

Mayor:
Dan Roe

Councilmembers:
Jason Etten
Wayne Groff
Robin Schroeder
Julie Strahan



City Council Agenda
Monday, May 15, 2023
6:45 p.m.

**(Or Immediately Following the EDA
Meeting)**

Members of the public who wish speak
during public comment or an agenda
item during this meeting can
do so virtually by registering at:
www.cityofroseville.com/attendmeeting

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651 - 792 - 7000

Website:
www.cityofroseville.com

1. 6:45 P.M. Roll Call
Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
2. 6:46 P.M. Pledge of Allegiance
3. 6:47 P.M. Approve Agenda
4. 6:48 P.M. Public Comment
5. Recognitions and Donations
6. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:50 P.M. Discussion on Classification and Compensation Study and Comparable Cities
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)
 - 7.B. 7:10 P.M. Accelerated Emerald Ash Borer Program Update
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.C. 7:30 P.M. Discussion on City Commission scope, duties, and functions
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. Council Direction on Councilmember Initiated Agenda Items
9. Approval of City Council Minutes
10. Approve Consent Agenda
11. 8:00 P.M. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager
12. 8:05 P.M. Adjourn

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 15, 2023
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Discussion on Classification and Compensation Study and Comparable Cities

BACKGROUND

As part of the 2023 budget process, Council set aside funds to hire a consultant to conduct a city-wide classification and compensation study. At the February 27 meeting, Council authorized a contract with Abdo to conduct this study. Since that time, staff has been working with Abdo to begin the process of data gathering and working with staff to complete job analysis questionnaires which will be used as a foundation for updating job descriptions across the organization.

At the April 17 meeting, Council discussed the following items:

- The benefits, goals and purpose of conducting a classification and compensation study, as well as what the study is intended to do, and not intended to do.
- The methodology and approach –criteria used to determine comparable cities, what market data is (and isn't).
- Philosophy – where to position the organization in the market, what is the primary motivation as an employer (e.g. attraction, retention, development, etc.), and how do we intend to maintain marketable wages into the future.

At that meeting, Council also provided input regarding criteria to be used to identify comparable cities. Minutes from that meeting are included as Attachment A.

Based on that discussion, staff and the consultant identified six (6) primary criteria and seven (7) secondary criteria as outlined below.

Primary Criteria	Secondary Criteria
Population of 25K – 75K (required match)	Median household income
Inside the 7-county metro area (required match)	Non-white residents (%)
Annual Budget	Persons under 18 years (%)
Annual Budget per capita	Persons over 65 years (%)
Distance from Minneapolis City Hall	Number of jobs
Distance from St. Paul City Hall	Retail volume per capita

Using these criteria, the consultant and staff narrowed down a list to be used as comparable cities for purposes of the market analysis. The attached matrix (Attachment B) outlines where cities fall with these criteria. Further analysis was then conducted to come up with a list of ten (10) cities to use. These cities are as follows:

29
30 *Alphabetical order*

- 31 1. Brooklyn Center
32 2. Burnsville
33 3. Coon Rapids
34 4. Eagan
35 5. Edina
36 6. Fridley
37 7. Maplewood
38 8. Oakdale
39 9. Richfield
40 10. St. Louis Park

41 **POLICY OBJECTIVE**

42 The city's mission is to provide ethical, efficient, and responsive local government, in support of
43 community aspirations, guided by policies of the City Council, and implemented by professional
44 staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future
45 generations. Additionally, the City adopted a Strategic Racial Equity Action Plan that includes high-
46 impact areas in which to make measurable improvements, including diversifying the city's
47 workforce to mirror the population we serve.

48
49 The objective is to implement a compensation and classification program that will enhance
50 employee engagement and satisfaction and to attract and retain a diverse and highly qualified
51 workforce.

52 **BUDGET IMPLICATIONS**

53 This discussion does not have any immediate budget implications. Following completion of the
54 study, there may be budgetary impacts that will be brought forward for further discussion.

55 **RACIAL EQUITY IMPACT SUMMARY**

56 There could be a positive equity impact by completing a Compensation and Classification Study. As
57 we strive to diversify the candidate pool for all vacancies and ultimately increase diversity of new
58 hires, this study would better position the City to update job descriptions and more accurately reflect
59 necessary knowledge, skills, and abilities of job roles. The ability to expand applicant pools and tap
60 into the lived experiences and skills of traditionally underrepresented communities is critical to the
61 city remaining competitive in the job market and meeting the needs of an increasingly diverse
62 community.

63 **STAFF RECOMMENDATION**

64 Receive information and provide a consensus agreement on the cities to use for the market analysis
65 as part of the classification and compensation study.

66 **REQUESTED COUNCIL ACTION**

67 Receive information and provide a consensus agreement on the cities to use for the market analysis
68 as part of the classification and compensation study.

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: A: Meeting Minutes (April 17, 2023)
B: Comparable Matrix



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, April 17, 2023

1. Roll Call

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

2. Pledge of Allegiance

3. Approve Agenda

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

Roll Call

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

Nays: None.

4. Public Comment

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

5. Recognitions, Donations, and Communications

6. Items Removed from Consent Agenda

7. Business Items

a. Discussion on Classification and Compensation Study

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 17, 2023.

Ms. Olson introduced Ms. Leah Davis, and Mr. Michael Mooney from Abdo who gave a presentation to the City Council.

Mayor Roe asked if it was important in most cases to have really good metrics to be able to get the cross comparison between equivalent education and equivalent other skills to make sure that this is being fairly analyzed.

Ms. Davis explained the person filling out the knowledge/skills questionnaire is going to fill out the knowledge and experience they have as the minimum requirement. Part of the training with the Department Heads is to always ask themselves, as Department Heads, if they were going to replace that position, what is the minimum education that they would not even interview someone without this

education or experience. Because if a person was interviewed with perhaps a lesser degree than what the job position states but has relevant experience or demonstrable skills in a certain area then what is listed in the job position is not actually the minimum requirement. She thought it was getting more honest about what is actually required versus preferred, and they poke at that a little bit as those job descriptions come back and also these do bubble up during the position scoring a lot of times. She also thought the current labor market has made people more flexible in reality, open to interviewing more candidates, and being more open to other sort of non-traditional experiences and skills.

Mayor Roe thought it was just a matter of making sure the City Staff builds it into the system that the City is not artificially excluding people and wanting to make sure that the requirements advertised, or all those types of things are really what the City is looking for. He wanted to make sure that the City as an organization has a system to make sure that this actually works the way it is supposed to.

Councilmember Strahan explained educational achievement has not proven to be a predictor of job success and there are many other things around that. She noted education inflation is very real.

Ms. Davis explained the job descriptions are intended to capture that and Abdo is definitely attentive to that while reviewing them. As far as making it work, it needs to be a combination of the job description and interview process. A lot of times people bring soft skills with them so flipping the recruiting and interview process on its head and getting really smart about what kinds of behavioral questions can be asked in an interview to help staff understand that the person has these sorts of intangible things that the City needs. She noted it is a little more comprehensive than the compensation study. She indicated one important thing to understand is Abdo is including all of the City's collective bargained employees in the study because the City needs to know where the market is at for those employees and those employees need to be scored with accurate job descriptions. She wanted the Council to understand that when Abdo recommends a compensation model those employees will not be included so it would be the non-organized employees that will be included in that model, but the City will have good information going into negotiations with all of the unions.

Ms. Davis continued the presentation on Project Process and Methodology and Comparable Municipalities. She asked for feedback on these areas of the presentation.

Councilmember Etten asked if there is a pre-started list of the comparable cities.

Ms. Davis explained she has pulled down some information and is working on finalizing it. She indicated Ms. Olson has been getting input from union

representatives who are trying to compile this, but Abdo has a pretty good start on it, she did not know if it was anything she would be willing to throw out there yet.

Ms. Olson explained staff does have a list of cities that have been historically used, particularly through this past compensation study that was done in 2013 as well as for some of the City's union negotiations. Staff does have those cities that have been provided to Abdo that can be narrowed down. The focus is really on what criteria the City wants to use to find those comparable cities.

Councilmember Strahan asked why the City does not utilize County, State or other public entities in the comparable study.

Ms. Davis explained School Districts do not report the same way as cities do. There has historically been good participation from counties in the League of Minnesota Cities study, for example, but there is also the fact that the jobs do not usually match up all that well. In her experience, County hourly base pay tends to be a little lower than in a city setting so it can skew the data a little bit to include too much of that County data. Abdo can include it where it really does make sense and will.

Councilmember Schroeder wondered when talking about comparison, if Abdo was including all the other benefits as well when doing a comparative.

Ms. Davis indicated Abdo will be soliciting through the survey some benefit information with whatever can be provided. What is important to note though is that it is much more difficult to quantify, in terms of what is the market, and a number cannot always be assigned to a benefit that then can be compared to one another. What Abdo does is put together a matrix for the City that basically shows what the City is offering and then by benefit type compared to other cities. The one area where more comparative data can be captured is paid time off because it is easy to count days or hours for those kinds of things and to get a good understanding of at what point does a person have x number of hours or those types of things. Abdo will get at some of that, but base pay is what is driving the compensation structure and then the City can use that benefit data to sort of figure out the total compensation picture.

Councilmember Schroeder thought a lot of times the other benefits can be an attraction for people when looking at where they want to be in a pay range.

Councilmember Strahan wondered if most of the insurance plans for the cities are self-insured and if the comparisons were accurate.

Ms. Davis explained Abdo asks for information about the plans offered and a lot of times, Abdo will get information back about comparable cities with similar packages. She indicated Abdo does get levels of plans and information about high level benefits. She indicated she will add that to their notes.

Mayor Roe explained he wanted to get back to the comparable cities part of it, noting that Ms. Davis mentioned a population range of 20,000 - 25,000 up to 45,000 and he wondered whether it was appropriate to exclude some of those larger cities and if it is being done because those cities are higher in the ranges of compensation because those cities are more of a destination than Roseville. The next step from

Roseville is mid-sized or can the City get valuable information from cities like St. Louis Park, Edina, Coon Rapids, and Blaine, that are bigger than Roseville but in a lot of ways maybe seem to, on the surface, have more in common with Roseville than one might think just because their population is so much bigger. He wanted to talk a little bit about that because that may also expand the ability to make sure the City has three plus data points. If Abdo is starting to look at some of the larger cities, they also tend to have more varieties of positions that may more closely match with Roseville's. He wanted to see if it made sense to start looking at expanding the range population upwards a little bit. Clearly, he thought Bloomington may be a little different than Roseville and these other cities but there were some metro area cities that are larger than Roseville that could be added to the mix as long as Abdo does not think it is going to artificially skew things one way or the other. Maybe that is something to look at, a variety of cities.

Ms. Davis explained that is a conversation that the City should have with Abdo. The first run Abdo takes is to find the City's clear comparable, unarguable comparable. That being said, most cities have a next-door neighbor who may be much larger who, for a lot of positions, is still a competitor from a labor perspective. A lot of times what Abdo is seeing clients do is say "we notice that they might not be comparable, but do feel they are a competitor, from a labor perspective". Abdo wants the data and will be transparent about where it is included. She reviewed how Abdo will achieve that comparison.

Mayor Roe indicated he completely understood excluding smaller cities because it starts to get to a point where either the same person is wearing several hats or the city has such a small staff that it farms out certain functions, which makes it difficult to compare.

Mr. Trudgeon explained that using the criteria listed in the presentation packet, staff can come up with a list of comparable cities and can certainly share that with the Council. Staff is trying to base it on criteria versus just a feel. Staff will try to do that analysis because they want to get beyond that point so everyone agrees these are comparable cities and staff has already noted the variety and variances with all different types of cities. There is not going to be one perfect data point but if everyone can come together and agree on that, it will make the next conversation much more fruitful in order to focus on the impact, how will the City do it, implement it, what is the timeline, etc. He wanted to make sure that this does not get stuck in the area of comparing cities and not having some consensus. Staff

could bring something back at a future date showing where this is at for further conversations.

Councilmember Groff agreed and indicated he does a different kind of comparable in his job every day. But with the comparable in his job, they look for data points, different criteria, but usually he will drop the outliers because there is a reason that happens. He is very curious to see how the information comes out but the process makes total sense to him.

Ms. Davis indicated she agreed, if the Council is directing Abdo to expand the criteria a little bit then her recommendation would be typically to use a funnel method. She started with a pretty narrow comparable, the 25,000 to 45,000 population, so her question would be if the City wanted to expand that a little bit. She can come in objectively to determine who fits in there and apply the criteria. She asked what is a population range in the Council's mind that would seem reasonable to take that up to.

Mayor Roe indicated there are probably ten to fifteen metro area cities on the list that are between 45,000 and 90,000 that are not Bloomington so that would add ten to fifteen. He noted the only reason he is excluding Bloomington is that the city has the Mall of America. He thought Bloomington was a notch above the other cities that would be considered comparable.

Ms. Olson offered that the range is big but some of the cities that might be competitors and have some overlap would be up to the 75,000 population. Staff has seen that a little bit when doing their annual Minnesota League study to look at different positions. That is not a set number and she would throw out up to 75,000 could be potentially some of the City's competitors.

Ms. Davis stated that felt realistic to her.

Councilmember Groff thought going with a smaller population gets a little tricky as well.

Ms. Davis agreed and indicated she would not go lower than the 25,000.

Councilmember Etten indicated if the criteria is going to go up as high as 75,000, then he would want to make sure it is being tied back to some of these other pieces, the first tier or the population age percentages. He noted another thing that would drive this is the fire departments and providing health services.

The Council discussed with Abdo possible criteria for comparison between cities.

Ms. Davis indicated her company can add a lot of things, but it is important to stay more focused than the Council probably wants to because otherwise there will be too many criteria to compare.

Ms. Davis reviewed the Abdo Position Scoring Methodology with the City Council. She asked for the City Council to start discussion on these topics and she would note any information the Council felt was needed for this study.

Ms. Olson suggested the Council think about what the next bullet point would be and what the primary employee behavior to be motivated is. Is the Council looking for Roseville to really be that destination city, does the Council want to focus on turnover in order to attract people into the City, are there some positions that, as looking at the organization as a whole, that the Council really wants to make sure the workforce does not have a large turnover or what is that come into play when thinking about the philosophy and how the Council wants to position themselves.

Mayor Roe appreciated bringing up that nuance because that was something in the compensation study being done on a non-profit board he was on. He noted one of the questions the consultant specifically asked was, you do not have to be the same in all different positions at all different levels of the organization. He thought the more range in a department or within a group of positions, the better. He stated the City may want to be more of a destination for some positions while not for others because the City may want longevity, someone who will be there awhile and has maybe one more step in their career. He thought it was important that the City thinks in those terms, noting it may be difficult for the City Council to say where certain positions should be because the Council does not know all of the details. But to the extent that the Council can try to articulate where the City wants to be in some of those variety of different areas, is where he would try to come from.

Councilmember Etten asked as the City Council looks at this, will they be looking at each position description and range and he did not think that should be happening. Ms. Davis concurred.

Councilmember Etten explained he was on the Council during the last Compensation Study and the City arrived at what looks, in this discussion, to be a bit peculiar in ninety-seven to one hundred percent of average. He wondered if a range like 95% to 105% is better because it allows for some of that nuance and then the administrative staff can see some positions that may work better at ninety-five percent and other positions sitting at one hundred five percent. He asked if that is more of the range discussion the Council should be thinking about and philosophy.

Ms. Davis explained there are a couple of things to consider. Because of the Minnesota pay equity rules, the City is not going to get to position each role

respective to the market. These are going to have to be graded so that similarly scored positions are paid similarly with respect to the market. But where Abdo sees challenges right now, would be if there is a very high demand IT position, where there is a big supply shortage in the market for that position. If it is scored similarly to another position, it is scored similarly but there are more people so the market is lower, someone is either going to be paid above the market or below the market. So when looking at the City's desired position in the market, they are not looking by work position. They are looking at a whole and average out those variances. She asked where the Council would like to put themselves. She wondered would the Council want to be closer to the average and what that means for recruiting and retention. She also wondered if the City would be more of a destination city and if that is the goal the Council, it would likely want to consider having step one the entry level, minimum pay, and may want that to be above the minimum market average because the City is trying to attract talent from somewhere else. The City may need to be a little more competitive than the market to get them in the door without having to negotiate them at step four just to get them in. She gave an example of this to the City Council.

Councilmember Strahan wondered if Abdo took into consideration turnover rates or vacancy rates when making those decisions. She stated when it came down to her, the City does want to be competitive but then if there is indication of a twenty percent increase in the entry level rate, that is a huge budget impact.

Ms. Davis explained to keep in mind the Council said the City would like to be at the upper quartile of the average so that is not twenty-five percent in pay increases. It means if the range is ten dollars an hour and there is a ten percent increase to the range, even if the position is twenty to thirty dollars an hour, it would usually be only a couple of dollars more.

Ms. Olson gave an example of an increase in pay range if the City were to raise the minimum base. She reviewed the turnover rate with the City Council.

Councilmember Etten asked what it is that the City Council being asked to set because he was unclear what the City Council is supposed to do.

Mr. Trudgeon explained what is being discussed now is what does the City want to be as an organization and the pay philosophy for the overall market, not looking at the individual ones. He indicated the City needs to land on a number, whatever that number may be, and not necessarily one hundred percent. Then, from there, they will have an idea within the compensation plan so the Council can make decisions. He thought what the City is trying to do is to hit that overarching philosophy; what is the goal that the City wants to try to hit and then the City can start to look at individual job and decide what the starting pay rate should be and still have a maximum range.

Councilmember Etten asked how much decision making the Council will have in this or will the decisions be made by staff regarding where positions should be in the pay range. He also asked if the Council was being asked to decide on the small range where the City wants to target for the overall picture and most of the rest of this is good to know about but the Council will not be making those decisions.

Mayor Roe asked what the timeframe would be that the council is supposed to take into account .

Ms. Olson stated when the Council thinks about the big/small picture of what staff is looking for is competitiveness, position in the market, that type of thing. She noted the City's compensation system is one structure so when it is said that the City wants to be one hundred percent of the average, that is where the consultants come in and show the Council and staff what it will look like for those positions.

Ms. Davis explained the City has been doing a good job maintaining its existing study and structure for a long time but the market is more volatile than it has been in a while. Everyone is talking about recession and how can the City adjust more frequently than the City has historically, and she thought that is an important thing to consider. She noted Abdo is having a lot of cities say they are doing the study today and are going to monitor COLA's in their comparable group but are going to anticipate that they are going to need a full market study, not a full compensation study but just a more detailed survey, more frequently as the City moves forward so that we can really guide, based on the Council's philosophy about where the City wants to be in the market.

Mayor Roe asked if the better policy guidance is to say the City wants to be plus or minus something around average as an organization. He wanted to make sure what the Council does is meaningful.

Mr. Trudgeon thought the Council needed to deal with what was before them now and then have more frequent conversations about the market. He noted that when the City did the last wage adjustment in 2013, the City was at about 95.4 percent and the study called for a 4.6 percent increase. In the end, a 3.26 percent was approved which got them a little past 98 percent at that time, ten years ago. He would suspect the City is lower than that now. He did not know, but the study will tell them the results when it comes back to the Council. He thought the Council needed to focus on the here and now and what needed to be done today, relatively speaking, and adjust to get to a spot where the City is competitive and not at a disadvantage. He did not know what that number was but if the Council wanted it to be average, that would be one hundred percent and then in the future the Council would have to look at what the market is doing. He did think the City had something that needed to be solved today, relatively speaking, so the City is at least competitive in today's world, not disregarding the future, but he thought the City had a lot of catch up to do.

Mayor Roe stated it seemed that if the City's philosophy was to try to be at average, and at parity with the union employees, and the City still wants to be there.

Councilmember Strahan indicated there was not really discussion about banding and she thought that was an important part of the compensation study and part of what Abdo expected, but she was not sure how that works.

Councilmember Groff explained that on a higher philosophical level, he was thinking about what makes people want to come to work. He does not want someone to come to work just to fill the day; he wants to make sure the employee is at work because that employee wants to be there. Part of that is pay but part of it is also the culture and that it is a pleasant place to work. He did think this needed to be increased and maybe it is 95 to 100 or 97 to 103 but there needed to be something over that average mark so that there is some flexibility. He stated the Council needed to give those tools to the administration in order to do this.

Mayor Roe thought it should be fairly easy to figure out. He explained the Council does have the option to adjust and implement at a higher or lower percentage. He thought it made sense to look at what the recommendation is at the current policy and then the Council can make a decision on the policy.

Mr. Trudgeon stated if the Council can look at what the City wants to be as an organization and what the City wants to do, the Council can look at options when it gets down to implementation. The Council should decide where the average should be and then discussion can begin where in actuality the City should end up at. He asked if staff were to bring back one hundred percent, would that be a good starting point and from there, the Council can have discussion around higher or lower implementation.

Mayor Roe asked if there was any objection to coming at one hundred percent to start with.

Councilmember Schroeder thought the City would want to come in at where the policy is now because that is an easier comparison and would be the starting point with the idea that more than likely the Council would have to go up. She had a feeling that the numbers were going to be quite large even staying at the current policy. She would like to see if the policy were left where it is, what would it look like thinking the City may still need to go to one hundred. She would like to see both because she thought the City would end up having to go to one hundred with the market.

Ms. Davis explained they are talking strategy so it is not how much is the Council going to approve when this is brought back to them. It is just big picture in a perfect world, where would the City like to be and then Abdo can bring the results back to

the Council, what it would look like and some ways that the City could phase that in.

There was discussion regarding pay steps and how these are handled for each employee.

Ms. Davis noted she is going to bring back ninety-eight percent, one hundred percent and one hundred two percent for the Council to start discussion on.

The City Council thought that was a good starting point.

Mayor Roe explained he wanted to touch on a couple of things, one was the performance based compensation, which was dealt with a little bit in 2013 although not funded. He thought the challenge and the conversations the Council has had about that in the past, both from a staff and Council perspective, is that as a public sector

employer, how do they deal with two things that are sometimes a factor. One is internal equity and the perception of "it wasn't fair that someone got performance pay". Then there is the perception on the part of the taxpayers whether that is an appropriate use of public funds to reward somebody in the public sector. He thought at the time in 2013 it was easier to not deal with it but it was a legitimate question that the Council and staff needed to work through. The other piece of it was talking about longevity pay and he did not think the City did anything along those lines.

Ms. Olson indicated the City did not.

Mr. Trudgeon explained except for union contracts.

Mayor Roe thought it would be interesting to see what a model might look like if the City applied that on the non-union side of things.

Ms. Davis explained there are a hundred different variations on performance pay, exceptional service pay, longevity pay, and her recommendation would be to identify the challenge the City is trying to solve first before starting to look at scenarios.

Councilmember Strahan indicated performance based merit increases are not really best practice at this point, especially from a DEI (diversity, equity, and inclusion) impact, because of the subjective rating scales. She would be inclined to believe that these should be separate from the performance reviews and should not be connected to pay. She explained the City continues to struggle with its DEI impact and she thought it would be good to take it out of there or not consider adding it.

Regular City Council Meeting

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Mayor Roe thought that was one of the reasons it was not put into place at that time in 2013. He asked if there was anything else that needed to be discussed by the Council or staff.

The Council and Abdo did not have anything else to go over.

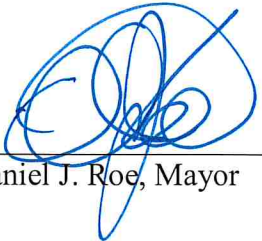
Mayor Roe thanked Abdo for coming and making the presentation.

- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approve Minutes**
- 10. Approve Consent Agenda**
- 11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager**
City Manager Patrick Trudgeon reviewed the April 24, 2023 City Council meeting, May 8, 2023 City Council meeting, and May 15, 2023 EDA and City Council meeting.
- 12. Adjourn**
Strahan moved, Schroeder seconded, adjournment of the meeting at approximately 8:01 p.m.

Roll Call

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

Nays: None.



Daniel J. Roe, Mayor

ATTEST:



Patrick J. Trudgeon, City Manager

Census Data Source: <https://www.census.gov/quickfacts/fact/table/rosevillecityminnesota/AGE135221>
OSA Expenditure Data <https://www.osa.state.mn.us/reports-data-analysis/data/city-comparison-tool/>

City	Primary Criteria						Additional Criteria							
	Population	7 county metro	Miles to MSP City Hall	Miles to STP City Hall	Annual Expenditures (2021)	Annual Expenditures per capita (2021)	Median Household Income	% Non-white residents	Persons under 18 years (%)	Persons 65 years and older (%)	Persons age 18 - 65 (%)	Jobs	Commercial/Retail Volume (retail sales/capita 2017)	
Roseville	36,440		8.70	9.90	\$ 44,700,000.00	\$ 1,226.67	\$ 82,040.00	24%	18%	22%	60%	35,474.00	\$ 39,524.00	
30% variance			6.1 - 15.0 miles		\$31.296M - \$58.11M	\$860 - \$1,595	\$57.5K - \$106.7K	16.8% - 31.2%	13% - 24%	15% - 28%	41% - 78%	24.8K - 46.1k	\$27.7K - \$51.4K	
Shoreview	26,967	yes	12.30	12.30	\$ 28,900,000.00	\$ 1,071.68	\$ 101,733.00	18%	22%	21%	58%	11,295	\$ 5,283.00	
Oakdale	28,135	yes	16.90	9.40	\$ 26,600,000.00	\$ 945.44	\$ 78,586.00	32%	21%	17%	62%	11,323	\$ 16,150.00	
Fridley	29,536	yes	9.50	18.00	\$ 30,500,000.00	\$ 1,032.64	\$ 68,910.00	37%	23%	15%	62%	23,281	\$ 23,509.00	
Brooklyn Center	33,585	yes	9.70	20.50	\$ 45,300,000.00	\$ 1,348.82	\$ 64,618.00	61%	30%	11%	59%	13,283	\$ 26,823.00	
Inver Grove Heights	35,743	yes	18.30	9.00	\$ 39,600,000.00	\$ 1,107.91	\$ 89,141.00	19%	22%	16%	62%	10,600	\$ 23,992.00	
Richfield	36,661	yes	8.10	15.10	\$ 50,500,000.00	\$ 1,377.49	\$ 74,301.00	36%	20%	17%	64%	16,646	\$ 179,615.00	
Maplewood	42,139	yes	14.70	7.20	\$ 43,800,000.00	\$ 1,039.42	\$ 77,316.00	38%	23%	18%	59%	26,041	\$ 35,755.00	
Minnetonka	54,704	yes	14.90	24.20	\$ 79,200,000.00	\$ 1,447.79	\$ 106,023.00	16%	21%	21%	59%	45,981	\$ 37,119.00	
Coon Rapids	64,128	yes	15.80	24.80	\$ 55,300,000.00	\$ 862.34	\$ 79,110.00	21%	21%	16%	62%	26,330	\$ 24,052.00	
Saint Louis Park	50,144	yes	6.90	16.20	\$ 81,650,000.00	\$ 1,628.31	\$ 87,639.00	19%	17%	17%	66%	36,679	\$ 30,745.00	
Burnsville	64,627	yes	16.50	18.90	\$ 78,100,000.00	\$ 1,208.47	\$ 79,059.00	31%	23%	16%	61%	32,750	\$ 41,317.00	
Eagan	69,086	yes	17.40	13.10	\$ 57,900,000.00	\$ 838.09	\$ 98,503.00	25%	23%	14%	63%	51,699	\$ 16,719.00	
Edina	53,572	yes	10.60	20.00	\$ 77,000,000.00	\$ 1,437.32	\$ 115,047.00	15%	23%	22%	55%	41,063	\$ 20,488.00	
Ramsey	28,520	yes	27.80	34.00	\$ 34,900,000.00	\$ 1,223.70	\$ 101,996.00	12%	28%	12%	60%	7,082	\$ 7,931.00	
Savage	32,516	yes	18.90	24.10	\$ 34,700,000.00	\$ 1,067.17	\$ 115,574.00	23%	26%	11%	63%	8,631	\$ 9,158.00	
Cottage Grove	39,605	yes	22.70	15.20	\$ 52,400,000.00	\$ 1,323.07	\$ 108,887.00	17%	27%	12%	61%	9,750	\$ 8,159.00	
Shakopee	45,593	yes	24.80	32.30	\$ 48,700,000.00	\$ 1,068.15	\$ 96,473.00	32%	27%	10%	73%	27,050	\$ 19,044.00	
White Bear Lake	25,067	yes	18.20	14.00	\$ 19,400,000.00	\$ 773.93	\$ 75,963.00	12%	21%	21%	59%	11,981	\$ 20,656.00	
Apple Valley	56,318	yes	19.70	19.00	\$ 43,300,000.00	\$ 768.85	\$ 91,936.00	26%	25%	15%	60%	14,893	\$ 18,614.00	
Blaine	70,979	yes	17.50	20.20	\$ 62,100,000.00	\$ 874.91	\$ 90,484.00	23%	26%	12%	61%	24,315	\$ 16,384.00	
Chaska	27,931	yes	29.50	34.40	\$ 45,100,000.00	\$ 1,614.69	\$ 95,633.00	14%	27%	11%	62%	12,631	\$ 8,638.00	
Eden Prairie	64,142	yes	18.30	25.10	\$ 69,400,000.00	\$ 1,081.97	\$ 120,170.00	26%	25%	14%	62%	57,900	\$ 54,891.00	
Maple Grove	70,247	yes	17.40	28.20	\$ 88,800,000.00	\$ 1,264.11	\$ 118,479.00	17%	25%	13%	62%	36,625	\$ 16,790.00	
Woodbury	75,723	yes	18.90	11.40	\$ 74,400,000.00	\$ 982.53	\$ 114,252.00	22%	27%	12%	61%	25,579	\$ 16,958.00	
Chanhassen	25,936	yes	21.00	27.80	\$ 24,500,000.00	\$ 944.63	\$ 123,566.00	13%	26%	13%	61%	14,505	\$ 14,979.00	
Rosemount	26,133	yes	23.50	20.50	\$ 27,650,000.00	\$ 1,058.05	\$ 117,416.00	15%	28%	12%	61%	8,284	\$ 3,699.00	
Prior Lake	27,832	yes	25.00	30.40	\$ 29,300,000.00	\$ 1,052.75	\$ 115,837.00	11%	26%	13%	61%	7773	\$ 4,298.00	
Lakeville	72,135	yes	25.00	26.70	\$ 78,900,000.00	\$ 1,093.78	\$ 119,970.00	16%	28%	9%	63%	19,170	\$ 12,941.00	
Andover	32,708	yes	21.90	28.10	\$ 22,000,000.00	\$ 672.62	\$ 118,943.00	9%	26%	14%	61%	6,341	\$ 6,357.00	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 15, 2023
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Accelerated Emerald Ash Borer Program Update

BACKGROUND

In March 2022, the City entered into an agreement with Tree Trust to implement the Accelerated Emerald Ash Borer Program, an aggressive program that called for the City to proactively address the threat posed by Emerald Ash Borer (an invasive pest that kills ash trees) by 2025. Specifically, the plan called for a combination of ash tree removal, replacement planting of diverse species and ongoing treatment of select ash trees.

Work on the program began in May 2022 and is ongoing. In the first year:

- 443 infested ash trees have been removed.
- More than 400 new public trees of diverse species have been planted.
- 79 ash trees have been treated.
- 300 subsidized private trees have been distributed to residents.

Work on the program is currently progressing slightly ahead of the originally planned schedule.

Staff will present a summary of the first year of the program including program metrics, implementation methodology, new grant opportunities and challenges in the program.

Staff will also identify next steps in the program and the long-term impacts of the program on the City's urban forest and overall natural resources.

POLICY OBJECTIVE

To ensure public safety and effectively manage Roseville's urban forest.

BUDGET IMPLICATIONS

The approved budget for the Accelerated Emerald Ash Borer Program is \$1,409,473, to be paid for through a combination of Parks and Recreation Capital Improvement Program (CIP) funds, Community Development Tree Replacement Fund dollars and grant funding.

In July 2022, the City received an additional \$125,000 in Department of Natural Resources (DNR) grant funding for ash tree removals (\$75,000) and an update to the City's public tree inventory (\$50,000). The City continues to pursue additional grant funding as it is made available.

The project is currently within the approved budget.

30 **RACIAL EQUITY IMPACT SUMMARY**

31 Research shows that nationwide many neighborhoods of color have significantly less tree cover than
32 more white neighborhoods. Met Council data shows that these trends occur on a regional level as
33 well.

34 Roseville’s ongoing commitment to its urban forest, including the Accelerated Emerald Ash Borer
35 program and volunteer tree planting events, reflects the City’s commitment to ensuring that all
36 residents, regardless of race or economic means, experience the benefits of a robust urban forest
37 including climate resilience, health benefits, emotional benefits and more.

38 **STAFF RECOMMENDATION**

39 Receive presentation, ask questions and provide feedback.

40 **REQUESTED COUNCIL ACTION**

41 Receive presentation, ask questions and provide feedback.

42

Prepared by: Matthew Johnson, Parks and Recreation Director
Jim Taylor, Parks Superintendent

Attachments: A: Presentation

Emerald Ash Borer Program Update

Parks and Recreation



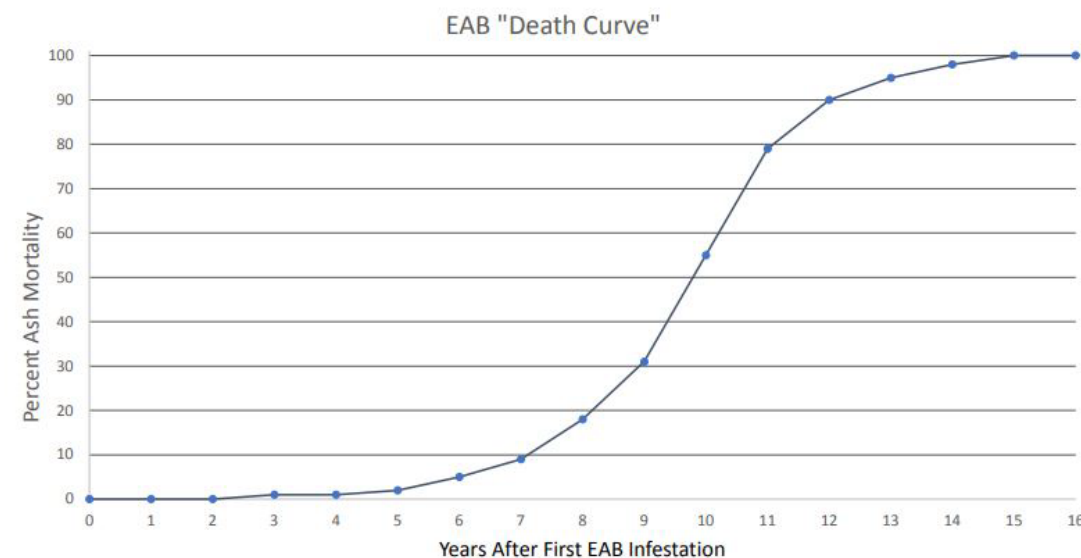
Accelerated Emerald Ash Borer Program

Background

Attachment A

EAB in Roseville

- First discovered in MN in 2009 and Roseville in 2013.
- 2013 – 2021: 734 public ash trees were removed and 450 planted.
- March 2022 entered into an agreement with Tree Trust to complete Accelerated EAB Program.
- Program called for:
 - Removal of 914 Ash Trees
 - Treatment of 238 Ash Trees
 - Planting 1,152 Trees
 - 450 Subsidized Private Trees
- Total approved program cost of \$1,409,473.



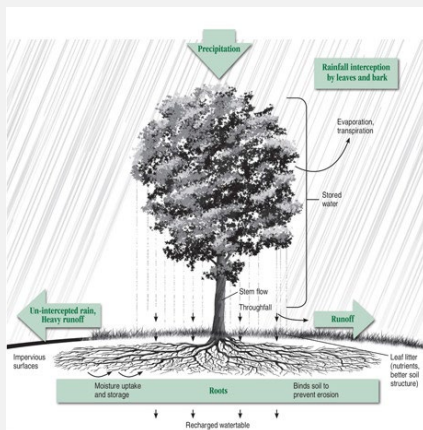
MN Department of Natural Resources

Accelerated Emerald Ash Borer Program

Background

Attachment A

Why Urban Forestry is Important



Environmental Impacts



Economic Impacts



Wellness Impacts



Equity Impacts

Accelerated Emerald Ash Borer Program

Removals

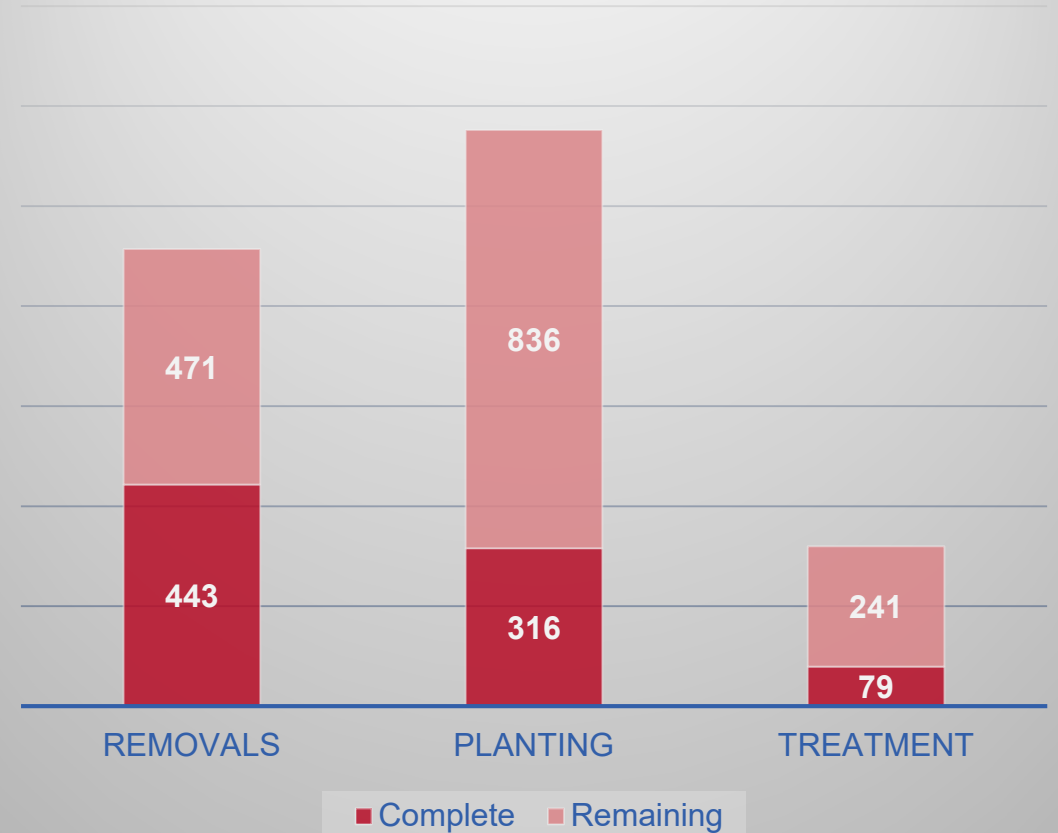
Attachment A

Accelerated EAB Program Summary

1,152 Public Ash Trees as of program onset

- 914 Removals
- 238 Treated
- 1,152 Plantings
- 450 Subsidized Private Trees
- Anticipated completion in 2025 (three-year program)
- Funded through tree CIP, Tree Preservation and Grant Funding
- Program began in May of 2022

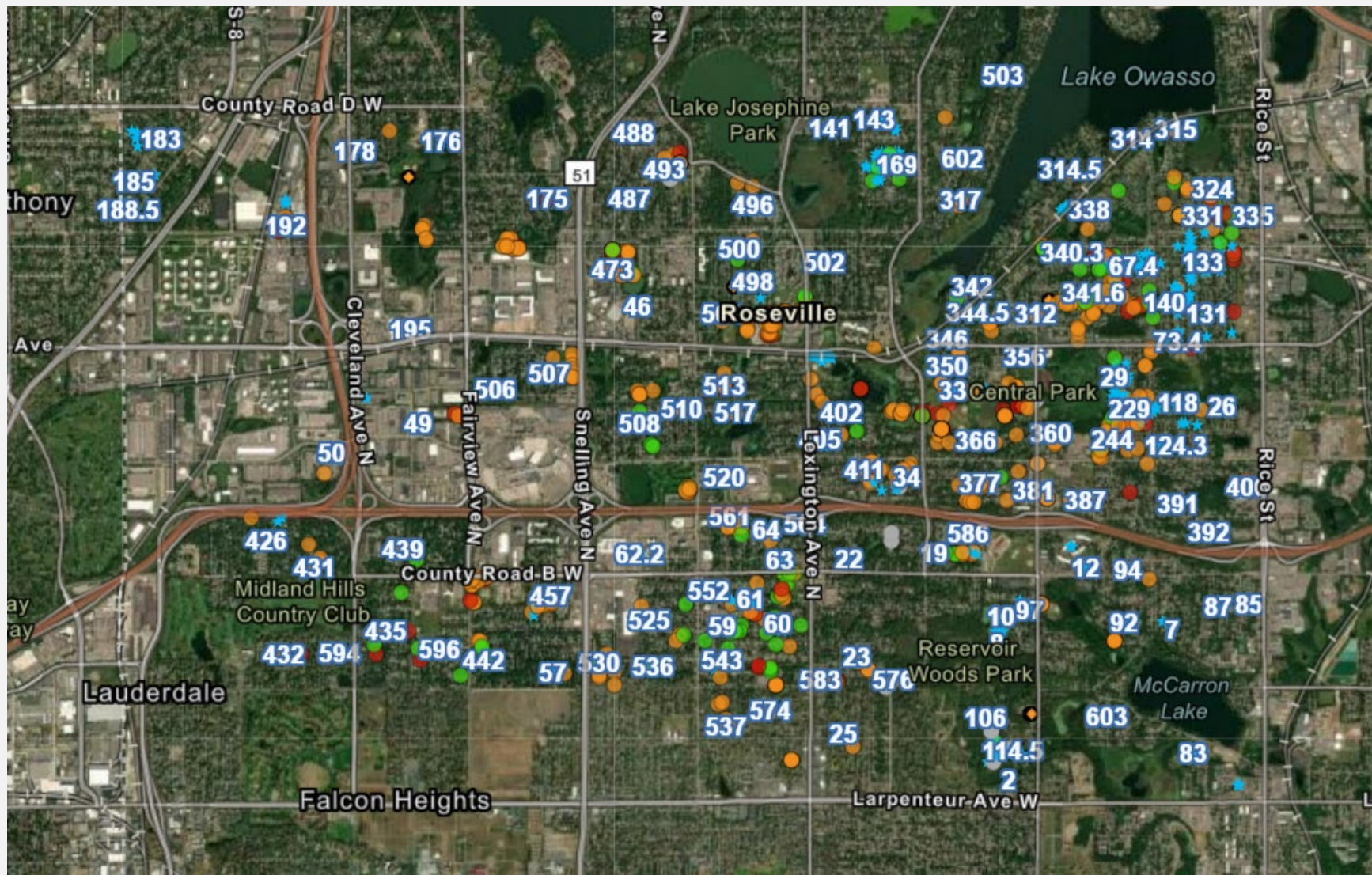
Program Progress (As of May 1)



Accelerated Emerald Ash Borer Program

Removals

Attachment A



Accelerated Emerald Ash Borer Program

Removals

Attachment A

- Prioritized highest-risk ash trees first, then efficiency
- Multi-point notification
- Complete more than 50% of planned removals
- Stump grinding



Accelerated Emerald Ash Borer Program

Planting

Attachment A

- Planting species predetermined
- Planting by plan
- Multi-point Notification
- Volunteer plantings
- One year of upkeep
- Education



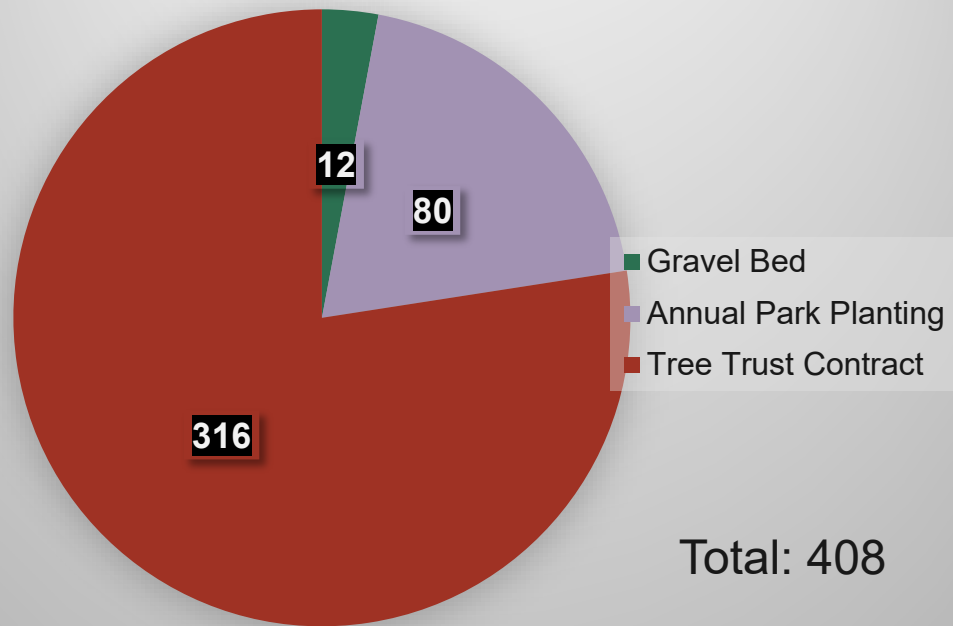


Accelerated Emerald Ash Borer Program

Planting

Attachment A

2022 Planting Source



Accelerated Emerald Ash Borer Program

Private Ash Trees

Attachment A

- Owner responsibility
- Tree Trust provides a 10% discount on removal
- 450 trees sold at \$40/each through EAB Program
- NEW: Received 300 free trees through an additional grant

Free Trees!

Tree Trust is partnering with the City of Roseville to provide 300 trees to Roseville property owners.

Scan QR code to enter tree lottery

Tree pick-up
June 6 at Central Park
2531 Dale St N,
Roseville, MN 55113
11:00 am until 6:00 pm

<https://treeco>

- This program is for Roseville property owners only.
- Trees must be planted on private property.
- This is a tree LOTTERY, if selected you will be notified by email.

INTERNATIONAL PAPER
COMMUNITY TREE RECOVERY
An Arbor Day Foundation Program

ROSEVILLE

TRE
Transforming



Accelerated Emerald Ash Borer Program

Treatment

Attachment A

- 79 treatments in 2022
- Two-year treatment cycle
- Estimated ongoing cost of \$17,000 per year following the program



Short Term

- Ongoing inspection and restoration
- Watering trees (grant funded)
- Tree inventory (85% grant funded)
- Continued pursuit of grant funds and other support
- Continue gravel bed nursery (20-30 per year)

Mid to Long Term

- Winter storage
- RAHS use of ash wood
- Continued pursuit of grant opportunities
- Integration into ongoing natural resources work and future Natural Resources Plan update

Q

&

A

Questions?

THANK YOU

REQUEST FOR COUNCIL ACTION

Date: May 15, 2023
Item No.: 7.c

Department Approval

City Manager Approval



Item Description: Discussion on City Commission scope, duties, and functions

BACKGROUND

At the March 13, 2023, City Council meeting, Councilmember Etten requested the following item be considered by the City Council:

- In conjunction with current City Commission members, have a discussion regarding the scope and duty of commissions, the number of and/or frequency of their meetings, as well as any other aspects of the current commission system they might consider asking to change

At the March 20, 2023 City Council meeting (Attachment A), Councilmember Etten described his request in more detail and the City Council agreed to put it on the future agenda.

At the April 24, 2023 meeting (Attachment B), the City Council discussed Commission scope, duties, and functions and decided to form a sub-committee of Councilmembers Etten and Schroeder to draft specific questions to ask the Commissions to consider. The work of the subcommittee is shown in Attachment C

As a way of background, the City has the following commissions:

- Planning Commission
- Police Civil Service Commission
- Parks and Recreation Commission
- Human Rights, Inclusion, and Engagement Commission
- Public Works, Environment, and Transportation Commission
- Finance Commission
- Ethics Commission (comprised of representatives of each commission)

Finally, the scope, duties, and functions of each commission is described in Title 2 of the City Code, which is included with this case as Attachment D.

POLICY OBJECTIVE

Chapter 201.02 of the City Code states that “Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. The existence of city commissions are supportive of the Community Aspirations to be “Welcoming, inclusive, and respectful” and “Engaged in our community’s success as citizens, neighbors, volunteers, leaders, and business people”. Finally, the work of each city commission supports achieving the Community Aspirations.

36 **FINANCIAL IMPACTS**
37 None identified at this time.

38 **EQUITY IMPACT SUMMARY**

39 City Commissions provide direct input and an important connection to the City Council and staff. As a
40 result, the City's Strategic Racial Equity Action Plan (SREAP) identifies commission diversity as a top
41 priority in order to ensure all voices are heard, especially those of BIPOC residents whose input has been
42 marginalized and simply not asked for in the past. Ensuring that the role of commissions is clear to
43 participants, accessible and accommodating to potential commissioners, and the work is meaningful to
44 the commission members and the community will be important for the City Council to keep in mind as
45 changes to the commission structure is discussed.

46 **STAFF RECOMMENDATION**

47 Review the draft questions for City Commissions and provide direction to staff for next steps.

48 **REQUESTED COUNCIL ACTION**

49 Review the draft questions for City Commissions and provide direction to staff for next steps.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

50 Attachments: A: City Council meeting minutes dated March 20, 2023
51 B: City Council meeting minutes April 24 (draft)
52 C: Draft Commission questions drafted by City Council sub-committee
53 D: Title 2 (Commissions) of the City Code
54

Regular City Council Meeting
Monday, March 20, 2023
Page 10

Mr. Johnson explained he was not aware of any, but staff has emphasized it to them and the training piece as well and Burro Loco is very comfortable with that as well.

Councilmember Etten noted he did ask Mr. Johnson questions in the last 48 hours, and he appreciated all of the thought and work that has gone into this to hopefully make this successful.

Etten moved, Strahan seconded, authorizing staff to enter into an agreement with Burro Loco to provide kitchen/grill service at the Cedarholm Community Building, pending final legal review.

Roll Call

Ayes: Etten, Groff, Strahan, and Roe.

Nays: None

8. Council Direction on Councilmember Initiated Agenda Items
a. Provide Direction on a Proposed Future Agenda Item to Initiate a Review of Commission Scope, Duties, and Functions

Councilmember Etten requested at the March 13, 2023 that this item be considered by the City Council.

Councilmember Etten explained there are at least three Commissions for various reasons that may be looking at how they operate in various ways. He explained PWETC came to the City Council for a name change because they wanted to focus on the environment but there really is not a scope and duty change. The HRIEC has had a couple of times where they really had not had work to do and thinking about how the City is utilizing those very passionate people. The Finance Commission has been looking at what they are doing and not doing and how much time they are spending on things. He would like the City Council to authorize Commissions to review these things and come back to the Council with their own thoughts and wide-open parameters to see what the Commissions come back with. He thought that Commissions did not work if folks are not engaged and that their time is not being used valuably. He wanted to make sure that the City does not leave the volunteers wondering what is going on.

Mayor Roe asked if there are any clarifying questions for Councilmember Etten.

Councilmember Strahan stated the Council had a couple of comments in the past that come to mind and she did not know if those would be included in what Councilmember Etten is thinking about right now, one of which was a concern with the Finance Commission and the process of approving things their role fits and what their duty was. Also with the Planning Commission, the Council has heard how the Commission is tasked with rubber stamping

Regular City Council Meeting**Monday, March 20, 2023****Page 11**

things to send to the City Council. She indicated to her, there is an element of how they fit in relation to what the Council does. She wondered if Councilmember Etten saw that as well.

Councilmember Etten thought that was something that could be brought forward, and the Council has had discussions about those things over the last five to seven years. The Council has actually moved timing on some planning things and process already. For him, the door would be pretty wide open to say what are the Commission's thoughts and why, and then the Council would be filtering that back to whatever the Council felt was serving the community in the best way and serving what the Council needs.

Councilmember Strahan wondered if they could also add how Youth Commissioners fit, given the given that the City does not have any Youth Commissioners at the moment.

Councilmember Etten agreed.

Mayor Roe asked if Councilmember Etten had an idea of time frame that he would want this on a Council agenda coming up.

Councilmember Etten thought in the next month or so would be fine and then from there start to move things forward.

Without objection, Mayor Roe indicted this topic would be put on a council agenda in the time frame requested by Council member Etten.

b. Provide Direction on a Proposed Future Agenda Item to Consider

c. Council Engagement with the Community via Various Means

Councilmember Strahan requested via email on March 14, 2023 that this item be considered by the City Council.

Councilmember Strahan explained she brought this to staff because during campaigning, she had heard from various people about the lack of a local newspaper and that it will not probably be coming back. She is wondering what other communication tools can the City utilize. In her mind, it came back to the IAP2. She noted that the City of St. Anthony Village has "Coffee with Council" once a month in which there is a two-hour open window with which people can have office hours. She thought this might be an opportunity where the City Council can go to people. Repeatedly, she has heard from people about having holding a town hall or City meeting of some kind. The other thing is the possibility of having the meetings out in the community, the reason being that if they are really into IAP2, which the City spent so much time deciding if they were involved, collaborate, or empower, how does the

Regular City Council Meeting**Monday, April 24, 2023****Page 20****d. Discussion on City Commission Scope, Duties, and Functions**

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 24, 2023.

Councilmember Etten thought some of the Commissions are feeling neglected and that they do not have a lot of work, or it is the wrong work, or the Commission could do the same work in six meetings rather than eleven or twelve meetings. He thought the City should look at ways to do this work in new ways. He would like to take this out to Commissions first to look at the scope, duties, and functions of each Commission to see how it fits, if it should be changed, and what recommended changes would the Commissions want. He would want each Commission to be a deep part of the process. He reviewed the time frame he came up with.

Mayor Roe thought this parallels the last meeting where the Council talked about looking at job descriptions and things like that for employees of the City. He noted there was an opportunity to match that with the Commissions. He also thought the three-month time frame worked well because the first month could be the first look at this with general thoughts and ideas, the second month could be refining it and brainstorming, and the third and final month would be putting it all together. He thought it would be helpful to give as much guidance to the Commissions and their staff liaisons as possible as to how this should proceed and what the end product ought to be with some broad parameters.

Councilmember Schroeder stated the Commissions are like having in-house consultants and auditors in a way, which can be powerful assets. But like any consultant or auditor, if the Council does not define the project and purpose, the City does not get the results the Council is looking for. She agreed with Councilmember Etten that the Council should let the Commissioners and Commissions come up with some ideas yet with that, the Council also needs to figure out what the City wants out of it. She asked what does the Council want the Commissions to advise them on. She would also like to see this be more of a universal way the City does this because some Commissions have a few pages for scope and duties, and some have a few sentences.

Councilmember Strahan thought the Council should take one of the Commission's scope and duties that is written well and use it as a template. She agreed moving that back to the Commissions is the respectful thing to do. She thought it would also be helpful to hear from the Commissions' point of view and what the Commission thought would be an ideal number of members or an ideal number of meetings and how often the Commission should meet with the City Council. She saw this process as being a lot longer than three months. She thought this should allow three months for the Commissions to get the information back to the Council and at that point, the Council would synthesize and build from there so by Spring 2024 the new scope, duties, and functions would be ready to put into place.

Regular City Council Meeting**Monday, April 24, 2023****Page 21**

Councilmember Groff stated all of the discussion was good and all the Commissions should be more standardized. He did not want to narrow down the descriptions of the scope, duties, and functions so specific that in five years there are questions as to why a Commission is doing what it states.

Mr. Trudgeon stated after listening to the conversation, it makes sense and is very clear to go back to the Commissions to talk about their role and scope and what the Commission is doing. He indicated after that process, staff will work on the Ordinance but his biggest concern is making sure the Council is clear on what is being asked of the Commission to do. He noted what will happen otherwise, is the staff liaisons will ask those questions and if staff does not understand what they are asking for, or if the question is very open, the Commission is going to struggle. He thought this was something that should come back to the Council with some very specific, written out questions or thoughts in order to have that conversation, and Ms. Olson and he can report back to the staff liaisons about what the Council is looking for.

Mayor Roe thought it might be helpful to have a Council subcommittee of a couple Councilmembers that can collaborate with staff to draft something up to bring back to the rest of the Council and go through it at the next discussion. He suggested Councilmember Etten, who brought this up, along with another Councilmember.

Councilmember Schroeder indicated she could help out.

Mr. Trudgeon indicated this item could come back to the May 15, 2023 meeting if the information is ready.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

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 April 24, 2023 and related attachments.

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

Roll Call

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

Nays: None.

a. Approve Payments

ACH Payments	\$1,540,899.59
--------------	----------------

Commissioners,

In April the City Council decided to pursue a review and update for our City Commissions. The Council feels any review and update must include the input of the members of the Commissions.

Commissions are an important part of the governance of the City by providing vital information and recommendations to the City Council. In recent years, some commissions have come to the Council asking about changes in name, purpose, scope and duty.

The purpose of this review by Commissioners is to flesh out potential changes that can improve the Commission experience for members and ensure Commissioners are making a positive impact on the governance of the City of Roseville and their community in general.

As part of your review we want you to examine sections of Roseville City Code Chapters 201-208 that are relevant to your Commission. You should review your Commission's Purpose, Scope, Duties and Functions. What is good, what needs changing, what might be removed, or what might be added to better serve the community? This review should also consider your number of Commissioners, frequency and spacing of meetings and other aspects of the operation and work of your Commission that you feel would enhance the quality of meetings, engagement of Commissioners and the community, and strengthen information coming to the City Council. It is possible some Commissions will have very few recommended changes and that is OK. Some or all of this work may not be relevant for Commissions such as the Planning and the Police Civil Service Commissions that have statutory guidelines that must be followed.

Commissioners should try to align their format with a clear Purpose statement, membership, an outline of the Scope of the Commission's work including enumerated Duties and Functions, and meeting requirements (see city code Chapter 201).

Here is our current timeline:

1. Commission review and recommendations, May 2023 to August or September 2023,
2. Council consideration, September and October, 2023
3. Final passage of updates, November/December 2023

TITLE 2 COMMISSIONS

CHAPTER 201

ADVISORY COMMISSIONS

SECTION:

- 201.01: Establishment
- 201.02: Purpose
- 201.03: Membership
- 201.04: Terms
- 201.05: Compensation
- 201.06: Organization
- 201.07: Meetings and Reports

201.01: ESTABLISHMENT:

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202

PLANNING COMMISSION

SECTION:

- 202.01: Establishment and Membership
- 202.02: Meetings and Reports
- 202.03: Preparation of Comprehensive Plan
- 202.04: Procedure for Adoption of City Comprehensive Plan
- 202.05: Adoption of City Comprehensive Plan by City Council
- 202.06: Means of Executing Plan
- 202.07: Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

CHAPTER 203

POLICE CIVIL SERVICE COMMISSION

SECTION:

- 203.01: Establishment
- 203.02: Statute Adopted

203.01: ESTABLISHMENT:

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)

CHAPTER 204

PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership

204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.
- N. Perform other duties and functions or conduct studies and investigations as specifically

directed or delegated by the City Council. (Ord. 1038, 6-27-1988)

- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205 HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
 - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
 - 2. Understand the demographics of the community.

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.

4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

B. Advise – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City’s efforts to foster a sense of community with residents and businesses.

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City’s policies and actions

2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:

- a. Communication efforts to facilitate effective two-way communication whenever possible

- b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community’s various visioning efforts.

- c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.

3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

C. Engage – The commission may engage residents and businesses through city council approved programs, events and projects that support the commission’s purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.

2. Events or projects that promote connections in the community.

3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

D. Perform other duties and functions as directed by the City Council.

Section 2

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

Section 3

Effective date. This ordinance shall take effect upon passage and publication.

CHAPTER 206

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership

206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002) (Ord. 1481, 07-20-2015)

CHAPTER 207

ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership

207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016)

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)

CHAPTER 208 FINANCE COMMISSION

SECTION:

- 208.01: Establishment and Membership
208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.

208.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
 - B. Review and recommend funding strategies for the Capital Improvement Plan.
 - C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
 - D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
 - E. Review and recommend the annual timeline and process for creating City budgets.
 - F. Review the annual financial information, the annual audit report and management letter.
 - G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
 - H. Perform other duties the City Council assigns.
- (Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)

MUNICIPAL PLANNING

(Excerpts from MN Statutes 462.351-463.364)

462.351 MUNICIPAL PLANNING AND DEVELOPMENT; POLICY STATEMENT.

The legislature finds that municipalities are faced with mounting problems in providing means of guiding future development of land so as to insure a safer, more pleasant and more economical environment for residential, commercial, industrial and public activities, to preserve agricultural and other open lands, and to promote the public health, safety, and general welfare. Municipalities can prepare for anticipated changes and by such preparations bring about significant savings in both private and public expenditures. Municipal planning, by providing public guides to future municipal action, enables other public and private agencies to plan their activities in harmony with the municipality's plans. Municipal planning will assist in developing lands more wisely to serve citizens more effectively, will make the provision of public services less costly, and will achieve a more secure tax base. It is the purpose of sections [462.351](#) to [462.364](#) to provide municipalities, in a single body of law, with the necessary powers and a uniform procedure for adequately conducting and implementing municipal planning.

462.354 ORGANIZATION FOR PLANNING.

Subdivision 1. Planning agency.

A municipality may by charter or ordinance create a planning agency. A planning agency created by ordinance may be abolished by two-thirds vote of all the members of the governing body. The planning agency shall be advisory, except as other powers and duties are imposed on it by sections [462.351](#) to [462.364](#), by statute, by charter, or by ordinance consistent with the municipal charter. The planning agency may take the following alternative forms:

(1) It may consist of a planning commission, which may or may not include municipal officials among its members. The planning commission may be provided with staff which may be a division of the administrative structure of the municipal government. The commission shall be advisory directly to the governing body.

(2) It may consist of a planning department with a planning commission advisory to it and shall function as a department advisory to the governing body and the municipal administration. The planning department may be provided with an executive director and other staff as in the case of other municipal departments.

39 **462.355 ADOPT, AMEND COMPREHENSIVE PLAN; INTERIM ORDINANCE.**
40

41 **Subdivision 1.**Preparation and review.
42

43 The planning agency shall prepare the comprehensive municipal plan. In discharging
44 this duty the planning agency shall consult with and coordinate the planning activities of
45 other departments and agencies of the municipality to insure conformity with and to assist in
46 the development of the comprehensive municipal plan. In its planning activities the planning
47 agency shall take due cognizance of the planning activities of adjacent units of government
48 and other affected public agencies. The planning agency shall periodically review the plan
49 and recommend amendments whenever necessary.

50
51 **Subd. 2.**Procedure to adopt, amend.
52

53 The planning agency may, unless otherwise provided by charter or ordinance consistent
54 with the municipal charter, recommend to the governing body the adoption and amendment
55 from time to time of a comprehensive municipal plan. The plan may be prepared and adopted
56 in sections, each of which relates to a major subject of the plan or to a major geographical
57 section of the municipality. The governing body may propose the comprehensive municipal
58 plan and amendments to it by resolution submitted to the planning agency. Before adopting
59 the comprehensive municipal plan or any section or amendment of the plan, the planning
60 agency shall hold at least one public hearing thereon. A notice of the time, place and purpose
61 of the hearing shall be published once in the official newspaper of the municipality at least
62 ten days before the day of the hearing.

63
64 **Subd. 3.**Adoption by governing body.
65

66 A proposed comprehensive plan or an amendment to it may not be acted upon by the
67 governing body until it has received the recommendation of the planning agency or until 60
68 days have elapsed from the date an amendment proposed by the governing body has been
69 submitted to the planning agency for its recommendation. Unless otherwise provided by
70 charter, the governing body may by resolution adopt and amend the comprehensive plan or
71 portion thereof as the official municipal plan upon such notice and hearing as may be
72 prescribed by ordinance. Except for amendments to permit affordable housing development,
73 a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote
74 of all of the members. Amendments to permit an affordable housing development are
75 approved by a simple majority of all of the members.

78 **462.356 PROCEDURE TO EFFECT PLAN: GENERALLY.**

79 **Subdivision 1.**Recommendations for plan execution.
80

81 Upon the recommendation by the planning agency of the comprehensive municipal plan
82 or sections thereof, the planning agency shall study and propose to the governing body
83 reasonable and practicable means for putting the plan or section of the plan into effect.
84 Subject to the limitations of the following sections, such means include, but are not limited
85 to, zoning regulations, regulations for the subdivision of land, an official map, a program for
86 coordination of the normal public improvements and services of the municipality, urban
87 renewal and a capital improvements program.

88
89 **Subd. 2.**Compliance with plan.
90

91 After a comprehensive municipal plan or section thereof has been recommended by the
92 planning agency and a copy filed with the governing body, no publicly owned interest in real
93 property within the municipality shall be acquired or disposed of, nor shall any capital
94 improvement be authorized by the municipality or special district or agency thereof or any
95 other political subdivision having jurisdiction within the municipality until after the planning
96 agency has reviewed the proposed acquisition, disposal, or capital improvement and reported
97 in writing to the governing body or other special district or agency or political subdivision
98 concerned, its findings as to compliance of the proposed acquisition, disposal or
99 improvement with the comprehensive municipal plan. Failure of the planning agency to
100 report on the proposal within 45 days after such a reference, or such other period as may be
101 designated by the governing body shall be deemed to have satisfied the requirements of this
102 subdivision. The governing body may, by resolution adopted by two-thirds vote dispense
103 with the requirements of this subdivision when in its judgment it finds that the proposed
104 acquisition or disposal of real property or capital improvement has no relationship to the
105 comprehensive municipal plan.
106

CHAPTER 419. POLICE CIVIL SERVICE COMMISSIONS

(Excerpts from MN Statutes 419)

419.01 ESTABLISHMENT.

There may be created in every city, except a city of the first class, a police civil service commission with powers and duties as provided in sections 419.01 to 419.18. Any such city which may wish to avail itself of the provisions thereof shall do so by an ordinance expressly accepting the provisions thereof. The ordinance shall be adopted in the same manner as other nonemergency ordinances, but at least 30 days shall elapse between its introduction and final passage by the governing body. Sections 419.01 to 419.18 do not apply to any city until the adoption of such ordinance.

419.03 MEETING.

The commission shall first meet immediately after its appointment and thereafter on the first Monday in February each year at which meetings it shall select from its members a secretary who shall serve until a successor is elected. The commission shall from time to time fix the times of its meetings, and adopt, amend, and alter rules for its procedure.

419.05 DUTIES OF COMMISSION.

The commission shall have absolute control and supervision over the employment, promotion, discharge, and suspension of all officers and employees of the police department of such city and these powers shall extend to and include all members of the police department. The commission may not, however, prescribe any residency requirements for the positions under its control, unless approved by the city council.

The commission shall, immediately after its appointment and organization, grade and classify all of the employees of the police department of the city and a service register shall be prepared for the purpose, in which shall be entered, in their classes, the names, ages, compensation, period of past employment and such other facts and data with reference to each employee as the commission may deem useful.

The commission shall keep a second register to be known as the application register in which shall be entered the names and addresses, in the order of the date of application, of all applicants for examination and the offices or employments they seek. All applications shall be upon forms prescribed by the commission and contain such data and information as the commission deems necessary and useful.

419.07 OFFICERS DISCHARGED ONLY AFTER HEARING.

No officer or employee other than a peace officer, after six months' continuous employment, shall be removed or discharged except for cause upon written charges and after an opportunity to be heard in defense of the charges as in this chapter hereinafter provided.

No newly appointed peace officer after satisfactory completion of the basic peace officers training course pursuant to sections 626.843 to 626.852 and after a period of no longer than 12 months continuous employment thereafter, shall be removed or discharged except for cause upon written charges and after an opportunity to be heard in defense of the charges as in this chapter hereinafter provided. Such charges shall be investigated by or before such civil service commission. The finding and decision of such commission shall be forthwith certified to the chief or other appointed or superior officer, and will be forthwith enforced by such officer.

419.08 RULES AND STANDARDS.

The commission shall ascertain the duties of each office, position, and employment in the police protection service of such city, and designate by rule as well as may be practicable the grade of each office, employment, or position. The commission shall prescribe standards of fitness and efficiency for each office, position, and employment and for each grade, and adapt its examination thereto.

419.09 EXAMINATIONS.

All examinations shall be impartial, fair, and practical and designed only to test the relative qualifications and fitness of applicants to discharge the duties of the particular employment which they seek to fill. No question in any examination shall relate to the political or religious convictions or affiliations of the applicant. All applicants for positions of trust and responsibility shall be specially examined as to moral character, sobriety, and integrity, and all applicants for position requiring special experience, skill, or faithfulness shall be specially examined in respect to those qualities. It shall be the duty of the chief of the police department and of every employee to act as an examiner or assistant examiner, at the request of the commission, without special compensation therefor. The members of the commission collectively or individually may act as examiners or assistant examiners.

419.11 CHARGES FILED WITH SECRETARY OF COMMISSION.

Charges of inefficiency or misconduct may be filed with the secretary of the commission by a superior officer or by the appointing authority, and thereupon the commission shall try the charges after no less than ten days' written notice to the accused. Such notice shall set forth the charges as filed. The trial of these charges shall be open to the public and each commissioner shall have the power to issue subpoenas and to administer oaths and to compel the attendance and testimony of witnesses and the production of books and papers relevant to the investigation. The commission shall require by subpoena the attendance of any witness requested by the accused who can be found in the county in which such city is located. The commission may make complaint to the district court of disobedience of its subpoenas or orders under this section, and the court shall prescribe notice to the person accused and require the accused person to obey the commission's subpoena and order, if found within the lawful powers of the commission, and punish disobedience as a contempt of court. Witnesses shall be entitled to the same fees and mileage

81 as for attendance upon the district court, except that any officer, agent, or employee of the
82 city who receives compensation for services, shall not be entitled to fees or mileage.

83
84 419.12 SUSPENSION AND REMOVAL; REINSTATEMENT.

85 An employee who, after investigation and trial by civil service commission, is found
86 guilty of inefficiency, breach of duty, or misconduct, may be removed, reduced, or
87 suspended. The employee's name also may be stricken from the service register. If the board
88 determines that the charges are not sustained, the accused, if suspended pending
89 investigation, shall be immediately reinstated and shall be paid all back pay due for the
90 period of suspension.

91 Findings, determinations, and orders of the commission for suspension, reduction, or
92 removal, shall be in writing and shall be filed within three days after the completion of the
93 hearing with the secretary of the commission. The secretary shall notify the employee of the
94 decision in writing. Any person suspended, reduced, or removed by the commission after
95 investigation may appeal in accordance with chapter 14.

96 The question to be determined by the court shall be:

97 "Upon the evidence, was the order of the commission reasonable?"

98
99 419.14 COMMISSION VESTED WITH CERTAIN POWERS.

100 When any city has a civil service commission the council may provide that this
101 commission be vested with the powers and duties of the police civil service commission as
102 set forth herein.

Commissioners,

In April the City Council decided to pursue a review and update for our City Commissions. The Council feels any review and update must include the input of the members of the Commissions.

Commissions are an important part of the governance of the City by providing vital information and recommendations to the City Council. In recent years, some commissions have come to the Council asking about changes in name, purpose, scope and duty, and meeting schedule.

The purpose of this review by Commissioners is to flesh out potential changes that can improve the Commission experience for members and ensure Commissioners are making a positive impact on the governance of the City of Roseville and their community in general.

As part of your work:

- Examine sections of Roseville City Code Chapters 201-208 that are relevant to your Commission
- Review your Commission's Purpose, Scope, Duties and Functions
- Consider your number of Commissioners, frequency and spacing of meetings and other aspects of the operation and work of your Commission that you feel would enhance the quality of meetings, engagement of Commissioners and the community, and strengthen information coming to the City Council.

For each of these areas think about these questions:

- What is good
- What needs to be changed
- What might be removed
- What might be added to better serve the community

It is possible some Commissions will have very few recommended changes and that is OK. Some or all of this work may not be relevant for Commissions such as the Planning and the Police Civil Service Commissions that have statutory guidelines that must be followed.

Commissioners should try to align their format with a clear Purpose statement, membership, an outline of the Scope of the Commission's work including enumerated Duties and Functions, and meeting requirements (see city code Chapter 201).

Here is our current timeline:

1. Commission review and recommendations, May 2023 to August or September 2023,
2. Council consideration, September and October, 2023
3. Final Council passage of updates, November/December 2023