



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, May 8, 2023

1. Roll Call

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

2. Pledge of Allegiance

3. Approve Agenda

City Manager Trudgeon requested removal of Item 10a (Approve Payments) from the Consent Agenda for separate consideration due to having the wrong information in the packet.

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

Roll Call

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

Nays: None.

4. Public Comment

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

Roger Hess, Wagner Place

Mr. Roger Hess, Wagener Place, explained he would like to have the Council consider some things. He would like to see some hoops that are toddler size or youth size hoops in the parks. He noted he would be willing to donate five basketball hoops. He also explained it would be nice if the City brought back the open house to see what kind of community engagement would happen in a relaxed environment. The open houses were always popular with a ton of people there. He indicated a few years ago the City thought they were hiring too many outside consultants and for a while the City tried to cut that down, but it seems like the past few years just about everything being done in the City requires an outside consultant to do the work and it would be nice for the Council to determine if those consultants are really needed or not. He stated he has spent a lot of time on the U of M Campus lately and he has seen a lot of emergency call boxes everywhere. He thought the City should get them in the parks, especially at the pool. It would be nice and easy to hookup at the pool because the Wi-Fi is already there. He noted he would give the City up to a thousand dollars to put in an emergency call box at the pool if the City would agree to do that. He thought the Council should be expanded to six members rather than four to give more diversity because there is no diversity at the top right now and it probably will not happen unless there are more seats.

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Mayor Roe indicated the Council has made note of the comments and offers to provide contributions for items mentioned. He explained the questions and comments are worth getting some feedback from staff and the Council will follow up on those.

5. Recognitions, Donations, and Communications

a. Proclaim National Police Week 2023

Mayor Roe read the National Police Week Proclamation.

Etten moved, Strahan seconded, proclaiming May 11-17, 2023 National Police Week.

Roll Call

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

Nays: None.

6. Items Removed from Consent Agenda

a. Approve Payments

City Manager Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 8, 2023, noting that incorrect information had been provided in an earlier version of the meeting materials but that the correct information was before the Council this evening.

Public Comment

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

Schroeder moved, Groff seconded, approval of the May 8, 2023 payments in the amount of \$889,953.67.

Roll Call

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

Nays: None.

7. Business Items

a. Receive Update from County Commissioner Mary Jo McGuire

County Commissioner McGuire briefly highlighted this item as detailed in the Request For Council Action and related attachments dated May 8, 2023.

County Commissioner McGuire provided a presentation to the Council. She indicated regarding the HRA levy spending fund in St. Paul as well as the rest of the suburbs in her District St. Paul wanted at least fifty percent to be spent in St. Paul and all of the suburban communities felt the same way. Everyone was on the same page as to where the dollars would go. She noted that did happen that way

and may not happen the same way each year, some cities may be more or less, but it will all average out over a several year period to be fifty-fifty. She explained everybody really had the same goal in mind, that they wanted the dollars obviously raised in the community, allocated in the community. If the money can be pooled to help one part of the community more in one year it will help another part of the community the next year. She explained the County will continue to watch this and continue to give updates. She thought this was a great program and the City may want to have the whole County Economic Development department come in for a workshop to discuss this further. She knew the City has been great in applying for some of the funds and really working with the County to make sure that the City is eligible to get as much as it can from these programs. That is what the County's Economic Development Department works on.

Mayor Roe appreciated Commissioner McGuire stating that because he thought part of the concern when the HRA levy was first being undertaken or considered, was if this was going to be something where the County was going to be doing projects and running the show or was it meant to be a support for projects that cities were already doing. He thought it has proven to be more of support for those types of city projects and definitely does help to fill gaps. He appreciated the feedback.

County Commissioner McGuire noted that has been the goal as she understood it and her department has said it really listens to the cities, what the cities want, and how the County is going to help the cities get to where they need to be. She noted the department is there to advise the cities.

County Commissioner McGuire updated the Council on environmental activities of mutual interest in Ramsey County. She provided an update on business recycling for organic food waste. She provided an update on other areas of interest, Roseville embedded social worker with support from Ramsey County, Rice Larpenteur Alliance and a commitment for partnership building with Ramsey County Community and Economic Development, Ramsey County Public Works, and Ramsey County Social Services.

Mayor Roe thanked County Commissioner McGuire for the update and stated it was very helpful and informative.

Councilmember Etten appreciated some of these partnerships and felt it was a clear shift that has happened over the past few years such as the pathway funding. He appreciated that type of investment.

Councilmember Groff thanked Commissioner McGuire for working with all of the many different counties in the State regarding State funding for county services. He thought that was important to get work done.

Councilmember Schroeder thanked Commissioner McGuire for all of the work she is doing with the Rice Larpenteur Alliance, not just from the County but herself personally. She appreciated all of the effort.

Councilmember Strahan thanked Commissioner McGuire for the workforce contribution. Working in the workforce field she felt honored that there are so many resources provided that so many communities do not have.

b. Police Civil Service Meeting with City Council

Chair Bob Murphy and Commissioner Shawna Dees from the Police Civil Service Commission were at the meeting and gave an update to the Council.

Mayor Roe thanked the Police Civil Service Commission for the update and encouraged them to keep up the good work.

c. Receive Annual Comprehensive Financial Report, Auditor Communication Letter, and Reports on Compliance for Fiscal Year Ending December 31, 2022

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 8, 2023.

Mr. Trudgeon introduced Mr. Joshua Kent, the City's Assistant Finance Director, to the City Council, noting he has been with the City for almost one year.

Assistant Finance Director Kent thanked the Council and City for the job. He indicated he is enjoying being a part of the City and learning how the City is run. He introduced Ms. Rebecca Peterson, Director of Redpath, and Company, who made a presentation to the City Council.

Mayor Roe thanked Ms. Peterson for the presentation.

Councilmember Schroeder thanked Ms. Peterson for the presentation. She was curious with the billing issue for the water and asked if Ms. Peterson considered that a material issue considering part of it was in 2021.

Ms. Peterson explained that was definitely discussed during the audit and when looking at that, the auditors look at internal controls from a perspective of can the staff prevent or detect errors. She stated clearly the billing issue was not prevented but it was not left undetected and from a material perspective, when they looked at the financial reporting requirements, it did not result in a material misstatement. From an audit perspective, it did not rise to the level of a reportable condition, but it was something that was talked about during the course of the audit. In the letter the Council would have received at the beginning of the audit, one of the areas that was identified as a risk was revenue recognition and it really does relate to that billing issue and did get their attention during the course of the audit.

Councilmember Etten wondered how the billing error falls under the City's internal controls because it was not caught in 2021-2022 by City staff, it was caught by an outside consultant.

Ms. Peterson explained the City engages professional consultants to help in certain ways and from Redpath's perspective, sometimes there is the internal capacity to do certain things and sometimes the City needs to hire consultants for that. She indicated City staff did not identify it right away, but it was identified through the processes that City staff initiated.

Councilmember Schroeder asked if the Council has questions on the audit at a future time should the Council go through the City's Finance Director or should the Council contact Ms. Peterson directly.

Ms. Peterson explained she is happy to stand for questions and after the meeting she thought the Council could contact the City Finance Department who can then send the questions her way if there is something that cannot be answered or if the Council would like to talk to her directly about a question, she is open to that as well.

Public Comment

Mayor Roe offered an opportunity for public comment.

Mr. Roger Hess, Wagener Place

Mr. Hess assumed the City has about fifty million dollars in investments and he wondered if that was typical for a City of this size. He also wondered if the rate of return is greater than what the City is paying out in interest on the outstanding bonds. He also asked if the internal controls were good enough that if half a million dollars or eight hundred thousand dollars is missing from a fund, the City would know that.

Finance Director Michelle Pietrick explained with regard to investments, the City has cash and investments and an overnight sweep account for the checking account, so every night cash is swept out of the checking account into an investment, a mutual fund, to earn interest on absolutely everything the City has. With regard to the earnings, the evaluation is at a point in time, which was December 31, 2022, which resulted in an unrealized loss. The City holds investments until maturity and the annual performance staff has benchmarked at a five year treasury and a ten year treasury, the City was trending below that treasury mark as of yearend. She explained that as investments mature, now that the yield curve on short term has grown significantly, the City is rolling investments into shorter term investments to gain yield and also to position the City going forward so if the market changes the City can gain yield on the investments. With regard to whether the earning exceed

the bond interest rate, as of December 31, 2022, the bond interest rate was higher than the City's investment earnings. If the Council asked her as of March 31, 2023, the answer would have been yes, the City is earning more because the market had changed so drastically. It changes on a daily and weekly basis. Unfortunately, the City is required to take a point in time and evaluate the City's investment portfolio to what the market is doing at the particular day in time.

Ms. Pietrick explained with regard to the under billing in the water fund, 2021 was the first year the City enacted tiered water rates, at the end of 2021, keeping in mind tiered rates, revenues were not coming in where she anticipated they should be due to a drought, so she was concerned if tiered rates were working correctly or was something else in play. She would not normally do a re-evaluation of a rate study in two years. St. Paul Regional Water does theirs every five years. City staff did ask Ehlers to come back and re-evaluate the rates to make sure the calculations were working correctly, the staff was working through analyzing commercial and residential accounts and collectively concluded that something was not right. The City consultants told staff to really look at the residential and commercial because something was not working correctly. As soon as she was notified, she worked with her utility billing staff to try and figure out why the tiered rates were not working correctly. That is when staff identified a problem in the computer system. That has been corrected and staff has spent numerous hours calculating bills to make sure they are working correctly when the new rates went into effect in 2023. Staff evaluated a sampling of all utility bills and continue to do so and are hopeful with the new financial system the City is putting in that setting up utility rates is not as cumbersome as it is in the current system.

Groff moved, Strahan seconded, accepting the 2022 Annual Financial Reports.

Roll Call

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

Nays: None

d. Establish the 2024 Budget Process Calendar

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 8, 2023.

Mayor Roe noted that sometimes the during the June Legislative update timeframe the City also gets some preliminary information from the Ramsey County Assessor's office, and he wondered if there is any plan to provide that information at that time.

Mr. Trudgeon explained staff will try to provide what it can. The County has changed how it presents the information to the City and staff does not really get that detailed information until August.

Mayor Roe indicated that if at least the Council could get information on the change in median single family home value and overall commercial valuation at the earlier time, that would be helpful.

Councilmember Strahan indicated by the time the City hits the November 27th, final budget hearing, people who come are a little bit frustrated at the City's lack of engagement. The Council has seen the information many times before then but the residents have not so she thought it was a little frustrating to them that there are not a lot of changes that can happen at that point. She asked if there was a time where there would be impactful input earlier in the process.

Mr. Trudgeon explained what staff has tried to do over the years is once the City Manager's budget is released and presented to the Council, it is publicized as much as possible through the City's website and newsletter and in the past has allowed comment from residents in written form to the City Council. He explained that is one form of public interaction as well as each of the meeting dates.

Ms. Pietrick explained the City cannot legally hold a Truth in Taxation hearing before November 25th by State Law and there are a lot of cities that do not actually hold them anymore. Roseville has done the Truth in Taxation and then adopt the levy at a different meeting.

Mayor Roe thought one of the challenges the City faced is that a lot of what gets people to the November 27th meeting is the tax notice from the County and it has that date on it with a number as to what the resident will have to pay the following year. The City really does not know those things because under State Law, the County is only obligated to provide it and will probably only provide it, statutorily, at the last possible moment, which is when the notices are mailed out to people. The City is a little bit at the mercy of people when the notice is received and how it is going to impact their finances. He thought the City should encourage resident participation throughout the process as much as possible.

Strahan moved, Groff seconded, approving the 2024 Budget Process Calendar as presented.

Roll Call

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

Nays: None

e. Consider City Council Engagement Opportunities

Councilmember Strahan briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 8, 2023.

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Councilmember Strahan explained that in response to community interest and Envision Roseville, she wanted to propose a community town hall meeting, in the community; monthly “Coffee with Council” or other “office hours” where the Council is regularly available in the community to residents and at least one Council meeting per year to be held at a park building or other City facility, rotating around the city to provide access for more residents. She listed and reviewed what some other cities around the country do to provide community involvement and input.

Mayor Roe appreciated talking about being intentional about some things. He was thinking about events like Juneteenth and Discover Your Parks, where there is always a group of people that are interested in their neighborhood and the City. He thought maybe if the Council could do a table at those kinds of events and work shifts to answer questions, that could be something to tie into what is already on the calendar. He agreed that it might be more aspirational to do a year of something like “Coffee with the Council”. He thought it could be done but the City needed to take the steps to be where it needs to be, and he thought there were some positive things in there. Also, he was glad that Mr. Hess brought up the open houses because actually he thought having something that was appreciated and well participated in by the community is a great chance for members of the community to get to know both staff and the Council. The other piece of this is the City can do the inform

part because that could actually build some connections that can be used for other purposes. Where that comes in is maybe something like a version of Roseville U. He thought there may be ways to do something smaller than Roseville U, and easier for people to learn what the City does. He stated the City could do something to inform the people as a way to build connections and then use those connections for further engagement. He also thought it made sense to do some table events where people are there and expecting something like that. He knew that Mayors in other communities do a “walk with the mayor” and things like that. He honestly has not talked to anyone to understand whether they would keep doing it, but thought there must be some benefit to it. However, he did not know if that is the answer, as well as having office hours.

Councilmember Etten indicated Councilmember Strahan has a bunch of ideas, but he thought the Council needed to first figure out what is already being done and how those can be made more impactful.

Councilmember Strahan explained the ideas she mentioned are ones that people have brought to the Council and what it really comes down to is the City needs to start with baby steps. She understood that all of the Councilmembers are out and about in the City but she wanted to have the entire Council to show up to park things and be present just like when the Governor shows up at the Fire Department, not better or worse, but equally important. She thought that people elected the Council to be in charge of what happens and the public does not always show up at City Hall. So, if the Council could have a relationship, then they are building

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opportunities to possibly help the Commissions be more diverse or just have new faces on the Commissions.

Councilmember Etten agreed with the idea of potentially hosting a table or something like that. He noted he wrote down “a table with a sign for Councilmembers at Discovery Parks”, whether it is where each Councilmember commits to one or indicates that the person can make it to the park for an event to make sure there is a table set up. He thought in the past the Council had asked the HRIEC about the concept of an open house and for various reasons, that has not taken legs over time, but this year the HRIEC has some of that covered so it may be a thing for the Council to do in the future, if everyone thinks it is valuable.

Councilmember Strahan thought the Council should try the table option or some of the other things and then revisit it to see if those things are working. She thought there was a great opportunity this year as Envision Roseville is closed out to really try to give it their all.

Councilmember Schroeder indicated she does go to most of the events, but the Council and residents do not know that. She thought it made sense to be organized and follow the open meeting laws. She explained organizing about who goes where does make sense on that aspect, especially if there is a table. There are a lot of events in the City, and she did not think anything needed to be added. She thought the Council could really utilize the events already in the City. She thought some of the events may be underutilized and she did like the open house idea. She noted there are so many opportunities, and the Council does not have to be at all of them but there are enough events scheduled already for the Council to pick from and make it intentional. She indicated the Council should work with the Communication group to figure out how to get that out there.

Councilmember Strahan noted she has talked to Community Relations Manager, Corey Yunke several times about this topic already.

Mr. Trudgeon summarized the Council discussion around engagement opportunities, with the Council looking to be at tables at Discover Your Parks events and also participate in upcoming Envision Roseville engagement efforts.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

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

a. Approve April 10, 2023 City Council Meeting Minutes

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Etten moved, Schroeder seconded, approval of the April 10, 2023 City Council Meeting Minutes as presented.

Roll Call

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

Nays: None.

b. Approve April 17, 2023 City Council Meeting Minutes

Etten moved, Schroeder seconded, approval of the April 17, 2023 City Council Meeting Minutes as amended:

Councilmember Etten indicated on the April 17, 2023 meeting, page 6, line 253, it states "Councilmember Etten asked as Abdo looks at this will they be looking at each position description and range and he did not think that should be happening." He explained he was referring to the City Council looking at each of these positions and not Abdo because he thought Abdo should be looking at all of these things. He thought the sentence was confusing as written and should read "Councilmember Etten asked as Abdo looks at this, will the City Council be looking at each position description and range."

Roll Call

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

Nays: None.

10. Approve Consent Agenda

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action dated May 8, 2023 and related attachments.

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

Roll Call

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

Nays: None.

- a. Removed for Separate Consideration**
- b. Approve 1 Temporary Liquor License, and 1 Tetrahydrocannabinol (THC) License**
- c. Approve General Purchases or Sale of Surplus Items Exceeding \$10,000**
- d. Approve Resolution No. 11980, Awarding Contract for 2023 Pavement Management Project**
- e. Approve Construction and Maintenance Agreements with Ramsey County for Cleveland Pathway Improvements.**

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- f. **Approve Construction and Maintenance Agreements with Ramsey County for Lexington Pathway Improvements.**
- g. **Approve Police Mental Health Wellness Professional Services Agreement**
- h. **Accept 2023 Pathways to Policing Grant**
- i. **Receive Grant Application Update**
- j. **Accept 2022 Ramsey County Emergency Management & Homeland Security Grant**

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

City Manager Patrick Trudgeon reviewed the May 15, 2023 EDA and City Council meeting, May 22, 2023 City Council meeting and the June 5, 2023 City Council meeting.

Mayor Roe and Councilmember Groff updated the Council on the meetings each one attended.

12. Adjourn to Closed Session

Mayor Roe reviewed the closed Executive Session requirements in accordance with State Statutes related to conducting employee performance reviews . He indicated the purpose of the Closed Session is to do a performance evaluation of an employee.

Mayor Roe noted the statute related to closing meetings for employee reviews allows the employee to elect to have the review performed in open session, and so offered that opportunity to City Manager Trudgeon. City Manager Trudgeon declined the opportunity to have his performance review in open session.

Schroeder moved, Etten seconded, adjournment of the open session of the meeting to go into a Closed Executive Session for the purpose of conducting the performance review of City Manager Trudgeon at approximately 8:20 p.m.

Roll Call

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

Nays: None.

Mayor Roe convened the City Council in Closed Executive Session at approximately 8:25 p.m. In addition to the members of the City Council, City Attorney Rachel Tierney and City Manager Patrick Trudgeon were present.

13. Extend Meeting

Due to the City Council meeting curfew at 10:00 p.m., Etten moved, Schroeder seconded at 9:59 p.m. to extend meeting until the conclusion of the City Manager Performance Evaluation

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14. Reconvene Open Session.

Schroeder moved, Groff seconded, adjournment of the closed session and reconvene in open session meeting at approximately 10:10 p.m.

Roll Call

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

Nays: None.

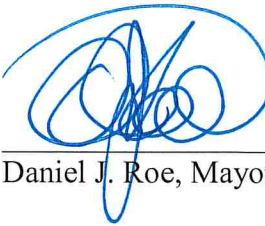
15. Adjourn

Etten moved, Strahan seconded, adjournment of the meeting at approximately 10:10 p.m.

Roll Call

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

Nays: None.



Daniel J. Roe, Mayor

ATTEST:



Patrick J. Trudgeon, City Manager