



**Regular City Council Meeting Minutes**  
**City Hall Council Chambers, 2660 Civic Center Drive**  
**Monday, February 12, 2024**

**1. Roll Call**

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

**2. Pledge of Allegiance**

**3. Approve Agenda**

City Manager Trudgeon requested removal of Item 10H (Approve a Business License for a Temporary Overnight Shelter at Roseville Lutheran Church, 1215 Roselawn Ave W) from the Consent Agenda for separate consideration.

Councilmember Etten requested removal of Item 10D (Approve Resolution Awarding Contract for South McCarrons Retaining Wall Project 22-22) from the Consent Agenda for separate consideration.

Schroeder moved, Etten seconded, approval of the agenda as amended.

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

**4. Public Comment**

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

**5. Recognitions, Donations, and Communications**

**6. Items Removed from Consent Agenda**

**a. Approve Resolution Awarding Contract for South McCarrons Retaining Wall Project 22-22 (Formerly Consent Agenda Item 10D)**

At the request of Councilmember Etten, Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Councilmember Etten asked Mr. Freihammer for some more details on what is covered under the base bid and what the alternative items are.

Mr. Freihammer reviewed the information with the Council.

Councilmember Strahan asked what the retaining wall looks like because there is some consternation from some people about how this does not match the other items in the area.

Mr. Freihammer reviewed the materials that will be used. He noted the technical engineering part of the wall will be hidden with a new stamped concrete wall. He explained the pattern chosen will look the same as what it looks like today except for the ivy that is growing on it.

Councilmember Strahan asked if there are other less expensive options that are available that would be reasonable consideration.

Mr. Freihammer indicated when the feasibility study was done, this was the recommended choice based on the amount of excavation that would be required for other types of walls which would end up needing more right-of-way or would be more expensive to build. He noted this is the most cost-effective way to build this wall.

### **Public Comment**

Mayor Roe offered an opportunity for public comment with no one coming forward.

Etten moved, Groff seconded, adoption of Resolution No. 12052 entitled, "Resolution Awarding Contract for South McCarrons Retaining Wall Project 22-22."

### **Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

**b. Approve a Business License for A Temporary Overnight Shelter at Roseville Lutheran Church, 1215 Roselawn Ave W(Formerly Consent Agenda Item 10H)**

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Councilmember Strahan indicated this is a temporary overnight shelter and people will not be turned away into the streets at the end of the night and will be taken to other locations.

### **Public Comment**

Mayor Roe offered an opportunity for public comment with no one coming forward.

Strahan moved, Etten seconded, approval of a one-year business license for a four-week Temporary Overnight Shelter from March 6 through March 31, 2024 at Roseville Lutheran Church, 1215 Roselawn Avenue West.

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe

**Nays:** None.

**7. Business Items**

- a. **Consider Adoption of an Ordinance Establishing a Local Housing Trust Fund**  
Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Councilmember Schroeder thanked Ms. Gundlach for the presentation, and she thought it was important that the funds received from the sales tax was brought up because it makes sense to set this up now to capture that. She thought staff has done a good job in designing this and was looking forward to voting for this.

Mayor Roe indicated he had a technical question which he was not sure if Ms. Gundlach would be able to answer. He asked if the State is already collecting those funds through the sales tax and what is the timeframe for payment to cities.

Ms. Gundlach explained the State started collecting the tax in July, to her understanding and staff thought the City would receive the first payment in December but since learned the State is going to hold the second half collection of 2023 and not pay it until the first collection of 2024.

**Public Comment**

Mayor Roe offered an opportunity for public comment with no one coming forward.

Schroeder moved, Strahan seconded, enactment of Ordinance No. 1655 entitled, "An Ordinance Establishing Title 9, Chapter 912 Creating an Affordable Housing Trust Fund"

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

Groff moved, Etten seconded, approval of publication of Ordinance Summary

No. 1656 entitled, "An Ordinance Summary of the Amendment to Title 9, Creating Chapter 912 of the Roseville City Code in Order to Establish an Affordable Housing Trust Fund"

**Roll Call (2/3 Majority Required)**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None

**b. Consider Adoption of an Ordinance Revising Regulations Related to Short Term Rentals and Restarting Issuance of Short-Term Rental Licenses**

Community Development Director Janice Gundlach and Code Enforcement Official Dave Englund briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Ms. Gundlach went through the changes staff made in the bench handout with the City Council. She noted the changes were very minor.

Councilmember Strahan explained for a point of clarification that the notice to the neighbors is not for their agreement or disagreement; the license has already been granted by the time the neighborhood is alerted. She thought it was important to point that out. She wondered if at some point the Council wanted to discuss limiting the number of properties. There was no mention about how the City will be alerted to non-compliant properties, questioning what the process would be for notification to the City. She noted there are some currently licensed locations advertising that they can have ten to fourteen people in their facility. She thought it was important to remind people with the licenses that they are still bound by the rules regarding limitations to one family. She also did not see anything indicating what the rate of the local lodging tax would be. She wondered if that will be applied for the nights that people occupy the home or for the full seven-to-ten-day potential stay based on how the ordinance is written.

Ms. Gundlach believed the lodging tax was a percentage of the gross sales by City Ordinance. The other concern about the number of people in a rental, a single-family home can be occupied by a single family and as long as they are related, it can be as many people as are related. But, the short-term rental ordinance does not prohibit somebody from using a short-term rental for a party. A family could be staying in a short-term rental and decide to have a party with others they can certainly do that. There are provisions in the short-term rental ordinance about noisy parties and gatherings or other issues that could cause the police to be called or for staff to go out and observe a violation that could be subject to suspension or revocation at a future time but there is nothing that would prohibit somebody from allowing sixteen people from being in a short-term rental. She reviewed the ways that the City finds out about short-term rentals in the City.

Councilmember Etten explained on line 130 of the ordinance, it notes “ordinance 1596” and “2-8-2021” and he wondered if this language was needed if the City is going to be passing the ordinance. He noted there are several of these in the ordinance with changes to the text and some without changes and he wondered if these need to be left in or something stricken.

City Attorney Tierney explained at this point it can be left in. The City is going to be going through a recodification process where that will clean some of those things up.

Councilmember Schroeder noted on line 160 under 909.06, it says the City Manager may administratively deny a license. She asked, when it says the City Manager, does it also infer then if the City Manager is not available, could the Assistant City Manager or someone else do it or does it have to be just the City Manager to do those things.

City Attorney Tierney explained generally when it says City Manager, it is interpreted to mean City Manager or his designee. There may be exceptions to that rule. The other thing is that often times, these are not decisions that need to be made immediately.

Mayor Roe referenced section 909.07b, line 185-187, that states the owner/agent must post any unit a current copy of the code sections. However, those code sections can be rather detailed and long and somebody might not read through the entire thing. He wondered if it made sense to add something to the effect of “or a City-approved summary” as something that can be posted as well.

City Attorney Tierney thought the language was needed because it clearly states the owner has to post a current copy. She would recommend leaving all of the sections in and then add “or other form as approved by the City”.

### **Public Comment**

Mayor Roe offered an opportunity for public comment with no one coming forward.

Strahan moved, Schroeder seconded, enactment of Ordinance No. 1657 entitled, “An Ordinance Amending Title 9, Section 909 of the Roseville City Code in Order to Restart Issuance of Short-Term Rental Licenses and Establish Regulations Related to Distance, Notice to Neighboring Properties, and Maintenance of Certain Records.” In the bench handout presented, including the city attorney's language about 'or other form as approved by the City' in 909.07b.

### **Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None

Groff moved, Etten seconded, approval of publication of Ordinance Summary 1658 entitled, "An Ordinance Summary Approving Publication of an Ordinance Amendment to Title 9, Chapter 909 of The Roseville City Code in Order to Restart Issuance of Short-Term Rental Licenses and Establish Regulations Related to Distance, Notice to Neighboring Properties, and Maintenance of Certain Records."

**Roll Call (2/3 Majority Required)**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None

**c. Discuss Street Light Policy**

Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Councilmember Groff indicated Mr. Freihammer talked about the enhanced lighting in the Owasso Hills area and if residents decided to keep that lighting, he wondered who would pay for it if one of the poles gets knocked down.

Mr. Freihammer explained the current policy does not speak to maintenance, but he guessed it would be ongoing costs that could get reassessed or redistributed or the City could build in some contingency factor for knock downs. He indicated the City has not had an issue with things like that in that neighborhood because the lights are decorative and installed behind the curb.

Mayor Roe noted generally he was not in favor of more lighting, but he believed, primarily, the purpose of the streetlights is for the safety of intersections, crosswalks, things like that, and people using the roadway as opposed to lighting surrounding properties for safety purposes. He thought the City should always try to move towards less lighting as opposed to more lighting.

Councilmember Etten concurred and agreed the City needed to target intersections and crosswalks for lighting.

Councilmember Strahan thought it was worth considering the difference between residential and the business districts, but she echoed the comments of the other members. She thought putting lighting at intersections and crosswalks was very important for pedestrian safety.

Councilmember Groff indicated he agreed with most of what has been said. In his mind, it is safety versus light pollution. He noted all the lighting is not good for the night wildlife and actually detrimental. He would be in favor of minimal lighting focusing on the safety of the residents.

Staff reviewed mid-block lighting requests and what the process is for residents to request it.

**d. Consider City Council and Advisory Commission Rules of Procedure**

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Councilmember Strahan asked if this addressed the concerns of the unruly audience by not allowing public participation in the City meetings.

Mr. Trudgeon indicated it would. He did not see remote attendance being used often.

Councilmember Strahan asked if the City needed to keep a provision in this related to Covid that everyone might need to be online again at some point, or would that be dealt with as it came.

City Attorney Tierney thought any type of emergency would be handled as it occurs.

Mayor Roe noted the City would follow the State emergency rules that are in place.

Mr. Trudgeon explained the exception for Councilmember to appear virtually due to medical reasons would also apply to Commission members.

Councilmember Schroeder thanked Mr. Trudgeon for putting this together because she thought this is one of the things the Commissioners had been questioning so it is good to have it spelled out. She referenced under rule ten, timing of Council packet, and asked if the time should be shortened from ten days.

Mr. Trudgeon noted the packets are sent out on Thursdays before the Council meeting.

Councilmember Strahan wondered if the delivery method should be changed as well.

Mayor Roe thought because it is currently a hybrid method, it would not need to be changed at this time.

Mr. Trudgeon asked if the Council wanted to change the wording at the meeting or should this come back on a future consent agenda after changes have been made.

The Council discussed possible changes to the wording for rule ten and the following changes were made:

1. Changing the word Councilmember to Member on line 74.
2. Rule ten to state: Every effort would be made to send draft agendas and supporting documents to Councilmembers four days prior to Council meetings.

Etten moved, Strahan seconded, approved the revised City Council and Advisory Commission Rules of Procedure with two minor changes as outlined in discussion.

### **Public Comment**

Mayor Roe offered an opportunity for public comment.

#### **Mr. Richard James, HRIEC Chair**

Mr. James explained with the January 22<sup>nd</sup> meeting, he planned to be there but was released from the ER that morning. One of the reasons why he did not even ask for a remote participation, is because he knew that was not currently possible and would not fit in with getting in touch with Mr. Trudgeon the day before. He was not sure if the Council wanted to consider a possible emergency or something which might cover a situation like that.

Mayor Roe explained Mr. James was the exact reason why he asked Mr. Trudgeon to change the draft language to state instead of must be cleared with the City Manager a day in advance to it should be cleared, that way there is a little flexibility for issues like that.

### **Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None

#### **e. Discuss Annual Budget Process**

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Mayor Roe asked the Council if staff still needed to segregate the budget into two portions, property tax supported and non-property tax supported going forward.

Councilmember Etten stated he liked blending the two together because it shows the big picture for each department. He explained the Council never sees a big picture for each department. Under the revenue, it would show different sources of revenue but under the budget, looking at each department and the budget for it, helps him to clarify things more than in the past.

Councilmember Schroeder explained for her, thinking back, part of that might have been the enterprise funds, and trying to make sure those funds were supporting themselves. The Council also realized that they do not because there is some property tax coming in. She noted staff can still show that because even though

there is the total budget and putting it together is one thing, but making sure there is still the detail in each area, in order to find what is self-sustainable. Looking at the whole picture, she was not sure how good it is breaking it out.

Councilmember Groff agreed and thought it was better not to have that designation because it confuses people. He thought clarity was better and that would clarify it in his mind.

Mayor Roe indicated it did not seem like there was an objection to getting rid of that distinction.

Mr. Trudgeon continued on with his presentation regarding the EDA budget with a format going back to the HRA and thought a new format might work better and still shows the big picture.

Councilmember Schroeder explained she did like the old format detail but understands the consistency and having them all in the same format, considering the Council wants to include it in the budget process. Her biggest point would be if the other services and charges were changed, because it is still too big of a number. She would not be in favor of changing the format if those numbers stay the way they are presented. She would be more comfortable with the format change if the numbers were broken down into more categories.

Councilmember Etten concurred. He was on the HRA the last year before it was folded into the EDA and he liked the format because it helped him to understand what was going on inside of a department. He noted it is something he has appreciated but understands that it might be excessive. Even within that, there are categories so he wondered how staff could show some detail without having to do too complex of information.

Mr. Trudgeon indicated he understands Councilmember Etten's point about having that knowledge. The EDA is a unique body of the City Council, has a relatively small budget, and it gives the Council the ability to perhaps look a little deeper than other departments' budgets.

Mayor Roe thought there may be a way to do both. The document can be maintained when the EDA looks at its budget but then when it gets to the Council, it is the standardized format. He noted all of the information that was provided, the net changes report that talks about changes in cost and changes in revenues, City wide, there were some line items about EDA program changes, so it is accounted for in the City's documentation. But, he thought it was nice to have that detail at the EDA level. He also agreed regarding breaking down the Other Services category to help that also.

Mayor Roe reviewed possible changes he thought could be made to the budget process. He explained the Council has the Utility Rate Study coming back and the update related specifically to the Sanitary Sewer. He noted that as part of the budget process in the last year, the City froze the Sanitary Sewer fees and did not increase those. Part of the basis for that was the fund balance in that fund is very healthy and it appeared if the City froze those rates there, would not be a severe impact to the capital financing over time and it would not negatively impact operations this year. The question that came to his mind, was if it made sense since the City is doing the study, to do some kind of analysis whether it would be possible to freeze the rates for a longer period of time and what would the impact of that be.

Councilmember Etten thought the Council had a conversation about these funds and some of the City's other capital funds where sometimes the revenues were increased and yet the fund balances were far outpacing any future expenses. The Council ended up in the 2024 budget process pulling some of those down. He wondered if there needed to be a study or making sure these funds are not being increased for the fun of it. He also wondered if the costs are level, and the revenue is moving up, how can the City adjust that trajectory. He thought the City's goal should be to more closely align the revenue with the expected expenses.

Mayor Roe indicated he brought up the Sanitary Sewer Fund because there is going to be a study done on it this year. He noted the City should always be looking at and considering all of the funds and making sure that those funds are not put on the trajectory of continually increasing the revenue unnecessarily over time.

Mr. Trudgeon indicated this would be something staff could do during the study. He explained staff is trying to do utility studies on a more regular basis and over time, staff will get better ideas on costs and trends of infrastructure breakage and things like that. He thought staff would be able to stay on top of this pretty easily.

Councilmember Schroeder wondered why the City would not do this as it is verifying their assumptions when doing this. The fund is very robust at this point, and she agreed with Councilmember Etten that all of the funds should be looked at. She thought this should be an ongoing check to be reported back to the Council.

Councilmember Groff thought these funds could be looked back at three to five years which would give a good indicator and understanding of them.

Mayor Roe explained the second item is the notion of getting the EDA more into the City's overall budget process. He did not know if anyone necessarily objects to doing this but he thought the idea was, unless there is objection from the Council, it was discussed last year to try to make sure the EDA is more regularly and systematically incorporated into the budget process.

Mr. Trudgeon noted often times with hearings and things like that sometimes it needs to be done as the EDA, so he was not sure if Mayor Roe meant when the City is having their public hearings that the EDA does theirs at the same time.

Mayor Roe explained the City Council and staff want to make sure the EDA is not left out of what is being looked at during the end of year tax hearing for the rest of the operations that the EDA is a part of.

Councilmember Schroeder thought this was a part of the process and it should go before the Finance Commission. She noted the Council never received updates on the fund balance, until she asked for it. Making it similar to the rest of it would be her thought. She would like to make sure that the Council gets the fund balance of the EDA, as well as the budget because when looking at it, the Council was able to see how healthy that fund is too, but most people did not know that. She understood legally there are things that needed to be done separately but the whole process and how the Council is updated on this and having the Finance Commission look at it as well.

Mayor Roe indicated the third item is the notion of trying to break down the "Other" Budget Expense category and if it should be broken down into major components. He gave some examples for the Council to consider.

Councilmember Etten asked if staff would pull apart services and contracts or would it be asked to have those delineated to the detail of the exact service.

Mayor Roe meant for it to be one category and he just listed some examples in his handout of what would be in that category.

Councilmember Etten asked if there would be a point such as a certain percentage of an area's budget or where would that line be.

Mayor Roe explained his concern with that is on the report it starts out with four or five categories and expands to fifteen or more categories because one particular fund has over five percent and only in that fund. The funds cannot be cross compared over the whole organization. He indicated in the handout he gave to the Council that summarized everything, there is detail provided under the budget detail by function in various areas and/or in the plus/minus for the year.

Councilmember Schroeder indicated even if this does not break it down a lot more, it sounds better than "Other". She thought if it is "Services and Contracts" at least it tells everyone what it is. She thought more detail could be done for a particular fund such as a sub-report.

Councilmember Strahan appreciated the suggestion of including the Finance Commission's expertise as much as possible along these lines. She hoped the City would lean toward using the Finance Commission and their expertise.

Mayor Roe suggested, since the summary document is on the screen, to transition to the communication side of it, noting today's bench handout was a conglomeration of three different documents into one. One of them is the plus/minus report and the other one is the fund balance analysis for each fund and finally the expense detailed description for the function's areas within a fund. Right now, these are three separate documents and never really meet so he tried to find a way to combine them together to make it a little easier to track. He reviewed the combined Funds Financial Summary for all funds, which is a nice starting point with the next couple of pages being a breakdown by function. This corresponds very closely with the City budget document that is published each year. The next four pages are the Expenditure Reconciliations and Revenue Reconciliations which gets into the changes from last year's budget to this year's budget in the various areas. He noted this seems to put it together in a way that is easier to track.

Councilmember Etten indicated he liked the changes as it makes it easier to see what is going on.

Mr. Trudgeon noted this is information staff has, it just needs to be assembled in a different manner.

Mayor Roe indicated regarding the graphical documentation of information, he tried to capture trends over time in different ways. He reviewed the graphics with the Council. He indicated the graphics are different ways to show information with trends over time and try to help present information graphically.

Councilmember Schroeder liked the graphics because it is multiple years in order to compare them as well as the different indexes to compare.

Councilmember Strahan thought a lot of them were hard to understand and if a person is not tech savvy in revenue, some of the hundred percent bars will lose them. She thought some of these that are visual are easier to make some assessments about. She wanted to make sure that the graphics are not just a pretty thing that does not do anything for the public, or provide extra value. She stated on attachment two, there are so many topics that she did not see it as a useful chart. She did not want to have a graph for the sake of a graph. She also wanted to make sure that whatever the Council asks is a logical thing about staff and that it is user friendly for a lay person.

Councilmember Etten tended to agree with Councilmember Strahan that some of the graphs were hard to understand compared to others. He thought a lot of these are too much information to understand in a graph.

Councilmember Schroeder concurred.

Councilmember Strahan thought it depended on who is creating this and for what purpose. She did not want to, just for the sake of a few, make more work for staff or external sources. She noted the ROI included time and effort and is the return on the investment worth what is being offered.

Councilmember Groff explained he did not want to create more work for staff just to get some graphs. He thought the Council got a lot of information in their budgets and improving it somewhat, but also need to look at how the time is being spent.

Mayor Roe indicated there is not a lot of graphical information being presented now so he did not think staff should go whole hog to add twenty new things, but maybe there are some things that may make sense.

Mr. Trudgeon explained there is a lot of information presented there and through conversations, the information means different things to different people. He thought maybe to focus the conversation, there are several key indicators the Council wants staff to see such as talking about the monthly charges to the homeowners and stack charts. He stated staff could do a few of those and can always build off of that over time. But then staff can focus on them, put them in the budget documents the Council sees in August to stay informed, as well as present them to residents in a newsletter and other ways. He thought there were some good gems that would be helpful to use and it is just a matter of staff repurposing how the data is displayed once data is collected.

Mayor Roe asked if this is something the Council wants to provide some feedback to staff on, which may be the ones most helpful to them or should the City get Finance Commission insight on this.

Mr. Trudgeon indicated he would like to take this back and have some conversations with staff.

#### **Recess**

Mayor Roe recessed the meeting at approximately 8:39 p.m., and reconvened at approximately 8:46 p.m.

#### **f. Discussion on City Commissions Scope, Duties, and Functions**

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated February 12, 2024.

Councilmember Etten reviewed changes to be made to the Commissions including Code language, cleaning it up, and trying to incorporate most of the ideas of the Commissions brought to the City Council.

Councilmember Schroeder noted on the Finance Commission rewrite, looking at the discussion tonight, it was incorporated putting the EDA and all funds as well as utility rates in there. The Finance Commission did not originally have that in the rewrite.

Mayor Roe noted under a number of the Commissions, the meeting frequency was left blank. He thought the only one put in there with a specific frequency was the Planning Commission.

Councilmember Etten explained in the current Code and the proposed Code, under meetings and reports, it states Commissions shall meet at least quarterly, except for otherwise required by the City Code or State Statutes. That is actually what is there, and most are meeting monthly. A meeting may be skipped here and there, but the Code outlines at least quarterly and it was talked about maybe adjusting some. He personally thought the Finance Commission, in the current way it is serving, does not need to meet eleven or twelve months a year. He thought it made sense to leave that open and let the Commissions decide how often to meet.

Mayor Roe indicated, for clarification, the Commissions are required to meet at least quarterly and beyond that, the Commissions are required to set their annual scheduled meetings and then the Commission determines what that schedule is.

Councilmember Etten indicated that is correct. He reviewed an example of the City Code where it states the meeting requirement.

Councilmember Schroeder indicated she disagreed with Councilmember Etten on the number of meetings the Finance Commission should have but she agreed that it is easier to cancel meetings than to schedule meetings throughout the year. She thought the Commission could have them scheduled and then decide times that the Commission would not meet.

Councilmember Etten noted in the current and proposed Code, this is an area that is not changing. The Commission must meet at least quarterly, four times a year, but the Commission can set their own calendar. He thought the Council should step away from delineating each thing as proposed and just go to what is already in the Code.

Councilmember Schroeder indicated she was fine with that.

Councilmember Strahan wondered if the Council should propose that the Commission's schedule monthly meetings due to the content, meet no less than once per quarter.

Mayor Roe thought there may have to be some adjustments to the general Commission Code under meetings because the Council may want to add some specificity that when the Commissions set their regular schedules, all of the Commissions have a schedule that is also regular date wise.

Councilmember Etten indicated the City Attorney did add specific language for the Planning Commission's meetings and he wondered if there was a purpose from State Statute for that.

City Attorney Tierney indicated she was not sure if it was a conversation with staff or how it came up that the Planning Commission has meetings scheduled regularly but cancel them when there are not any matters to consider. She just wanted to reflect that in the Ordinance.

Mayor Roe thought some language needed to be revised and apply the standard for the Planning Commission to every Commission for cancelling meetings.

City Attorney Tierney explained the only point she would make is that the Planning Commission is a unique creature. It deals with requests from the public that need to be dealt with in a timely manner, so their workload is driven by things that are external. The other Commissions are not the same. For the Planning Commission, what is written in the language is that if there is no business, then the Chair and staff can decide to cancel. It does have a requirement that there is no business. Otherwise, she did not think the Chair and staff should be cancelling Planning Commission meetings.

Mayor Roe agreed but if there is no business before the HRIEC, he did not know why the City has to hold them to a higher standard of having a vote of the Commission to cancel a meeting. He thought the same standard for the Planning Commission could apply to all the Commissions.

City Council consensus was reached that the language from the Planning Commission, 201.04a should apply to all of the Commissions.

Mayor Roe and the City Council reviewed changes to be made to the Commission Codes.

Mayor Roe reviewed the bench handout regarding the Planning Commission. He explained under Scope, Duties and Functions, his primary mission, which has been a mission of his for many years, was to pull out the process about how to update the Comprehensive Plan out of the City's Code Section talking about a Commission and its functions and put it into the Land Use Code. Specifically, back to the Planning Commission language, what it would be then is that the Commission would have four items under Scope, Duties and Functions. Item A would remain the same, taking out the last sentence and adding item B, referring to language

which is in the City Zoning Code. There are specific duties and functions and processes related to the Planning Commission outlined there so he made a reference to that specific Code. Item C stays largely the same with minor changes and he added item D, which is in other Commissions codes

Councilmember Etten indicated he would generally support this. Both members of this subcommittee had taken a big circle around the Comprehensive Plan part of the Planning Commission Code, and he wondered what it was doing in there. He thought it got after what the subcommittee was doing. This is what he thought needed to happen to make it fit in the other Commissions' Codes and to clarify where people will find this important information.

City Attorney Tierney explained the amendments to Chapter 10 in the Zoning Code will have to go through the Planning Commission but then this amended Chapter 202 should also refer to that section.

Mayor Roe indicated Item C makes a reference to that. He noted in Title 10 there is a specific reference to when the Planning Commission and Variance Board meet so that might need to be removed if it is being addressed in Title 2.

Councilmember Etten explained there is ongoing discussion between City Staff, himself, and former and current members or other diverse members of the community about the HRIEC. Some common themes are starting to come up and become apparent. There is a lot of frustration from former and some current members about the whole Code and what is going on with the Commission. There is general frustration with big pieces of that and pointing towards some sort of evolution of the current format and purpose and trying to think about this in bigger ways. There is more discussion to have so his thought is to have a bigger discussion at the March Council Worksession.

Councilmember Schroeder indicated the environment has changed since the original development of that Commission. She thought the City needed to figure out how to get people wanting to do meaningful work and also have it be useful for the City and Council.

Councilmember Strahan asked how the Council would go about offering their own ideas or suggestions along those lines. She wondered if this was something best waited until the Council meets with the HRIEC. She had two things. A couple of years ago, the HRIEC came to the Council and explained they wanted to propose compensating the members. It would set a City precedent to do that, but the City is asking people to do a different level of work and the City is having a harder time with engagement. She understands that Ramsey County and the State of Minnesota do compensate their Commissioners and they have a lot higher level of engagement. She thought it should be on the table to entertain that possibility and consider how it can be a powerful tool.

Councilmember Strahan would also like the Council to think about why the City has Human Rights Commission in the title. This was brought up the last time the Council met. The Human Rights Commission is setup from the State and is intended to be exploring and investigating human rights violations. If the City is not tasking the HRIEC with that type of work, then right away the City is setting it up for failure because the City is not giving them an actual idea of what the City is working on. Maybe it would be better for the City to lean into that racial equity and inclusion piece or equity and inclusion and belonging. She indicated as far as the HRIEC, it has not functioned and yet the Council has had an almost complete consensus of who the Council puts on that Commission. She stated these are good people and have chosen very similar people, but she thinks they have been put in a situation of failure because the Council is not clear on what the City wants. She thought the Council needed to be very clear about what was wanted.

Mayor Roe stated the consensus was to bring this back to the March 11, 2024, Worksession.

### **Public Comment**

Mayor Roe offered an opportunity for public comment.

#### **Mr. Richard James, HRIEC Chairperson**

Mr. James explained he was speaking for himself and not the Commission. He indicated he has not discussed his comments with the Commission and does not have their permission to speak for them. He viewed the video of the joint meeting and panicked and grew defensive because he felt like the rug was being pulled out from under the HRIEC. He felt that four or five people on the Commission would not work until September and asked the Council to rescind their decision to hold off on appointing people to the HRIEC this Spring. He explained that as the Commission is laid out, it does not function how the City Council or the Commissioners want. The Commission does not work as it was envisioned or the way it has been functioning. There are many reasons for the Commission not functioning and there must be a way forward for the City and the volunteers on the HRIEC to create something that will be even better than what currently exists.

Mr. James stated he believed the Council and HRIEC have shared values and he wants everyone to be on the same page. His personal view is to create a task force comprised of the City Council, HRIEC and City Staff to meet informally for a free exchange of ideas to create a greater understanding of what the Council wants and what the HRIEC perceives what their job is and what they can do. The objective would be to produce a document, a plan, something that the group agrees to. He noted the current configuration of the HRIEC might not be the best one and there may be another way of looking at this. He was asking the Council to create a task force to work out the nuts and bolts, so a consensus is made before any action is

taken. He believes that their shared values will help them come together to make a Commission if there is a will to do that. He was willing to work on this in a task force because there is a need for an HRIEC type of group in the City.

Mayor Roe thanked Mr. James for his comments and thought that was the what the Council was leaning towards.

**8. Council Direction on Councilmember Initiated Agenda Items**

**a. City Council Direction on Councilmember Strahan Initiated Agenda Item – Junior City Councilmember**

Mayor Roe briefly highlighted this item as detailed in the Request for Council Action and related attachments dated February 12, 2024.

Mayor Roe asked if there was any objection to placing this on a future agenda.

Councilmember Etten felt at this point, considering some of the things the Council talked about, the City is struggling to get youth to commit to a Commission once a month. He did not see this as an area that he wanted to put a lot of time into.

Strahan moved, Groff seconded, to put this item, Junior City Councilmember, on a future agenda.

**Council Discussion**

Councilmember Strahan explained while she agreed that the City has struggled to have youth, she thought that should not be the end of the story and the City should continue to find ways and try to find different ways. She did think that fifty years from now the Council will be gone, and they need to make sure they are finding backfill. The City has had young folks at the meetings and have sometimes shot them down and they do not come back. She stated if there was a youth councilmember that was offered a small stipend of some sort to be a part of the group, and could be offering a vision and voice, that is different than someone who is probably double or triple their age or more. She thought that was a service that the City could benefit from. She would like to look at it from a different view.

Councilmember Groff looked at this in a different way and thought there was some good information here. He looked forward to some further discussion on it. He noted it did not mean that he sees it as a workable thing.

Councilmember Schroeder agreed with Councilmember Etten on this. She thought having junior people on the Commissions would be more useful. She also has questions around how this would even work, and she thought this was way too intense for somebody to do. She stated until the City gets their house in order on

the Commission side, she did not think this would be a good thing to be spending time on right now. She thought it would be better to try to get the youth in on the Commission side.

Mayor Roe thought this was something that could have some merit, but was not sure this was something the Council should be spending time discussing right now. That does not mean it is not a good idea, he just thought the Council has a lot of other things to focus on.

**Roll Call**

**Ayes:** Strahan and Groff.

**Nays:** Etten, Schroeder, and Roe.

The motion failed.

**9. Approve Minutes**

*Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.*

**a. Approve January 22, 2024 EDA and City Council Meeting Minutes**

Schroeder moved, Etten seconded, approval of the January 22, 2024 EDA and City Council Meeting Minutes as presented.

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

**10. Approve Consent Agenda**

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action dated February 12, 2024 and related attachments.

Groff moved, Schroeder seconded, approval of the Consent Agenda including claims and payments as presented and detailed.

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

**a. Approve Payments**

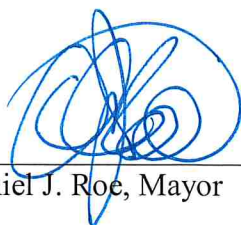
|               |                       |
|---------------|-----------------------|
| ACH Payments  | \$226,587.35          |
| 108692-108788 | 1,581,482.09          |
| <b>TOTAL</b>  | <b>\$1,808,069.44</b> |

- b. Approval of 1 Massage Therapy Establishment License and 1 Temporary Liquor License
  - c. Approve General Purchases or Sale of Surplus Items Exceeding \$10,000
  - d. Removed from Consent Agenda to Item 6b. for Further Council Consideration
  - e. Authorize First Amendment to Food and Beverage Services Agreement with Burro Loco (Tios) Restaurant for Service at Cedarholm Community Building
  - f. Approve Agreement with J&M Display for Fireworks for June 29, 2024 Party in the Park
  - g. Appoint Youth Commissioner to Parks & Recreation Commission
  - h. Removed from Consent Agenda to Item 6a. for Further Council Consideration
  - i. Accept Minnesota DNR Shade Tree Bonding Grant for \$264,000
  - j. Accept Donation from Rosenbauer for Travel Time. Resolution No. 12053
  - k. Approve Settlement Agreement and Release with Westwood Village Association
11. **Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager**  
City Manager Patrick Trudgeon reviewed the February 21 and 22, 2024 Special City Council meetings for Commission applicant interviews and the February 26, 2024 City Council meeting.
12. **Adjourn**  
Etten moved, Schroeder seconded, adjournment of the meeting at approximately 9:48 p.m.

**Roll Call**

**Ayes:** Strahan, Etten, Schroeder, Groff, and Roe.

**Nays:** None.

  
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Daniel J. Roe, Mayor

ATTEST:

  
\_\_\_\_\_  
Patrick J. Trudgeon, City Manager