

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: January 10, 2022  
Item No.: 7.e

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Department Approval

City Manager Approval



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Item Description: Discussion of Council Liaisons to various Groups and Committees

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**BACKGROUND**

Each year the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. The attached list includes 2018, 2019 and 2020 appointments.

Per Minnesota Statute 424A.04 Subdivision 1(a), the three municipal trustees of a Firefighter Relief Association must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

Per the request of Mayor Roe, attendance of Council members to their appointed boards and community groups for the past year is included as Attachment D.

**POLICY OBJECTIVE**

Comply with Minnesota Statutes 424A.04 Subdivision 1(a).

Discussion of Council Liaisons could include:

- Changes to memberships
- Additional groups appropriate to have a Council or staff liaison
- Policy for selection and rotation of councilmembers to these groups
- Expectations (frequency, type of information) for reporting to the Council
- Level of activity that liaisons play

**REQUESTED COUNCIL ACTION**

Approve Resolution designating appointments to various groups and committees, including the Fire Relief Association

Prepared by: Katie Bruno, Deputy City Clerk

Attachment: A. Resolution  
B. 2018-2020 Council Memberships/Liaisons  
C. MN Statutes 424A.04  
D: 2021 Attendance

**EXTRACT OF MINUTES OF MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 4th day of January, 2021 at 6:00 p.m.

The following members were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION \_\_\_\_\_**

**RESOLUTION DESIGNATING REPRESENTATIVES TO VARIOUS GROUPS  
AND COMMITTEES INCLUDING THE FIREFIGHTER RELIEF ASSOCIATION**

WHEREAS the Council appoints the following individuals to serve on the following groups and organizations; and

<b>Group/Organization/Activity</b>	<b>2022</b>
Northeast Youth & Family Services Board, Roseville Board Member	
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	
Ramsey County League of Local Governments, Roseville Representative	
Visit Roseville	

<b>Council Standing Subcommittees</b>	<b>2022</b>
City Manager Performance Review	
Council Representative to Legislative Work	

WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), the three municipal trustees to the Fire Relief Board must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Roseville, Minnesota (the ‘City’), that the Council designate:

1. \_\_\_\_\_ as the elected municipal representative to the Roseville Firefighter Relief Association, and;
2. The City Manager as the municipal representative to the Roseville Firefighter Relief Association.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_, and upon vote taken thereon, the following voted in favor thereof:

the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

*Resolution – Designating Municipal Representatives to Various Groups and Committees and the Roseville Firefighter Relief Association*

STATE OF MINNESOTA     )  
s                                 ) s  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on January 4, 2021 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 10<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Patrick Trudgeon, City Manager

(Seal)

**2019-2021 Council Liaisons**

<b>Group/Organization/Activity</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Northeast Youth & Family Services Board, Roseville Board Member	Laliberte	Laliberte	Groff
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	Roe	Roe	Roe
Ramsey County League of Local Governments, Roseville Representative	Laliberte	Laliberte	Strahan
Roseville Fire Relief Association, Board of Trustees, Ex-officio members	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief
Visit Roseville	Roe	Roe	Groff Sept. 2020-Aug. 2023

<b>Council Standing Subcommittees</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
City Manager Performance Review	Willmus, Etten	Etten, Groff	Etten, Willmus
Council Representative to Legislative Work	Laliberte	Laliberte	Strahan

<b>Other Activities (Information only; not council-designated)</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
League of Minnesota Cities Policy Committees	City Manager	City Manager	
Metro Cities Policy Committees	City Manager	City Manager	
Minnesota Benefit Association, Board Member	Roe	Roe	Roe
Metro Cities Board of Directors	Laliberte	Laliberte	

**2019-2021 Council Liaisons**

Rice/Larpenteur Alliance Executive Committee			Roe
Neighborhood Livability & Events Committee			Etten
Met Council Land Use Advisory Committee			Roe

**424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.**

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with a municipality or joint powers entity, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.

(g) A board must have at least three officers, who are a president, a secretary and a treasurer. These officers must be elected from among the elected trustees by either the full board of trustees or by the relief association membership, as specified in the bylaws. In no event may any trustee hold more than one officer position at any one time. The terms of the elected trustees and of the officers of the board must be specified in the bylaws of the relief association, but may not exceed three years. If the term of the elected trustees

<b>City Council Liaisons</b>	
	<b>Attendance</b>
Northeast Youth and Family Services Board (Groff)	9 of 10 meetings
North Suburban Cable Commission/North Suburban Access Corporation (Roe)	6 of 6 meetings
Ramsey County League of Local Governments (Strahan)	3 of 5 meetings
Visit Roseville (Groff)	3 of 6 meetings
Roseville Fire Relief Association (Roe)	6 of 6 meetings
Roseville Fire Relief Association (City Manager)	5 of 6 meetings