City of ROSEVILLE Minnesota, USA

Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, July 7, 2025

1. **Roll Call**

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

2. **Pledge of Allegiance**

3. **Approve Agenda**

Councilmember Bauer requested the removal of Item 10E (Declare Vacancies for Youth Commissioners on Various City Commissions) for separate consideration.

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

Roll Call

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

4. **Public Comment**

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

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

6. **Items Removed from the Consent Agenda**

a. **Declare Vacancies for Youth Commissioners on Various City Commissions**

At the request of Councilmember Bauer, City Manager Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated July 7, 2025.

Councilmember Bauer mentioned that he had spoken with several youth commissioners, and they have enjoyed the program. He had a question for the Council regarding meeting attendance. He explained that there is currently no requirement for attendance and wondered if that should be considered. He noted that when reviewing attendance, only one person attended half of the meetings. He mentioned that he is happy having youth commissioners on the different commissions, so, in his opinion, attending half the meetings is sufficient.

Mr. Trudgeon indicated that staff does notify the City Council regarding attendance issues for any commission member, and the council reserves the right to consider this when it comes to reappointment or, if necessary, to remove them from the commission.

Mayor Roe asked if the council wanted to revisit that as an item on a future agenda for discussion.

Councilmember Schroeder believed this needed clarification.

Councilmember Bauer believed it would be worthwhile for the council to expand and review the overall policy regarding youth commissioners. He observed that youth commissioners are mentioned throughout the City Code, and it might be beneficial for the council to revisit those sections to evaluate the roles and responsibilities of the youth commission, as well as privacy and safety requirements, since most members are minors.

Mayor Roe noted that he believed the city has the youth commissioners listed as a specific part of the Commission Code, the main code at the beginning of the commission section of the City Code.

Councilmember Strahan explained that in the four years she has been on the council, this topic has been discussed extensively, and the council has made some significant changes. She was unsure if it was necessary to revisit it now. She noted that for a while, the city struggled to attract enough interest from commissioners, and she hesitated to apply the same rules exactly to the youth commissioners because high school can be pretty unpredictable. She thought fifty percent participation was a good goal.

Councilmember Groff said he would be open to revisiting the topic if the discussion were brief. He didn't think this would turn into a full meeting conversation, or at least he hoped not. He believed the city is informing the youth commissioners that their participation is a commitment from the moment they start. He wasn't sure if all youth commissioners are voting members of their respective commissions; if they are, then it represents a commitment. He also noted that the city needs to be flexible because the youth commissioners are high school students, and the city does not want to dismiss them just because they have other activities. He doesn't expect the same level of commitment from youth commissioners as from the regular commissioners.

Mayor Roe explained that upon reviewing the code, there is information regarding the appointment of youth commissioners, including their terms and a general attendance section for members, which requires a minimum of thirty percent. If a member misses more than thirty percent of meetings, it triggers a notification to the council. If a member misses three consecutive meetings, this also constitutes a notification, which the council then considers.

Councilmember Bauer explained that he read the same information regarding the thirty percent requirement. If the rules are followed, this would be an issue with the youth commissioner, who attended fifty percent of the meetings. This was the reason he brought it forward. He asked whether the council should revisit the requirement and make it more flexible, as Councilmember Groff suggested, or leave it as is.

Councilmember Schroeder indicated she would like to have that clarified.

Mayor Roe suggested revisiting the attendance policy for youth commissioners to determine if the council wants to adopt different language or standards for them. He indicated he would support that.

Public Comment

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

Strahan moved, Schroeder seconded, to reappoint the following youth commissioners for the term from August 1, 2025, to July 31, 2026.

- Gwen Goedken – Equity and Inclusion Commission
- Audrey Arneson – Parks and Recreation Commission
- Alexis Gendro and Carsten Bauer – Public Works, Environment, and Transportation Commission

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

Strahan moved, Schroeder seconded, declaring vacancies for youth commissioners for the term August 1, 2025 – July 31, 2026 as follows:

- Finance Commission – 2 vacancies
- Equity and Inclusion Commission – 1 vacancy
- Parks and Recreation Commission – 1 vacancy

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

7. Business Items

a. **Receive Police Department Resources and Operational Efficiency Plan**

Police Chief Erika Scheider briefly highlighted this item as detailed in the Request For Council Action and related attachments dated July 7, 2025.

Police Chief Scheider introduced the Police Department's resource and operational efficiency plan. She highlighted the importance of strategic improvements over the next five years. She explained that the Axtell report identified key recommendations, including adding patrol officers and increasing supervisory coverage.

Deputy Chief Adams emphasized the importance of experienced sergeants and the need for more supervisors. The plan outlines operational goals for 2026, 2027, 2028, and 2029, with a focus on staffing, training, and operational efficiencies.

The Council showed support for the police department's recommendations and praised the thoroughness of the Axtell report.

Councilmember Strahan emphasized the significance of training and mentorship for new officers.

Councilmember Groff appreciated the thorough breakdown of the plan and the necessity for extra resources.

Councilmember Schroeder emphasized the importance of enhancing IT systems to reduce workload and increase efficiency.

Mayor Roe highlighted how population growth affects call volumes and stressed the need to address space requirements.

Public Comment

Mayor Roe invited public comments, but no one spoke. He thanked Chief Scheider and Deputy Chief Adams for their presentation and discussion, and stated that there would be further talks as this progresses.

b. Discuss Options for City License, Passport Center, and City Dance Studio
City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated July 7, 2025.

Mr. Trudgeon presented options for leasing space for the license and passport center, as well as the dance studio. He discussed financing options for constructing a new building on city land to house the license and passport center, as well as the dance studio.

Mr. Trudgeon previously noted that the council preferred option C, which involves using both sides of Woodhill for the maintenance operations center and building a new facility for the license and passport center, as well as the dance studio. He provided information about the dance program and facility needs and shared information from commercial real estate brokers that offered market insights and lease cost estimates in a memo supplied by staff.

The Council received various cost estimates for leasing space in existing retail or industrial areas. The significance of tenant improvements and the negotiation process was emphasized.

The Council discussed the pros and cons of leasing versus building, as well as the impact on the budget.

City Manager Trudgeon mentioned the $200,000 annual transfer from the license center fund to the general fund for property tax relief. He explained that reallocating the $200,000 to lease payments would affect the general fund, requiring additional levy or budget cuts.

Councilmember Schroeder highlighted the additional debt payment if the city were to build, estimating a $1 million bond payment.

Mr. Trudgeon discussed the possibility of using an existing debt levy or a blended approach involving license center revenue and new levy sources.

Mr. Trudgeon provided cost estimates: $14.5 million for the license and passport center, including $11.1 million in hard costs and $3.4 million in soft costs. He indicated that issuing a $14.7 million bond, with a 15-year term, would have an annual debt service of $1.4 million. He mentioned the possibility of reallocating the $2.4 million annual debt service currently being paid for the fire station and park buildings, would be available to be utilized starting in 2028.

Mr. Trudgeon stressed the importance of a council decision on whether to lease or build the license and passport center regarding the timing of the overall project.

Mayor Roe clarified the cost estimates, noting that the $19 million figure referred to in some resident emails was incorrect and the actual cost was $14.5 million. He discussed the timing of bond issuance and the potential overlap with existing debt payments.

Finance Director Michelle Pietrick explained the debt service assumptions and the potential for interest adjustments.

Mayor Roe asked for a review of the concept C design regarding the maintenance center space on the existing campus – what was reused and what was proposed to be new.

Public Works Director Jesse Freihammer reviewed the concept C design.

Councilmember Schroeder argued that leasing was a good option, citing public perception and the viability of the license center and passport operations. She suggested separating the dance studio from the license center, considering it part of the Parks and Recreation budget. She highlighted the financial benefits of leasing, including potential economic development and budgeting priorities. She emphasized the importance of considering the public's perception and the need for a more inclusive process.

Councilmember Bauer echoed Councilmember Schroeder's points, noting the public's perception of the referendum and the need for a viable license center. He suggested leasing as a way to avoid parking issues and to focus on more pressing needs, such as police space.

Councilmember Strahan called for a long-term approach, stressing the importance of having a permanent facility. She emphasized the need for sufficient space for the dance studio and the potential for repurposing the building in the future. She argued that leasing would delay the maintenance center project and increase costs. She also stressed the importance of considering the public's perception and the need for a more inclusive process.

Mayor Roe supported building the facility, citing the advantages of owning an asset and the potential to repurpose the building later. He emphasized the importance of considering the dance studio's needs and the opportunities for economic growth. He also emphasized the importance of providing services and benefits to the community, rather than solely focusing on generating cash flow. He recommended moving forward with concept C and starting the request for proposals.

Councilmember Groff emphasized the stability and control that come with owning a building, contrasting it with the uncertainty of leasing. He highlighted the potential for rent increases over time and the importance of carefully considering long-term costs.

Councilmember Schroeder emphasized the importance of public input and the need for a more informed decision-making process. She proposed leasing as a short-term solution to allow more time for planning.

Strahan moved, Groff seconded, to build a two-story facility with a passport, license, and dance studio on the site as the first step of Concept C.

Council Discussion

Councilmember Bauer explained that he was concerned about the timeframe and duration during which a dance studio, a license, and a passport center can exist and function. He also noted that, ignoring the fact that the city is now saddling an enterprise fund with debt—even though it is a building—he did not see that the timeline for the license and passport center to remain viable would match the time it takes for the building to be paid off. The city would be left with the building, which might be reconfigured, but there will be challenges in doing so. Additionally, the city is limiting its options for future use of that space. He stated he planned to vote against this idea for this reason, along with several others.

Councilmember Schroeder explained that if they decided to lease this, it would be faster because the maintenance center could proceed and still be built. Since they are already building it, she thought the maintenance center would be delayed.

Mayor Roe did not see the license center as an enterprise fund, and he believed it wasn't appropriate to assign the entire debt service cost to the license center. He viewed this as a city facility, owned by the City of Roseville and funded by its taxpayers. One part of the facility will be the license center, similar to how the city initially established the original license center at the fire station site many years ago. For some time, the license center operated there. It was a city facility, paid for by taxpayers, and used as a license center. He did not necessarily see this as being different from that.

Mayor Roe explained that, from his perspective, the cash flow still works, especially if the city considers repurposing debt or the debt levy currently used to pay for parks, recreation, and fire station debt. He did not believe that this type of debt necessarily affects cash flow. From the license center's perspective, if it continues to operate profitably, its earnings could help cover the operating costs of other city departments because the debt service is paid from the debt levy, essentially.

Roll Call

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

Mayor Roe mentioned there would be more opportunities for public comment during the process. He thanked everyone for their participation and contributions to the meeting.

Recess

Mayor Roe recessed the meeting at approximately 8:27 p.m. and reconvened at approximately 8:36 p.m.

c. **Review 2026 Property Tax Base Changes, Legislative Changes, and Discuss City Council 2026 Budget Goals**

Finance Director Michell Pietrick briefly highlighted this item as detailed in the Request For Council Action and related attachments dated July 7, 2025.

Ms. Pietrick discussed the state bonding for the OVAL and mentioned that capital improvement requests have been submitted for the next bonding bill. The 2026 budget included a three percent cost-of-living adjustment for non-union employees and wage steps for union employees.

Mr. Trudgeon stressed the importance of staffing requests for public safety and the need to prioritize service levels.

A discussion took place regarding the percentage levy increase and its impact on the budget, as well as how the strategic plan affects it.

Mr. Trudgeon mentioned a cash reserve fund balance of $840,000 that may be used to help with the budget.

Councilmember Strahan questioned whether the public was aware of the cash reserve information.

Councilmember Bauer requested clarification on the one percent levy increase and its corresponding dollar amount. City Manager Trudgeon indicated that a 1% levy increase was about $300,000.

Councilmember Groff emphasized the need for additional information before deciding on a percentage increase for the levy.

Councilmembers Bauer and Groff discuss the difficulty of prioritizing without a list of departmental needs.

Councilmember Bauer proposed examining the use of debt to cover long-term infrastructure expenses.

Councilmember Schroeder endorsed the use of financial modeling to assess debt utilization.

A discussion ensued on the public's concern about property taxes and the need to balance service needs with the tax burden.

Councilmember Strahan highlighted the importance of understanding departmental priorities and how shifts in state and federal funding can affect them.

Mayor Roe concurred with Councilmember Bauer about exploring the franchise fee model as a potential funding source for street maintenance.

Discussion on the benefits of using franchise fees to include a broader range of utility payers.

Mayor Roe and Councilmember Schroeder discussed the potential advantages of using bonding to cover sudden increases in capital needs.

Councilmember Groff supported exploring the franchise fee model and bonding for long-term assets.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

The City Council submitted comments and corrections to the draft minutes prior to tonight's meeting, and those revisions were incorporated into the draft presented in the Council packet.

a. Approve June 16, 2025 City Council Meeting Minutes

Groff moved, Bauer seconded, approval of the June 16, 2025, City Council Meeting Minutes as presented.

Roll Call

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

10. Approve Consent Agenda

At Mayor Roe's request, City Manager Trudgeon briefly reviewed the items being considered under the Consent Agenda, as detailed in specific Requests for Council Action dated July 7, 2025, and related attachments.

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

Roll Call

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

a. Approve Payments

ACH Payments	$1,056,692.13
112530-112577	1,834,853.64
TOTAL	**$2,891,545.77**

b. Award 2025-2027 Pond Maintenance Program Agreement

c. Approve Final Payment for 2023 Drainage Improvement Project 23-10

d. Approve Equity-Focused Clean Water Fund Grant Agreement with Metropolitan Council

e. Declare Commission Mid-Term Vacancies

This item was removed for separate consideration.

f. **Approve Capital City Regional Firefighters' Association: Reciprocal Fire Service Agreement**

g. **Approve Fire Department EMS Services Contract**

h. **Adopt the Ramsey County Hazard Mitigation Plan**

Councilmember Strahan highlighted the importance of the hazard mitigation plan.

Mayor Roe confirmed the interview date for the vacancy on the Public Works, Environment, and Transportation Commission.

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

City Manager Patrick Trudgeon reviewed the meetings of the EDA and City Council on July 14, 2025, the City Council meeting on July 21, 2025, and the City Council meeting in August 2025.

12. Adjourn

Strahan moved, Schroeder seconded, adjournment of the meeting at approximately 9:05 p.m.

Roll Call

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

Daniel J. Roe, Mayor

ATTEST:

Patrick J. Trudgeon, City Manager