



City Council Agenda

Monday, March 11, 2024

6:00 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Groff, Strahan, Etten, Schroeder, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:05 p.m. a. Receive Presentation from Ramsey County regarding the Dale Street Project
- 6:25 p.m. b. Consider Approval of Ordinance Amending City Commissions Scope, Duties, and Functions
- 6:35 p.m. c. Discuss Human Rights, Inclusion, and Engagement Scope, Duties and Functions
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 10. Approve Consent Agenda**
- 7:35 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda Review
- 7:45 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/11/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Receive Presentation from Ramsey County regarding the Dale Street Project

Background

Ramsey County, in collaboration with the cities of Roseville and Saint Paul, has redesigned Dale Street from Highway 36/Lovell Avenue and north of Como Avenue. This redesign will include a 4-to-3 lane conversion of Dale Street to reduce the frequency and severity of crashes occurring along the roadway.

The roadway will be resurfaced and restriped and signals will be replaced or updated along the corridor. In Roseville, pedestrian medians will be added at Ryan Avenue, between Belmont Lane and Eldridge Avenue, and at Sandhurst Drive. On-road bike lanes will be striped south of County Road B.

Ramsey County's project manager for the project, Luis Flores, will be presenting information to the City Council about the project.

More information can also be found on the project website:

<https://www.ramseycounty.us/residents/roads-transportation/future-road-projects/dale-street-safety-conversion>.

Policy Objectives

It is a City goal to create a sustainable transportation network by encouraging more efficient use of existing roadways and limiting the need for future roadway expansion.

Racial Equity Impact Summary

The project will improve traffic safety for all right-of-way users. Additionally, it will improve facilities for non-motorized traffic and upgrade pedestrian ramps to meet ADA standards.

Budget Implications

Per Ramsey County's Cost Participation Policy, the City of Roseville does not currently have expenditures for this project.

Staff Recommendations

Receive the presentation from Ramsey County on the Dale Street Project.

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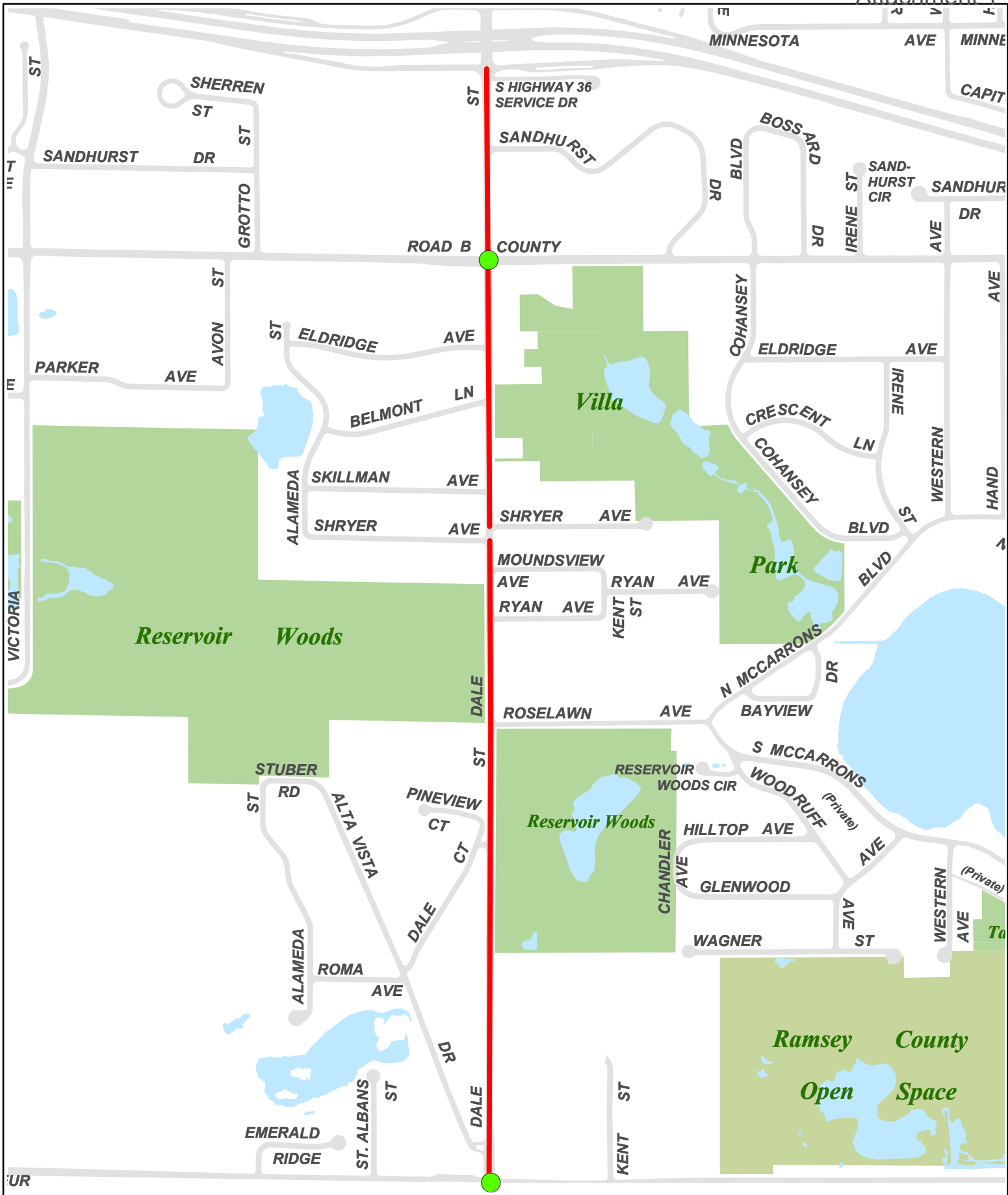
Requested Council Action

None.

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

Attachments: 1. Location Map

39



Dale Street Project

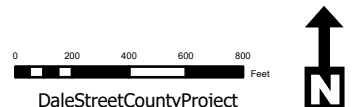


Prepared by: Engineering Department
3/6/2024

- Roadway Project
- Signal Project

Data Sources
* Ramsey County GIS (1/4/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER
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DaleStreetCountyProject

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/11/2024

Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Consider Approval of Ordinance Amending City Commissions Scope, Duties, and Functions

1
2 **Background**

3 Last year, the City Council tasked City Advisory Commissions to review their existing scope, duties, and
4 functions as outlined in code and provide the City Council with feedback and suggested changes.

5
6 At the November 27, 2023 meeting, the City Council reviewed the feedback from each Commission and
7 created a subcommittee comprised of Councilmember Etten and Schroeder to work with staff on the
8 proposed changes to put into ordinance amendment form to reflect the changes. Staff brought back the
9 draft ordinance as proposed by Councilmembers Etten and Schroeder to the February 12, 2024 City
10 Council meeting. Minutes of that meeting are attached as Attachment 1.

11
12 Based on the City Council direction from that meeting, staff is now bringing the ordinance forward for
13 adoption. The notable changes from the February 12, 2024, draft include the inclusion of language on
14 lines 161-163 regarding the canceling of a commission meeting. Under the language in the ordinance
15 amendment, commission meetings are planned to be held monthly, unless the staff liaison and
16 Commission Chair determine that there is no business to take up at the meeting. The language
17 requiring commissions to meet at least quarterly remains in the City Code. Another change is the
18 removal of language regarding the Comprehensive Plan approval and amendment process in Chapter
19 202 (Planning Commission). That language is proposed to be moved to Chapter 10 (Zoning Code). The
20 Planning Commission will hold a public hearing regarding the amendment at its April 3 meeting. It is
21 expected that the City Council will consider that amendment at its April 23 meeting.

22
23 The ordinance amendment to Chapter 2 is included as Attachment 2 and the ordinance summary is
24 included as Attachment 3. For reference, the current scope, duties, and functions of each commission
25 currently in place in Chapter 2 is included in this case as Attachment 4. It should be noted that the
26 Human Rights, Inclusion, and Engagement Commission (HRIEC) has not been included in the draft
27 ordinance due to the ongoing work of the City Council subcommittee on the scope, duties, and functions
28 of that commission.

29
30 **Policy Objectives**

31 Chapter 201.02 of the City Code states that “Advisory Commissions are established to provide a method
32 for citizen input and are advisory to the City Council. The existence of city commissions are supportive of
33 the Community Aspirations to be “Welcoming, inclusive, and respectful” and “Engaged in our
34 community’s success as citizens, neighbors, volunteers, leaders, and business people”. Finally, the
35 work of each city commission supports achieving the Community Aspirations.

36
37 **Racial Equity Impact Summary**

38 City Commissions provide direct input and an important connection to the City Council and staff. As a
39 result, the City’s Strategic Racial Equity Action Plan (SREAP) identifies commission diversity as a top

priority in order to ensure all voices are heard, especially those of BIPOC residents whose input has been marginalized and simply not asked for in the past. Ensuring that the role of commissions is clear to participants, accessible and accommodating to potential commissioners, and the work is meaningful to the commission members and the community will be important for the City Council to keep in mind as changes to the commission structure are discussed.

Budget Implications

None were identified at this time.

Staff Recommendations

Staff recommends adoption of the ordinance as shown as Attachment 2 and the ordinance summary shown as Attachment 3.

Requested Council Action

Motion to adopt the ordinance as shown as Attachment 2 and the ordinance summary shown as Attachment 3.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. City Council Meeting Minutes February 12, 2024
2. Commission Scope Duties and Functions Ordinance
3. Ordinance Summary
4. City Code Chapter 2 Commissions

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.

Regular City Council Meeting
Monday, February 12, 2024
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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.

Regular City Council Meeting
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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

**City of Roseville
ORDINANCE NO.**

**AN ORDINANCE AMENDING
TITLE 2, CHAPTERS 201, 202, 203, 204, 206, 207, AND 208**

**AMENDING TITLE 2 CHAPTERS 201, 202, 203, 204, 206, 207, AND 208 TO CLARIFY
THE PURPOSE, MEMBERSHIP, SCHEDULE, DUTIES, AND FUNCTIONS OF
CERTAIN ROSEVILLE ADVISORY COMMISSIONS.**

THE CITY OF ROSEVILLE ORDAINS:

**SECTION 1: Title 2, Section 201 “Advisory Commissions” of the Roseville City
Code is amended and renumbered to read as follows:**

- 201.01 Establishment and Purpose
- ~~201.02 Purpose~~
- ~~201.03 Membership~~
- ~~201.04 Term~~
- ~~201.05 Compensation~~
- 201.02 Composition and Terms
- 201.03 Organization
- 201.04 Meetings and Reports

201.01 ESTABLISHMENT AND PURPOSE.

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title and shall be governed by the provisions of this Chapter.
- B. Advisory commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission will have decision-making authority for the City, except as expressly established by this Code or State Statutes.
- C. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties, and term of service for such advisory groups.
- D. Advisory commissions and commission members will engage with the Roseville community and serve as community liaisons and resources for issues, ideas and proposals related to the commission’s subject matter, and will provide appropriate information and resources.

201.02: PURPOSE:

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

201.02 COMPOSITION AND TERMS.

- A. Composition: All members of advisory commissions must be residents of the City and will be appointed by majority vote of the City Council. In addition to the regular commission members, the City Council may appoint up to two additional residents of the City who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners.(Ord 1617, 8/22/2022)
- B. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of the members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- C. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- D. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.
- E. Term Limits:
 - 1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
 - 2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
 - 3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.

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

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

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

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

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

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

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

I. Compensation: Members of all advisory commissions shall serve without compensation.

~~201.05: COMPENSATION:~~

~~Members of all advisory commissions shall serve without compensation.~~

201.03 ORGANIZATION.

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

- 125
- 126 B. Governing Documents: City Code and State Statutes will govern commission activities. A
- 127 commission shall not adopt separate by-laws or rules to govern commission duties or
- 128 activities.
- 129
- 130 C. Committees, Subcommittees and Task Forces: Commissions may by majority vote
- 131 appoint committees or subcommittees of their own members from time to time as required
- 132 for the conduct of their business. Subcommittees shall report on work underway and
- 133 completed on a regular basis to the full commission. The formation of any other
- 134 committees, task forces and/or alternate work groups would be subject to the provisions
- 135 of this Chapter and shall be created only after approval of the City Council. ~~Subcommittees~~
- 136 ~~shall report on work underway and completed on a regular basis to the full commission.~~
- 137
- 138 D. Logo and Materials: To reflect the official nature of the commission and to preserve
- 139 consistency of the City's brand, only the official city logo or a Council-approved derivative
- 140 of the logo, which contains the words "City of Roseville," shall be used on commission
- 141 materials.
- 142
- 143 E. Accessibility: Commission members will be available to residents of the City by providing
- 144 a preferred phone number or email address that can be used on the City website and/or on
- 145 print materials.
- 146
- 147 F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting
- 148 planning and commission processes and serve as a conduit to city staff and the City
- 149 Council.
- 150
- 151 G. New Commissioner Training: New commission members will receive both general and
- 152 commission-specific training from the staff liaison and commission chair before beginning
- 153 their term. ~~(Ord 1498, 4/11/2016)(Ord. 1528, 6/5/2017)~~
- 154

155 **201.04 MEETINGS AND REPORTS.**

156

- 157 A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a
- 158 regular meeting schedule for the coming year. Commissions may amend their regular
- 159 meeting schedule, cancel meetings, or call special meetings as needed by majority vote at
- 160 a regular commission meeting. Commissions shall schedule to meet at least quarterly
- 161 monthly, except as otherwise required by this Code or State Statutes. A regular meeting
- 162 may be cancelled by agreement of the Chair and Staff Liaison if they determine that there
- 163 is no business requiring a meeting, but a commission must meet at least quarterly. A
- 164 special meeting of a commission may be called by the commission chair and/or the City
- 165 Manager between regular meetings after consultation and approval of both parties.
- 166

- B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.
- C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.
- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a ~~Commission~~ commission shall be exempt from being televised, but such tours shall be publicly noticed as all other ~~Commission~~ commission meetings.
- F. Minutes and Reports: Commissions are required to keep a record of all resolutions, transactions, findings, and other actions as well as other recommendations, votes, reports, studies, and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written. All documents so recorded are public records. (~~Ord 1481, 07/20/2015~~)(~~Ord. 1528, 6/5/2017~~)

SECTION 2: Title 2, Section 202 "Planning Commission" of the Roseville City Code is amended and renumbered to read as follows:

- 202.01 Establishment and ~~Membership~~ Purpose
- ~~202.02 Meetings and Reports~~
- ~~202.03 Preparation of Comprehensive Plan~~
- ~~202.04 Procedure for Adoption of Comprehensive Plan~~
- ~~202.05 Adoption of City Comprehensive Play by City Council~~
- ~~202.06 Means of Executing Plan~~
- ~~202.07 Means of Executing Plan~~
- 202.02 Membership
- 202.03 Scope, Duties, and Functions

202.01 ESTABLISHMENT AND PURPOSE.

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the ~~Scope, Duties and Functions~~ scope, duties, and functions given to such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (~~Ord. 194, 4-19-55; 1995 Code~~)

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

~~202.02: MEETINGS AND REPORTS:~~

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

202.02 MEMBERSHIP.

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

202.03 SCOPE, DUTIES, AND FUNCTIONS.

A. The Planning Commission has the scope, duties, and functions given to city planning agencies generally by law, including the authority to conduct public hearings as directed by the City Council or city policy.

B. Perform the duties enumerated for the Planning Commission in Title 10 of this Code.

~~C. Comprehensive Plan:~~

~~1. Preparation of Comprehensive Plan: It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)~~

~~2. Procedure for Adoption of Comprehensive Plan: The Planning Commission may, at any time, recommend to the City Council the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such a~~

recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord. 1175A, 11-25-1996)

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

a. ~~Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.~~

b. ~~Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.~~

c. ~~Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.~~

d. ~~Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.~~

e. ~~Summary: A written summary of the open house shall be submitted as a~~

necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

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

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

C. Zoning code and city comprehensive plan:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan, or amendments thereto, for the City in accordance with the requirements and procedures of Title 10 of this Code. ~~Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code.~~ The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City council.

SECTION 3: Title 2, Section 203 “Police Civil Service Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 203.01 Establishment and Purpose
- ~~203.01 Statute Adopted~~
- 203.02 Membership and Schedule of Meetings
- 203.03 Scope, Duties, and Functions

203.01 ESTABLISHMENT AND PURPOSE.

There is established a Police Civil Service Commission, which shall serve the purposes of and be subject to Minnesota Statutes, Chapter 419. ~~Chapter 201 of the City Code. The City accepts and adopts all the provisions of Minnesota Statutes, Chapter 419.~~ (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

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

203.01 MEMBERSHIP AND SCHEDULE OF MEETINGS.

~~The Commission~~ commission shall consist of three members and shall meet on the first Monday in February each year, and thereafter shall fix the times of its meetings.

203.02 SCOPE, DUTIES, AND FUNCTIONS.

~~The Commission~~ commission shall have all the ~~Scope, Duties and Functions~~ scope, duties, and functions found in Minnesota Statutes, Chapter 417.

SECTION 4: Title 2, Section 204 “Parks and Recreation Commission” of the Roseville City Code is amended and renumbered to read as follows:

204.10 Establishment and ~~Membership~~ Purpose

204.02 Membership

204.03 Scope, Duties, and Functions:

204.01 ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established a parks and recreation commission of the City, which shall serve in an advisory capacity to the City Council, the City Manager, and the Parks and Recreation Director. The commission will submit recommendations on Parks and Recreation facilities, programs, and policies. ~~The Commission shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)~~

204.02 MEMBERSHIP.

The commission will consist of nine members appointed by the City Council.

204.03 SCOPE, DUTIES, AND FUNCTIONS.

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

A. ~~Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.~~

B. ~~Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.~~

- ~~C. — Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.~~
- ~~D. — Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.~~
- ~~E. — Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.~~
- ~~F. — Review conditions and adequacy of city park property.~~
- ~~G. — Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.~~
- ~~H. — Keep informed and consider all financial aspects pertaining to parks and recreation.~~
- ~~I. — Consider proper names for city park property.~~
- ~~J. — Propose regulations for control of city park property to the City Council.~~
- ~~K. — Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.~~
- ~~L. — Represent the city at community functions where appropriate and approved by the City Council.~~
- ~~M. — Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.~~
- ~~N. — Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (Ord. 1038, 6-27-1988)~~
- ~~O. — Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)~~
- A. Parks and Recreation Operations and Programming:

1. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
2. Understand joint efforts with local school districts and promote collaboration and efficient utilization of school and municipal resources and programs.
3. Be aware of what the Parks and Recreation Department is currently offering, including parks, facilities, and programs.
4. Keep informed of and provide feedback regarding the Parks and Recreation budget and finances.
5. Provide a recommendation to the City Council for the name(s) of any new park or facility utilizing the Departmental Naming Policy.
6. Review and provide feedback on park and facility projects, including park and facility schematics and concept plans. Review and provide feedback on park infrastructure and asset management.
7. Review land use applications that require park dedication. Provide a recommendation to the City Council regarding whether cash, land, or a combination of both should be accepted to satisfy the requirement, in accordance with state law and the process and criteria outlined in City Code § 1103.06.

B. Park Open Spaces and Natural Resources:

1. Propose and advise on regulations for control of city park property to the City Council.
2. Receive updates and provide recommendations to staff and the City Council regarding preservation of public green space, environmental stewardship of parkland, and climate resilience.
3. Act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code and will also act as the Tree Board as set forth in section 706.03 of this code.

C. Engagement with community:

1. Be active in Park and Recreation programming and events and listen to citizen input on successes and what needs improvement.
2. Represent the City at Park and Recreation events where appropriate and approved by city staff or the City Council.

- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

SECTION 5: Title 2, Section 206 “Public Works, Environment, and Transportation Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 206.01 Establishment and ~~Membership~~ Purpose
 206.02 Membership
 206.03 Scope, Duties, and Functions

206.01 ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established a public works, environment, and transportation commission of the City ~~which shall be subject to Chapter 201 of the City Code.~~ The commission shall serve in an advisory capacity to the City Council, City Manager and Public Works Director on public works, environmental, and transportation matters.

206.02 MEMBERSHIP.

The commission will consist of seven members appointed by the City Council.

206.03 SCOPE, DUTIES, AND FUNCTIONS.

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

- ~~Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters (Ord. 1313, 12-6-2004)~~
- A. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- B. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact city services. ~~(Ord. 1313, 12-6-2004)~~
- C. Collaborate with city staff to review, evaluate, and recommend policies and practices regarding sustainability and management of environmental resources.
- D. Collaborate with city staff to review, evaluate, and recommend policies and practices regarding transportation infrastructure as it relates to the multi-modal needs and demands

of the community. This includes related public safety issues and coordination with the Traffic Safety Committee if necessary.

- E. Keep informed of and provide feedback regarding the Public Works budget and finances.
- F. Collaborate with federal, state, county, regional and other public works, environmental, and transportation services that impact city services.
- G. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. ~~(Ord. 1038, 6-27-1988)~~

SECTION 6: Title 2, Section 207 “Ethics Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 207.01 Establishment and ~~Membership~~ Purpose
- 207.02 Membership and Schedule of Meetings
- 207.03 Scope, Duties, and Functions

207.01 ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established an Ethics commission of the City ~~which shall consist of one member from each City Advisory Commission, and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016).~~ The commission will serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.

207.02 MEMBERSHIP AND SCHEDULE OF MEETINGS.

The commission shall consist of one member appointed by each City advisory commission and will hold an annual meeting and otherwise meet on an as- needed basis or when an ethics complaint is filed.

207.03 SCOPE, DUTIES, AND FUNCTIONS.

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

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

SECTION 7: Title 2, Section 208 “Finance Commission” of the Roseville City Code is amended and renumbered to read as follows:

- 208.01 Establishment and ~~Membership Purpose~~
- 208.02 Membership
- 208.03 Scope, Duties and Functions

208.01 ESTABLISHMENT AND MEMBERSHIP PURPOSE.

There is established a Finance Commission of the City ~~which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.~~ The Finance Commission is established to provide a method for citizen review and input regarding the financial affairs of the City. The Finance Commission shall advise the City Council, City Manager, and City Finance Director, though it does not have decision-making authority except as expressly established by City Code.

208.02 MEMBERSHIP.

The commission will consist of seven members appointed by the City Council. A minimum of three members must have financial management experience or training.

208.03 SCOPE, DUTIES, AND FUNCTIONS.

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

The duties and functions of the ~~Commission~~ commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals including but not limited to spending levels, local tax rate, utility rates, and tax levy targets, for the general budget, the EDA and management of enterprise and all funds, and spending levels.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.

- 558
- 559 E. Review and recommend the annual timeline and process for creating city budgets.
- 560
- 561 F. Review the annual financial information, the annual audit report and management letter.
- 562
- 563 G. Review the City's financial affairs and investment policy and portfolio and bring to the City
- 564 Council any items of concern or suggested improvements.
- 565
- 566 H. Perform other duties and functions or conduct studies and investigations as specifically
- 567 directed or delegated by the City Council. (~~Ord. 1481, 07-20-215~~)(~~Ord. 1522 04-10-~~
- 568 ~~2017~~)(~~Ord. 1538 12-11-2017~~)
- 569

570

571 **SECTION 8: Effective date.**

572

573 This ordinance shall take effect upon its passage and publication.

574

575

576 Passed by the City Council of the City of Roseville this ____ day of _____ 2024.

577

578

Ordinance – Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville
RESOLUTION APPROVING ORDINANCE SUMMARY
NO. ____

**APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE
AMENDMENT TO TITLE 2, CHAPTERS 201, 202, 203, 204, 206, 207, AND
208 OF THE ROSEVILLE CITY CODE IN ORDER TO CLARIFY THE
PURPOSE, MEMBERSHIP, SCHEDULE, DUTIES, AND FUNCITONS OF
CERTAIN ROSEVILLE ADVISORY COMMISSIONS.**

SECTION 1: The City Council of the City of Roseville, on March 11, 2024, adopted Ordinance No. _____. Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps.

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

SECTION 2: The following is the official summary of Ordinance No. _____ entitled "AMENDING TITLE 2 CHAPTERS 201, 202, 203, 204, 206, 207, AND 208 TO CLARIFY THE PURPOSE, MEMBERSHIP, SCHEDULE, DUTIES, AND FUNCITONS OF CERTAIN ROSEVILLE ADVISORY COMMISSIONS" which was approved by the City Council of Roseville on March 11, 2024, and directs the City Clerk to publish the title and summary as follows in the official newspaper in lieu of the entire ordinance:

On March 11, 2024, the City Council of the City of Roseville adopted Ordinance No. _____, an ordinance amending Title 2, Sections 201, 202, 203, 204, 206, 207, and 208 of the Roseville City Code in order to clarify the purpose, membership, schedule, duties, and functions of certain Roseville advisory commissions.

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

ATTEST:

Patrick Trudgeon, City Manager

TITLE 2 COMMISSIONS

CHAPTER 201

ADVISORY COMMISSIONS

SECTION:

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

201.01: ESTABLISHMENT:

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

201.02: PURPOSE:

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

201.03: MEMBERSHIP:

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

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

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

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

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

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

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

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

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

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

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

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

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

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

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

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

201.07: MEETINGS AND REPORTS:

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

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

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

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

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

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202

PLANNING COMMISSION

SECTION:

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

202.01: ESTABLISHMENT AND MEMBERSHIP:

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

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

202.02: MEETINGS AND REPORTS:

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

202.03: PREPARATION OF COMPREHENSIVE PLAN:

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

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

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

1175A, 11-25-1996)

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

Requirements for such an open house are as follows:

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

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

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

202.06: MEANS OF EXECUTING PLAN:

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

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

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

CHAPTER 203

POLICE CIVIL SERVICE COMMISSION

SECTION:

- 203.01: Establishment
- 203.02: Statute Adopted

203.01: ESTABLISHMENT:

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

203.02: STATUTE ADOPTED:

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

CHAPTER 204

PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership

204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

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

204.02: SCOPE, DUTIES AND FUNCTIONS:

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

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

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

- directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205 HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

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

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

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

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

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

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

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.

4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

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

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City’s policies and actions

2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:

- a. Communication efforts to facilitate effective two-way communication whenever possible

- b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community’s various visioning efforts.

- c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.

3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

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

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.

2. Events or projects that promote connections in the community.

3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

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

Section 2

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

Section 3

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

CHAPTER 206

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership

206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

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

206.02: SCOPE, DUTIES AND FUNCTIONS:

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

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

CHAPTER 207 ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership

207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

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

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

207.02: SCOPE, DUTIES AND FUNCTIONS:

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

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

CHAPTER 208

FINANCE COMMISSION

SECTION:

208.01: Establishment and Membership

208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

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

208.02: SCOPE, DUTIES AND FUNCTIONS:

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

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
 - B. Review and recommend funding strategies for the Capital Improvement Plan.
 - C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
 - D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
 - E. Review and recommend the annual timeline and process for creating City budgets.
 - F. Review the annual financial information, the annual audit report and management letter.
 - G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
 - H. Perform other duties the City Council assigns.
- (Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/11/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Discuss Human Rights, Inclusion, and Engagement Scope, Duties and Functions

Background

Over the past year, the City Council has tasked commissions with reviewing and providing feedback related to their respective commission's scope and duties. Commissions, including the Human Rights, Inclusion and Engagement Commission (HRIEC) submitted suggestions for changes to the City Council. At the January 22, 2024 meeting, Council heard from members of the HRIEC regarding their suggested changes to the commission's scope and duties. At the February 12, 2024 council meeting a motion was made to place on an upcoming agenda an item to discuss the HRIEC's scope, duties and functions.

Attached is a document drafted by the Council subcommittee members (Etten, Schroeder) based on their work to-date intended to prompt discussion.

Policy Objectives

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

Racial Equity Impact Summary

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

Budget Implications

None

35 **Staff Recommendations**
36 Provide direction on next steps.

37
38 **Requested Council Action**
39 Provide direction on next steps

40
41 **Prepared by:** Rebecca Olson, Assistant City Manager

Attachments: 1. Proposal

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Feedback and *Proposed* direction for reframing of HRIEC work

This proposal is meant to start a conversation within the City Council and with the community. More work and community input is needed before moving forward.

WHY are we considering changes?

Over the years the current Human Rights, Inclusion and Engagement Commission has held several forms, three names, and taken on many different purposes. Dozens of commissioners have put in hundreds of hours of work on behalf of the City and the community. Their work and dedication have helped make Roseville better.

The City's needs are changing as laws change at the State level, as society changes, and as our community becomes more diverse. Human Rights are critical in our city and our world. We have seen in other parts of the country and our world that human rights are not to be taken for granted. At the same time, the City has little statutory authority over human rights, with that power lying with the State of Minnesota and the Federal Government. This legal separation has created some misunderstandings of purpose for the commission over time.

The City has also made major strides in engagement work including the shifting of our communications department to a Community Relations department, staff training in the IAP2 community engagement model and the development of our Racial Equity Toolkit. The Commission's work on engagement both when split as a Community Engagement Commission and in its current HRIEC form have helped make these deeper changes possible.

The HRIEC with its current purpose, scope and duties and in its current format has struggled to find relevance in serving the City and the City Council and to create a sense of meaningful volunteer work for members. On average it has lost 2/3rds of its membership each year over the last five years. We do not have a model that is serving the City the way the Council or appointed commission members desire.

Subcommittee members and City staff have met with Culture Brokers and several current and former members of the HRIEC as well as other diverse leaders in our community over the last few months.

Two major themes have come forward in these discussions. First, over the last five to ten years the City has made substantial changes to operations and staff including participating in the GARE process, creating the SREAP, creating an Equity and Inclusion Manager position, and having ongoing staff training around equity and community engagement. The State of MN has also made a number of changes including approving same sex marriage and is working towards correcting many historical wrongs for human rights. Building on this work is important. A second major theme is that many current and former HRIEC Commissioners feel like the purposes outlined in City Code by the City Council do not match their interests or what they find valuable for their time. We have lost many valuable commission members to the frustrations caused by this mismatch. We need to reevaluate what can best move the City forward as well as provide an avenue for robust and meaningful community input.

The most common feeling expressed is that the focus needs to be on systemic changes in the area of Diversity, Equity and Inclusion. This work needs to be impactful for the City and its residents and it needs to be valuable to those serving in volunteer roles. We are proposing to

refocus and evolve the City's work from the current HRIEC to something more specifically focused on Diversity, Equity and Inclusion and supporting systemic changes in the City.

This work may fit into the format of a commission but may also be very successful following the format of the Police Department Multicultural Advisory Committee.

FUTURE MEETING AGENDA HIGHLIGHTS

March 11, 2024

March 18, 2024 – City Council Meeting

- Recognition of outgoing Commissioners
- Acceptance of Housing Navigator Grant
- Receive Excess Cash Reserve Report
- Consider an ordinance requiring a Water Meter Security Deposit

April 8 – City Council Meeting

- Issue RFP for Lexington Park Playground
- Consider Hotel Licensing Ordinance
- 435 Judith Abatement Assessment
- Introduction of Equity & Inclusion Manager

April 15 – City Council Work Session

- Recycling RFP and Cart Discussion
- County Road C Project Update
- Forestry/EAB Program Update
- Smoke-Free Housing Presentation

Future Agenda Review - Longer Term Initiatives
(items that likely require council discussion/action)

2/22/2024

<u>Item</u>	<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
RFP for strategic planning	Staff/Council	1st qtr '24	(City Manager goal item)
Rooster Regulations	Council	1st qtr '24	Staff will review for changes in code
Commission scope/duties/functions implementation	Etten/Council	1st qtr '24	CC will discuss 2/12/24
Update SREAP with new goals/objectives	Staff/Council	2nd qtr '24	(City Manager goal item)
Strategic planning	Staff/Council	2nd qtr '24	(City Manager goal item)
Roseville Fire role in medical transport	Staff	TBD	Ongoing discussions with Allina, etc.
Review need of pet licenses	Council	TBD	Staff review amount of licenses issued and report back
City Speed Limit Review on Local Streets	Strahan/Council	TBD	PWET will continue to work on issue and report back
Sister City Relationship with Indigenous Tribal Nation	Strahan	TBD	
Zero Waste Packaging/Compostable Containers	Etten/Strahan	Summer '24	CC received update 1/22/24, will be brought back later in '24
Update on shopping carts left in public r-o-w	Strahan	Summer '24	CD Director provided email 7/14/23 providing update