City of ROSEVILLE Minnesota, USA

Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, September 23, 2024

1. Roll Call

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

2. Pledge of Allegiance

3. Approve Agenda

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

Roll Call

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

4. Public Comment

Mayor Roe called for public comment by audience members on non-agenda items.

Mr. Matthew Drwall, 2736 Griggs Street North, indicated he would like to discuss the plan to move the City Public Works across the street farther. He wondered if anything else has been considered regarding the property values of residents, including himself and his neighbors, where this will be in their backyards.

Mayor Roe indicated that the City could help him with information about this. He explained that a fair amount of work had been done developing the plans to mitigate visual or sound impacts and that the design was not finalized. The City is at the stage of seeing if funding can be obtained. Once funding is confirmed, residents and neighbors can review and state their concerns at various meetings and other engagement opportunities.

Mr. Drwall indicated the biggest concern is removing a park from behind their homes and building a facility. He felt this would detract from the property value.

Mayor Roe explained that it is undoubtedly a part of the consideration and decision-making, and there will be more opportunities to discuss it as plans are developed and implemented.

Mr. Drwall indicated he is also concerned about the referendum.

5. Recognitions, Donations, and Communications

a. Proclaim Indigenous People's Day

Mayor Roe read the Indigenous People's Day Proclamation.

Strahan moved, Etten seconded, proclaiming October 14, 2024, Indigenous People's Day.

Roll Call

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

6. Items Removed from the Consent Agenda

7. Business Items

a. Consider Resolutions and an Ordinance Allowing the Subdivision of a Parcel from the West End of the Roseville Covenant Church Property and Re-Guide and Rezone it for Low-to-Medium Density Residential Development (PF24-004)

Senior Planner Bryan Lloyd briefly highlighted this item as detailed in the Request For Council Action and related attachments dated September 23, 2024.

Councilmember Etten thought one of the questions raised at the Planning Commission was why the Comp. Plan and rezoning should be updated now.

Mr. Lloyd indicated that the City has an application to consider it. Otherwise, the City is not looking to proactively change how regulations apply to given pieces of property to prompt some development.

Councilmember Etten asked if Mr. Freihammer could talk about tree preservation because the information states that all trees on Lot A would be cut down. As part of the stormwater management for the lots, what is the plan for the stormwater pond just to the east and the trees around it?

Public Works Director Freihammer indicated he was unaware that the trees on that lot would be removed but that any newly created lot would trigger stormwater requirements. Potentially, the existing pond could be modified or a new one built, but he was unaware that the city had been presented with how the stormwater would be treated. The church is just looking to split the lot currently.

Mr. Lloyd reviewed the stormwater management plan and requirements with the City Council.

Councilmember Strahan indicated her understanding that when this proposal was initially brought to the City, there were more lots that the church was looking to section off at that time.

Mr. Lloyd explained that the proposal has always been a single lot on the end of the property, just like this.

Councilmember Strahan indicated she was curious about the western side of the property. The house behind that fronts C2, the lot line is west of the lot line of this proposed lot. She thought there was a visible demarcation footpath from the street out to C2 along that line. She wondered if some easement would be addressed to make that unbuildable.

Mr. Lloyd explained that he knows of no easement or formal trail there. Any footpath is just an informal cutting-through that happens. There would not be anything encumbering a property, an easement, that would get in the way of doing some development there.

Councilmember Strahan asked if the church were to subdivide this land further, what would that possibility be given that the holding pond.

Mr. Lloyd did not think there would be a possibility in the future to subdivide this land further.

There was further discussion regarding tress preservation with staff.

Public Comment

Mayor Roe offered an opportunity for public comment, but no one came forward.

Groff moved, Schroeder seconded, adoption of Resolution No. 12091 (Attachment 3) entitled, "Resolution Approving a Comprehensive Plan Land Use Map Change from Institutional to Low-Density Residential at 2865 Hamline Avenue (PF24-004)."

Council Discussion

Councilmember Groff thought the proposal made sense, given the land use around the property. He noted that he stopped and talked to a few neighbors who were not opposed to it.

Councilmember Schroeder felt that since the Planning Commission recommended approval and City staff, she has also been to the property and feels comfortable.

Mayor Roe responded to the City's communication from the Planning Commission Member regarding this. He thought one of the concerns raised was the loss of small bits of open space. He thought the challenge the City had was that he did not know if it was reasonable to expect the City to be able to gobble up every single one of those spaces in the community. He also noted in reviewing that after receiving the communication, the Applewood Overlook is very close to this site and provides a nice amenity to residents in that area. Cottontail Park is also not far from this area, which helped mitigate that concern. As a non-public-held property, he thought it seemed unreasonable for the City to step in and try to interfere with the property owner's plans at this point.

Roll Call (Super Majority Required)
Ayes: Etten, Schroeder, Groff, Strahan, and Roe.
Nays: None.

Schroeder moved, Etten seconded, the enactment of Ordinance No. 1678 (Attachment 3) entitled, "An Ordinance Amending Title 10 of the City Code, Rezoning Certain Real Property Located at 2865 Hamline Avenue from Institutional District to Low-Density Residential 1 District."

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

Etten moved, Strahan seconded, adoption of Resolution No. 12092 (Attachment 3) entitled, "Resolution Approving the Proposed Roseville Covenant Church 2nd Addition Preliminary Plat at 2865 Hamline Avenue (PF24-004)."

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

b. Adopt a Preliminary 2025 Tax Levy and Budget
City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated September 23, 2024.

Finance Director Michelle Pietrick was at the meeting to answer questions.

Councilmember Strahan explained that the Council had spoken about the HR Manager position previously and that she wanted to give a little more voice to that request and give some support as to why it would be beneficial. She indicated she talked to Assistant City Manager Olson and City Manager Trudgeon and was given turnover rates of employees coming and leaving the City. She reviewed some reasons why the City needed an HR staff member. She wanted to ensure that the onboarding and retention are vast pieces of an HR manager. She noted that this is important to her as the City seeks to achieve its SREAP goals. She wanted to ensure that as the City looks at how to diversify the people who work for the City, it does not underestimate the value of that HR Manager and what that person brings to that process. Not only that, if the City does bring on people of color who are in a largely non-people of color staff, the City needs to make sure they receive adequate support and follow-up engagement and find ways for them to feel like they belong and are part of a team. She also reviewed some changes where an HR Manager would be helpful for the City to have. She noted she spoke with City Manager Trudgeon about funding this as of July 1, 2025, one half of the year. It is an ask that the City would expect in 2026, even if it chooses not to fund now. She suggested that this be considered because she did not know how the City would make headway toward its staffing equity goals unless there were someone who was strongly dedicated to that.

Councilmember Etten thought that, after reading the data regarding the HR Manager, some support might be necessary; indeed, a lot of work has shifted to that HR component. A considerable part of this has been the part-time staff, so as the Council looks at that turnover rate, it is part-time and seasonal employees. He did not think that was the same as hiring full-time employees. He wondered if the City could use a temp service to do a push and additional support in a time window when a significant amount of hiring happens as a different way to address this, at least for the short term.

Councilmember Etten explained as he looked at the city's levy and the impact of the increase in housing values. The levy is a big hit, so he wants to be aware of how much that needle is moving, and this would be the most significant thing. He also looked at the 2026 budget and the number of things that would be baked into 2026. He indicated that the city is looking at $400,000 in COLA. He was concerned about how all of that adds up and trying to figure out a different way to spend less but have an impact on maybe the most considerable increased workload for the City's HR staff.

Mayor Roe thought a few things were being discussed in this conversation. What he saw in the memo was a recommendation for a manager to do a higher level of activity, which may allow the people below that level to do other things because some tasks have moved from different departments into the HR and Administrative departments. He was unsure if hiring a couple more temps during the year gets to what is being asked about, which needs to be addressed in the memo from the point of view of a Manager.

Councilmember Etten indicated he agreed with Mayor Roe. For the preliminary levy, he was going to say yes to the position and then have further discussion around this, understanding how it would impact the Assistant City Manager position and HR. Somewhere, the Council is talking about shifting work burdens. He agreed with everything stated.

Councilmember Groff indicated he saw the need for it and would like the City to hire that person carefully. He proposed that the hire be for the last part of 2025.

Councilmember Schroeder did not think there was any question about the different items the Council has talked about being important. She explained that people are still reeling from the big budget from last year, the nine percent increase and the City Manager did not have this position in his initial budget. He acknowledges this is something the City needed to look at going forward, and she tended to go towards not putting it in next year, 2025, and just going with the original budget that the Finance Commission approved. The Finance Commission approved it the way it was, and the City Manager had presented it without these items. She was not debating that any of these items the Council is talking about are not necessary if it is just when and how and people must pay for it, and trying to give people a little bit of a break from last year is what she has been hearing a lot about from residents. She tends to go more toward what the City Manager initially proposed.

Mayor Roe indicated the Council would return to this topic as it gets to the point of considering motions. He explained that Councilmember Etten also suggested Tubman funding, has been doing a lot of research, and contributed to getting some of the information in the packet.

Councilmember Etten recapped the meeting that City staff had with NYFS about services provided by NYFS. He noted that Tubman has asked for $44,000, but he recommended providing $20,000 and acknowledged that there will be a transition here, and the City will see where the NYFS program goes. It is still essential for Chief Scheider, residents who need this service, and the Police Department.

Mr. Trudgeon reviewed some funding that the City could provide with available Public Safety Aid monies.

Mayor Roe noted in the memo from Tubman, that they talked about how Ramsey County had used some civil forfeiture funds for a one-time $40,000 contribution. He checked with staff, and under the City's regulations for forfeiture funds, they are not allowed to be used for this purpose. He was also thinking about public safety aid.

Councilmember Groff explained that he has been working with NYFS for several years, so he was aware of the new program and the five-year DOJ grant. He focused on NYFS and this issue because they are Ramsey County, and Tubman is more Hennepin County.

Councilmember Schroeder asked what would happen if the City did not fund this and if the services would stop in Roseville.

Mr. Trudgeon indicated he could not speak for Tubman but thought they would try to continue providing the services as much as possible. Tubman had to lay off staff due to reduced funding, so there might be less availability, and he did not know what that would mean for Roseville.

Councilmember Schroeder indicated that the City has a relationship with NYFS right now, and the more the City can utilize their services and be a part of that organization, the more she would prefer that. She knew that the city was lacking in that area, so if there was a way to cover that area and nothing else, that would be possible.

Mr. Trudgeon thought that as the City approaches next year, It will have a year of information working with NYFS's new program and Tubman, at some level, and staff could report back to the Council on the results.

Mayor Roe thought it would be a good idea to support Tubman so those services could be provided in Ramsey County, especially in the off-hours. He believed it could be funded outside of the levy for one year and then revisited for 2026.

Councilmember Etten explained why he believed the Roseville City Council should increase Council salaries. He noted he would not be running again, so he thought this was appropriate for him to bring up for all the other Councilmembers and future Councilmembers. He indicated there has not been an increase in salary since 2002 and believed some increase would be reasonable.

Mayor Roe appreciated the information and what he thought about when looking at other positions in the City; he imagined it was typical to do work on time using analysis, understand what that looks like, and then see what kind of hourly rate is theoretically appropriate. He thought an appropriate exercise might be to figure out how much work the City Council is doing through a time-use survey of the Council members, try to get some sense of that, and then determine what might make sense from a policy perspective. The challenge is that he is unsure what level of analysis can be done before November 5, 2024.

Councilmember Groff thought Roseville was a little different than many of the cities in Ramsey County due to its increased population during the day and the services it must provide. He thought that looking at Ramsey County alone does not give an accurate picture.

Councilmember Schroeder agreed with Councilmember Groff. She thought that when the City did the Compensation Study, wouldn't the Council be a part of the employee group, in a way, using the same cities? She thought that with a time survey, what would be found is that people take different amounts of time to do things, and it would be a little more challenging to produce the hours.

The Council discussed how the City would determine the hourly rate or salary of the City Council and what is appropriate and palatable to the City residents.

Councilmember Strahan thought a three percent increase over five years would bring the number closer to $8,000, but she did not believe it should be automatic. She thought an annual review would be necessary.

Councilmember Groff indicated he would prefer some decision made at the meeting, if possible.

Mayor Roe explained that the Council would need to add the $1,300 to the levy to cover a 3 percent increase in 2025 if that is the Council's preference.

After further discussion, Councilmember Etten noted he would raise the levy by $6,000 because he did not think a $100 per month increase after twenty-two years was unreasonable.

Etten moved, Groff seconded, to raise the levy by $6,000 to increase the City Council salary by an additional $100 monthly.

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

Etten moved, Strahan seconded, to add $20,000 to the budget to support Tubman, using non-levy dollars to pay for it.

Council Discussion

Councilmember Schroeder explained she would like to get more information on this to see how much NYFS will play into it. To her, this number is an amount that was pulled out of the air. She thought the Council was missing a lot of information. She wanted to clarify that if this were added to the budget, the Council would continue to discuss it because she wanted to ensure that the City gets some accurate numbers.

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

Strahan moved, Groff seconded, amending the budget and tax levy to $73,000 for an HR Manager for six months in 2025.

Council Discussion

Councilmember Groff thought the City needed to start addressing this item sooner rather than later, so he is supporting it.

Councilmember Etten indicated he supported this but thought the Council needed to continue to talk about it.

Roll Call
Ayes: Etten, Groff, Strahan, and Roe.
Nays: Schroeder.

Etten moved, Strahan seconded, adoption of Resolution No. 12088 (Attachment 3) entitled, "Resolution Approving the Preliminary Property Tax Levy on Real Estate to the Ramsey County Auditor for the Fiscal Year of 2025", with the levy amount increased by $79,000 to account for the changes made in the prior motions.

Roll Call
Ayes: Etten, Groff, Strahan, and Roe.
Nays: Schroeder

Groff moved, Etten seconded, adoption of Resolution No. 12089 (Attachment 2) entitled, "Resolution Adopting the Preliminary 2025 Annual Budget for the City of Roseville", with the budget amount increased by $99,000 to account for the changes made in prior motions.

Roll Call
Ayes: Etten, Groff, Strahan, and Roe.
Nays: Schroeder.

Strahan moved, Schroeder seconded, adoption of Resolution No. 12090 (Attachment 3) entitled, "Resolution Approving a Special Property Tax Levy, for the Benefit of the Roseville Economic Development Authority, on Real Estate to the Ramsey County Auditor for the Fiscal Year of 2025."

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

c. Consider Refunding Water Meter Deposits Through Transfer from Sanitary Sewer Fund Balance

Finance Director Michelle Pietrick briefly highlighted this item as detailed in the Request For Council Action and related attachments dated September 23, 2024.

Public Comment

Mayor Roe offered an opportunity for public comment, but no one came forward.

Groff moved, Etten seconded, approving the transfer of $1.446 million from the sanitary sewer fund to the water fund to enable the refunding of water meter deposits in the fourth quarter of 2024 through a credit on the utility bills.

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

d. **Certify Unpaid Utility Charges to the Property Tax Roll**
City Manager Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated September 23, 2024.

Mayor Roe reviewed the public hearing protocol and opened and closed the hearing at approximately 7:45 p.m. to receive public input on the above-referenced certification of utility charges to the property tax roll. No one appeared for or against it.

Etten moved, Strahan seconded, adoption of Resolution No. 12085 (Attachment 2) entitled, "Resolution Directing the County Auditor to Levy Unpaid Water, Sewer, and Other City Charges for Payable 2010 or beyond."

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

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

a. **Approve September 9, 2024, City Council Meeting Minutes**
Groff moved, Schroeder seconded, to approve the September 9, 2024, City Council Meeting Minutes as presented.

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

10. Approve Consent Agenda

At Mayor Roe's request, City Manager Trudgeon briefly reviewed the items considered under the Consent Agenda, as detailed in specific Requests for Council Action dated September 23, 2024, and related attachments.

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

Roll Call

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

a. **Approve Payments**

ACH Payments	$813,949.05
110603-110719	999,640.67
TOTAL	**$1,813,589.72**

b. **Approve 1 Massage Therapy Establishment License**
c. **Approve General Purchases Exceeding $10,000 or Sale of Surplus Items**
d. **Approve the Amended 2025 Insurance Benefit Renewals and City Cafeteria Contributions**
e. **Approve Resolution Awarding Contract for the Dale-Owasso Sanitary Sewer Lift Contributions**
f. **Adopt a Resolution Authorizing the Roseville Economic Development Authority to Apply for Metropolitan Council Livable Communities Affordable Homeownership Funds on Behalf of the City**

11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager

City Manager Patrick Trudgeon reviewed the September 25, 2024, City Council Strategic Planning meeting; October 7, 2024, City Council meeting; October 11, 2024, City Council Strategic Planning meeting; and the October 14, 2024, City Council Work Session Meeting.

12. Adjourn

Strahan moved, Groff seconded, adjournment of the meeting at approximately 7:52 p.m.

Roll Call

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

Daniel J. Roe, Mayor

ATTEST:

Patrick J. Trudgeon, City Manager