl

Steve Ross

By _____
Mayor

And _____

EXHIBIT A
Interceptor Description

Identification Number	Description
1-RV-430	From St. Anthony connection at Lydia Avenue and Roseville village limits, easterly and southerly to intersection with St. Paul interceptor number 1-SP-223 at Larpenteur and Galtier.
1-RV-431	From Arden Hills connection at Arthur Place and County Road D south to intersection with Roseville interceptor number 1-RV-430 in the vicinity of Mildred Drive and Iona Lane.
1-RV-432	From Arden Hills connection on Glenhill Road at Snelling and ~~Hamilius~~ Hamline, southerly to intersection with Roseville interceptor number 1-RV-430 at Fernwood Road and Judith.
1-RV-433	From Shoreview connection at County Road D and Avon southerly to intersection with Roseville interceptor number 1-RV-430 in the vicinity of Grotto Street and Sextant Avenue.
1-RV-434	From Shoreview connection at County Road D and Churchill southerly to intersection with Roseville interceptor number 1-RV-433 at County Road C-2 and Victoria Street.

EXHIBIT B

Interceptor Bond Issues

1. $1,000,000 Sanitary Sewer Improvement Bonds, Series A 1956
2. $1,000,000 Sanitary Sewer Improvement Bonds, Series B 1957
3. $1,000,000 Sanitary Sewer Improvement Bonds, Series D 1958
4. $1,000,000 Sanitary Sewer Improvement Bonds, Series E 1959
5. $1,200,000 Sanitary Sewer Improvement Bonds, Series F 1959
6. $1,000,000 Sanitary Sewer Improvement Bonds, Series G 1960
7. $1,000,000 Sanitary Sewer Improvement Bonds, Series H 1960

EXHIBIT C

Sewer Board Portion of Roseville Sanitary Sewer Improvement Bonds, Series A-H

Year	15.35% Series A	15.35% Series B	50.53% Series D	50.53% Series E	50.53% Series F	21.18% Series G	21.18% Series H	Total
1971	$9,701	$10,219	$34,360	$35,586	$34,360	$15,350	$14,826	$154,402
1972	9,448	9,920	33,350	34,499	33,223	14,895	14,402	149,737
1973	9,195	9,621	32,339	33,413	32,087	14,439	13,979	145,073
1974	8,941	9,321	31,329	32,327	30,950	13,984	13,555	140,407
1975	8,688	9,022	30,318	31,240	29,813	13,518	13,132	135,731
1976	8,435	8,723	29,307	30,154	28,676	13,052	12,708	131,055
1977	8,182	8,423	28,297	29,067	27,539	12,586	12,284	126,378
1978	7,928	8,124	27,286	27,981	26,402	12,115	11,861	121,697
1979		7,825	26,276	26,895		11,638	11,437	84,071
1980				25,808		8,056	11,014	44,878
1981						10,828		10,828

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 10.d

Department Approval

Michelle Pietrick

City Manager Approval

Item Description: Receive 2023 First Quarter Financial Report

BACKGROUND

The first quarter of 2023 is complete and financial results are available. The Finance Director prepared the attached first quarter financial report for Council review. This report shows budget versus actual performance for the period ending March 31, 2023.

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

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

It should be noted that some of the City's revenue streams such as property taxes and intergovernmental revenues, are non-recurring or are received intermittently throughout the year. This can result in wide revenue fluctuations from month to month. In addition, some of the City's expenditures are also non-recurring and subject to wide fluctuations. The financial report footnotes those areas where fluctuations occur during the year. At this point in time 25% of the year has passed and that sets the estimated benchmark for the first quarter report.

General Fund Summary - The General Fund includes the activities associated with the City's police, fire, streets, administration & finance, legal, and other general functions. Property tax revenue and state aids are the largest revenue sources for this fund. The general fund reserves carry the operations in this fund until property taxes are received from Ramsey County in June. State Aids are received in May, September and October. As a result, first quarter revenues are only at 3%. Expenditures are trending

below the benchmark as several cost areas are paid out in the later part of the year as footnoted on the report.

Parks and Recreation Fund Summary – Revenues are running slightly ahead of 25%, this is due to several park building rentals reserved at the beginning of the year and program participation reserved in advance of the various programs. As this programs are seasonal, the expenditures are tracking below 25% as many of the programs are operated in the summer and fall.

Information Technology Fund Summary – Antennae lease payments are lagging slightly but that is a function of the due dates on the various leases. Some leases are annual payments and some are monthly. Expenditures in this fund meet the expected 25%. This fund will be merged into the general fund as part of the 2024 budget process.

Community Development Fund – This fund has some seasonality with building permits. However, the Community Development Director has noted that there is a definite reduction in building activity. Expenditures are currently tracking less than anticipated which may be related to the slowdown in building activity. Sufficient reserves exist in this fund to weather any under-performance on the revenue side.

Communications Fund Summary – Cable franchise fees are the largest revenue source for this fund. Franchise fees are received a month after the end of the quarter so there is a lag until year end when we record accruals. Expenditures are below 25% as North Suburban Cable Commission has not billed the city for their services in 2023.

License Center Fund Summary – The License Center revenues are on point and expenditures are tracking below the benchmark. If this trend continues this fund should end the year in the approved reserve level range of 10-15%.

Sanitary Sewer Fund Summary – The Sanitary Sewer Fund revenues and expenditures are near expected levels. Capital expenditures and transfer out will occur later in the year. Revenues are trending higher as a result of billing the City of Falcon Heights for their portion of the 2022 sewer relining project in 2023. Expenditures are tracking slightly higher as we have four months of MCES charges paid through March 31.

Water Fund Summary –Water Fund revenues and expenditures are near expected levels. Expenditures can fluctuate during the year based on water consumption. The first quarter is historically low as this is the winter quarter where little to no external water is used. Expenditures are slightly lower due to this as well as internal charges for administration and IT charges which will be allocated in the next quarter. In the first quarter utility bills, $437,426 of the under billing has been billed. For those accounts that are spread over all 4 quarters, we will be billing $137,291 per quarter through the end of the year, which will be a total of $411,872 over the three remaining quarters.

Storm Sewer Fund Summary – Storm Sewer Fund revenues are trending slightly higher than expected as the budget amount was conservative and based on the 2022 budget. For the 2024 budget, a more refined revenue projection will be used. The rate increases approved have factored in future capital needs in this fund. Expenditures are slightly lower at this point as a result of internal charges for administration and IT charges that are done on a quarterly basis after the quarter ends. Capital expenditures and transfer out will occur later in the year.

Recycling Fund Summary –Recycling Fund revenues are near expected levels. Expenditures are below expected as the new sustainability specialist will be on payroll by June 1, 25% of that position is charged to this fund.

Golf Course Fund Summary – The golf course activity is seasonal in nature, which impacts both the revenues and the expenditures in this fund. Building rental revenue is currently at almost 50% of the amount budgeted. Some of this rent may be for dates later in the year.

The City's overall financial condition remains strong and Finance has not noted any worrisome variances in the operating funds for the first quarter of 2023. Variances that have occurred are noted and explained on the attached financial report. There are no budget adjustments for the first quarter of 2023.

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

Not applicable.

RACIAL EQUITY IMPACT SUMMARY

There is no equity impact

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For informational purposes only. No formal Council action is requested

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: First Quarter Financial Report

City of Roseville
Quarterly Financial Report
As of March 31, 2023

Description	2023 Original Budget	2023 Amended Budget	Actual thru March 2023	Benchmark 25% Percent of Budget	
GENERAL OPERATING FUND					
GENERAL FUND - REVENUES					
Taxes	$ 16,214,872	$ 16,214,872	$ 2,153	0.01%	A
Intergovernmental	$ 1,807,000	$ 1,807,000	$ 219,382	12.14%	B
Charges for Services	$ 1,271,800	$ 1,271,800	$ 259,708	20.42%	C
Licenses & Permits	$ 469,000	$ 469,000	$ 84,817	18.08%	C
Other Revenues	$ 233,463	$ 233,463	$ 45,768	19.60%	C
Transfers In	$ 497,100	$ 497,100	$ -	0.00%	E
Total Revenues	**$ 20,493,235**	**$ 20,493,235**	**$ 611,828**	**2.99%**	
GENERAL FUND - EXPENDITURES					
General Government					
City Council	$ 289,240	$ 289,240	$ 129,401	44.74%	I
Administration	$ 1,457,559	$ 1,457,559	$ 202,476	13.89%	H
Elections	$ 102,126	$ 102,126	$ 25,158	24.63%	
Legal Services	$ 395,238	$ 395,238	$ 61,725	15.62%	G
Finance	$ 825,110	$ 825,110	$ 179,351	21.74%	
Central Services	$ 53,500	$ 53,500	$ 2,969	5.55%	F
General Insurance	$ 70,000	$ 70,000	$ 17,500	25.00%	
Total General Government	**$ 3,192,773**	**$ 3,192,773**	**$ 618,580**	**19.37%**	
Public Safety					
Police	$ 10,317,535	$ 10,317,535	$ 1,840,087	17.83%	F
Fire	$ 3,980,339	$ 3,980,339	$ 690,735	17.35%	F
Fire Relief	$ 46,500	$ 46,500	$ -	0.00%	
Total Public Safety	**$ 14,344,374**	**$ 14,344,374**	**$ 2,530,822**	**17.64%**	
Public Works					
Administration	$ 1,091,993	$ 1,091,993	$ 186,467	17.08%	H
Streets	$ 1,241,625	$ 1,241,625	$ 161,225	12.98%	F,K
Central Garage	$ 227,520	$ 227,520	$ 125,385	55.11%	F
Building Maintenance	$ 424,950	$ 424,950	$ 111,688	26.28%	
Street Lighting	$ 190,000	$ 190,000	$ 17,163	9.03%	L
Total Public Works	**$ 3,176,088**	**$ 3,176,088**	**$ 601,928**	**18.95%**	
Total Expenditures	**$ 20,713,235**	**$ 20,713,235**	**$ 3,751,330**	**18.11%**	
Revenues Over (Under) Expenditures	**$ (220,000)**	**$ (220,000)**	**$ (3,139,502)**		
OTHER OPERATING FUNDS					
PARKS AND RECREATION FUNDS					
Taxes	$ 3,125,230	$ 3,125,230	$ -	0.00%	A
Other Revenues	$ 2,501,910	$ 2,501,910	$ 832,674	33.28%	J
Transfers In	$ 20,500	$ 20,500	$ -	0.00%	
Expenditures - Operating	$ 5,647,640	$ 5,647,640	$ 919,996	16.29%	J
Revenues Over (Under) Expenditures	**$ -**	**$ -**	**$ (87,322)**		
INFORMATION TECHNOLOGY FUND					
Taxes	$ 110,677	$ 110,677	$ -	0.00%	A
Other Revenues	$ 530,864	$ 530,864	$ 125,802	23.70%	
Transfers In	$ 165,000	$ 165,000	$ -	0.00%	E
Expenditures - Operating	$ 857,141	$ 857,141	$ 214,269	25.00%	H
Revenues Over (Under) Expenditures	**$ (50,600)**	**$ (50,600)**	**$ (88,467)**		
COMMUNITY DEVELOPMENT FUND					
Revenues	$ 1,998,420	$ 1,998,420	$ 353,309	17.68%	
Expenditures - Operating	$ 1,810,479	$ 1,810,479	$ 296,754	16.39%	
Revenues Over (Under) Expenditures	**$ 187,941**	**$ 187,941**	**$ 56,555**		

City of Roseville
Quarterly Financial Report
As of March 31, 2023

Description	2023 Original Budget	2023 Amended Budget	Actual thru March 2023	Benchmark 25% Percent of Budget	
COMMUNICATIONS FUND					
Taxes	$ 126,890	$ 126,890	$ -	0.00%	A
Other Revenues	$ 422,500	$ 422,500	$ -	0.00%	D
Expenditures - Operating	$ 575,390	$ 575,390	$ 98,577	17.13%	
Revenues Over (Under) Expenditures	**$ (26,000)**	**$ (26,000)**	**$ (98,577)**		
LICENSE CENTER FUND					
Revenues	$ 2,101,000	$ 2,101,000	$ 534,482	25.44%	
Expenditures - Operating	$ 1,892,830	$ 1,892,830	$ 338,192	17.87%	
Transfers Out	$ 302,000	$ 302,000		0.00%	E
Revenues Over (Under) Expenditures	**$ (93,830)**	**$ (93,830)**	**$ 196,290**		
ENTERPRISE FUNDS					
WATER UTILITY FUND					
Operating Revenues and Grants	$ 7,330,000	$ 7,330,000	$ 1,820,222	24.83%	N
Transfers In	$ 500,000	$ 500,000	$ -	0.00%	
Expenditures - Operating	$ 6,764,085	$ 6,764,085	$ 1,148,171	16.97%	F
Transfers Out, Capital & Debt Service	$ 1,166,100	$ 1,166,100	$ -	0.00%	H
Revenues Over (Under) Expenditures	**$ (100,185)**	**$ (100,185)**	**$ 672,051**		
SANITARY SEWER UTILITY FUND					
Operating Revenues and Grants	$ 6,000,000	$ 6,000,000	$ 1,782,006	29.70%	N,O
Expenditures - Operating	$ 4,339,099	$ 4,339,099	$ 1,204,675	27.76%	M
Transfers Out and Capital	$ 1,085,000	$ 1,085,000	$ 88,770	8.18%	H
Revenues Over (Under) Expenditures	**$ 575,901**	**$ 575,901**	**$ 488,561**		
STORM WATER UTILITY FUND					
Operating Revenues and Grants	$ 2,179,929	$ 2,179,929	$ 663,706	30.45%	N
Expenditures - Operating	$ 1,363,700	$ 1,363,700	$ 142,537	10.45%	F
Transfers Out and Capital	$ 1,470,000	$ 1,470,000	$ 88,085	5.99%	H
Revenues Over (Under) Expenditures	**$ (653,771)**	**$ (653,771)**	**$ 433,084**		
RECYCLING UTILITY FUND					
Revenues	$ 955,500	$ 955,500	$ 233,862	24.48%	N
Expenditures - Operating	$ 987,425	$ 987,425	$ 151,485	15.34%	P
Revenues Over (Under) Expenditures	**$ (31,925)**	**$ (31,925)**	**$ 82,377**		
GOLF COURSE FUND					
Revenues	$ 425,800	$ 425,800	$ 50,302	11.81%	J
Expenditures	$ 495,860	$ 495,860	$ 65,970	13.30%	J
Revenues Over (Under) Expenditures	**$ (70,060)**	**$ (70,060)**	**$ (15,668)**		

City of Roseville
Quarterly Financial Report
As of March 31, 2023

Tickmark Explanations for Budget VS Actual Variances

A. Taxes will be received in June/July and December/January

B. State Aids and other grants received later in the year

C. Majority of these revenues are received later in the year

D. Franchise fees are received quarterly at the end of the following month

E. Majority of transfers are recorded at year end

F. Internal allocations for Garage, Phones, copier and IT costs are done quarterly at the end of the following month

G. Legal service invoices for two months only - this is normal

H. Professional services, training, capital costs occur later in the year

I. NYFS contract paid in the first quarter which skews the percentage of budget used

J. Parks & Rec is seasonal in nature - fees and building rental come in higher first quarter and then smooth out, expenditures occur more heavily in summer and fall

K. Professional services and maintenance costs occur later in the year

L. Based on lag in invoicing, only 2 months of electric costs paid in the 1st quarter

M. Sanitary Sewer has 4 months of MCES charges

N. Utility revenues are based on service delivery, bills issued in Jan and Feb of 2023 are partially accrued back to the 2022 books as they are for services delivered in 2022. This is an annual occurrence. Also includes $437,426 of under billings billed in 1st quarter.

O. Includes $165,000 billed to Falcon Heights for their portion of the 2022 sewer lining project

P. Budget includes 35% of the new sustainability specialist which will be filled by June 1.

REQUEST FOR COUNCIL ACTION

Date: April 24, 2023
Item No.: 10.e

Department Approval	City Manager Approval

Item Description: Approve contract with Municode for Recodification, Supplementation, and Online Hosting

BACKGROUND

As part of the 2023 budget process, Council set aside funds to conduct Recodification, Supplementation, and Online Hosting of our city code. Staff contacted American Legal Publishing and Municode to solicit quotes.

After reviewing the proposals, staff felt that Municode would provide the better option. Municode is part of a suite of products offered through CivicPlus. CivicPlus is the product we use for a variety of our web-based technologies including our website hosting, agenda and meeting management, and resident notification and communications. In addition, staff considered the following items when making the decision to recommend Municode:

- Comparable city clients
- Additional or supplemental features, (e.g. search function)
- Ease of use, user expereience
- Integration with other city systems
- Process for legal review

Municode provided a recodification quote of $16,850. American Legal Publishing provided a quote of $15,950.

The recodification requires an extensive full legal review of our current code to ensure conformity with state statutes and to determine any inconstancies or conflicts. We anticipate an 18 month timeline to complete this process.

Other costs are associated with the supplementation and online hosting of the code. Annual costs for Municode are approximately $6,250, subject to a 5% annual increase. The annual costs for American Legal are variable, based on the number of pages updated. With an average of 100 pages of ordinances per year the fee would be approximately $3,900 following the first year cost of $4,650.

Municode's supplementation is efficient and convenient. The annual supplement fee allows for quarterly supplements. The updated ordinance will be posted on-line within 48 hours of receiving as "recently adopted, not yet codified." Their online hosting offers advanced search options, as well as many premium options.

POLICY OBJECTIVE

The city's mission is to provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional

staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

Recodofication and on-line hosting will keep residents, businesses and other commuinity members informed on a timely basis of ordinances and updates to the city code.

BUDGET IMPLICATIONS

The 2023 budget has sufficient funds for this request. Following the initial investment of $16,850, on-going annual costs would be $6,450.

RACIAL EQUITY IMPACT SUMMARY

There will be a positive equity impact. The online code in fully translatable to multiple languages, and has the option for Gender Neutralization of the code. The ability to provide pertinent rules and regulations is important in meeting the needs of an increasingly diverse community.

STAFF RECOMMENDATION

Staff recommends entering onto an agreement with Municode to conduct Recodification, Supplementation, and Online Hosting of our city code.

REQUESTED COUNCIL ACTION

Approve the agreement with Municode to conduct Recodification, Supplementation, and Online Hosting of our city code

Prepared by: Katie Bruno, Deputy City Clerk
Attachments: A: Agreement, Municode

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #: Q-28992-1
Date: 9/6/2022 3:59 PM
Expires On: 5/22/2023

Client:
ROSEVILLE, MINNESOTA

Bill To:
ROSEVILLE, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
JR Riley	x	jriley@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
740.00	Recodification	Recodification (per page) $22.77 | Includes Zoning | 3 printed copies, binders, & tabs, 10pt font single column	One-time	USD 16,850.02
740.00	Gender Neutralization - In Project	Gender Neutralization (Removing and Replacing Gender Based Code)	One-time	USD 740.00
1.00	State Law Reference Linking Hourly Rate	State Law Reference Linking	One-time	USD 75.00
1.00	Annual State Law Reference Linking Review Subscription	Annual State Law Reference Linking Review Subscription	Renewable	USD 399.00
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription with Electronic Copies in Word (+$200) inc zoning	Renewable	USD 4,500.00
1.00	Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on an annual basis.	Renewable	USD 0.00
1.00	Code in Word Included	Code in Word	Renewable	USD 0.00
1.00	Quarterly Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a quarterly basis.	Renewable	USD 0.00
1.00	Quarterly Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on a quarterly basis.	Renewable	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	Renewable	USD 0.00

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Custom Online Code Hosting	Online Code Hosting Subscription - Includes Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	Renewable	USD 1,195.00
1.00	OrdLink Subscription	OrdLink Subscription	Renewable	USD 171.00

Total Investment Initial Term	USD 17,665.02
Annual Recurring Services	USD 6,265.00

Total Days of Quote:366

1. This Statement of Work ("SOW") is between Roseville Minnesota (“Client”) and CivicPlus, LLC (the “Service Provider”), and shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at https://www.civicplus.com/master-services-agreement (“MSA”), to which this SOW is hereby attached. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term starting at signing of this Agreement ending eighteen (18) months from the signing of this Agreement or Service Provider’s shipment of the final code, whichever occurs earlier (“Initial Term”). In the event that neither party gives 60 days’ notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW may be renewed for an additional 1-year renewal term (“Renewal Term”). The Initial Term and all Renewal Terms are collectively referred to as the “Term”.

3. The Total Investment Initial Term shall be invoiced as follows:
   a. Upon signing this Agreement: 25%
   b. Upon submission of the Legal Memorandum: 25%
   c. Upon Submission of Proofs: 25%
   d. Upon Delivery: Balance of Total Investment Initial Term.
   e. Any additional costs will be billed separately, upon delivery.

4. The initial Annual Recurring Services shall be invoiced eighteen (18) months from the signing of this Agreement or upon Service Provider’s shipment of the final code, whichever occurs earlier (“Annual Services Start Date”). Subsequent Annual Recurring Services shall be invoiced on the anniversary date of the Annual Services Start Date of the relevant calendar year and subject to a 5% annual increase each Renewal Term following the Annual Services Start Date.

5. Codification Services shall Include: Pages with single column and 10 point font unless otherwise listed above; receipt, review and organization of materials; Legal analysis and research by a full-time Service Provider attorney; Preparation of a legal memorandum by a Service Provider attorney; 3-hour Teleconference with attorney (additional time billed at $150/hr); Implementation of approved legal findings; one draft copy of code with approved changes (“Proofs”); Updating State Law references; Editorial preparation, proofreading, and page formatting; Indexing; Tables; graphics and tabular matter; Final proofreading and corrections; Quality control review and printing – an amount of printed copies set forth in the line items above, to include 3-post stamped binder and tabs; and Sample adopting ordinance prepared by a Service Provider attorney. “Tables” shall include: supplement history table, code comparative table, and ordinance history table. An additional hourly charge shall be assessed for the creation, modification, addition or updating of any table or schedule other than those enumerated herein.

6. Codification Services do NOT include: freight; state sales tax; or any annual recurring services.

7. Client understands and agrees that the Total Investment for Codification Services may be increased by the addition of legislation or materials; or pages over the amount of pages with columns and font size listed in the line items above which may be added at the per page rate agreed upon by the Parties based on column and font size listed above. Legislation added to the project must be approved and received prior to the cutoff date established by the parties. Following the delivery of the final code draft for client proofing (the “Proof”), any extensive changes requested in the Proof content, and/ or any material added to the Proof that was not previously contemplated by the parties, will be subject to an additional “Proof Update” fee. Proofs not returned within 45 days may be subject to a Proof Update fee.

8. Client agrees to provide all necessary and correct documentation, materials and communication in a timely manner as agreed upon by the parties following execution of this SOW. Service Provider shall not begin work under this SOW until all necessary documentation, materials, of a general and permanent nature and in a useable format (MS WORD or editable PDF), and communication are received. Service Provider will not be liable or responsible for any delay in the time or completion of the services due to the action or inaction of Client

9. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the final code (“Code”) is adopted and republished. To ensure a successful project completion, it’s important that a conference between the parties is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent Proof the Service Provider provides be returned within 45 days with any revisions noted. If the Proof is not returned within 45 days, additional update fees may apply. Client acknowledges Service Provider reserves the right to ship and close out any project if no feedback to the Proof is received within 45 days.

10. Client acknowledges Service Provider does not permanently retain prior versions of the legal Code or any other work product.

11. Additional services, including but not limited to, additional labor required because of delays, errors or omissions on the part of Client, may be purchased upon mutual written agreement between the parties.

12. Client acknowledges that Service Provider may provide legal analysis through codification, Codification or legal review services. Unless indicated otherwise, information sent via Internet email or through websites cannot be guaranteed to be confidential. Client further acknowledges that any legal analysis provided by Service Provider is provided to Client’s legal counsel for their use and direction and is not intended to be legal advice nor is it intended to substitute for the advice or services of an attorney. Additionally, no attorney-client relationship can be established under this SOW.

13. The Parties agree that notwithstanding the indemnification covenants at Section 15 of the MSA, shall not apply to public interpretation of Legal Code or work product. Service Provider shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

Additional Terms and Conditions:

If Annual Recurring Supplement Services is included in the services to be delivered under this SOW, the following terms apply:

1. Annual Recurring Supplement Services does NOT include:
- Additional copies, reprints, binders and tab orders;
- Documents that contain tables, graphics, unique formatting requirements, or any other form-based code requirements;
- Legal work, creation of fee schedules, gender neutral review/implementation, external linking;
- Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material;
- Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
- Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
- The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
- Online Code hosting and online features.

2. In the event Client wishes to increase its Supplement Updates frequency, Client agrees to pay an annual increase in an amount to be agreed upon between the parties, such amount to be prorated from the time of purchase to align with Client's Renewal Date. Client shall provide CivicPlus with written notice, email is sufficient, of its intent to acquire such services. Rush Supplement requests will be assessed an additional one-time fee.

If Legal Review is included in the services to be delivered under this SOW, the following terms apply:

1. Legal Review services include legal review of Client's Code of Ordinances ("Code") as published, to ensure conformity with state statutes and to identify any areas of possible legal concern. The review will also determine if there are any inconsistencies or conflicts within the legislation itself. Service Provider will notate any state law references within the Code that need to be updated in the memorandum. Legislation not currently included in the Code can be reviewed for an additional fee. Within 30 days of Client's receipt of the Legal Memorandum, Client may purchase an optional conference, via telephone or webinar, to review the Legal Memorandum and Service provider's recommendations, to be billed at Service Provider's current rates. The Legal Review services excludes implementation of any recommendations.

If Self Publishing Software is included in the services to be delivered under this SOW, the following terms apply:

1. Client's responsibilities include:
a. Providing all code and/or book material to be converted to the Self-Publishing Software frame in digital format. The destination format for storage and presentation of the Client's document will be in the form of standard HTML and PDF;
b. Participating in the training necessary to use the software for the publication and integration of enacted legislation, and the drafting of future ordinances for self-updating; and
c. Integrating all future legislation into the existing code and continue to use the Self-Publishing Software to update and maintain any additional Client publications (unless for an additional fee the Service Provider is utilized for this service).

2. Client may add additional publications to the Self Publishing Software services purchased herein at an additional annual rate for each added publication, to be agreed upon by the parties, including without limitation: Minutes; Policies and Procedures; Resolutions; Public Works; Construction Standards; Plans; Charters, Museums, Airports.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: https://www.civicplus.com/master-services-agreement.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client	CivicPlus
By:	By:
_____	_____
Name:	Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax