



**Regular City Council Meeting Minutes  
City Hall Council Chambers, 2660 Civic Center Drive  
Monday, May 10, 2021**

*Pursuant to Minn. Stat. 13.D.021, City Council members, City Staff, and members of the public participated in this meeting electronically due to the COVID-19 pandemic.*

**1. Roll Call**

Mayor Roe called the meeting to order at approximately 7:18 p.m. Voting and Seating Order: Willmus, Strahan, Etten, Groff, and Roe. City Manager Patrick Trudgeon and City Attorney Mark Gaughan were also present.

**2. Pledge of Allegiance**

**3. Approve Agenda**

Willmus moved, Strahan seconded, approval of the agenda as presented

**Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.

**4. Public Comment**

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one indicated a desire to speak.

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

**a. 2021 National Police Officer's Memorial Day and National Police Week Proclamation**

Mayor Roe read the 2021 National Police Officer's Memorial Day and National Police Week Proclamation.

Etten moved, Willmus seconded, proclaiming May 9-15, 2021 as National Police Week.

**Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.

**b. Recognition of Fire Chief Tim O'Neill**

Mayor Roe indicated this item is regarding the retirement of Fire Chief O'Neill.

City Manager Trudgeon thanked Chief O'Neill for his 32 years of service to the City of Roseville. He reviewed Chief O'Neill's history with the Roseville Fire Department. He indicated he has worked with Chief O'Neill for 14 years and have always been impressed with his work ethic, professionalism, and his terrific sense of civic pride for Roseville. He thanked Chief O'Neill for his years of service in Roseville and indicated he will be missed.

Mayor Roe read the Resolution.

Groff moved, Etten seconded, approving Resolution No. 11807, commending Chief O'Neill for his dedicated service to the community for the past 32 years.

### **Council Discussion**

Councilmember Groff thanked Chief O'Neill for his service and all the things he has done in the community.

Councilmember Etten thanked Chief O'Neill and stated he appreciated the community focus of the Fire Department. He indicated Chief O'Neill was a huge asset to the community. He noted the Fire Station is a tremendous nod to Chief O'Neill's leadership and future Chief Brosnahan will be charged with carrying on that legacy.

Councilmember Strahan thanked Chief O'Neill for his years of service, and she was sad she did not really get to know him but was sure future Chief Brosnahan will be glad that all the fires have been put out already.

Councilmember Willmus echoed the comments of staff and the Council. He indicated when looking back at Chief O'Neill's accomplishments; they have been a tremendous benefit to the City of Roseville and helped guide the Council and community through some very difficult conversations. He noted Chief O'Neill's leadership was vital in seeing the Fire Station built and the transition of the fire staffing model. He commended Chief O'Neill and his family for those efforts and thanked the Chief for his service.

Mayor Roe echoed the comments made by the entire Council in various areas of work of the Chief, but he wanted to focus in on the connection that the Chief has to the firefighters. It was certainly evidenced in the concern for making sure that the City acknowledge the paid-on call firefighters in the transition to the full-time staffing model. He noted that not a decision made without due regard and good regard for all involved. He knows that the Chief's focus has always been on his firefighters, what is best for them, and he deserves a great deal of credit for that.

### **Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.

Assistant Chief Brosnahan explained Chief O'Neill has been a terrific mentor to him and all of the firefighters. Chief O'Neill has put in so much effort and dedication to make the Fire Department what it is today. He reviewed his history with Chief O'Neill over the years at the Fire Department and has felt Chief O'Neill has prepared him to take on the role of Chief and the mentorship has been amazing, and he will be forever indebted to him and his help over the years.

Chief O'Neill thanked everyone for the comments, noting thirty-two years is a long time to try to summarize the accomplishments and the thousands of fire calls and medical calls he has been on as well as the interaction with the community. He stated it has been a pleasure to serve this community and some of the most fun he has had was at the events on Fridays the Fire Department has had. He explained firefighters work everyday of the year and miss a lot of holidays and his family has been fantastic working through that. His family has had to do without him for quite awhile and he indicated he was kind of looking forward to bringing that to a close and spending some time lowering his golf score. All of the accomplishments listed is because he has been lucky enough to have a great team and a great group of firefighters and without them the Fire Department could not have done half the things they did. He explained Mr. Trudgeon has been fantastic to work with and for and has listened to some of the ideas he has had and were able to work through ideas he has brought forth over time. The support of the City Council has been great. He appreciated everybody's thoughts.

Mayor Roe thanked Chief O'Neill again and explained the City congratulated him on his tremendous service to the community and wished him well.

**6. Items Removed from Consent Agenda**

**7. Business Items**

- a. Receive Annual Comprehensive Financial Report, Auditor Communication Letter, and Reports on Compliance for Fiscal Year Ending December 31, 2020.** Assistant Finance Director Jason Schirmacher briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 10, 2021.

Ms. Rebecca Peterson, Redpath and Company presented the 2020 audit report to the City Council.

Mayor Roe asked in the timeliness of transactions with Ramsey County, is the City put in jeopardy of some of the requirements for timeliness of payment to the City when there are obligations that are owed to the City or the other way as well.

Mr. Schirmacher explained what that is alluding to is the City had three different joint projects with Ramsey County where the City was the lead on the projects and

money owed from Ramsey County was being delayed because there was some disagreement on the cost of the projects, which caused money from Ramsey County to be delayed by a couple of years. As of March 2021, all of it has been resolved and the City did receive the money from Ramsey County that the City was owed.

Groff moved, Willmus seconded, accepting the 2020 Annual Financial Reports

### **Council Discussion**

Councilmember Groff thanked Ms. Pietrick for explaining some things to him and noted the report was thorough.

#### **Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.

**b. Park Dedication Ordinance Discussion**

Parks and Recreation Director Lonnie Brokke briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 10, 2021.

Assistant Director Matt Johnson presented the Park Dedication Ordinance.

Councilmember Etten thanked Mr. Johnson for all of the research. Regarding the proposed language in a draft change to the park dedication, under B, "Condition of approval: Park Dedication will be required as a condition to the approval of any subdivision, plat, replat or lot split." He asked if something in that language has to say anything about adding units.

Mr. Johnson explained there is more depth to that. There is one community he examined that potentially proposes park dedication if there is any addition of density, but that seems to be the most aggressive. More commonly, what staff is seeing is that those are the triggers.

Councilmember Etten indicated he was making sure that it would tie into the fee schedule.

Councilmember Willmus thanked Mr. Johnson and the Parks Commission for their effort on this. He explained he was in general agreement with the direction the City is headed, including looking at the triggers and balancing with the fees and looking at incorporating pathways and sidewalks. He thought it would be an important component to look at when they look at any type of change that will result in any increase of density or higher use. He indicated a lot of recombination could be a replat that does not necessarily result in an increase in density. He wondered if he were to buy his neighbor's property and replat it into one lot instead of two, would

that be a trigger for park dedication. He did not know if it should be and that aspect should probably be looked at.

Mr. Johnson explained what many cities appear to do is rather than defining new lots, it defines new units. If the lots were be replated with adding a couple of units, it would be assessed park dedication versus potentially not. He thought that is a way to try to sort that out.

Councilmember Groff thought this is headed in the right direction. He concurred with the other Councilmembers on the wording because they want to make sure it is clear. He would want the intent to be that if the person is increasing the population, then there needs to be an increase in park dedication fees so that it covers the cost of maintenance and all the things that come with larger populations. He thought this is all good work. He is hearing from residents that they would like the City to do more with setting land aside rather than using the cash in lieu of land. He noted this is something he would like to look at in the future.

Mayor Roe thought that was a good policy discussion in terms of the benefits of small parcels of undeveloped property as open space and benefited the community because he did not think those were currently reflected in the Park Master Plan. He noted they should have the trigger by a net increase in either the number of residential units and/or commercial square footage on the property under consideration because then it is talking about the non-residential and residential impact. He noted one thing the Council could talk about is if there should be some sort of minimum threshold for park dedication.

Councilmember Strahan echoed Councilmember Groff's interest. There is a lot of concern by residents about development of undeveloped spaces in the City. She understood the one acre but as they are looking at infill and fewer one-acre plots available, she appreciated Mr. Johnson's work and the rest of the park staff in creating this and looking at best practices across other municipalities. She would be open to leaving that out.

Mayor Roe stated the general gist is that the Council is supportive of continuing to look at the changes. He thought there was strong support for resolving the discrepancy between the fee versus the land on non-residential. He also thought the codification of the sidewalk pathway disqualification was something that has general support as well as looking at the language about some sort of net increase in residential units on the commercial side.

Park and Recreation Commissioner Chair Greg Hoag stated the only thing he would add are comments that the Council made. He noted the Commission reviews each one very seriously with the land or the cash, completely understanding the land but he deferred to what the Commission gives the Council is a recommendation, noting that at any time the Council has the opportunity to change what the Commission

recommendation is. He noted the Commission looks at every parcel with the land more so first than the cash but some have been a real struggle when the land equates to the equivalent of a park bench. He stated it is tough in itself to swallow the land, unless it fits into a larger scheme nearby.

Mayor Roe stated that is what he was getting at in reference to what both Councilmembers Groff and Strahan brought up in terms of feedback received from residents. He agreed this was something worth having more conversation on.

Councilmember Willmus thought Councilmembers Groff and Strahan recognize the feedback that the Council has seen over the course of the last couple of years on various projects that have come along. He stated one of the things that the Commission has recommended and staff has pointed out, is that imbalance with the commercial being at five percent of land. What this would do, in essence, is move them a little closer to that equalizing and instead of five percent, making it ten percent across the board.

Chair Hoag indicated he will bring this information back to the Commission for further discussion.

Mr. Brokke indicated the Master Plan does have some guidance, especially in specific areas in the community. He noted this can be resurrected for Commission discussion in an upcoming meeting.

**c. Consider Approval of Youth Commission Application Changes**

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 10, 2021.

Mayor Roe noted the one signature by the applicant on the last page is probably adequate and the applicant can just check the box on the first page about whether they want to be a voting member and not have to sign it twice. He also noted that under the voting member being subject to the complaint process of the City's Ethics Code, makes it sound like as soon as the individual starts on the Commission, there is going to be complaints coming in. He wondered if staff wanted to add something to that stating something like "...and the individual is expected to serve in accordance with the Ethic's Code," just to make it a clearer that it is not about getting complaints but rather the City would want the individual to serve in an ethical manner and make them subject to the complaint process, or something like that. He referenced the last page, release of information, item four "I understand that certain data on the youth as an applicant and as a member of a City of Roseville commission is public under Minnesota Law," and suggested explaining what that means to help people better understand what it means.

Councilmember Strahan wondered on page three, above the release of information, if there should be a notification of "initial each," like on the other page.

Ms. Olson indicated she was unsure when she creates the web form if the user can put in initials or if the lines need to be checked off. She stated if the Council is comfortable with it, staff can fill in an explanation to what the applicant needs to do for each of those when the web form is created.

Mayor Roe thought check boxes would be fine and did not think initials would be needed.

Councilmember Etten thanked Ms. Olson for this, which he thought was great.

Etten moved, Strahan seconded, approval of the Youth Commissioner Voting Application with the changes discussed at this meeting.

**Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None

**d. Discuss Interest in Electronic Agenda Software Systems**

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 10, 2021.

Mayor Roe thought the online packet was fairly functional because he can flip back and forth from the packet to his screen but when they go back to in-person meetings, there will not be the same technology there or the ability to access in the same way, which is something that needs to be thought about. Also, if the ability to make notes on a pdf is all they are talking about, the City could reimburse people for the full feature version of Acrobat in order to make notes and do other things on their copy but that does not get to the issue of the technology and interface at the meetings. He also noted the City might want to accommodate both paper and electronic versions of the packet.

Councilmember Willmus stated if there are members of the Council that want to utilize electronic packets, then that tool should be available as well. He personally struggles with it and would prefer to have a paper packet, which he relies on heavily. He stated he is not proficient at the keyboard and it takes him awhile to take notes. It is also very straining on the eyes to stare at the screen for hours.

Councilmember Strahan explained coming in new without having the large paper packet available and only having an electronic version, she uses notability for iPad. She is appreciative of not having a printed copy of the packet and thought doing both is more arduous than doing one or the other. She really appreciated not having a paper packet when there were 700-800 pages.

Councilmember Groff indicated paper is preferred for him and he knew that a lot of paper was being wasted with that. He noted it has been more work for him this past year. He really did not care if the majority of the Council wanted to go with the electronic packet, he would make it work.

Mayor Roe thought there was probably a way to deal with both, noting he does not use the single PDF that is sent out, he refers to the links on the agenda on the City's website. He stated he does print out some things before the meeting to review and there may be a way to reduce the paper in a printed packet if people want to look at that. He explained if the City did go to paper packets again, he would not want to have hundreds of pages printed out and would be happy with a much more streamlined version with the ability to access information on the website.

Councilmember Etten agreed with everyone and indicated if he had to do a yes or no, he would want to have paper back, especially with development items. He thought there were ways to limit how much needs to be in a paper form. He noted there will still need to be a public copy available in the Council Chambers when in-person meetings start again. At this point, he would still prefer a paper copy in front of him for a significant portion of things.

Ms. Olson stated staff wanted to provide the Council with the information that is going to be the easiest for them and will help the Council make their decisions in the easiest possible manner. She did not know if it would be more work to do electronic and paper, but staff can figure something out and will further investigate the agenda management system for the back-end part. She noted staff can bring back further information as more is found out. She also asked if the Council is still interested in receiving tabs in the Council packets or if they want it in one big, stapled packet.

Councilmember Etten requested tabs.

Mayor Roe appreciated the notion of making the back end more efficient and less time consuming. He thought it made sense to have staff look at the back-end part for efficiency.

**8. 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 26, 2021 City Council Meeting Minutes**

Strahan moved, Groff seconded, approval of the April 26, 2021 City Council Meeting Minutes as presented.

**Roll Call**



**Regular City Council Meeting**

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**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.

**9. Approve Consent Agenda**

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

City Manager Patrick Trudgeon reviewed the May 17, 2021 City Council meeting, June 7, 2021 EDA and City Council meetings and the June 21, 2021 City Council meeting.

Councilmember Willmus indicated he wanted to loop back to the potential June 7<sup>th</sup> item, Victoria Shores, as that item is likely to have a number of people interested in participating so he would prefer that be at the beginning of the agenda and then potentially having the EDA after the Council meeting.

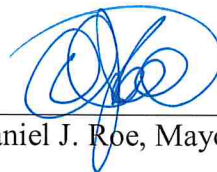
**11. Adjourn**

Willmus moved, Strahan seconded, adjournment of the meeting at approximately 9:28 p.m.

**Roll Call**

**Ayes:** Willmus, Strahan, Etten, Groff, and Roe.

**Nays:** None.



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Daniel J. Roe, Mayor

ATTEST:



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Patrick J. Trudgeon, City Manager