



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, December 2, 2024

1. Roll Call

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

2. Pledge of Allegiance

3. Approve Agenda

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

Roll Call

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

Nays: None.

4. Public Comment

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

Mr. Bob Willmus, former City Council Member, explained that he was at the meeting to recognize outgoing City Councilmember Jason Etten. He addressed Councilmember Etten's twelve years on the City Council and his previous time on other Commissions. He thanked Councilmember Etten for his years of service to Roseville. He indicated that the quality Councilmember Etten brought to the City was the idea of consensus and how to find that middle ground and work to move Roseville forward. He appreciated and thanked Councilmember Etten again for his service.

5. Recognitions, Donations, and Communications

a. Recognition of City Councilmember Jason Etten

City Manager Patrick Trudgeon and Mayor Roe recognized Councilmember Etten for his years of service to Roseville. They presented him with a red rose, a Jason Etten Way street sign, and a recognition plaque.

City Manager Trudgeon recognized all of the items Councilmember Etten brought forward for change and implementation while on the City Council and thanked him for helping to appoint him as the City Manager of Roseville.

Mayor Roe also recognized Councilmember Etten for his twelve years of service on the City Council. He noted how much Councilmember Etten cares for the people of Roseville and worked to do better for folks and to give people the opportunity to succeed. He wished Councilmember Etten success in future endeavors.

Councilmember Etten thanked everyone for attending tonight's meeting to help recognize him. He reviewed his history with the City, starting with the Parks Commission and moving to the City Council. He thanked Mr. Lonnie Brokke and his leadership team, who invested in him and helped teach him about excellence in city work.

Councilmember Etten listed the achievements he helped accomplish in the City that he was proud of, including achieving the top level in the Green Steps Cities program, adding solar to city buildings, reducing energy and water use, and recently adding the Green to Go program, reducing Styrofoam and plastic pollution in the waste stream. Equity and Inclusion, joining the Government Alliance in Race and Equity, hiring an Equity Inclusion Manager and creating the Strategic Racial Equity Action Plan (SREAP), refining Commission work with a new Equity Inclusion Commission (EIC), and taking concrete steps to make all of this integral and how the City operates. He explained beyond specific examples the most important thing he worked to do was find sensible solutions to whatever the consideration was at the time. He worked to find thoughtful solutions that involved compromise and working together as central pieces of his philosophy of governance. It was always about the big picture and the people in the City of Roseville.

Councilmember Etten thanked City staff and City Manager Trudgeon for his leadership. He noted that city staff took the lead on many of the essential things he listed. He thanked the Commissioners and council members he has worked with over the years. He also thanked the people in the community who have been engaged in the work done together and his family for their support, especially his wife, Jessica, and his children, who kept him humble.

b. Recognition of Visit Roseville CEO Julie Wearn

Mayor Roe indicated he would also like to recognize Ms. Julie Wearn, former CEO of Visit Roseville, for her seventeen years of service to the City. He read the proclamation.

Groff moved, Strahan seconded, adoption of Resolution No. 12112 (Attachment 1) entitled, "Resolution Commending Julie Wearn, Visit Roseville CEO, for her Dedicated Service to the Roseville Community."

Council Discussion

Councilmember Groff indicated as a Board Member of Visit Roseville, it has been a pleasure working with Ms. Wearn. She is very innovative and was a great leader during COVID.

The City Council concurred and thanked Ms. Wearn.

Roll Call

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

Nays: None.

Mayor Roe and City Manager Trudgeon presented a red rose and a street sign for Julie Wearn.

Ms. Wearn thanked everyone for the recognition and indicated she has had a great eighteen years. She noted she was very touched to receive a street sign.

c. Human Trafficking Awareness and Prevention Month Proclamation

Mayor Roe read the Human Trafficking Awareness and Prevention Month Proclamation.

Etten moved, Schroeder seconded, proclaiming Human Trafficking Awareness and Prevention Month January 2025.

Roll Call

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

Nays: None.

Agenda Amendment

City Manager Patrick Trudgeon indicated Item 10H (Certify Delinquent Miscellaneous Charges) needs to be amended. He apologized for not removing this from the consent agenda during the agenda approval.

City Manager Patrick Trudgeon explained that the City Council needs to take action on the certification of delinquent miscellaneous charges, including removing one address from the list. He noted a pending appeal that he must review before taking action.

Mayor Roe suggested the City Council continue with the approved agenda to take this item up on the consent agenda with the understanding that the address in question would be removed from the list of addresses attached to the action.

City Manager Trudgeon concurred and indicated the address is 2801 Snelling Avenue.

6. Items Removed from the Consent Agenda

7. Business Items

a. Adopt Final 2025 City Budget, CIP, and Tax Levy for City and EDA

City Manager Patrick Trudgeon briefly highlighted this item, which is detailed in the Request For Council Action and related attachments dated December 2, 2024.

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

Public Comment

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

Groff moved, Etten seconded, adoption of Resolution No. 12113 (Attachment 1) entitled, "Resolution Adopting the Final 2025 Annual Budget and 2024 Capital Improvement Plan for the City of Roseville."

Councilmember Schroeder indicated she would like to amend the motion to change the start date for the HR Manager to January 1, 2026. She has been getting a lot of calls from people regarding their property tax statements and is concerned about spending money in the City. She noted this was not in the City Manager's original budget and was added later. She would like to give the residents more breathing room for a little more time.

Schroeder moved, Etten seconded, amending the motion to move the HR Manager start date to January 1, 2026.

Councilmember Etten explained he agreed with all the things Councilmember Schroeder stated, and he asked the City Manager for some more supportive reasons for what the organization is going to get by adding this position and clearing out room to focus on some of the big things the City has been spending time on. The City is almost done with its Vision, Mission, and Goals. Department-level pieces will be attached to that. There is also essential equity work that will be a part of that. He is convinced that this is an important piece and that the City should advance.

Councilmember Strahan indicated she supported the original decision mainly because she had already supported it. Many changes in compliance at the State and federal levels require the expertise of a specific HR Manager; she thought those were important to the city's success.

Mayor Roe indicated he was mindful of the impact on the taxpayers and the concern. Still, at the same time, in addition to all of the things an HR Manager would need to be doing and benefit the organization, just in that regard, he thought the point about the impact on the time and work of the Assistant City Manager, who is essentially functioning as an HR Manager and the Department Manager of the Administrative Department, which among other things, includes the HR Department, it is a lot to ask in addition to all the things the Council prefers the Assistant City Manager to be doing. From an organizational perspective, he thought keeping the start date at July 1, 2025, made sense.

Roll Call

Ayes: Schroeder.

Nays: Strahan, Groff, Etten, and Roe.

Motion failed.

Roll Call
(Original Groff/Etten Motion on Resolution No. 12113)

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

Etten moved, Groff seconded, adoption of Resolution No. 12114 (Attachment 2) entitled, "Resolution Submitting the Final Property Tax Levy on Real Estate to the Ramsey County Auditor for the Fiscal Year of 2025."

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

Strahan moved, Etten seconded, adoption of Resolution No. 12115 (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: Groff, Etten, Strahan, Schroeder, and Roe.
Nays: None.

b. Adopt the 2025 Utility Rates

Finance Director Michelle Pietrick briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Councilmember Schroeder indicated she would like the City Council to consider reducing the storm drainage account fee by two percent, which would be a fifty-three-cent reduction per quarter. She noted after discussion with the City Manager she felt this was not unreasonable to ask.

Mr. Trudgeon reviewed this fund with the City Council. He noted that the City is considering refining its stormwater management plan over the next few years and has potential future needs. Staff felt there was sufficient balance to move forward with a two percent rate reduction.

Councilmember Strahan explained her understanding of the rates that the Council previously discussed: that the City was accommodating some capital needs and some other things that had been pushed off. Given the significant increase from two years ago, some things were postponed, and she is concerned that this would make things worse.

Ms. Pietrick explained Public Works and the Finance Department have worked on this, and there is a phased-in amount in the Capital Improvement Plan from 2025 through 2031, and in 2032, the amount goes up to their needed value as of today's costs. Considering the increasing costs, they may need more money for the projects. Staff looked at whether the City did not do the phase-in; the charts changed. She cautioned that a chart estimating twenty years out should not be relied on for more than three years. The city looks at it yearly, and Public Works is refining the projects. The City can live with a one-time reduction, and the fund will be able to cover operations and capital in 2025-2026.

Etten moved, Schroder seconded, adoption of Resolution No. 12116 (Attachment 1) entitled, "Resolution Establishing the 2025 Utility Rates", reducing the Storm Drainage fees for 2025 by two percent.

Mayor Roe noted that the Public Works department continues to develop a better understanding of all the stormwater infrastructure in the city, including ponds and best management practices (BMPs), and the associated capital expense funding needs going forward. That gave him pause about supporting the 2% fee reduction. However, because the proposal is for one year only and the fund appears quite healthy, he will support this motion.

Roll Call

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

Nays: None.

c. Approve the Proposed 2025 Fee and Administrative Penalty Schedules

Assistant City Manager Rebecca Olson briefly highlighted this item, which is detailed in the Request For Council Action and related attachments dated December 2, 2024. She noted that the staff provided a bench handout, which the Council needed to vote on.

Mayor Roe noted the bench handout was a further refinement of the formatting to make the structure even more user-friendly for staff and the public, and thanked staff again for their effort to make those refinements at his late suggestion for consideration at this meeting.

Public Comment

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

Groff moved, Schroeder seconded the enactment of Ordinance No. 1685 (Attachment 3) entitled, "An Ordinance Amending Chapter 314.05, Fee Schedule.", with the bench handout chart.

Roll Call

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

Nays: None.

Etten moved, Strahan seconded, adoption of Resolution No. 12117 (Attachment 4) entitled, "Resolution Approving Publication of an Ordinance Summary of Ordinance No. 1685 Amending Title 3, Chapter 314 of the Roseville City Code."

Roll Call (Super Majority Required)

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

Nays: None

d. Consider an Ordinance Amendment and Business License to allow Roseville Lutheran Church, 1215 Roselawn Avenue, to Operate a Temporary Overnight shelter from January 1, 202, through February 29, 2025

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2025. Ms. Gundlach indicated that do to some conflicting information from the State Fire Marshall, staff is only recommending the shelter to operate for four weeks instead of the eight weeks requested by Roseville Lutheran Church. Ms. Gundlach stated that they will seek clarification from the State Fire Marshall and will bring back this item if additional weeks are allowed by the State Fire Marshall.

Pastor Marty Wyatt indicated he was at the meeting to answer questions.

Public Comment

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

Etten moved, Strahan seconded, to approve the business license and allow Roseville Lutheran Church to have a temporary overnight shelter for four weeks starting January 1, 2025, as provided for under the current code.

Council Discussion

Councilmember Etten appreciated all the staff working to figure this out moving forward and the Church for this vital service to the community.

Roll Call

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

Nays: None

e. Consider Approval of Entering into an Agreement for a Comprehensive Evaluation of Police Resources and Operational Efficiency with The Axtell Group

Chief of Police Erika Scheider briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Councilmember Schroeder thanked Chief Scheider for the proposal and explanation regarding some lower-priced bids.

Public Comment

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

Groff moved, Strahan seconded, to authorize staff to enter into a Professional Services Agreement (PSA) with The Axtell Group 146 to conduct a comprehensive evaluation of police resources and operational efficiency within the Roseville Police Department (RPD), as outlined in the proposed scope of work. Staff will bring the finalized agreement back to the Council for final approval once it has been reviewed and approved by both RPD and The Axtell Group.

Council Discussion

Councilmember Groff thanked Chief Scheider and the committee, saying that he thought the process was very well thought out. He thought having outside eyes look at a department was a good idea, and he appreciated the work.

Councilmember Strahan expressed support for the proposal, noting the record of former Chief Axtell in St. Paul during his tenure, including extensive outreach to the community.

Mayor Roe concurred with the observations about former Chief Axtell, as well as former Commissioner Harrington who is also part of the consulting group.

Roll Call

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

Nays: None

f. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Chu Chao Liquor)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Chu Chao Liquor was not represented at the meeting.

Public Comment

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

Schroeder moved, Groff seconded, approval to issue and administer the presumptive penalty under City Code Section 302.5 for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and no license suspension.

Roll Call

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

Nays: None

g. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (MGM Liquor)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Councilmember Strahan thought that when the Council talked about a change of ownership, it was a prior owner, and the business was now shared between two individuals. However, the original owner was still in the ownership.

Mr. Trudgeon thought it was confirmed by looking at the ownership that it was an entirely different person, and the staff could not find any connection between them.

There was no representation of MGM Liquor at the meeting.

Public Comment

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

Strahan moved, Etten seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15 for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and no license suspension.

Roll Call

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

Nays: None

h. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Kyoto)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

There was no representation of Kyoto at the meeting.

Public Comment

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

Groff moved, Etten seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and a five (5) day suspension.

Roll Call

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

Nays: None

i. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Parkway Pizza)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Mr. Lee Moua, manager of Parkway Pizza, addressed the City Council.

Public Comment

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

Strahan moved, Schroeder seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15 for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and a one (1) day suspension.

Roll Call

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

Nays: None

j. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Osaka)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

There was no representation of Osaka at the meeting.

Public Comment

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

Groff moved, Strahan seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15 for on-sale license holders for the first

violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and a one (1) day suspension.

Roll Call

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

Nays: None

k. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Par 365)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Mr. Thomas Jackson, Jr, and Ms. Mercedes Jackson, co-owners of Par 365, addressed the Council. Ms. Jackson asked the City Council if there was any way to waive the penalty due to the unforeseen circumstances plaguing their business.

Public Comment

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

Strahan moved, Schroeder seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15 for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and a one (1) day suspension.

Council Discussion

Councilmember Strahan knew it was difficult to make this decision. She felt that, in fairness to the other businesses, the City needed to keep the penalty consistent.

Roll Call

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

Nays: None

l. Consider Presumptive Penalty Approval – 2024 Alcohol Compliance Check (Cub Foods/Larpenteur)

Deputy Chief of Police Joe Adams briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Ms. Jennifer Gordner, manager of Cub Foods/Larpenteur, was at the meeting.

Public Comment

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

Groff moved, Etten seconded, approval to issue and administer the presumptive penalty under City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two-thousand-dollar (\$2,000.00) fine and no license suspension.

Roll Call

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

Nays: None

m. Consider Approving Liquor License Renewals for 2025 for Businesses and Recent Compliance Failures

Mayor Roe briefly highlighted this item as detailed in the Request For Council Action and related attachments dated December 2, 2024.

Strahan moved, Schroeder seconded, to approve renewing the requested liquor licenses for 2025 upon receipt of all outstanding application materials and payments.

Council Discussion

Councilmember Strahan felt that because these were all first violations, they should not jeopardize the future of these organizations, which have all provided training records to the City.

Roll Call

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

Nays: None

n. Consider Adoption of an Ordinance to Amend Chapter 317 (Hotel Licensing Regulations) of the City Code to Delay the Effective Date and Clarify the Term of Licenses

City Manager Patrick Trudgeon briefly highlighted this item, which is detailed in the Request For Council Action and related attachments dated December 2, 2024.

Councilmember Strahan indicated a deadline of December 1, and she wondered if that meant that anyone seeking licensing for 2025 would have needed to submit their application to the City by then.

Mr. Trudgeon explained that all of the applications have been in for this upcoming year. In future years, they would have to be in by December 1.

Public Comment

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

Schroeder moved, Groff seconded the enactment of Ordinance No. 1686 (Attachment 1) entitled, "An Ordinance Amending Title 3, Chapter 317 of the Roseville City Code Entitled "Hotel Licensing Regulations" to Delay the Effective Date and Clarify the Term of Licenses."

Council Discussion

Councilmember Schroeder appreciated staff wanting to do this right rather than fast.

Roll Call

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

Nays: None

Strahan moved, Schroeder seconded, adoption of Resolution No. 12118 (Attachment 2) entitled, "Resolution Approving Publication of an Ordinance Summary of Ordinance No. 1686 Amending Title 3, Chapter 317, of the Roseville City Code."

Roll Call (Super Majority Required)

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

Nays: None

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

10. Approve Consent Agenda

At Mayor Roe's request, City Manager Trudgeon briefly reviewed the items considered under the Consent Agenda, detailed in specific Requests for Council Action dated December 2, 2024, and related attachments.

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

Roll Call

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

Nays: None.

a. Approve Payments

ACH Payments	\$525,349.94
111348-111402	\$1,136,032.08
TOTAL	\$1,661,382.02

b. Approval of 2025 Business License Renewals

Regular City Council Meeting

Monday, December 2, 2024

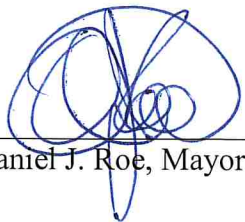
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- c. **Approve General Purchases Exceeding \$10,000 or Sale of surplus Items**
 - d. **Approve New and Reclassified Positions in the 2025 City Budget**
 - e. **Consider Proclamations for 2025**
 - f. **Approve Final Payment for 2023 Pathway Project 23-05**
 - g. **Adopt Resolution Awarding Design Contract for 2025 Sanitary Sewer Lining Project #25-06**
 - h. **Certify Delinquent Miscellaneous Charges except for 2801 Snelling Ave.**
 - i. **Approve the Renewal of a Short-Term Rental License for 1820 Chatsworth Street N**
 - j. **Approve Joint Powers Agreement between Roseville and Falcon Heights for Engineering Services**
- 11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager**
City Manager Patrick Trudgeon reviewed the January 6, 2025, City Council meeting, January 10, 2025, Strategic Planning Session, January 13, 2025, EDA meeting, and the January 13, 2025, City Council meeting.
- 12. Adjourn**
Etten moved, Schroeder seconded, adjournment of the meeting at approximately 8:02 p.m.

Roll Call

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

Nays: None.



Daniel J. Roe, Mayor

ATTEST:



Patrick J. Trudgeon, City Manager