

Mayor:
Dan Roe

Councilmembers:
Jason Etten
Wayne Groff
Robin Schroeder
Julie Strahan



City Council Agenda
Monday, January 23, 2023
6:15 p.m.

**(Or Immediately Following the
EDA Meeting)**

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. 6:15 P.M. Roll Call
Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
2. 6:16 P.M. Approve Agenda
3. 6:17 P.M. Public Comment
4. 6:18 P.M. Public Comment
5. Recognitions and Donations
6. 6:22 P.M. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:25 P.M. Visit Roseville Presentation
Documents:
[PRESENTATION.PDF](#)
 - 7.B. 6:50 P.M. Hold a Public Hearing to Consider Approving a Liquor License Renewal for 2023 for Mito, LLC dba Tulum Hall
Documents:
[REQUEST FOR COUNCIL ACTION.PDF](#)
 - 7.C. 7:00 P.M. Consider an ordinance rescinding Ordinance #1616 and lifting the moratorium on the sales of edibles and beverages infused with Tetrahydrocannabinol (THC) Products

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.D. 7:10 P.M. Consider Commission Reappointments and Declare Vacancies for 2023

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. Council Direction on Councilmember Initiated Agenda Items
9. Approval of City Council Minutes
10. 7:25 P.M. Approve Consent Agenda
- 10.A. Approve Payments

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 10.B. Approval of 2 Tetrahydrocannabinol (THC) Licenses.

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 10.C. Approve General Purchases and Sale of Surplus Items in Excess of \$10,000

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 10.D. Approve Annual Contract with Northeast Youth and Family Services

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 10.E. Accept 2022 Body Worn Camera Audit Report

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

11. 7:30 P.M. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager
12. 7:35 P.M. Adjourn

TOURISM MATTERS



VISIT ROSEVILLE

Mission: Transform our community by promoting Roseville as a place to work, play and stay.
Vision: "Perfectly Positioned" to bring people together into a welcoming and vibrant community.

MINNESOTA TOURISM 2020*

DAILY IMPACT

\$32 Million in average daily sales at Minnesota leisure and hospitality businesses in 2020

RETURN ON INVESTMENT

Every \$1 invested in state tourism marketing returns an estimated:
-\$180 in spending by travelers
-\$18 in state and local taxes

LEISURE & HOSPITALITY JOBS

- More than 205,000 jobs
- 9% of private-sector employment
- \$4.9 billion in wages

2020 NUMBERS

\$11.7 Billion in gross sales, resulting in \$731 Million in state sales tax revenue and employed over 205,000 people.

2019 NUMBERS

\$16.6 Billion in gross sales, resulting in \$1.1 Billion in state sales tax revenue and employed over 276,000 people.

VISITORS

Top Market Visitation to Roseville YTD 2022

Fargo
La Crosse – Eau Claire
Mason City, IA
Minot – Bismarck
Duluth

Points of Interest

University of MN – Saint Paul
MN State Fairgrounds
Rosedale Center
Har Mar Mall
Crossroads of Roseville

Source: Zartico, September 2022

*Source: Minnesota Department of Revenue, SMARI 2019 Tourism Advertising ROI/Economic Impact Study, U.S. Bureau of Labor Statistics Quarterly Census of Employment and Wages (2020)

RECOVERY

According to the U.S. Travel Association, Minnesota's industry has suffered a nearly \$12 Billion loss since 2019.

Business recovery has been uneven.

Minnesota businesses are recovering from pandemic impacts at different rates by sector. Generally, overnight accommodations and attraction and entertainment companies are recovering better than food and drink establishments.

As of late 2021, Only 39% of Minnesota leisure and hospitality firms surveyed by Explore Minnesota report being at or above pre-pandemic business levels.

Source: Explore MN Tourism, Hospitality Minnesota and Federal Reserve Bank of Minneapolis, Late 2021 Survey of MN Tourism and Hospitality Industry



ROSEVILLE TOURISM



Road to Recovery

2021 WEBSITE STATS

Sessions: 76,643
Users: 67,176
Page Views: 118,584

YTD 2022 WEBSITE STATS

Sessions: 70,951
Users: 59,888
Page Views: 109,623

Current Stats

FACEBOOK
16,000 FOLLOWERS

INSTAGRAM
1,965 FOLLOWERS

E-NEWSLETTER
MONTHLY NEWSLETTER
16,000+ SUBSCRIBERS
ON A MONTHLY BASIS

RVA VISITOR GUIDE
+ COUPONS
10,000 PRINTED
ANNUALLY

Economic Impact Pre & Post COVID

2019

Room Revenue Generated
from Tourism

\$34,054,088

2020

Room Revenue Generated
from Tourism

\$15,685,550

2021

Room Revenue Generated
from Tourism

\$22,861,799



Our Visitor:

Average number of guests that stay
in a Roseville hotel every night

2,283

Shoppers at Rosedale
Center per year

16 Million

Students at 10 colleges
within 10 miles of Roseville

100,000+

*Based on 2.3 people per room. STR report Smith Travel Research



2022 - Year in Review
2023 - Look ahead





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Source: Zartico, 2022

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Source: Explore MN Tourism, Hospitality Minnesota and Federal Reserve Bank of Minneapolis, Late 2021 Survey of MN Tourism and Hospitality Industry



Road to Recovery

2021 WEBSITE STATS

Sessions: 76,643
Users: 67,176
Page Views: 118,584

2022 WEBSITE STATS

Sessions: 97,161
Users: 82,590
Page Views: 147,699

Current Stats

FACEBOOK
16,000 FOLLOWERS

INSTAGRAM
2,000 FOLLOWERS

E-NEWSLETTER
MONTHLY NEWSLETTER
16,000+ SUBSCRIBERS
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Total Group Room Nights

- ▶ **2019**

- ▶ Total Room Nights: 15,582
- ▶ Total Definite Leads: 88
- ▶ Total Estimated Impact: \$5,917,983.00

- ▶ **2021**

- ▶ Total Room Nights: 10,129
- ▶ Total Definite Leads: 57
- ▶ Total Estimated Impact: \$3,808,055.00

- ▶ **2022**

- ▶ Total Room Nights: 9,945
- ▶ Total Definite Leads: 46
- ▶ Total Estimated Impact: \$2,571,900.00

Outlook for 2023 from U.S. Travel

Key Forecast Drivers

MILD RECESSION IN 2023

Oxford Economics has cut their 2023 U.S. GDP forecast from 0.0% to -0.5%. The mild recession will be driven by elevated prices, more costly borrowing rates and weaker corporate earnings that will cause a retrenchment in consumer spending, business investment and hiring in the first half of 2023. The forecast for 2022 real GDP growth is unchanged at 1.7%.

WANING COVID CONCERNS

The forecast assumes that, while surges and outbreaks may continue, Covid is no longer a major cause of death and would not be a major concern for travelers. It assumes that future variants do not represent substantial changes to this assumption.

INFLATION TO STAY UNCOMFORTABLY HIGH

Inflation remained stubbornly high in 2022 with Covid-related China lockdowns as well as the ongoing Russia-Ukraine war placing further stress on already strained supply chains, though supply stress eased in recent months. Inflation remains high, but growth in food and gasoline prices has moderated. The forecast assumes that the descent in the pace of inflation will be very gradual, remaining well above the Fed's 2% target through 2023.

LABOR SHORTAGES

The travel-dependent Leisure and Hospitality (L&H) industry is still suffering strong employment losses—6.5% of pre-pandemic jobs remained lost in October 2022—and while the sector has posted sufficient job openings for a full recovery, it is struggling to hire the workers it needs. While the overall U.S. labor market remains extremely tight, the forecast assumes that the employment situation will gradually improve in the coming months, aiding the travel industry's recovery.

CONSUMER SPENDING RESILIENCE

While consumers' tolerance to high inflation will continue to be tested, an ongoing rotation of spending towards sorely-missed services, such as travel, is expected to continue to underpin consumer spending. However, consumer spending is poised to weaken as the labor market softens, wage growth slows and excess savings dwindle.

PENT-UP DEMAND AND STRONG HOUSEHOLD BALANCE SHEETS

Despite the expectation of a recession, the travel industry is not showing signs of weakness and pent-up demand remains significant going into 2023. Among higher income households, balance sheets are strong with still-substantial excess savings.

Travel Predictions



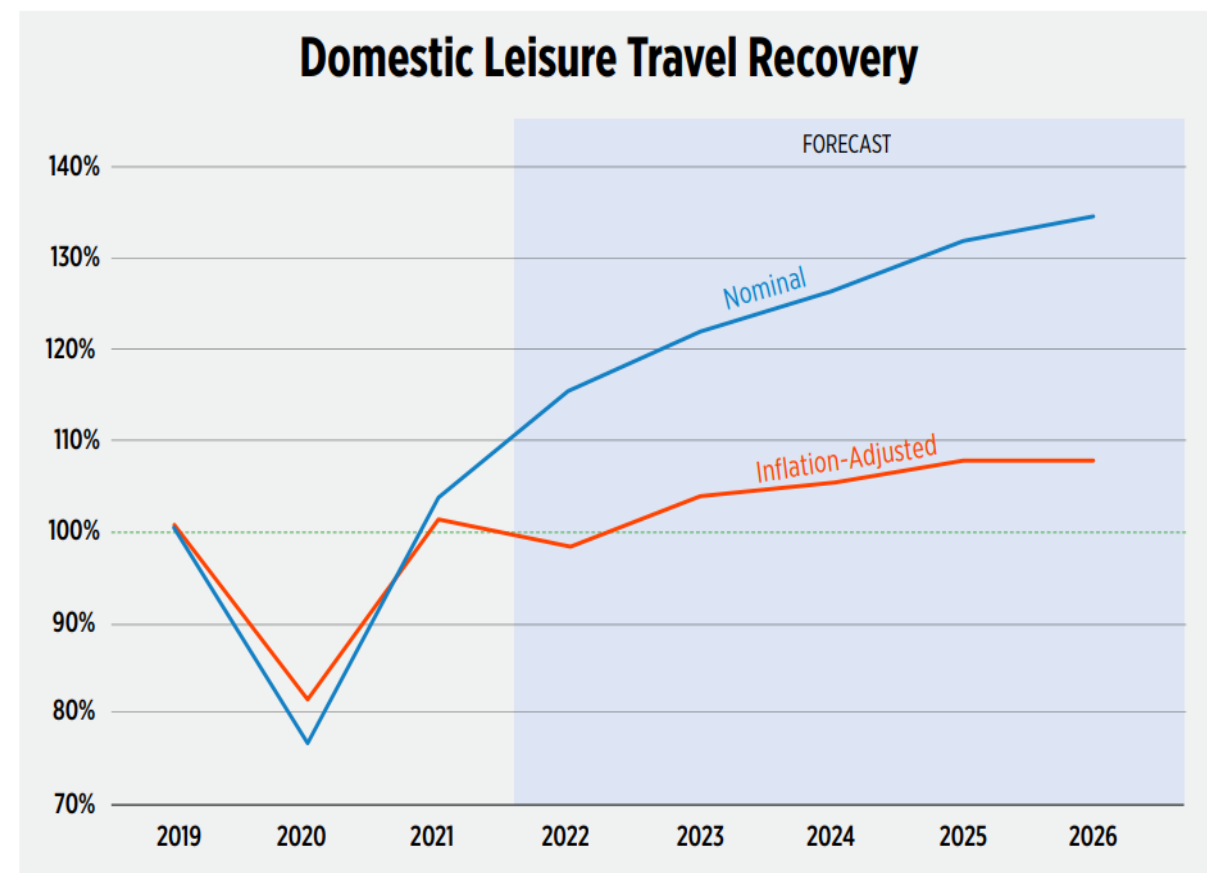
Domestic Leisure Travel Spending: Expanding to New Heights

- Domestic leisure travel is continuing to drive the U.S. travel recovery and has basically recovered to pre-pandemic levels.

- Nevertheless, there was a gradual decline in inflation-adjusted spending in 2022. While people are spending more per trip in nominal terms, the increase has not kept pace with prices and thus they are spending slightly less in real terms (ie: they are buying slightly less or doing less etc.).

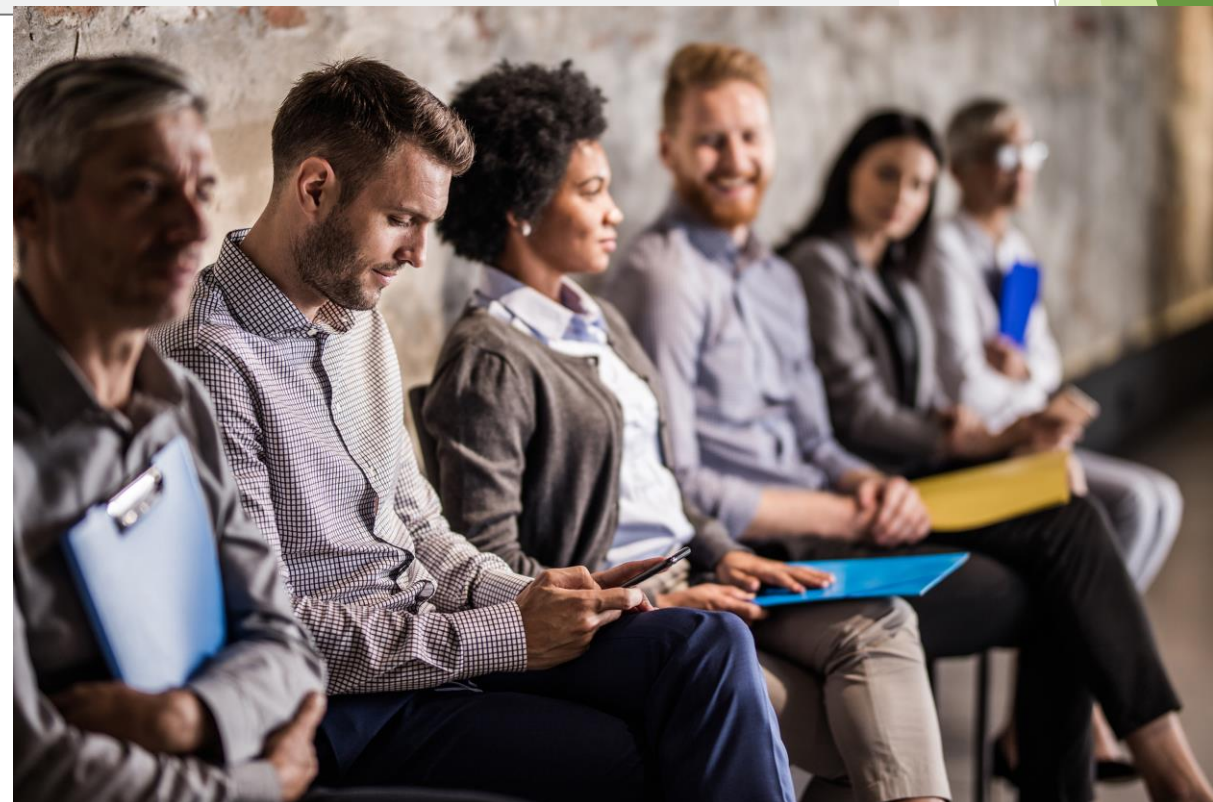
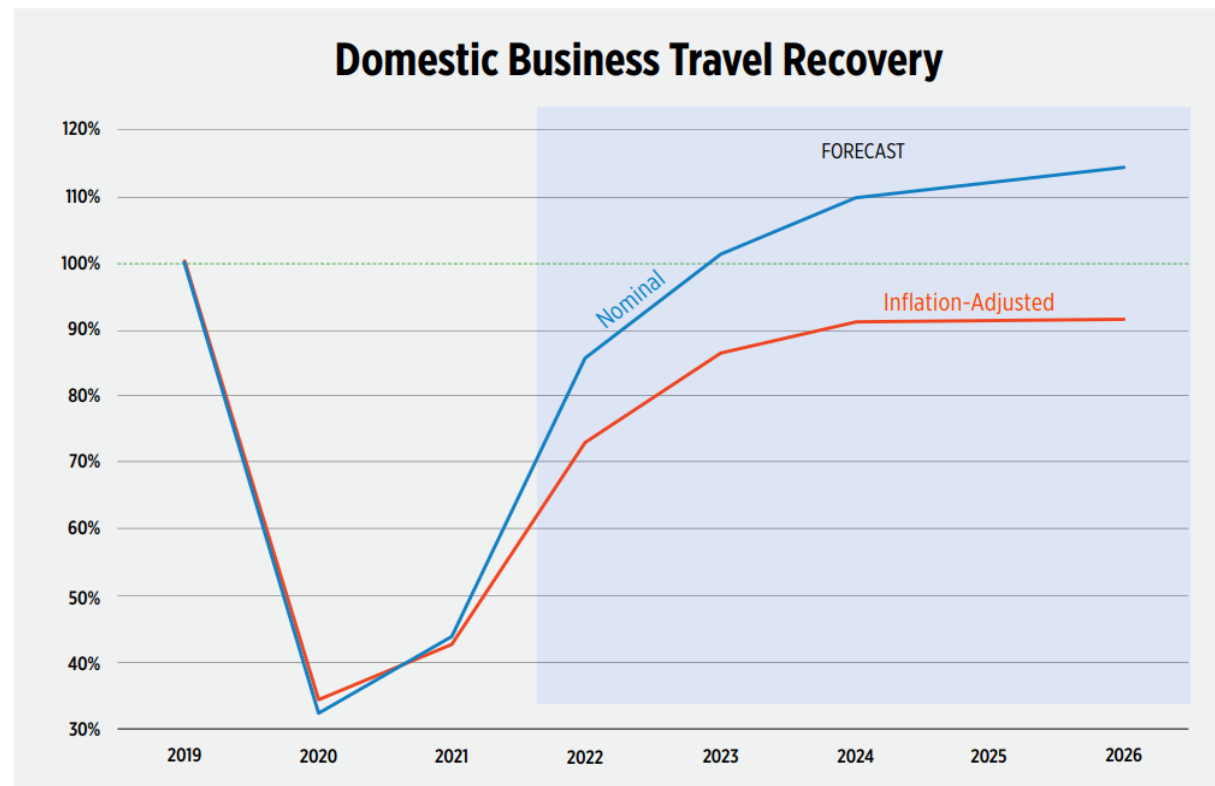
- Pent-up demand will drive the recovery in the short-term, though its effects will level off and gains in 2023 and beyond are expected to be more modest.

- The latest forecast projects that domestic leisure spending will be largely resistant to the expected recession, and will reach 104% of pre-pandemic levels by 2023, after adjusting for inflation.



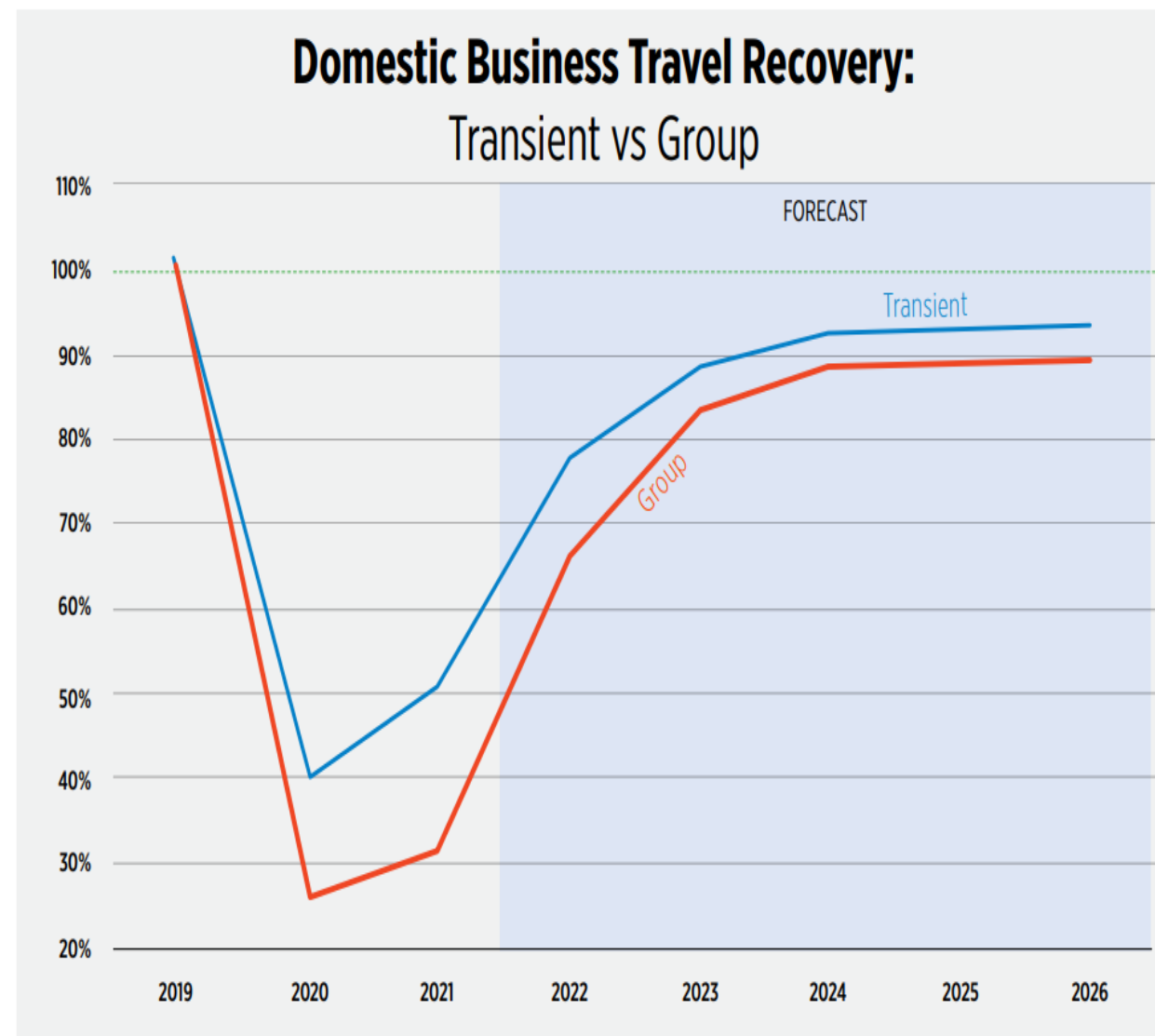
Domestic Business Travel Spending: On a Solid Path of Recovery

- Business travel spending continues to lag far behind leisure but has improved significantly in recent months.
- It is expected to keep growing strongly into 2023 Q1 before slowing down as the economy enters a recession.
- The oncoming recession along with higher borrowing costs will weigh on corporate profits, hiring and business investment.
- The difference between volume and real spending recovery is more pronounced for business than for leisure, due to stronger cost cutting measures among many businesses in terms of spending per trip. **While visitations are projected to recover in 2024, inflation-adjusted spending is not projected to recover within the range of the forecast** (though nominal spending will recover much faster).
- Domestic business travel spending is expected to grow (in inflation-adjusted terms) from 73% of 2019 levels in 2022 to 87% in 2023 and 92% in 2026.



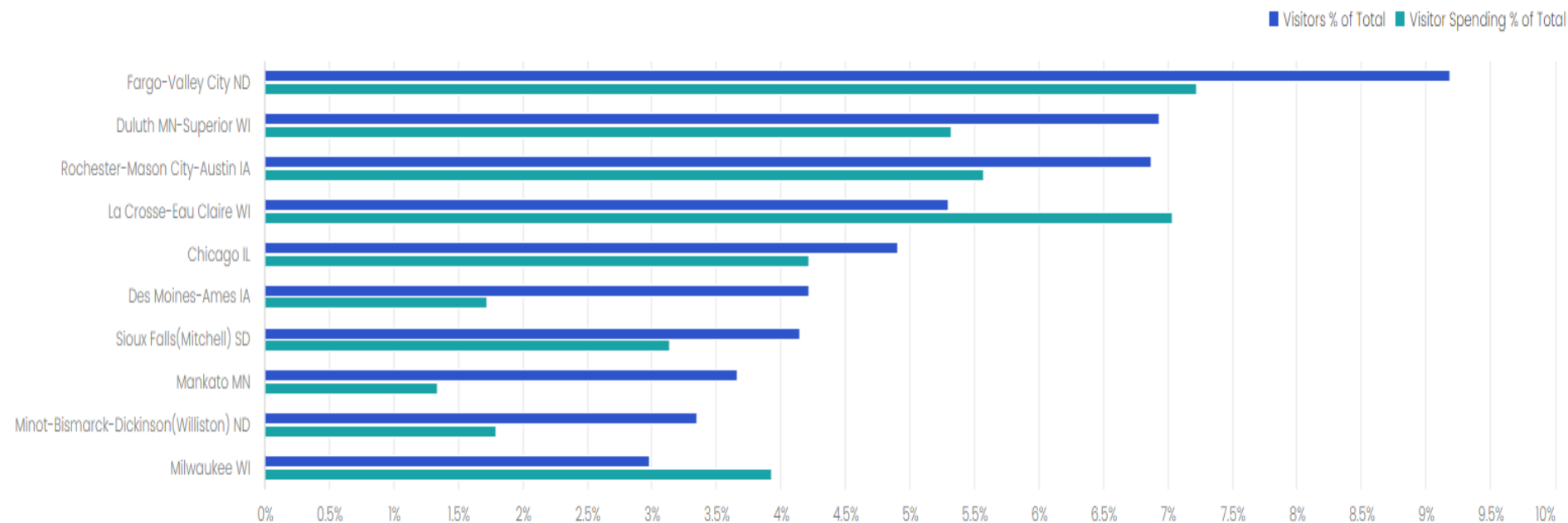
Domestic Business Travel: **Transient vs Group**

- Business travel can be split into two major categories—transient and group—and their expected paths of growth will vary:
- **Transient business** travel generally consists of individual or small group business trips for general business needs such as visiting clients, making sales calls, repairing or servicing equipment or receiving training.
- **Group business** travel generally consists of travel to meetings, events or trade shows.
 - **Transient** domestic business travel has performed better than **group** but the gap has narrowed—due to faster YOY growth for group than transient—and it is expected to continue to narrow throughout the timeline of the forecast.
- When adjusted for inflation, spending in both segments is expected to reach near, but not fully recover to pre-pandemic levels.



Zartico - Data

Top 10 Origin Markets by Visitation with their Spend



How are your hotels performing?

Source: Smith Travel Research (STR). Note: All KPIs are set for to display data for the STR Geography that most closely matches your destination boundary. STR Monthly files are delivered on the 18th of each month, resulting in comparisons between partial periods of data this year and complete periods of data from last year. Tip: To see the date of your most recent data loaded from STR, see the Data Check section at the bottom of this module.

Hotel Occupancy

57.6%

↑ 16%
change

49.5%
prev. year

Hotel Average Daily Rate

\$107

↑ 17%
change

\$91
prev. year

Hotel Revenue

\$27.6 M

↑ 22%
change

\$22.6 M
prev. year

Hotel Demand

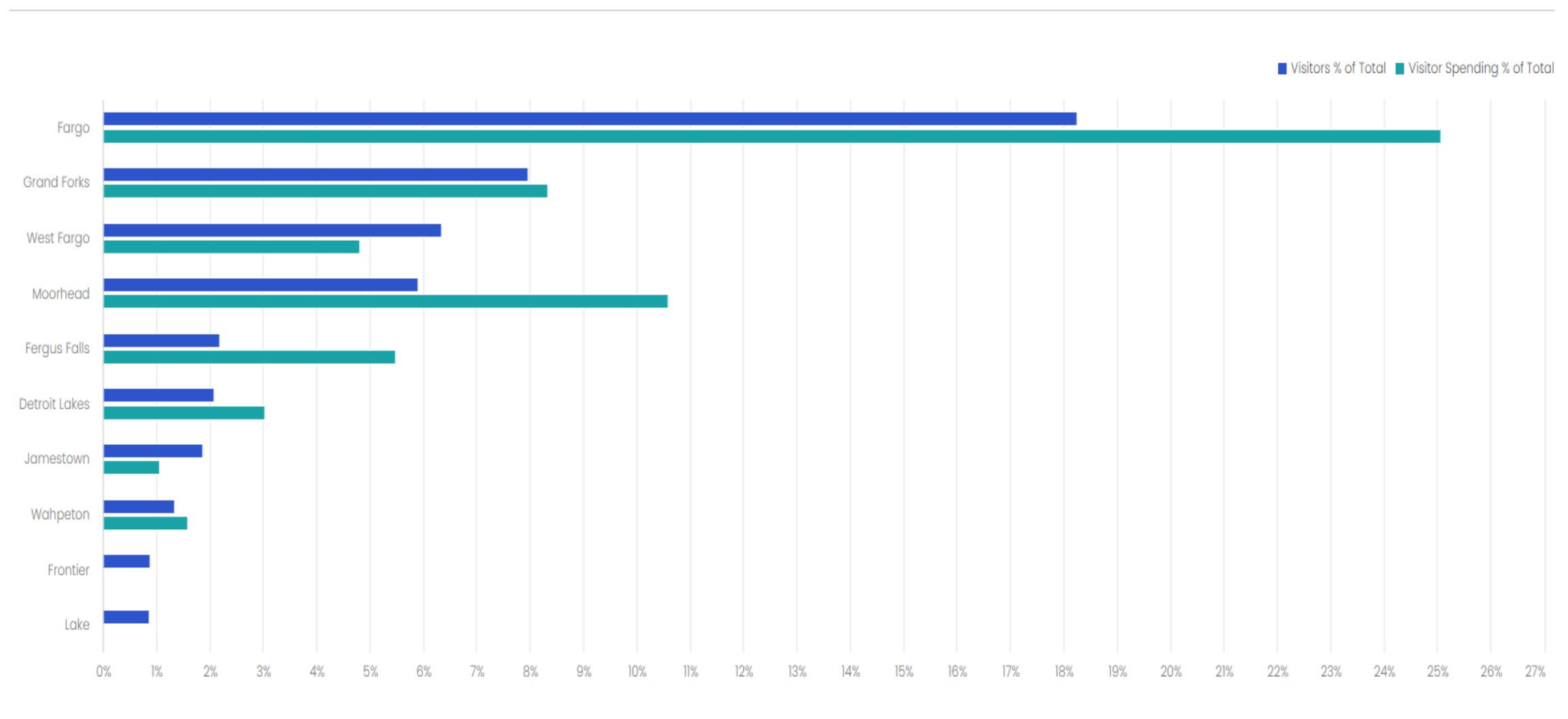
1.4 M

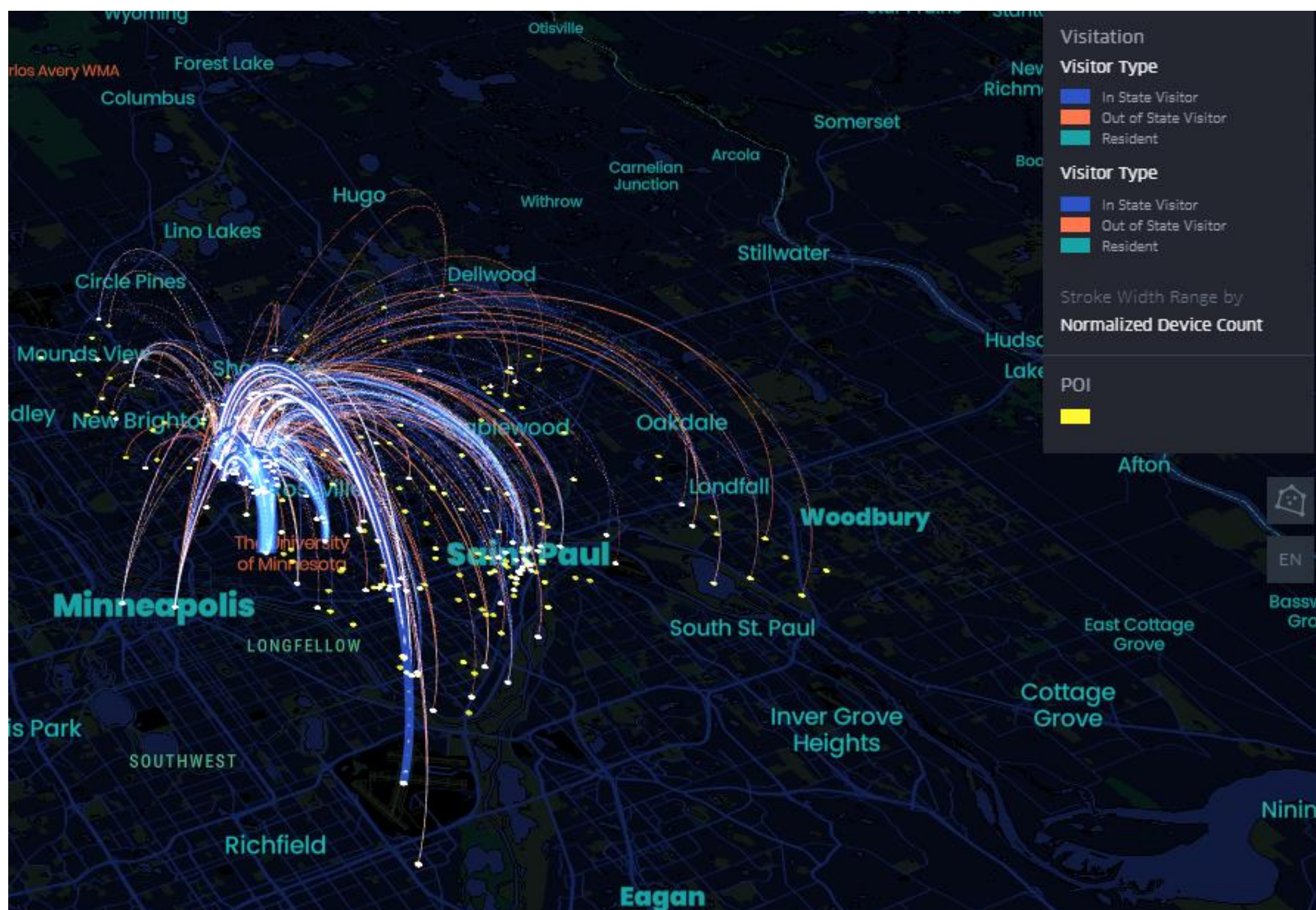
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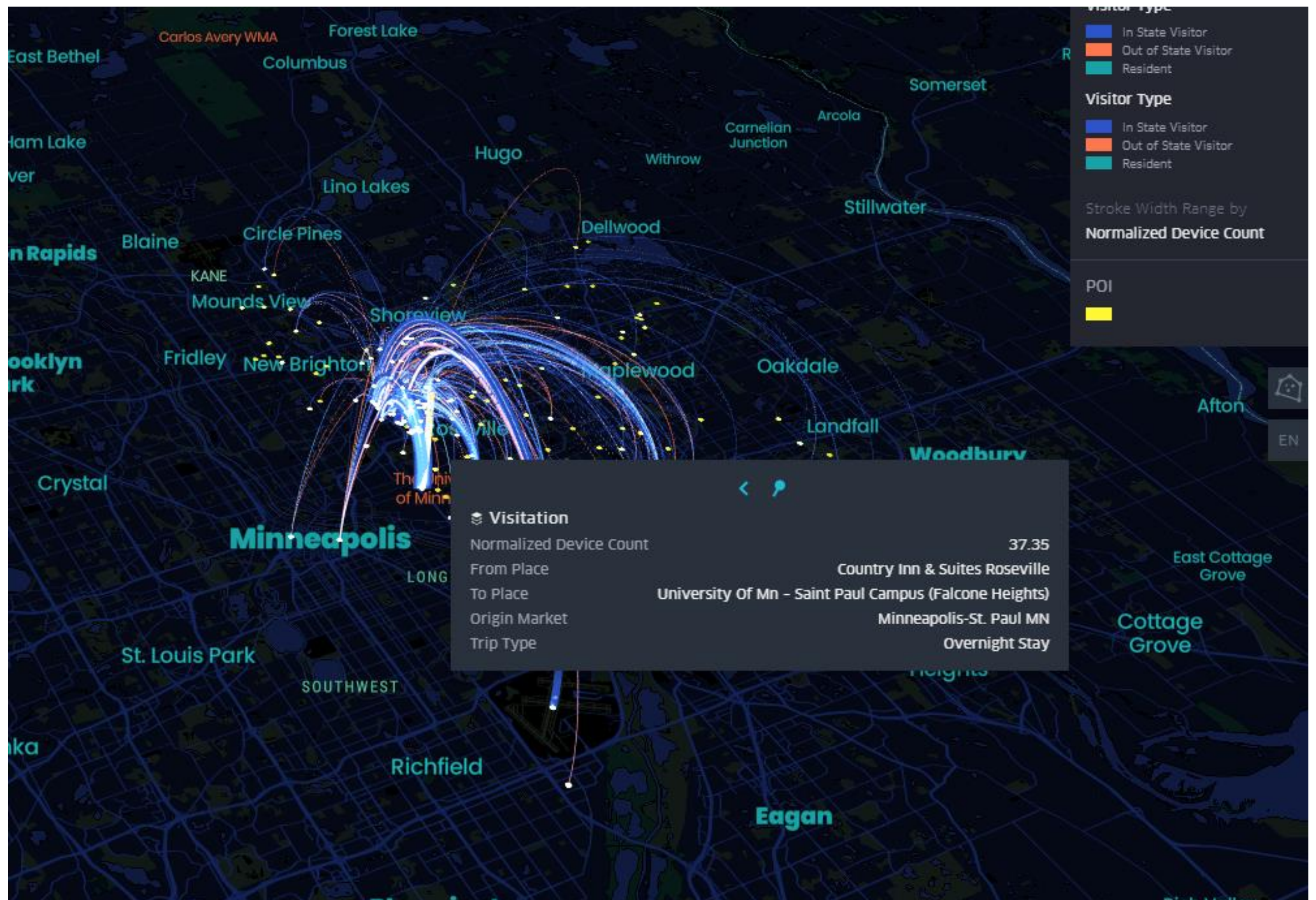
-
prev. year

Help

Top 10 Origin Markets by Visitation with their Spend › Fargo-Valley City ND







Why Wayfinding Matters

Tourism is critical to the vibrancy of the community + save homeowners \$625 in property taxes



Rosedale Center attracts over 14 million visitors annually



More than a quarter of Roseville business fall into the Retail Trade, Accommodations or food service sectors = Hospitality



We have a wealth of online wayfinding - we need physical to help welcome and guide

Wayfinding Masterplan Process



PHASE 1: PROJECT
INITIATION



PHASE 2: SURVEY &
EVALUATION



PHASE 3: ANALYSIS OF
FINDINGS AND NEEDS



PHASE 4: DESIGN &
STRATEGY DEVELOPMENT



PHASE 5: FINAL DESIGN &
DOCUMENTATION





Website Redesign

www.visitroseville.com

- ▶ Awarded an Explore MN Grant in the amount of \$20,000 for the website redesign
- ▶ Responsive Design- templates do not drive the website but rather content and images
- ▶ Search Engine Optimization (SEO) to enable travelers to discover Roseville
- ▶ Content Strategy to become the most valuable online resource
- ▶ Ability to update info on IDSS, our current sales system with integrated website updates simultaneously



- ▶ Community Activation - the right strategy and technology to create value for the community
- ▶ Designed to reach the right traveler, at the right time, with the right message across all devices



Professional & Community Engagement:

► Julie Wearn

- Roseville Rotary & Chair
Rotary District 5960
Annual Awards, Every
Meal Brimhall volunteer
- Roseville Police
Foundation Vice Chair &
Chair Golf Tournament
- U of MN Tourism
Advisory Council
- BOD Member MACVB &
Education Chair

► Liz Nowak

- Metro Committee -
Marketing Chair
- Leadership Saint Paul

Shannon Thomasser

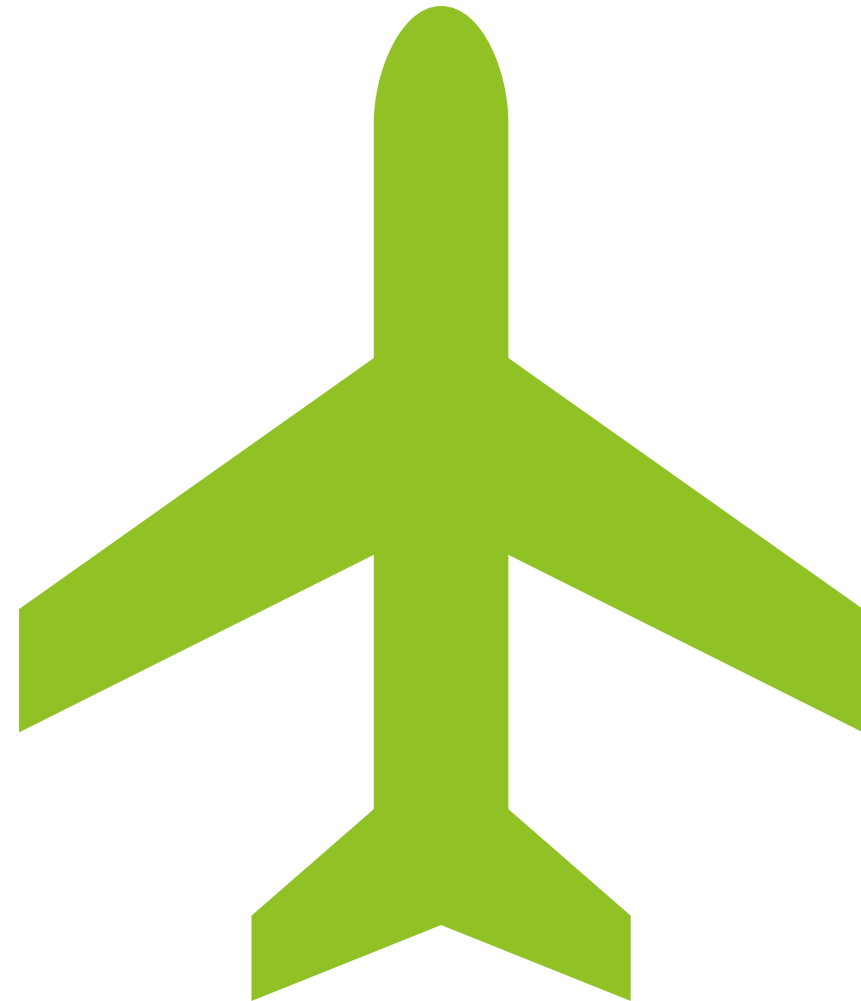
- Associations North
BOD
- Friends of OVAL
Board Member
- FORParks
- MN Sports Alliance

ST PAUL
AREA CHAMBER



SUMMARY

- ▶ Leisure travel is back for 2023
- ▶ Corporate and group travel slow to recover
- ▶ Marketing to visitors through the new website and utilizing data from Zartico
- ▶ Wayfinding master plan completed & initial signage installed this year
- ▶ Questions?



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023

Item No.: 7.b

Department Approval

City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving a Liquor License Renewal for 2023 for Mito, LLC dba Tulum Hall

BACKGROUND

Under City Code, a public hearing is required to consider approving liquor license renewals for the following calendar year. The initial application was approved through December 31, 2022 by the City Council on October 10, 2022. The applicant is seeking to renew their liquor license for 2023.

POLICY OBJECTIVE

Required by City Code

BUDGET IMPLICATIONS

The correct fees were paid to the City at the time the application was made.

RACIAL EQUITY IMPACT SUMMARY

NA

STAFF RECOMMENDATION

Staff has reviewed the application and has determined that the applicant meets all City requirements. Staff recommends approval of the license renewal for 2023.

REQUESTED COUNCIL ACTION

Motion to approve the 2023 Liquor License for Mito, LLC dba Tulum Hall

Prepared by: Katie Bruno, Deputy City Clerk

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023
Item No.: 7.c

Department Approval

City Manager Approval



Item Description: Consider an ordinance rescinding Ordinance #1616 and lifting the moratorium on the sales of edibles and beverages infused with Tetrahydrocannabinol (THC) Products

BACKGROUND

A new law ([Minnesota Statutes 151.72](#)) was enacted at the end of the 2022 Minnesota legislative session that allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. The new law expanded the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% of any THC. Local governments are delegated authority from the state to protect the public health, safety and general welfare of their residents.

On August 8, 2022, the Roseville City Council passed an ordinance implementing a moratorium on the sale of edibles and beverages infused with THC determining finding that the moratorium was necessary to protect the planning process regarding regulation on the sale of THC products and to protect the health, welfare, and safety of its citizens.

On November 7, 2022, the City of Roseville adopted Ordinance No. 1621 establishing a licensing process and other regulations for the sale of THC which made the moratorium no longer necessary. Under the ordinance, it would expire after 365 days after passage and publication or unless lawfully terminated or extended pursuant to state law. In order to officially end the THC sales moratorium, the City Council is asked to approve an ordinance (Attachment B) to rescind Ordinance #1616 and lift the moratorium on the sale of edibles and beverages infused with THC.

POLICY OBJECTIVE

Local governments are delegated authority from the state to protect the public health, safety and general welfare of their residents. Imposing and rescinding moratoriums are part of that authority.

BUDGET IMPLICATIONS

There is no direct budget impact on rescinding Ordinance #1616. A licensing framework for retail sales of edibles and beverages infused with THC was passed by the City Council on November 7, 2022. The new licensing framework will create revenue from license fees.

RACIAL EQUITY IMPACT SUMMARY

Studies have shown that there are some communities that have experienced a disproportionate, negative impact from cannabis regulation enforcement. For example, Black Americans are arrested for cannabis offenses at a rate of nearly 4:1, compared to whites.¹ With the creation of a legal

¹ ACLU. (2020, April 17). *A Tale of Two Countries: Racially Targeted Arrests in the Era of Marijuana Reform*. Retrieved from ACLU.org: <https://www.aclu.org/news/criminal-law-reform/a-tale-of-two-countries-racially-targeted-arrests-in-the-era-of-marijuana-reform>

31 regulatory framework for THC edibles and beverage sales and use, there will be less need for
32 criminal enforcement against individuals.
33

34 **STAFF RECOMMENDATION**

35 Adopt the ordinance provided in Attachment B and ordinance summary provided in Attachment C.

36 **REQUESTED COUNCIL ACTION**

37 Adopt the Ordinance provided in Attachment B, and approve the ordinance summary as provided in
38 Attachment C.

Prepared by: Patrick Trudgeon, City Manager

Attachments: A. Ordinance #1616
B. Ordinance rescinding Ordinance #1616
C. Ordinance Summary

**City of Roseville
ORDINANCE NO. 1616**

**AN INTERIM ORDINANCE IMPOSING A TEMPORARY
MORATORIUM ON THE SALE OF EDIBLES AND BEVERAGES
INFUSED WITH TETRAHYDROCANNIBINOL (THC)**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: PURPOSE AND INTENT

The City of Roseville recognizes the significant public interest and concern regarding recent State of Minnesota legislation legalizing the sale of certain products, including edibles and beverages, infused with tetrahydrocannabinol (THC). The City desires to regulate the sale of such products in a manner that is consistent to public health, welfare, and safety, as well as in accordance with the City's interest in fairness and due process toward potential future retail establishments and purveyors of such products.

Given the abrupt nature of the Legislature's passage of relevant law and the significant public interest and concern resulting therefrom, the City further recognizes that the specific contours of such regulation have not yet been vetted with appropriate diligence.

Minnesota Statutes Section 462.355, subd. 4, permits municipalities to implement a moratorium on certain land uses within its jurisdiction to allow for the completion of appropriate study and subsequent adoption of relevant land use controls. State law permits such moratoria to persist for a period of up to twelve (12) months.

The City hereby concludes that additional study and research is required to formulate and adopt appropriate regulations governing the sale of edibles and beverages infused with THC within its jurisdiction.

Therefore, the City finds that a moratorium on the sale of edibles and beverages infused with THC is necessary to protect the planning process and to protect the health, welfare, and safety of its citizens.

SECTION 2: PROHIBITION

Pursuant to Minnesota Statutes Section 462.355, the sale of products, including edibles and beverages, infused with any tetrahydrocannabinol (THC) is prohibited until this interim ordinance expires or is terminated by action of the City Council.

SECTION 3: EFFECTIVE DATE AND EXPIRATION.

This interim ordinance shall take effect upon its passage and publication, and shall expire 365 days after such effective date unless lawfully terminated or extended pursuant to state law.

Passed by the City Council of the City of Roseville this 8th day of August, 2022.

Ordinance –Temporary Moratorium on sale, manufacturing, and distribution of THC products



CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE NO. ____

**AN ORDINANCE RESCINDING ORDINANCE NO. 1616 AND
LIFTING THE MORATORIUM ON THE SALE OF EDIBLES AND BEVEAGES
INFUSED WITH TETRAHYDROCANNIBINOAL (THC)**

THE CITY COUNCIL OF THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Ordinance No. 1616 is hereby amended to read as follows:

PURPOSE AND INTENT

When originally adopted on August 8, 2022, the City of Roseville adopted the following:

The City of Roseville recognizes the significant public interest and concern regarding recent State of Minnesota legislation legalizing the sale of certain products, including edibles and beverages, infused with tetrahydrocannabinol (THC). The City desires to regulate the sale of such products in a manner that is consistent to public health, welfare, and safety, as well as in accordance with the City's interest in fairness and due process toward potential future retail establishments and purveyors of such products.

Given the abrupt nature of the Legislature's passage of relevant law and the significant public interest and concern resulting therefrom, the City further recognizes that the specific contours of such regulation have not yet been vetted with appropriate diligence.

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Therefore, the City finds that a moratorium on the sale of edibles and beverages infused with THC is necessary to protect the planning process and to protect the health, welfare, and safety of its citizens.

On November 7, 2022, the City of Roseville adopted Ordinance No. 1621 establishing a licensing process and other regulations for the sale of THC which made the moratorium no longer necessary. Therefore, the City wishes to lift the moratorium prior to its expiration.

PROHIBITION

~~Pursuant to Minnesota Statutes Section 462.355, the sale, manufacturing and distribution of products, including edibles and beverages, infused with any tetrahydrocannabinol (THC) is prohibited until this interim ordinance expires or is terminated by action of the City Council.~~

EFFECTIVE DATE AND EXPIRATION. This interim ordinance shall take effect upon its passage and publication, and shall expire 365 days after such effective date ~~unless lawfully terminated or extended pursuant to state law~~ or upon passage and publication of an ordinance lifting the moratorium.

SECTION 2: Effective Date: Ordinance No. 1621 shall be repealed upon the passage and publication of this ordinance.

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

Ordinance – Repealing Temporary Moratorium on sale, manufacturing, and distribution of THC Products

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

**CITY OF ROSEVILLE
OFFICIAL SUMMARY OF ORDINANCE NO.**

**AN ORDINANCE AN ORDINANCE RESCINDING ORDINANCE NO. 1616 AND
LIFTING THE MORATORIUM ON THE SALE OF EDIBLES AND BEVEAGES
INFUSED WITH TETRAHYDROCANNIBINOAL (THC)**

The City Council of the City of Roseville adopted Ordinance No. on , which is summarized as follows:

This ordinance rescinds Ordinance # 1616 and lifts the moratorium on the sales of edibles and beverages infused with Tetrahydrocannabinol (THC) in Roseville.

A printed copy of the 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 is available online at the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, MN. 55113, and on the City of Roseville website at www.cityofroseville.com.

Ord – Chapters XXXX & XXXXX

Attest: _____
Patrick J. Trudgeon, City Manager

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023

Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Consider Commission Reappointments and Declare Vacancies for 2023

BACKGROUND

The Council annually appoints citizens to commissions. Council has the option to interview returning commissioners for reappointment, or make reappointments without interviewing. This agenda item provides details regarding direction from Council for staff at the January 9, 2023 City Council meeting. Council has requested feedback from the respective commission chairs for commissioners seeking reappointment for an additional term beginning April 1, 2023. Additionally, Council has requested updated applications for commissioners seeking reappointment. Council has the option to consider reappointing commissioners tonight, or at a future City Council meeting.

REAPPOINTMENTS FOR 2023

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2023 and are seeking reappointment.

Finance

Name	Term	Eligible	Attendance
Bruce Bester	Completing first term	Eligible and interested in reappointment	11 of 11 regular meetings
Siafa Barclay	Completing first term	Eligible and interested in reappointment	6 of 11 regular meetings

Human Rights, Inclusion and Engagement

Name	Term	Eligible	Attendance
Richard James	Completing first term	Eligible and interested in reappointment	9 of 9 regular meetings
David Sindiga	Completing initial partial term	Eligible and interested in reappointment	5 of 9 regular meetings

Planning

Name	Term	Eligible	Attendance
Tammy McGehee	Completing first term	Eligible and interested in reappointment	10 of 10 regular meetings

Police Civil Service

Name	Term	Eligible	Attendance
Shawna Dees	Completing initial partial term	Eligible and interested in reappointment	5 of 5 regular meetings

Public Works, Environment and Transportation

Name	Term	Eligible	Attendance
Jarrod Cicha	Completing first term	Eligible and interested in reappointment	10 of 11 regular meetings

POLICY OBJECTIVE

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. 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

Consider reappointments to various commissioners and whether to interview returning commissioners. For informational purposes, the recruitment timeline is listed below:

January 23	Council reviews updated applications and considers commissioners who are seeking reappointment for a term beginning April 1, 2023. Determine if council wants to re-interview any current commissioners.
March 1	Application period closes <i>This date was chosen to allow for the March/April newsletter to be sent to residents' homes prior to application be closed.</i>
March 7-8	Interviews are scheduled for new applicants and/or any commissioners council seeks to re-interview. Depending upon the number of applicants, a second night may or may not be necessary.
March 13	Council appoints applicants to various commission vacancies for terms beginning April 1, 2023.
March 23	New Commissioner Orientation is scheduled.
April	Ethics Training is scheduled.

44 **REQUESTED COUNCIL ACTION**

45 Consider commissioners seeking reappointment and review updated applications. Determine
46 whether to re-interview them. Consider reappointing commissioners at this time or at a future
47 meeting, or decalring additional vacancies.

Prepared by: Rachel Boggs, Volunteer Manager

Attachments: A: Updated Applications of Commissioners seeking reappointment

Siafa

Barclay

[REDACTED]

Roseville

Home or Cell Phone Number

[REDACTED]

Email Address

[REDACTED]

How many years have you been a Roseville resident? 3

Commission preference Finance

Commission preference Field not completed.

This application is for New Term

Why do you want to serve on this Commission?

Having served on many finance committees, I find it fitting to serve on this commission because financial management/decisions of any organization is vital and as such, our community needs individuals who can work with other team members in developing budgetary statements.

What is your view of the role of this Commission?

The role of this commission is more advisory on a short/long term financial management and policies that are compatible to the overall budgetary analyses of the city. This commission is also responsible to review and recommend a more reliable financial reporting in a pragmatic manner.

Review the annual financial information, the annual audit report and management letter, and the city's investment policy and portfolio (Ref. City website).

What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?

Critical financial management skillset relative to financial decision-making

If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission. N/A

Civic and Volunteer Activities

Volunteered 10 hours of financial planning of my local church.

Work Experience Volunteered as administrator and currently serve as director of communications.

Psychiatric Associate.

Education

Bachelor of Arts in Professional Communication and Associate degree in Pharmacy Technology.

Preferred method to be contacted Email

Bruce Bester changes to application

The only change is that I am now a resident of Roseville for 20 years

Bruce

Commission Member Application

First Name: Bruce

Last Name: Bester

Address: [REDACTED]

City: Roseville

Home or Cell Phone Number: [REDACTED]

Email Address: [REDACTED]

How many years have you been a Roseville resident? Seventeen years

Commission preference: Finance

This application is for: New Term

Why do you want to serve on this Commission?

To use my financial background, skills and experience for the benefit of the City of Roseville.

Especially those skills with respect to managing a fund based accounting system, preparing clear financial reports supported by interpretive notes, graphs, and trend information.

To help maintain the City's strong financial condition.

To help plan and prepare for future opportunities and challenges.

To continue my lifelong services as a volunteer. (See volunteer activities)

What is your view of the role of this Commission?

First and foremost, I see the role of the Finance Commission as advisory support for the City Finance Director, Finance staff and City Council

Review and recommend budget timetable, supporting budget documents, and formal budget that supports the strategic goals of the City.

Make recommendations that would promote clarity and transparency of financial reports.

Review audit recommendations, management letter and audited financials.

Provide advisory services with respect to investments, and accounting policies & procedures.

What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?

40+ years financial management experience. Most at senior /executive level.

27 years as CFO of one of Minnesota's leading human services providers.

Managed and directed preparation of corporate budget of \$35,000,000.

Fund accounting skills and experience.

Senior financial liaison to Board of Directors. Presented budgets and monthly financial reports to BOD.

Managed IT department. Developed specs for software. Assisted in software selection and implementation.

Senior staff liaison to Endowment Investment Committee. Worked with professional investment managers. Established investment policies. (Continued)

Worked with lobbyists on matters related to funding and reimbursement rates.

Throughout my career as CFO, I was focused on revenue management and maximization. Became known as statewide subject matter expert on reimbursement systems. Acted as consultant to the provider associations in rate setting formula activities with the MN Dept of Human Services.

Identified opportunities and strategies to move funding responsibilities from Hennepin County to State of MN, and from MN to federal (Medicaid).

Civic and Volunteer Activities

Volunteerism has been part of my entire career, starting with 3 years military service as a commissioned Army Signal Officer. Attained rank of CPT.

Kiwanis Southwest Suburban - various positions including President.

Eden Prairie United Methodist Church - Sunday School teacher, Chair of Building Committee, Congregation Lay Leader.

Served in a number of volunteer financial positions with statewide associations of human service providers. Includes MN Day Activity Assoc, MN Assoc of Community Rehabilitation Organizations, and Assoc of Residential Resources in MN, MN Organization for Habilitation & Rehabilitation.

Currently boat driver with Courage Kenny Adaptive Water Ski program on Lake Owasso.

Work Experience

Student Computer Programmer - Business Office, Northern Michigan University - 1967-1968

US Army - CPT Signal Corps - 1969-1971

Honeywell Information Systems - 1972-1974

Opportunity Partners- Controller and CFO - 1974-2013

Consultant - Develop new statewide rate and reimbursement formula for MN Organization for Habilitation & Rehabilitation and the MN Dept of Human Services - 2013-2016

- Annual state spend was \$200,000,000.

Tax practice and financial advisory services - 1980- present.

Education

So St Paul High School

Electronic Computer Programming Institute, Minneapolis - Certificate

Northern Michigan University - BA Accounting and Economics

University of Maryland - Course credits, Political Science

University of St Thomas - Mini MBA - Growing Companies

Is there additional information you would like the City Council to consider regarding your application?

Minneapolis St Paul Business Journal - CFO of the Year - Lifetime Achievement Award

Preferred method to be contacted

Email

Richard James changes to application

There are no significant changes to my application other than updating the fact that I am not quite as new a resident as when I originally applied.

Let me know if you need additional updates.

Richard

Last Name: James
First Name: Richard
Company: HRIE
Home Address: [REDACTED]
Roseville, MN 55113

Home: [REDACTED]
E-mail: [REDACTED]
E-mail Display As: [REDACTED]

First Name	Richard
Last Name	James
Address 1	[REDACTED]
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	Since August, 2018
City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation	
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Field not completed.
This application is for	New Term
If this is a student application please list grade in school	Field not completed.

Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	Prior to moving to Roseville, I was regularly involved as a community volunteer, including serving as a member of my local school board. I would like to get involved in my new community and feel that I have the maturity, temperament and intelligence to serve on the Human Rights, Inclusion and Engagement Committee. I believe that a community is strongest when a variety of residents volunteer to help improve one another's lives.
What is your view of the role of this Commission?	The commission should be charged with developing programs that address the assurance of everyone's rights as a human, regardless of race, ethnicity, sex, religion or sexual/social status or orientation. The commission should regularly monitor current programs for effectiveness, suggest changes to existing initiatives and explore additional programs that will provide opportunities to enhance all Roseville residents' human rights. It should also increase ways citizens can be more easily and effectively involved in our community
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I am a retired educator with a varied background of school experiences including advising the Peer Mediation Program and was the director of an in-school anti bias, diversity program developed by the Anti-Defamation League. I was also a Substance Abuse Counselor at the high school where I worked and in that position ran several student groups including: Smoking Cessation, LGBT teens and Teen Parents as well as counseling students who were using/abusing drugs and alcohol. I was a guidance counselor and a teacher of Special Needs students. I was a member of my local school board for four years until I moved to Roseville, a member of the Public Events Commission, a member of a downtown improvement study commission and the Vice Chair of a State appointed Commission to study the feasibility of consolidation with a neighboring community. I was involved in a community theatre group as an actor, director, board member and president.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	<i>Field not completed.</i>
Civic and Volunteer Activities	Since I am newly arrived (and finally settled in) this is my first foray into civic volunteerism in Roseville.
Work Experience	US Army 1968-1970 Teacher, counselor, Substance Abuse

Coordinator - 1970-2001

Education	BA - University of Denver Professional Certification MA -Student Personnel Services Certified Teacher of the Handicapped Certified Substance Abuse Coordinator
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Is there additional information you would like the City Council to consider regarding your application?	I have the time, experience and temperament to serve on this commission. I am willing to put in the time and effort to be an engaged, effective member of the commission.
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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	Email
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Please provide alternative phone number or email if different from above

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	Yes
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Minnesota Statute §13.601. subd. 3(b)	Email Address
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Background Authorization	Yes
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Acknowledgement	Yes
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First Name David

Last Name Sindiga

Address 1

Address 2 Roseville

City Roseville

State MN

Zip Code 55113

Home or Cell Phone Number

Email Address

How many years have you been a Roseville resident? 20+

Commission preference Human Rights, Inclusion and Engagement

Commission preference Police Civil Service

This application is for New Term

Why do you want to serve on this Commission?

Time for taking things for granted is diminishing. And the idea of doing the right thing is a half glass full. Equality and equity distribution is too becoming "the eye of the beholder." In the midst of all these there is little effort to keep all channels of legible communications for all stakeholders, the people, open. Too much mistrust, even when there is genuine effort to do right.

For this reason I want to be part of the conversation; part of the resolve to find common grounds; part of the reason Roseville is the best livable city in the state and that cares for all communities, not partial.

What is your view of the role of this Commission?

To unravel the misunderstandings, if there is any, and shade light on where there is most need. That Roseville is the Arina, different communities therein as residents are all team players. Regardless of there origin, beliefs, religion, political affiliations or sex orientation. We are all under this mammoth petal of the rose flower.

Also, most important support and provide different dimmensions of views to enhance delivery services set by the city council.

What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?

I have good interpersonal and verbal communication skills, worked in different cultural diversity programs, both in college and work places. Been in various committees tasked to look into ways and means to improve work environment. How to ensure visitors and employee satisfaction. I do feel as an immigrant I see things from a different lens.

If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.

Police civil services.

I grew up in a family of police officers. Some family members are still serving. I have had both good and bad experiences with the police officers that has reinforced my desire to be an agent of change rather than a by stander. And yes, I strongly believe in our police officers, they do have a difficult job, but some things can be improved. The reason why I joined MAC.

Civic and Volunteer Activities MAC

Friend of Roseville Library. I assisted move them to and back during the renovation.

Gathering Place. Provide restaurant ordered warm meals to parents with inpatient children in HCMC hospital.

Work Experience

Patient Experience and welcome ambassador at Hennepin Healthcare System (HCMC), Mpls- 2011to current.

Staffing Cordinator/Cultural Diversity at St. Joseph, St. Paul - 2000 to 2010.

Documentation specialist (Guidant Inc.) now Boston Scientific.

Portfolio Acct administrator (Realistar/Ing)

Education BA in Psycholgy

MA in Organizational Leadership

Is there additional information you would like the City Council to consider regarding your application?

Been living in and around Roseville since 1996. I love this city. Super friendly individual that can strike a conversation with anybody if they are not super angry.

Tammy McGehee updates to application

There are very few additional comments, however, there are some corrections required for accuracy. I have continued to volunteer at Presbyterian Homes and do so presently. I did not participate in the CAMP Program for the last two years during COVID. I plan to resume next summer.

I have enjoyed my work on the Planning Commission. I believe that I can continue to make a positive contribution to the community and the Council serving on this commission.

Thank you,

Tammy McGehee

Full Name: Tammy McGehee
Last Name: McGehee
First Name: Tammy
Company: Planning

Home Address: [REDACTED]
Roseville, MN 55113

Home: [REDACTED]

E-mail: [REDACTED]
E-mail Display As: [REDACTED]

Received 2/15/2019

First Name	Tammy
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Last Name	McGehee
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Address 1	[REDACTED]
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Address 2	<i>Field not completed.</i>
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City	Roseville
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State	MN
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Zip Code	55113
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Home or Cell Phone Number	[REDACTED]
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Email Address	[REDACTED]
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How many years have you been a Roseville resident?	Since 1979
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City of Roseville Commissions
Finance
Human Rights, Inclusion and Engagement
Parks and Recreation
Planning
Police Civil Service
Public Works, Environment and Transportation

Commission preference	Planning
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Commission preference	<i>Field not completed.</i>
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This application is for	New Term
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If this is a student application please list grade in school

Field not completed.

Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?

I would like to serve on the Planning Commission because I believe that it is a crucial link between the Council and the community. During the next year it will be the responsibility of this Commission to translate the aspirations of the Comprehensive Plan into the zoning that will guide the city's development for the next 10 years. I believe that my years on the Council and long history of work with neighborhoods and community groups allow me additional insight in this process. In addition, I believe I can listen effectively, strike compromise where necessary, and use my community work to provide a unique point of view to others on the commission.

What is your view of the role of this Commission?

This Commission has a statutory role in reviewing ordinances, policies, and proposals to insure compliance with existing statute and zoning. Its findings are advisory to the Council. As the commission pursues its work, it holds hearings and seeks input from businesses and residents regarding projects coming before the Commission for review. Changes to ordinances, zoning, or policies can be initiated by the Council, a member of the public, or the Planning Commission. This commission serves in an advisory role to the Council.

What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?

I believe my years as a resident, community activist, and council member allow me to provide unique background and historical perspective to some discussions. My years on the Council make me very familiar with existing regulations, zoning, policies, and the background discussions as well as difficulties and shortcomings of some ordinances and policies. I have good communication skills, both oral and written. I am good at and enjoy research.

If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.

Civic and Volunteer Activities

Member, Citizen Assisted Monitoring Program (CAMP), Langton Lake, 10 years Volunteer at Presbyterian Homes, 17 years Former Commission Member, 3 years Former City Council Member, 8 years

Work Experience

Teacher, Providence, RI Editorial Assistant, APA Journal, University of Colorado Program Specialist, University of Colorado Free lance

	technical writer Manager, Department of Research, CPT Corporation
Education	Bachelor of Science, University of Wisconsin, Madison, WI Master's Degree, Brown University, Providence, RI
Is there additional information you would like the City Council to consider regarding your application?	<i>Field not completed.</i>
Preferred method to be contacted	<i>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.</i>
Preferred method to be contacted	Telephone
Please provide alternative phone number or email if different from above	<i>Field not completed.</i>
Additional Information if you become Board or Commission Member	<i>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.</i>
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone
Background Authorization	Yes
Acknowledgement	Yes

Jarrood

Cicha

[REDACTED]

Roseville

Home or Cell Phone Number

[REDACTED]

Email Address

[REDACTED]

How many years have you been a Roseville resident?

2 in March

Commission preference

Public Works, Environment & Transportation

Commission preference

Field not completed.

Why do you want to serve on this Commission?

I have been searching for a way to get more involved in the community I am a part of.

What is your view of the role of this Commission?

The commission reviews and discusses public works, environmental, and transportation plans/matters.

The commission then advises city leadership on decisions involving such matters.

What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?

My skills would mainly be beneficial to the Environmental portion of this commission. I have worked in the environmental sector since 2016. I first started in environmental consulting, mostly working on contamination management and mitigation. I currently work at the Minnesota Geological Survey where I help manage the County Well Index and work on hydrogeology projects. My experiences in the private and public sector would bring a unique perspective to potential future environmental issues that Roseville may encounter.

If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.

Field not completed.

Civic and Volunteer Activities

I volunteer through my work. I attend outreach events and teach groups of all ages about Minnesota Geology.

Work Experience

Antea Group (Staff Geologist) 2016 - 2018

Minnesota Geological Survey 2018 - 2020

Education

M.S. Earth and Climate Science - University of Maine

B.A. Geology - University of Minnesota Morris

B.A. Environmental Science - University of Minnesota Morris

Is there additional information you would like the City Council to consider regarding your application?

Field not completed.

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

Email

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023
Item No.: 10.a

Department Approval

Michelle Littrick

City Manager Approval

Sam J. Truog

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	\$784,421.00
105614-105705	\$2,039,461.22
Total	\$2,823,882.22

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: 01/17/2023 - 4:35PM
 Date Range: 12/28/2022 - 01/17/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	David R. Cantu	December Medsurety	12/31/2022	21,596.04
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	87,918.73
Total for Department: 00 General Function				109,514.77
Department: 01 General Government				
0	Greenhaven Printing	Outside Printer	01/04/2023	397.85
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	354.23
0	Life Safety Systems, Inc.	2023 Annual Monitoring	01/11/2023	550.00
0	McGough Property Management, LLC	Management Fee	01/11/2023	3,612.40
0	Time Saver Off Site Secretarial, Inc.	City Council Meetings 11/28, 12/5, 12	01/04/2023	626.51
0	US Bank-Non Bank	Nov Terminal Charges	12/31/2022	296.94
105620	Dell Marketing, L.P.	K Bruno Scanner	01/04/2023	896.00
105629	Metropolitan Courier Corp.	December 2022 Services	01/04/2023	796.39
105630	National Awards & Fine Gifts	Aluminum Tag - Schroeder, Yunke, W.	01/04/2023	53.72
105631	NFP Insurance Services, Inc.	BSWIFT & ACA Fee December 2022	01/04/2023	744.60
105667	Governmentjobs.com, Inc.	Onboarding subscription for 2023	01/11/2023	8,056.93
105671	Huebsch, Inc.	Mat Brush	01/11/2023	920.67
105682	Metro Cities	2023 Metro Cities Membership Dues	01/11/2023	10,297.00
Total for Department: 01 General Government				27,603.24
Department: 02 Public Safety				
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	237.14
0	Jacob Swanson	J Swanson Tuition Reimbursement of	01/11/2023	1,500.00
0	License Center-Non Bank	Registration for 3 PD Vehicles	12/31/2022	42.75
0	Masa Consulting, Inc.	December 2022 Mental Health Service	01/11/2023	1,800.00
0	SFM-Non Bank	Workers Comp Claims	12/31/2022	4,166.59
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	2,589.50
0	US Bank-Non Bank	Nov Terminal Charges	12/31/2022	192.62
0	Xcel Energy	Xcel Billings	01/11/2023	85.37
105643	SFM	Fire Indemnity December 2022	01/04/2023	704.96
105656	AT&T Mobility	FD Mobile Phone	01/11/2023	1,329.50
105669	Henry Schein, Inc.	Oxygen Regulator Brass	01/11/2023	567.44
105699	Vector Solutions-Target Solutions Learn	Vector Scheduling	01/11/2023	9,047.50
105700	Verizon	Verizon Phone Charge	01/11/2023	40.01
Total for Department: 02 Public Safety				22,303.38
Department: 03 Public Works				
0	Factory Motor Parts, Co.	Battery Core	01/11/2023	136.71
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	67.00
0	MacQueen Equipment	Pinion Seal	01/11/2023	137.63
0	Mansfield Oil Company of Gainesville,	Conv 87 Oct E-10	01/04/2023	9,929.62
0	Midway Ford Co.	Bracket	01/11/2023	14.94
0	MN Dept of Revenue-Non Bank	Nov Fuel Tax	12/31/2022	465.69
0	Napa Auto Parts	Wheel charger	01/11/2023	599.00
0	SFM-Non Bank	Workers Comp Claims	12/31/2022	766.40
0	Xcel Energy	Xcel Billings	01/11/2023	15,107.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
105630	National Awards & Fine Gifts	Aluminum Tag - Freihammer	01/04/2023	13.43
105636	Precise MRM, LLC	10MB Flat Data Plan US with NAF	01/04/2023	816.00
105643	SFM	Streets Indemnity December 2022	01/04/2023	6,680.62
105655	Arnolds, Inc.	ASSY CABLE	01/11/2023	272.31
105659	CES Imaging	Canon TX3000 MFP	01/11/2023	40.00
105660	Cintas Corporation	Clothing	01/11/2023	79.28
105673	Jeff Belzers Roseville Chrysler Dodge	Hose heater	01/11/2023	59.25
105677	Little Falls Machine, Inc	1-3/4 NC slotted nut - zinc	01/11/2023	241.58
105683	Midwest Transmission	Transfer Case	01/11/2023	360.01
105687	Parts Alliance North	Antenna Pillar Mounted	01/11/2023	25.08
105695	Towmaster	Tarp 84"x18'	01/11/2023	898.73
105697	VariTech Industries, Inc.	5" Non-vented Lid	01/11/2023	71.53
105705	Grainger Inc	O-rings	01/12/2023	25.47
Total for Department: 03 Public Works				36,807.53
Total for Fund:100 General Fund				196,228.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	1,021.00
105686	Panda Express	EC22-009 Escrow Control Refund	01/11/2023	6,000.00
105698	VCC, LLC	EC21-042 VCC, LLC Escrow Control	01/11/2023	12,000.00
Total for Department: 00 General Function				19,021.00
Department: 03 Public Works				
0	US Bank-Non Bank	Nov Terminal Charges	12/31/2022	4.44
Total for Department: 03 Public Works				4.44
Total for Fund:103 Contracted Engineering Svcs				19,025.44

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	2,485.69
Total for Department: 00 General Function				2,485.69
Total for Fund:110 Telecommunications				2,485.69

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 112 IT: Other Agency Operational				
Department: 00 General Function				
0	Metro-INET Non Bank	Transfer to Metro-INETs bank account	12/31/2022	250,000.00
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	23,288.51
Total for Department: 00 General Function				273,288.51
Department: 01 General Government				
0	Deluxe-Non Bank	Check Stock, Deposit Books, Stamp	12/31/2022	633.45
0	Eng Lee	E Lee Oct - Dec 2022 Mileage Reimbu	01/11/2023	149.06
0	Jen Nguon	J. Nguon Oct-Nov 2022 Mileage Reim	01/04/2023	41.50
0	Jesse Richardson	J. Richardson Mileage Reimbursement	01/04/2023	793.45
0	Pa Vu	P Vu Milage Reimbursement 8/17/202	01/04/2023	150.00
0	Sam Song	S Song 12/29/2022 Mileage Reimburs	01/11/2023	7.50
0	SHI International Corp	Paying remainder of invoice B162615	01/04/2023	0.20
0	SHI International Corp	AzureInfoProPerm	01/11/2023	187.65
105614	Allstream	Monthly Service Charge	01/04/2023	374.57
105615	AmTrust North America	Metro-INET Workers Compensation In	01/04/2023	370.00
105618	CenturyLink	Voice Over IP	01/04/2023	4,675.89
105619	Comcast	Recurring monthly charges	01/04/2023	1,350.40
105661	Cisco Systems Capital Corp.	Cisco Software	01/11/2023	75,693.33
105674	Kennedy & Graven, Chartered	Metro-INET Statement #171973 ME4'	01/11/2023	704.00
105700	Verizon	Verizon Phone Charge	01/11/2023	775.27
Total for Department: 01 General Government				85,906.27
Total for Fund:112 IT: Other Agency Operational				359,194.78

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 114 IT: Inventory - ALL				
Department: 00				
0	SHI International Corp	ShrdSvr ALNG SU MVL	01/11/2023	92.00
105680	Marco Technologies, LLC	Milestone xprotect corporate device cl	01/11/2023	7,398.60
Total for Department: 00				7,490.60
Total for Fund:114 IT: Inventory - ALL				7,490.60

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	MN Dept of Revenue-Non Bank	Nov Sales and Use Tax	12/31/2022	4,803.91
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	9,501.73
Total for Department: 00 General Function				14,305.64
Department: 04 Recreation				
0	Atsuko Johnson	A Johnson Baby and Me Hula Nov - D	01/11/2023	203.00
0	Caden Barber	C Barber 3 sessions of speedskating le	01/11/2023	42.00
0	Elise Stave	E Stave 6 sessions of speedskating les	01/11/2023	84.00
0	Elizabeth Fletcher	E. Fletcher Chair Yoga Oct - Dec 2022	01/11/2023	672.00
0	Elizabeth Leverty	Dance Program Purchase reimb	01/04/2023	35.57
0	Fikes, Inc.	Operating Supplies	01/04/2023	594.70
0	Jeff's S.O.S. Drain & Sewer Cleaning	High Pressure water jetting of the sani	01/04/2023	550.00
0	Lois Cunningham	L. Cunningham Chair Yoga session No	01/11/2023	246.40
0	Metro Volleyball Officials	December 2022 Volleyball Officiating	01/04/2023	2,788.00
0	Mood Media, Inc.	January 2023 recurring services	01/04/2023	75.00
0	Piper Arcand	P Arcand 7 sessions of speedskating le	01/11/2023	98.00
0	R & R Specialties of Wisconsin, Inc	Operating Supplies	01/04/2023	38.35
0	R & R Specialties-CC	Zamboni Batteries	01/11/2023	11,485.60
0	SHI International Corp	LaserJet M209DW	01/11/2023	221.43
0	Uline	Operating Supplies	01/04/2023	345.43
0	Voss Lighting	Lamps	01/04/2023	417.24
105622	Fastsigns	Signs	01/04/2023	310.92
105623	Ice Sports Industry-ISI	How Sweet It Is (Show)- April 20, 202	01/04/2023	94.00
105625	Lissa Keeley	2022 Announcing Services	01/04/2023	300.00
105627	Andrew Knutson	Annoucing 10 hockey games	01/04/2023	300.00
105632	North Shore Gym Sales	AAI Case of Block Chalk	01/04/2023	710.00
105633	NorthStar Watermedia Society	Banquet Room Rental Refund 12/15	01/04/2023	209.39
105635	Postmaster-Mailing Requirements	Nov/Dec News Letter Deposit to PI24	01/04/2023	5,709.17
105637	Proforma Colorwheel	Staff Sweatshirts	01/04/2023	489.43
105638	RAHS Boys Booster Club	Share of Concessions Profits	01/04/2023	1,422.37
105639	RAHS Girls Booster Club	Share of concessions 2022	01/04/2023	442.00
105642	Schwab Vollhaber Lubratt Service Corp	Air Filters	01/04/2023	150.00
105644	Shamrock Group, Inc.	Cherry Cola	01/04/2023	60.00
105645	St. Croix Coffee Tea Company	Coffee and coffee cups	01/04/2023	987.58
105647	Swank Motion Pictures, Inc.	Ecanto 6/7/23, Minions the Rise of Gr	01/04/2023	1,455.00
105651	Joe Van Guilder	Payment for 2022 Announcing Service	01/04/2023	480.00
105658	Ezra Campbell	E Campbell 6 sessions of speedskating	01/11/2023	84.00
105670	House of Print	Book Printing	01/11/2023	4,708.22
105675	Patrick Kosel	P Kosel 8 sessions of speedskating les	01/11/2023	112.00
105679	Noah Lopez	N Lopez 6 sessions of speedskating les	01/11/2023	84.00
105684	MRPA	MRPA 2023 Membership Renewals	01/11/2023	2,029.00
105685	Edward Nagel	E Nagel 7 sessions of speedskating les	01/11/2023	98.00
105700	Verizon	Verizon Phone Charge	01/11/2023	160.10
105701	Eli Vicari	E Vicari 8 sessions of speedskating les	01/11/2023	112.00
105703	Maxwell Weber	M Weber 8 sessions of speedskating le	01/11/2023	112.00
Total for Department: 04 Recreation				38,515.90
Total for Fund:200 Recreation Fund				52,821.54

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 201 Recreation Donations				
Department: 04 Recreation				
105666	Flagship Recreation	Picnic Tables - Villa Park Donations	01/11/2023	15,333.00
Total for Department: 04 Recreation				15,333.00
Total for Fund:201 Recreation Donations				15,333.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 202 Park Dedication Fund				
Department: 04 Recreation				
0	Land Title, Inc-Non Bank	Purchase of 2395 County Rd B W	12/31/2022	31,306.03
Total for Department: 04 Recreation				31,306.03
Total for Fund:202 Park Dedication Fund				31,306.03

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	7,981.44
Total for Department: 00 General Function				7,981.44
Department: 04 Recreation				
105634	On Site Companie-OSSTC	Restroom rental	01/04/2023	751.75
105684	MRPA	MRPA 2023 Membership Renewals	01/11/2023	170.00
105700	Verizon	Verizon Phone Charge	01/11/2023	390.13
Total for Department: 04 Recreation				1,311.88
Total for Fund:204 P & R Contract Maintenance				9,293.32

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	7,875.90
Total for Department: 00 General Function				7,875.90
Department: 02 Public Safety				
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	56.07
0	US Bank-Non Bank	Nov Terminal Charges	12/31/2022	2,748.36
105700	Verizon	Verizon Phone Charge	01/11/2023	51.88
Total for Department: 02 Public Safety				2,856.31
Department: 10 Community Development				
0	Time Saver Off Site Secretarial, Inc.	City Council Meetings 11/28, 12/5, 12	01/04/2023	154.00
Total for Department: 10 Community Development				154.00
Total for Fund:260 Community Development				10,886.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	MN Dept of Revenue-Non Bank	Nov Sales and Use Tax	12/31/2022	1,757.16
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	12,587.30
Total for Department: 00 General Function				14,344.46
Department: 01 General Government				
0	Amy Kolasa	A Kolasa Oct - Dec 2022 Mileage Rei	01/11/2023	111.25
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	489.36
0	Mary Dracy	M Dracy December 2022 Mileage Rei	01/11/2023	160.00
0	McGough Property Management, LLC	Management Fee	01/11/2023	492.60
0	Tereza Bazac	T Beazac July 2022 - December 2022	01/11/2023	74.39
0	Vicki Linnell	V Linnell Sept - December 2022 Milea	01/11/2023	151.25
105671	Huebsch, Inc.	Mat Brush	01/11/2023	831.15
105692	SOS Office Furniture	Pace Stool	01/11/2023	332.55
105704	Wheeler Hardware Company	Door Sweep Brush	01/11/2023	29.47
Total for Department: 01 General Government				2,672.02
Total for Fund:265 License Center				17,016.48

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 282				
Department: 01				
0	SHI International Corp	Docking Station	01/11/2023	161.00
105620	Dell Marketing, L.P.	2 Dell 23 Monitors	01/04/2023	288.52
Total for Department: 01				449.52
Department: 02				
105681	McKesson Medical-Surgical	ARPA COVID supplies/testing	01/11/2023	600.00
Total for Department: 02				600.00
Total for Fund:282				1,049.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	26.42
Total for Department: 00 General Function				26.42
Total for Fund:290 Police Forfeiture Fund				26.42

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 294 Police - DWI Enforcement				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	96.70
Total for Department: 00 General Function				96.70
Total for Fund:294 Police - DWI Enforcement				96.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	71.65
Total for Department: 00 General Function				71.65
Total for Fund:295 Police Grants				71.65

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
105680	Marco Technologies, LLC	P3715-PLVE	01/11/2023	720.44
Total for Department: 02 Public Safety				720.44
Total for Fund:401 Fire Vehicles Revolving				720.44

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 404 Finance Equipment Revolving				
Department: 01				
105616	Bellefeull, Szur & Associates	Conversion and Implementation/Proje	01/04/2023	121,820.00
Total for Department: 01				121,820.00
Total for Fund:404 Finance Equipment Revolving				121,820.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
105664	Definitive Technology Solution, Inc.	Printer/Copier Lease	01/11/2023	3,972.57
Total for Department: 01 General Government				3,972.57
Total for Fund:409 Central Svcs Equip Revolving				3,972.57

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 01 General Government				
105663	Davis Lock & Safe Inc	Rekey Lock	01/11/2023	200.00
105672	Hunt Electric Corp	Furniture wiring reconfiguration	01/11/2023	4,979.41
Total for Department: 01 General Government				5,179.41
Total for Fund:410 Building Improvements				5,179.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
105650	Tree Trust	November 2022 Tree Removals and Pl	01/04/2023	51,700.20
Total for Department: 04 Recreation				51,700.20
Total for Fund:411 Recreation Improvements				51,700.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 415 Roseville-John Rose Oval Proje				
Department: 04 Recreation				
105649	Total Mechanical Services, Inc.	John Rose Oval Ice System Replacem	01/04/2023	255,242.47
Total for Department: 04 Recreation				255,242.47
Total for Fund:415 Roseville-John Rose Oval Proje				255,242.47

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 417 Boulevard Landscaping				
Department: 03 Public Works				
0	Tessman Company	50 ICE PROF 50LB Bags	01/04/2023	611.00
Total for Department: 03 Public Works				611.00
Total for Fund:417 Boulevard Landscaping				611.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 590 Street Construction				
Department: 03 Public Works				
105640	Ramsey County	County Rd B2 - Fariview to Hamline ε	01/04/2023	942,065.26
Total for Department: 03 Public Works				942,065.26
Total for Fund:590 Street Construction				942,065.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	Metropolitan Council	December 2022 Sewer Availability Ch	01/11/2023	29,521.80
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	1,959.95
Total for Department: 00 General Function				31,481.75
Department: 05 Sanitary Sewer				
0	Bluefin Payment Systems-Non Bank	Nov UB Charges	12/31/2022	12,174.61
0	City of Maplewood	Sanitary Sewer & Storm Drainage - Q	01/11/2023	92,033.82
0	Gopher State One Call	CRSVLE01 FTP Tickets	01/11/2023	60.75
0	Jason Hill	Uniform Reimbursement	01/04/2023	151.99
105662	City of Lauderdale	2022 3rd Quarter sewer reimbursemen	01/11/2023	2,132.17
Total for Department: 05 Sanitary Sewer				106,553.34
Total for Fund:600 Sanitary Sewer				138,035.09

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	MN Dept of Revenue-Non Bank	Nov Sales and Use Tax	12/31/2022	4,918.43
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	4,358.85
105621	DANIEL FAIRCHILD	Refund Check 014156-000, 1293 BUI	01/04/2023	76.06
105641	HOWARD REITZ	Refund Check 006879-000, 3027 PAS	01/04/2023	242.16
105648	DAVID TERRY	Refund Check 009286-000, 1535 TR	01/04/2023	40.09
105653	2610 SNELLING CURVE	Refund Check 008672-000, 2610 SNI	01/11/2023	43.64
105665	GRACIA ELRICK	Refund Check 021605-000, 3035 PAT	01/11/2023	194.14
105691	TIM & NANCY SOMMERS	Refund Check 011169-000, 575 OWA	01/11/2023	134.93
105702	CAMERON VOSS	Refund Check 021463-000, 512 ION	01/11/2023	364.16
Total for Department: 00 General Function				10,372.46
Department: 06 Water Fund				
0	Adam's Pest Control Inc	Mice Bait Blox	01/11/2023	118.11
0	City of Roseville- Non Bank	City Nov Water Bills	12/31/2022	11,087.88
0	Ferguson Waterworks #2518	5/8 T10 Measure Chamber	01/11/2023	43.75
0	Gopher State One Call	CRSVLE01 FTP Tickets	01/11/2023	60.75
105657	Braun Intertec Corporation	Services rendered through December 3	01/11/2023	1,918.91
105688	Plaisted Co	December Dump Material	01/11/2023	900.00
105694	St. Paul Regional Water Services	Dec 2022 Water	01/11/2023	373,072.00
105696	Valley Rich Co., Inc.	Trench/Labor	01/11/2023	44,939.46
105700	Verizon	Verizon Phone Charge	01/11/2023	280.21
Total for Department: 06 Water Fund				432,421.07
Total for Fund:610 Water Fund				442,793.53

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	MN Dept of Revenue-Non Bank	Nov Sales and Use Tax	12/31/2022	769.50
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	1,241.33
Total for Department: 00 General Function				2,010.83
Department: 07 Golf Course				
0	Fikes, Inc.	Operating Supplies	01/04/2023	422.24
0	Steven Anderson	Mileage Reimbursement	01/04/2023	185.68
0	US Bank-Non Bank	Nov Terminal Charges	12/31/2022	221.83
105617	Capitol Beverage Sales, LP	Beverages for Resale	01/04/2023	579.50
Total for Department: 07 Golf Course				1,409.25
Total for Fund:620 Golf Course				3,420.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	2,241.76
Total for Department: 00 General Function				2,241.76
Department: 08 Storm Water				
0	City of Maplewood	Sanitary Sewer & Storm Drainage - Q	01/11/2023	7,475.35
0	Gopher State One Call	CRSVLE01 FTP Tickets	01/11/2023	60.75
0	Xcel Energy	Xcel Billings	01/11/2023	20.45
105624	Innovyze, Inc.	Feb 2023 - Feb 2024 XPSTORM Pren	01/04/2023	3,755.00
105628	Metro Watershed Partners	2023 membership clean water MN anc	01/04/2023	2,500.00
105676	Brandon Kowal	Sump Pump Operation and Maintenanc	01/11/2023	5,000.00
105689	Curtis A Finch	December 2022 Services	01/11/2023	387.00
Total for Department: 08 Storm Water				19,198.55
Total for Fund:640 Storm Drainage				21,440.31

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Solid Waste Recycle				
Department: 09 Recycle				
105690	Shred-N-Go, Inc.	December Services 2022	01/11/2023	294.24
Total for Department: 09 Recycle				294.24
Total for Fund:650 Solid Waste Recycle				294.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 700 Workers Compensation				
Department: 00 General Function				
0	SFM-Non Bank	Workers Comp Claims	12/31/2022	12,603.95
105643	SFM	Park Maint Claims December 2022	01/04/2023	5,451.63
105652	WC Special Compensation Fund	2022 2nd Half SCF Assessment	01/04/2023	10,105.78
Total for Department: 00 General Function				28,161.36
Total for Fund:700 Workers Compensation				28,161.36

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
0	Delta Dental Plan of Minnesota/DDMN	December Dental Insurance	01/11/2023	13,948.83
105646	Stericycle, Inc.	January 2023 Services	01/04/2023	295.14
105654	All Safe Global, Inc.	Fire extinguisher hydrotest	01/11/2023	2,141.28
Total for Department: 00 General Function				16,385.25
Total for Fund:710 Risk Management				16,385.25

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 723 HRA Operating Fund				
Department: 00 General Function				
0	Center for Energy and Environment	Close end 2804 Farrington St, & 3087	01/04/2023	54,100.00
Total for Department: 00 General Function				54,100.00
Total for Fund:723 HRA Operating Fund				54,100.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	Center for Energy and Environment	Admin Fees for 2804 Farrington St, &	01/04/2023	2,000.00
0	Golden Shovel Agency	January 2023 Economic Gateway & G	01/04/2023	1,050.00
0	Innovative Office Solutions	Nov Innovative Office	01/11/2023	18.45
0	Sourcewell-Non Bank	Dec Health Premiums	12/31/2022	1,425.59
105626	Kennedy & Graven, Chartered	November 2022 Legal Services	01/04/2023	704.00
Total for Department: 00				5,198.04
Total for Fund:725 EDA Operating Fund				5,198.04

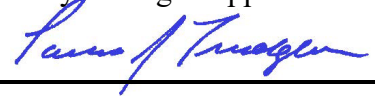
Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 727				
Department: 00				
105693	St. Paul Area Chamber of Commerce	Rice & Larpenteur Dec 2022 Services	01/11/2023	10,416.67
Total for Department: 00				10,416.67
Total for Fund:727				10,416.67

REQUEST FOR COUNCIL ACTION

Date: January 23, 2023
Item No.: 10.b

Department Approval

City Manager Approval



Item Description: Approval of 2 Tetrahydrocannabinol (THC) Licenses.

BACKGROUND

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

Tetrahydrocannabinol (THC) Products License

Roseville Smoke Shop Inc. dba Discount Smoke Shop
2113 Snelling Ave N
Roseville, MN 55113

Roseville Smoke Shop Inc.
1732 Lexington Ave N
Roseville, MN 55113

Roseville Smoke Shop Inc. have submitted application materials for a Tetrahydrocannabinol (THC) License at each of their two locations. Chapter 316 of the City Code permits a maximum of 8 Tetrahydrocannabinol Products Licenses within the city. If approved, the total number of licenses issued will be 2.

POLICY OBJECTIVE

Required by City Code

BUDGET IMPLICATIONS

The correct fees were paid to the City at the time the application was made.

RACIAL EQUITY IMPACT SUMMARY

Most of the data surrounding the racial equity impact for businesses is based on data specifically associated with legalizing recreational marijuana. Although the legislature legalized recreational cannabis edibles for adults (containing a maximum of 5mg of THC derived from hemp), recreational marijuana is still illegal in Minnesota. However, according to a [survey](#) conducted by *Marijuana Business Daily*, 80% of marijuana business owners and founders identify as White. Only 5.7% are Hispanic or Latino and 4.3% are Black. Some point to the controversial history of marijuana prohibition, and the industry's current legal complexities that disproportionately hurt marginalize communities. Black Americans are roughly 3.6 times more likely than Whites to be arrested for marijuana charges according to the ACLU. This can lead to barriers to entrepreneurship such as difficulty securing loans or grants or traditional lending, as well as access to other capital.

STAFF RECOMMENDATION

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s), subject to a successful background investigation.

36 **REQUESTED COUNCIL ACTION**

37 Motion to approve the THC Licenses for Roseville Smoke Shop Inc., and Roseville Smoke Shop Inc. dba
38 Discount Smoke Shop, subject to a successful background investigation.

39

Prepared by: Katie Bruno, Deputy City Clerk

Attachments: A: Applications for Retail THC license



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

Tetrahydrocannabinol (THC) Retail Application

Business Name	Roseville Smoke Shop Inc Db a Discount Smoke Shop
Business Address	2113 Snelling Ave N. Roseville, MN 55113
Business Phone	651-888-2996
Email Address	discountsmoke2113@gmail.com

Business Owner:

Name **Maher Safi**

Address

Phone

Email

Person to Contact concerning Business License *(if different from above.)*:

Name _____

Address _____

Phone _____

Email _____

I hereby apply for the following license beginning 1/10/2023, and ending December 31, 2023, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
*Tetrahydrocannabinol (THC) Retailer	\$300.00
Background Investigation Fee (first time applicant)	\$300.00

*Tetrahydrocannabinol (THC) Retail Establishment is defined as an establishment which:

- a. Prohibits persons under 21 years of age from entering the establishment at all times.
- b. Posts conspicuous written notice of such age retraction at all entrances to the establishment.
- c. Meets all of the following building or structural criteria:
 - i. Shares no wall with, and has no part of their structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, and pass-throughs to the other business or retailer; and
 - ii. Is accessible by the public only by an exterior door.

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to annually update our records. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue §151.72

Signature



Date

01/06/2023

If completed license should be mailed somewhere other than the business address, please advise.



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

Tetrahydrocannabinol (THC) Retail Application

Business Name Roseville Smoke Shop Inc
Business Address 1732 lexington Ave. N.
Business Phone 651-489-4028
Email Address rosevillesmokeshop@gmail.com

Business Owner: **Maher Safi**

Name

Address

Phone

Email

Person to Contact concerning Business License *(if different from above.):*

Name _____

Address _____

Phone _____

Email _____

I hereby apply for the following license beginning 1/10/2023, and ending December 31, 2023, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

*Tetrahydrocannabinol (THC) Retailer	\$300.00
Background Investigation Fee (first time applicant)	\$300.00

*Tetrahydrocannabinol (THC) Retail Establishment is defined as an establishment which:

- a. Prohibits persons under 21 years of age from entering the establishment at all times.
- b. Posts conspicuous written notice of such age retraction at all entrances to the establishment.
- c. Meets all of the following building or structural criteria:
 - i. Shares no wall with, and has no part of their structure adjoined to any other business or retailer, unless the wall is permanent, completely opaque, and without doors, windows, and pass-throughs to the other business or retailer; and
 - ii. Is accessible by the public only by an exterior door.

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to annually update our records. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue §151.72

Signature



Date

01/06/2023

If completed license should be mailed somewhere other than the business address, please advise.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023
Item No.: 10.c

Department Approval

Michelle Litrick

City Manager Approval

Samir T. Magan

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

BACKGROUND

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

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

POLICY OBJECTIVE

Required under City Code 103.05.

BUDGET IMPLICATIONS

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

RACIAL EQUITY IMPACT SUMMARY

N/A

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

Prepared by: Joshua Kent, Assistant Finance Director
Attachments: A1: Over \$10,000 Items for Purchase or Sale/Trade-in

A2: CIP Project/Initiative summary (if applicable)

Attachment A-1

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Streicher's	Practice Ammo	(a) \$	110,000	\$ 21,146	2023 Budget
Police Department	Streicher's	10 - Rifles and Suppressors	(b) \$	18,000	\$ 21,000	2023 CIP

Key

- (a) This purchase is part of the budgeted 2023 training purposes within the Police Department.
- (b) This purchase if part of the planned 2023 CIP replacement of long guns.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023

Item No.: 10.d

Department Approval

City Manager Approval


Item Description: Approve Annual Contract with Northeast Youth and Family Services

BACKGROUND

The City of Roseville has long partnered with Northeast Youth and Family Services (NYFS) to provide services to at-risk youth and families in Roseville through an annual contract. In addition, the City also contracts with NYFS to help fund a Community Advocate position to provide assistance to individuals and families referred by law enforcement agencies. Roseville has partnered with NYFS on the Community Advocate program since 2019 and has found this program helpful in providing resources for persons and families in crisis. The cities of Mounds View, New Brighton, and White Bear Lake also participate in the Community Advocate program.

Included as Attachment A is the draft contract between the City and NYFS for continuing its core services as well as the Community Advocate services for Roseville residents in 2023. The total cost of this contract is \$103,422 (\$81,071 for core services and \$22,351 for the Community Advocate) and is included in the 2023 City Budget.

POLICY OBJECTIVE

Having NYFS providing services to residents helps the City advance it's Community Aspiration of being a "Physically and mental active and healthy" community.

BUDGET IMPLICATIONS

The total cost of the NYFS services in 2022 is \$103,422 and is included in the adopted 2023 budget.

RACIAL EQUITY IMPACT SUMMARY

NYFS provides direct services to Roseville at-risk youth and families. Most of these services are free of charge or a sliding scale. The City agreement with NYFS helps underwrite the services they provide to community members. NYFS has served a total of 71 Roseville clients from Jan. 1, 2022 to June 30, 2022 (last available data). Of the 71 clients, 52 received mental health services, 9 received youth diversion services, 2 received senior services, and 8 received services through the Community Advocate program. While we don't have specific demographic information on the clients served by NYFS, providing services free of charge or on sliding scale does allow for those unable to pay to receive help that they may not otherwise be able to afford. Staff will work with NYFS to receive demographic information on the clients they serve.

STAFF RECOMMENDATION

Staff recommends entering into the agreement with NYFS.

34 **REQUESTED COUNCIL ACTION**
35 Motion to approve annual contract with Northeast Youth and Family Services to provide services
36 to at-risk youth and families in Roseville.

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

Attachment: A: 2023 Agreement between the City of Roseville and NYFS for Mental Health and Community Advocate Services

AGREEMENT

1. PARTIES

This agreement is made and entered into by and between the City of Roseville, Minnesota ("Municipality") and Northeast Youth and Family Services ("NYFS").

2. RECITALS

- a. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282, and 832.
- b. Through this Agreement the Municipality intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- c. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and NYFS.

3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

- i. Report regarding proposed changes in services and programs to the Municipality; and
- ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

d. Funding

- i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
- ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

- e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.

- f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:

- i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of

the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

- ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
 - iii. On or before November 30, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
 - iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
 - v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
 - vi. Providing other reasonable information requested by the Municipality;
 - vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
 - viii. Provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 - ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 - x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.
- g. Term. The term of this agreement will be through December 31, 2023. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

- i. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
- ii. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

MUNICIPALITY

City of Roseville

By: _____

Elected Official

Its: _____

Clerk/Manager/Administrator

Dated: _____

NYFS

Northeast Youth & Family Services

By: _____

President/CEO

Its: _____

Chair of the Board of Directors

Dated: _____

12/2022

**Northeast Youth & Family Services
Municipal Participation Figures**

	Municipal Contract 2022		Community Advocate 2022		Municipal Contract 2023 Board Approved Increase of 8.5 % based on CPI-U		Community Advocate 2023 Board Approved Increase of 8.5 % based on CPI-U		Dollar increase over 2022	
Falcon Heights	\$	11,286.74			\$	12,246.11	\$	959.37		
Little Canada	\$	21,395.16			\$	23,213.75	\$	1,818.59		
Mounds View	\$	27,455.68	\$	25,750.00	\$	29,789.41	\$	2,333.73	\$	27,938.750
New Brighton	\$	47,625.14	\$	10,300.00	\$	51,673.28	\$	4,048.14	\$	11,175.50
North Oaks	\$	10,926.24			\$	11,854.97	\$	928.73		
Roseville	\$	74,720.32	\$	20,600.00	\$	81,071.55	\$	6,351.23	\$	22,351.00
St. Anthony	\$	18,678.02	\$	12,875.00	\$	20,265.65	\$	1,587.63	\$	13,969.38
Shoreview	\$	54,548.80			\$	59,185.45	\$	4,636.65		
Birchwood	\$	1,804.56			\$	1,957.95	\$	153.39		
Hugo *	\$	15,000.00			\$	16,275.00	\$	1,275.00		
Mahtomedi	\$	16,562.40			\$	17,970.20	\$	1,407.80		
Vadnais Heights	\$	27,187.88			\$	29,498.85	\$	2,310.97		
City of WBL	\$	52,443.48	\$	25,750.00	\$	56,901.18	\$	4,457.70	\$	27,938.75
WB Tnship	\$	22,855.70			\$	24,798.43	\$	1,942.73		
Lauderdale	\$	4,678.26			\$	5,075.91	\$	397.65		
Total	\$	407,168.38	\$	95,275.00	\$	441,777.69	\$	34,609.31	\$	103,373.38

* Hugo splits its support of NYFS with another Community-Based Mental Health agency

Contracted Services

Mental Health Services:

- *Shoreview and White Bear Lake Mental Health Clinics* – licensed mental health staff provide therapy for the emotional health of children, teens, and adults.
- *School-Based Mental Health* – licensed mental health staff provide onsite therapy in the schools for the emotional health of students within Roseville, Mounds View, and White Bear Lake school districts.

Community Service Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Community Connections* – This seven-week program helps youth develop social and emotional skills while expanding their horizons and helping them deepen their commitment to their own futures through service, post-secondary education exposure, career exploration, and mentorship.

Non-Contracted Services

Mental Health Services:

- *Northeast Educational & Therapeutic Services (NETS)* – provides therapy and academic support for youth in grades 6-12 with severe mental illnesses who cannot function in traditional school environments.

Community Service Programs:

- *Community Advocate* – This program serves people who have been involved with local law enforcement but have needs that cannot be sufficiently addressed by law enforcement alone. This can include: mental health issues, family instability, medical care and other needs. Addressing these underlying issues reduces the need for law enforcement intervention in the future.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into effective January 1, 2023, by and between the City of Roseville, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City," and Northeast Youth & Family Services, a Minnesota Nonprofit Corporation located at 3490 Lexington Ave North, Suite 205, Shoreview, MN 55126 ("Provider").

The City and Provider, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

Provider agrees to provide the services described in this Agreement.

Statement of work. Provider will provide community advocacy services to households referred from City law enforcement departments. Services will be provided by the Community Advocate, an employee of the Provider who will work on a fulltime basis independently and collaboratively with the City. The Community Advocate will be supervised by the designee within Northeast Youth & Family Services.

The Community Advocate will provide "follow up" activities to referred households which will include efforts to establish a relationship, assess needs, develop a Goal Action Plan, connect to resources, and follow up on the impact of the Goal Action Plan.

The Community Advocate will maintain regular communication with an identified City "point of contact" regarding new referrals, progress on current referrals and follow up on closed referrals.

The Community Advocate will typically work a traditional Monday through Friday schedule during business hours, with occasional evening hours as contact with referrals necessitate. Generally, the work schedule may be set between the Community Advocate and the supervisor designee at Northeast Youth & Family Services.

Time For Completion.

The services rendered by Provider will commence on January 1, 2023, and will continue for one year, unless this agreement is terminated or renewed in accordance with the relevant provisions within.

Project Management.

Provider will assign specific individuals as principal project members and ensure that the major work and coordination will remain the responsibility of these individuals during the term of the Agreement. Provider is responsible to place an appropriate employee in the role of Community Advocate.

The City will designate a “point of contact” as the project manager for this Agreement, and the individual to whom all communications pertaining to the Agreement shall be addressed. The project manager shall have the authority to transmit instructions, receive information, and interpret and define the City's policy and decisions pertinent to the work covered by this Agreement.

Billings and Payment.

Services provided to the City will be provided as part of a collaborative program at an approved upon cost of \$22,351.00 to the City. The City shall have no liability or bear any responsibility for payment for any services provided by Provider outside the scope of this agreement, even if the individual was identified or referred for such services via the services provided for in this agreement.

City Responsibilities.

The City will provide Provider with access to information from City documents, staff, and other sources needed by Provider to complete the work described in this Agreement.

Amendment or Changes to Agreement.

A. City or Provider may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be authorized in writing in advance by either the City or Provider.

B. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement are valid only when reduced to writing and duly signed by the parties.

C. Modifications or additional schedules may not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term "this Agreement" includes any future amendments, modifications, and additional schedules made in accordance with these terms.

Notices.

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement must be delivered in person or deposited in United States Certified Mail, Return Receipt Requested. Any notices or other communications must be addressed as follows:

To the City
City of Roseville
Attn: Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

To the Provider
Northeast Youth & Family Services
Attn: President & CEO
3490 Lexington Ave North, Suite 205
Shoreview, MN 55126

Survival of Obligations.

A. The respective obligations of the parties under these terms and conditions, which by their nature would continue beyond termination, cancellation, or expiration, will survive termination, cancellation, or expiration of this Agreement.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision of the Agreement is unlawful, this Agreement or that provision, will terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement will continue in effect.

Records, Dissemination of Information.

A. For purposes of this Agreement, the following words and phrases have the meanings given in this section, except where the context clearly indicates that a different meaning is intended.

"Work product" means any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results from Provider's services under this Agreement. "Work Product" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Supporting documentation" means any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other format and other evidences used to generate any and all work performed and work products generated under this Agreement. "Supporting Documentation" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Business records" means any books, documents, papers, account records and other evidences, whether written, electronic, or in other forma, belonging to Provider and pertaining to work performed under this Agreement.

"Business records" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

B. All deliverable work products and supporting documentation that directly result from the Provider's services under this Agreement and that are not protected personally-identifiable information will be delivered to the City throughout the engagement under this Agreement and at the conclusion of services.

C. The Provider agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all documents finished or unfinished, and supporting documentation prepared by the Provider under this Agreement, and that are not protected personally-identifiable information, will be delivered to the City by Provider by the termination date and there will be no further obligation of the City to Provider except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The parties agree to maintain all business records in such a manner as will readily conform to the terms of this Agreement and to make such materials available at reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The parties agree to abide strictly by Chapter 13, Minnesota Government Data Practice Act, and any other applicable data privacy and security laws and regulations. The requirements of this provision do not apply to any information or data created, collected, received, stored, used, maintained, or disseminated by Provider in providing services to an individual that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

G. Notwithstanding anything in this Agreement to the contrary, Provider will comply with all state and federal laws applicable to the disclosure of information related to the health status of or provision of health care to individuals served by Provider. In the event of any ambiguity or conflict between any laws regarding disclosure of such information, such ambiguity or conflict shall be resolved in favor of the law or interpretation that is most protective of the privacy and confidentiality of the individual served.

Provider will create, maintain, and secure personally-identifiable health information as appropriate to document interventions or care provided by Provider in Provider's sole discretion.

Personally-identifiable health information may be reported to the City only as authorized by law. Personally-identifiable data may be shared with the subject's consent. Personally-identifiable information may be shared without the subject's consent to prevent or lessen a serious or imminent threat to the health or safety of an individual or the public or if the subject is involved in an emergency interaction and disclosure of information is necessary to protect the health or safety of the referred person or another person. Certain data obtained by the City to respond to an emergency are private data on individuals and will not be used for any other purpose. To the extent possible, private data released to the City to respond to an emergency will be marked and designated as private data by the releasing party or person.

The parties will document releases of information as required by law, including the date and circumstances under which the release was made, the person or agency to whom the release was made, and the information released.

Human Rights/Affirmative Action/Economic Opportunity.

Provider agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to the same.

Compliance With Applicable Law.

The parties agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations and standards established by any agency of such governmental units, insofar as they relate to the performance of the provisions of this Agreement. Each party is responsible to obtain all permits or licenses required for the performance of services under this Agreement as applicable to the actions of the respective party.

Conflict of Interest.

Provider's acceptance of this agreement indicates compliance with City code. As such, except as permitted by law, no City official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City. The Provider also affirms that to the best of the Provider's knowledge, their involvement in this contract does not result in a conflict of interest with any part or entity which may be affected by the terms of this contract. The Provider agrees that should any conflict or potential conflict of interest become known to the Provider, Provider will immediately notify the City of the situation so that a determination can be made about Provider's ability to continue performing services under this contract.

Responsibility for Acts and Omissions.

Each party agrees that it will be responsible for its own acts and omissions and the acts and omissions of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and will not be responsible for the acts and omissions of the other party or their employees, elected officials, and agents, or for any liability resulting therefrom. The City's liability is governed and limited by the Municipal Tort Claims Act, Minnesota Statutes chapter 466, and other applicable law.

Each party warrants that it is able to comply with the obligations of this Agreement through commercial insurance or a self-funding program.

All insurance policies or self-insurance certificates are open to inspection by the other party and copies of the policies or certificates of self-insurance shall be submitted to a party upon written request.

Assignment.

The City and Provider each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Provider will assign or transfer their interest in this Agreement without the written consent of the other.

Termination.

This Agreement will continue in full force and effect until completion of the project unless either party terminates the Agreement. Either party may terminate this Agreement, without or without cause, by providing 60 days written notice to the other party.

In the event of termination, the Provider will deliver all work products and supporting documentation developed up to the time of termination.

Renewal.

This Agreement may be renewed or extended by the written agreement of the parties.

Alterations.

Any alteration, variation, modification or waiver of the provisions of the specifications that may have occurred during the bidding process or amendments to this Agreement are valid only when reduced to writing.

Interpretation of Agreement, Venue.

This Agreement will be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement must be venued in the District Court of the County of Ramsey, Second Judicial District, State of Minnesota.

Independent Provider.

It is agreed by the parties, that at all times and for all purposes, within the scope of the Agreement resulting from this solicitation, the relationship of the Provider to the City is that of independent Provider and not that of employee. No statement contained in this Agreement may be construed so as to find the Provider an employee of the City.

Cooperative agreement, independent authority

The parties are entering into this Agreement for the purposes of providing collaborative services to individuals experiencing crisis who are the subject of a police call for service. Each party agrees that its employees who act under this Agreement are granted independent authority to provide services within the employee's scope of practice, as regulated and governed by the respective employing party.

The parties agree that their respective employees will act collaboratively but exercise independent judgment, discretion, and acts within each respective employee's area of responsibility or authority, this includes independent assessment and exercise of authority under Minnesota Statutes chapters 148E, 2538, 626, 629 and any other statutory or other applicable authority. The parties agree and stipulate that none of its employees or agents has the authority to require the employees or agents of the other party to exercise any independent authority reserved by law.

Waiver.

The waiver by either party of any breach under the terms of this Agreement or any rights or remedies arising under the terms of this Agreement will not constitute a waiver of the party's right to any rights and/or remedies with respect to any subsequent breach or default of the terms of the Agreement.

Subcontracting.

Provider agrees not to enter into any subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of the City.

Insurance.

Provider is required to carry insurance of the kind and in the amounts shown below for the life of the Agreement. Certificates for General Liability Insurance should state that the City of White Bear Lake, its officials, employees, agents and representatives are Additional Insureds.

1. General or Business Liability Insurance
 - \$1,500,000 per occurrence
 - \$2,000,000 aggregate per project
 - \$2,000,000 products/completed operations total limit
 - \$1,500,000 personal injury and advertising

Policy must include an "all services, products, or completed operations" endorsement when appropriate.

2. Worker's Compensation and Employer's Liability. Provider must maintain appropriate Worker's Compensation coverage as required by Minnesota law.
3. Professional Liability Insurance is required when a contract is for service for which professional liability insurance is available for purchase.
 - a. \$1,000,000 per occurrence
 - b. \$2,000,000 aggregate

4. General Insurance Requirements

- a. All policies must be written on an occurrence basis or as acceptable to the City. Certificates of insurance must indicate if the policy is issued on a claims-made or occurrence basis. Agent must state on the certificate if company carries errors and omissions coverage.
- b. The Provider may not commence any work until Certificates of Insurance covering all of the insurance required for this project is approved and the Project manager has issued a notice to proceed. Insurance must remain in place for the duration of the original contract and any extension periods.
- c. The City reserves the right to review Provider's insurance policies at any time to verify that City requirements have been met.
- d. Satisfaction of policy limits required above for General Liability Insurance, may be met with the purchase of an umbrella or excess policy.

Any excess or umbrella policy will be written on an occurrence basis, and if such policy is not written by the same insurance carrier, the proof of underlying policies shall be provided with any certificate of insurance.

Force Majeure.

Neither the City nor the Provider may be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, demonstrations, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of legislative, judicial, executive.

Entire Agreement.

It is understood and agreed that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters of the Agreement.

NORTHEAST YOUTH & FAMILY SERVICES

By _____

Title _____

Date _____

CITY OF ROSEVILLE

By: _____

Title _____

Date _____

By: _____

Title _____

Date _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2023
Item No.: 10.e

Department Approval



City Manager Approval



Item Description: Accept 2022 Body Worn Camera Audit Report

BACKGROUND

In November 2017, the Roseville Police Department (RPD) was awarded a grant from the United States Bureau of Justice Assistance to implement Body Worn Cameras (BWC) for all police personnel. In October 2018, the Roseville Police Department implemented the use of BWCs department-wide. Minnesota law requires law enforcement agencies with BWCs must arrange for an independent biennial audit to ensure compliance with applicable laws (Minn. Stat. 13.825, subd. 9a). The law also requires the results of the audit must be provided to the City Council and to the Legislative Commission on Data Practices and Personal Data Privacy (Minn. Stat. 13.825, subd. 9c).

The Roseville Police Department hired the independent firm of Lynn Lembcke Consulting to conduct an audit of our BWC program. The complete report is attached for review. Lynn Lembcke Consulting also conducted RPD's BWC program audit in 2020. Once again, the Roseville Police Department was found to be fully compliant with all audit requirements. Staff will send this report to the Legislative Commission on Data Practices and Personal Data Privacy, as required by law.

POLICY OBJECTIVE

In order to ensure compliance with state laws and align with Roseville Police Department's commitment to establishing a culture of transparency and accountability, an independent audit of RPD's body worn cameras was completed and results provided to the City Council.

BUDGET IMPLICATIONS

Biennial Body Worn Camera program audits are budgeted as an on-going police operating cost (approximately \$2250).

RACIAL EQUITY IMPACT SUMMARY

The Roseville Police Department is committed to establishing a culture of transparency and accountability to build public trust and legitimacy. The Body Camera Audit helps ensure compliance with applicable laws and that the cameras are being used fairly and consistently across all police contacts, including with historically disadvantaged groups.

STAFF RECOMMENDATION

The police department is recommending acceptance of the 2022 Body Worn Camera Audit Report.

REQUESTED COUNCIL ACTION

Accept the 2022 Body Worn Camera Audit Report prepared by Lynn Lembcke Consulting.

31 Prepared by: Erika Scheider, Chief of Police
32 Attachment: A: 2022 Body Worn Camera Audit Report
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INDEPENDENT AUDIT REPORT

Erika Scheider
Chief of Police
Roseville Police Department
2660 Civic Center Dr.
Roseville, MN 55113

Dear Chief Scheider:

An independent audit of the Roseville Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on October 27, 2022. The objective of the audit was to verify Roseville Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Portable Recording System Policy

The Roseville Police Department is located in Ramsey County, Minnesota and employs fifty-seven (57) peace officers. BWC data was collected using Panasonic Arbitrator and Axon BWCs during the audit period. Arbitrator BWC data is stored on a local file server and Axon BWC data is stored in Evidence.com cloud storage. This audit covers the time period August 1, 2020, through September 30, 2022.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

BWC data is presumptively private. During the audit period, the Roseville Police Department had BWC with both public and private or non-public data classifications. Public data resulted from an instance of the discharge of a firearm by a peace officer. The Roseville Police Department had no instances of use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.

The Roseville Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in the Arbitrator 360° Back-End Client and Evidence.com. Either during, or at the conclusion of a BWC recording, a classification/category is assigned. Each classification/category has an associated retention period. Upon reaching the retention date, data is systematically deleted.

A server log report for data collected by Arbitrator BWCs and an Evidence Created Report for data collected by Axon BWCs were provided. Randomly selected records from the reports were reviewed and the date and time the data was created was verified against the deletion date. Each of the randomly selected records were deleted in accordance with the record retention and maintained for at least the minimum ninety (90) days required by statute. Records selected were from the time period August 1, 2020, through September 30, 2022.

The Roseville Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

Supervisors monitor the proper categorization of BWC data to ensure data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

BWC data is available to data subjects and access may be requested by submission of a Roseville Police Department Request for Information form. During the time period August 1, 2020, through September 30, 2022, the Roseville Police Department had received both requests to view and requests for copies of BWC data from data subjects. Data subjects who had not consented to the release of data were redacted. Copies of redacted Arbitrator video are maintained in a Property/Evidence folder on the network. Copies of redacted Axon video are stored in Evidence.com along with the original copy. Data subject access to BWC data is documented in the Records Management System dissemination log. Request for Information forms are maintained in a data request file.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the

policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

Roseville Police Department's BWC inventory consists of sixty-six (66) devices. An inventory report produced from Evidence.com detailed the number of recording devices owned and maintained by the agency. The inventory included the model, serial number, name, officer assigned, date of last upload, device status, error status, firmware version, and warranty date.

The Roseville Police Department BWC policy governs the use of portable recording systems by peace officers. Officers are responsible making sure they are equipped with a BWC and ensuring their BWC is in good working order. Officers noting a malfunction at any time must promptly report malfunctions to their supervisor and obtain a functioning device as soon as reasonably practicable.

Peace officers were trained on the use of Arbitrator BWCs during a POST approved training course during implementation. Officers were trained on the use of Axon BWCs during roll calls by Axon-trained trainers. New officers are trained as part of their field training program.

Sergeants monitor deployment and use of BWCs by officers. A review of randomly selected dates from the patrol schedule were compared to the Arbitrator server log report and the Axon Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating the BWCs. A review of the total number of BWC videos created per quarter and a comparison to calls for service shows a consistent collection of BWC data.

The Arbitrator 360° Back-End Client and the server log report detail the total amount of Arbitrator BWC data created, deleted, and stored/maintained. Evidence.com queries detail the total amount of Axon BWC data created, deleted, and stored/maintained. BWC video is fully deleted from the Arbitrator 360° Back-End Client, the local file server, and Evidence.com upon reaching the scheduled deletion date. The Arbitrator server log report maintains deleted BWC meta data. Meta data and audit trails are maintained in Evidence.com after deletion of BWC video.

BWC data is available to data subjects upon request, and access may be requested by submission of a Request for Information form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The Roseville Police Department's BWC policy states that Officers are prohibited from using personally owned recording devices while on duty without the express consent of the Patrol Sergeant.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

Supervisors conduct quarterly random reviews of BWC data to ensure BWC data is accurately categorized and that BWCs are being utilized in compliance with policy.

Nonpublic data is only available to persons whose work assignment reasonably requires access to data. User access to BWC data is managed by the assignment of roles and permissions in Arbitrator 360° Back-End Client and Evidence.com. Permissions are based on staff work assignments. IT, under direction of the Police Department, was responsible for managing the assignment of user rights in Arbitrator. The Investigative Analyst is responsible for managing the assignment of user rights in Evidence.com.

The BWC Policy governs access to BWC data. Department members are authorized to access BWC data for legitimate law enforcement or data administration purposes. Arbitrator access is logged in an Excel spreadsheet and/or the case file in the Records Management System. Evidence.com access is captured in the audit trail.

When BWC data is deleted from Arbitrator 360° Back-End Client and Evidence.com, its contents cannot be determined. The Roseville Police Department has had no security breaches. A BCA CJIS security audit was in process at the time of this audit.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data shared with other law enforcement agencies, government entities, or federal agencies is in accordance with statute.

The Roseville Police Department's BWC policy allows for the sharing of data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Agencies seeking access to BWC data submit a written request. Written requests are maintained in a data request file. Sharing of Arbitrator BWC data is documented in an Excel spreadsheet and the Records Management System dissemination log. Sharing of Axon BWC data is shared via secure electronic sharing within Evidence.com. Sharing is captured in the audit trail. An Evidence.com Sharing Audit report provide documentation of shared Axon BWC data.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and

whether data are destroyed as required.

The Arbitrator 360° Back-End Client and the server log report document the date and time Arbitrator BWC data was collected. The server log report documents the date and time Arbitrator BWC data was deleted. Evidence.com and the Evidence Created Report document the date and time Axon BWC data was collected and deleted. BWC data collected during the audit period includes both public and private or nonpublic data classifications.

Audit trails, an Excel spreadsheet, the Evidence.com Sharing Audit Report, and the Records Management System dissemination log document how the data are used and shared.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

Roseville Police Department Arbitrator BWC data is stored on a file server hosted by Metro-INET. The server is stored in a secure location and access is password protected.

Axon BWC data is stored in the cloud. An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter. Axon appears on the BCA Vendor Screening Program list of approved and screened vendors and is vetted in accordance with the security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Roseville Police Department solicited public comment prior to purchase and implementation of the Panasonic Arbitrator BWC program. Public comment was solicited by online survey. The Roseville City Council held a public hearing at their November 27, 2017, meeting.

The Roseville City Council held a public hearing at their December 6, 2021, meeting prior to the purchase and implementation of the Axon body worn cameras.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

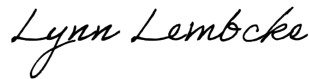
The Roseville Police Department's BWC policy is posted on the agency's website. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3.

No discrepancies noted.

This report was prepared exclusively for the City of Roseville and Roseville Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: December 20, 2022

Lynn Lembcke Consulting



Lynn Lembcke