



**Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, November 4, 2019**

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:25 p.m. Voting and Seating Order: Willmus, Laliberte, Groff, Etten, and Roe. City Manager Patrick Trudgeon and City Attorney Mark Gaughan were also present.

2. Pledge of Allegiance

3. Approve Agenda

Laliberte moved, Etten seconded, approval of the agenda as presented.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, 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. Public Hearing Issuance of Bonds for Dominionium

Interim Finance Director Jason Schirmacher briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019.

Mayor Roe reviewed public hearing protocol and opened and closed the public hearing at approximately 6:28 p.m. for the purpose of receiving public input on the above-referenced conduit financing as outlined in the presentation for Dominionium; with no one appearing for or against.

Etten moved, Willmus seconded, adoption of Resolution No. 11647 entitled, "Resolution authorizing the Issuance, Sale, and Delivery of a Multifamily Housing Revenue Note Relating to the Twin Lakes Family Apartments Project Pursuant to Minnesota Statutes, Chapter 462C; Approving the Forms of and Authorizing the Execution and Delivery of the Note and Related Documents; Providing for the Security, Rights, and Remedies with Respect to the Note; and Granting Approval for Certain other Actions with Respect Thereto.

Council Discussion

Councilmember Groff thought it was important to note that the city does not have any risk with this and is done through another lender.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None.

b. Consider Adopting the 2020 Utility Rate Adjustments

Assistant Finance Director Jason Schirmacher summarized the request as detailed in the Request for Council Action of this date; and noted a bench handout incorporated into the Request For Council Action providing an extract of City Council meeting minutes of November 4, 2019.

Councilmember Willmus asked when the water purchases increase to actually hit and take effect.

Mr. Schirmacher explained the fees will go up in January 2020 along with the city's monthly cost.

Mayor Roe asked whether one of the issues the city is faced with is the usage cost is going up a little bit from St. Paul Regional Water and the city usage amount is going down each year so the city needs to change the rate that is charged per thousand gallons to account for the higher cost as well as the lower usage from the residents.

Mr. Schirmacher indicated that was correct.

Mayor Roe also noted this especially effects the sanitary sewer side which is based on water usage.

Mr. Schirmacher noted the sanitary sewer system is based on water usage but there is a factor of infiltration that also plays a factor into that and the Public Works Department is addressing that issue on an annual basis and trying to get the infiltration down. He explained having looked at the rates in the peer cities and reviewing the material he did notice a trend of a gap between the City of Roseville and the peer cities that continue to reduce. He did anticipate the trend to continue.

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

The Council directed staff to have this item included in the 2020 budget discussion for approval at that time.

c. Consider Adoption of the 2020 Fee Schedule

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019. She noted the city Council received a bench handout due to some liquor fees being inadvertently left out of the fee schedule.

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

The Council decided to approve this item at the December 2, 2019 City Council meeting.

d. Receive Strategic Communication Plan

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019.

Councilmember Etten thanked staff for all of the work done on this item. He noted he had some changes that he would submit to staff for review but wanted to look further at one of the goals. On the Civic Engagement Minded Goal, he did not understand why city goals and priorities would necessarily create civic engagement. He wondered if it could be changed to “By implementing communication tools that engage residents in multiple ways to create broad participation in city events and actions or decision making”. He did not see tools as implementing the city goals as something that is going to actually make the public want to participate or to learn more about or to become engaged through.

Mr. Trudgeon thought that whatever the goals or priorities that change over the years will be effectively communicated to the residents. He thought what Councilmember Etten was saying was a little more permanent with programs, policies and all of the work being done.

Councilmember Etten explained this is an engagement goal but it does not talk about inspiring engagement by talking about the city’s goals and priorities. He was not sure people will always be engaged in that way but rather reaching into whatever is important to them and finding ways to get their information, their thoughts and participation in that way. Rather than the city’s goals being the way to draw people out.

Councilmember Etten noted under the Social Media plan in section three, talking about authorized users. In many of the departments the authorized users list does not include the department head and he wondered if that was an intentional thing.

Mr. Trudgeon indicated that is not something department heads typically do or know how to do. There is usually someone else on staff that does that.

Councilmember Etten noted in regard to the crisis communication team, he went to that crisis training at the Fire Department this summer and wondered if the Mayor should be on the list for the crisis communication team. The Mayor is mentioned later in the crisis process but there is a specific block on page 21 with a list of people without the Mayor on it.

Mayor Roe indicated as the designated statutory emergency management official in a lot of cases, it is probably important for the Mayor to be on the list.

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Mr. Trudgeon explained the thing with emergency management, certainly the city wants to make sure that the people that have the knowledge are able to speak. He thought it depended on the issue or emergency. He thought there is always going to be a role for the Council, especially the Mayor to be fully informed and the spokesperson out there for certain things. He was not sure if it was intentionally omitted there but he thought it depends on certain situations.

Councilmember Etten thought the Mayoral position belonged on the list even if he does not speak because he is a critical part of that communications group.

Assistant City Manager Olson explained one of the things staff did look at is the crisis communication team is also often times, depending on the level of the crisis, will be around the clock with shifts. The Mayor is a very key person, but it is really designated for that internal team of the logistics and the operations. It was not necessarily an intention to leave the Mayor off the team, but it would be in a different role.

Mayor Roe thought the two roles for the person who is the Mayor are some of the up-front planning about communications more generically and being a part of that strategic communications planning effort for a specific event.

Councilmember Etten appreciated Mayor Roe's thoughts. He indicated if this was just the crisis team, he would agree with Ms. Olson's thought but because it is the crisis communication team, he thought the Mayor belonged on the list.

Councilmember Laliberte concurred that the Mayor should be listed on that team as it will eliminate the need for a recap and possibly missing something. She thought this was a very good document as far as operationally explaining the who, what, why, where, and she would agree that as a part of Mr. Trudgeon's City Manager goals it was a very good exercise and has probably made him a more knowledgeable leader for the organization with regard to the communication work. She thought this maybe does not address some of the messaging priorities that are talked around and about and maybe short of this there would be another goal each year to be reflecting about what are the messaging areas that the city is either falling behind on or need to continually put certain information out there for the public. Councilmember Laliberte noted the Council has talked about the continuum of engagement and the budget and maybe at some point stepping back and have a conversation, either internally or with the Council, with the demise of the community newspaper, what does staff feel that the community is not getting. She thought there were times the Council had topics before them at the meetings and times past meeting where clear responses were not always available for the media. She noted key actions, key messages, that came out of the discussions by Council because she did think there had been press reports that were misinterpreted and have not been reflective of the Council's actual discussion.

Councilmember Laliberte explained as far as analytics, she thought it would be important, before doing any website updates, to have analytics on the website itself. She asked "what is driving people to which pages of the site, how long are people

spending on certain web pages of the site, etc”. She thought that will be very helpful with regard to what to do with the website itself.

Councilmember Willmus thanked Mr. Trudgeon for the presentation and getting the information together. He thought there was a need for social media and broad approach to the various platforms, not only to be proactive and let the community know what the city is doing, but also to respond and accurately put out information to the community. He wondered how the city can be more proactive in providing more detail and accurate information to the community going forward.

Mr. Trudgeon thought sometimes there needed to be reaction on certain subjects and having a media plan, talking points, and those things will help with the media and getting the correct information out to citizens. He noted some things cannot be anticipated so it is a matter of trying to be prepared, if possible, on the bigger issues and having the ability to react quickly in order to address those items.

Councilmember Willmus thought the city needed to go a little further, from his perspective, because once that story is there, if there is something where a piece is missing, there should be an opportunity for the city to use its platforms to inform the community on exactly what the city is doing. He thought that was one area for improvement.

Councilmember Laliberte thought talking points did not need to be only verbal, it might be a Roseville action memorandum or something else that could be sent out to the media so there is no interpretation of the media. She also thought there were other opportunities to put the message out there. She noted in regard to the possibility of focus groups or another survey, that would probably come back to the Council for discussion because of the expense. She stated it would be interesting to have a conversation on how it would be different than the survey the city normally does, which is also a survey on perception on governance and community aspirations.

Mr. Trudgeon explained the survey does a pretty good job of getting the public perception, but he wondered if the survey should focus on communication and community engagement, find out how people feel about that, and if there are opportunities with more demographics. He would like to see the work that will be coming back from HRIEC and what that Commission has in place, both in best practices and information on under-represented groups, and see if that is a springboard.

Mayor Roe noticed in the Social Media Policy, under interactions on page 16, it talks about messages that should encourage users to contact the city through other more appropriate mediums. He did not want to completely say that is a bad thing because he can understand where that is coming from but a lot of times, people feel like social media is their appropriate medium. He thought the city had to be careful not to make the process involve too many steps so that person feels like there is dissatisfaction from whatever that person communicated with the city about.

e. Consider Adoption of 2020 City Council and Economic Development Authority Calendar

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019.

The Council reviewed the 2020 calendar with staff.

Councilmember Etten indicated he would be reluctant to add the third meeting in November if there is not a purpose, noting a meeting can always be added if needed.

Councilmember Willmus indicated he would be comfortable with that meeting being removed from the calendar. He thought removing the November 16th would be better so there is a meeting at the beginning and end of the month in case something comes up.

Ms. Olson noted in November, there will need to be a meeting to canvas the election results so keeping the November 9th for a meeting might be easier.

Councilmember Laliberte is comfortable with the calendar but having some dates verified and asked that this not be adopted at this meeting.

Councilmember Etten thought the calendar should remain as is for the most part to make it easier for the community and if a Councilmember has a conflict, staff can be made aware of the conflict.

Consensus of the Council was to remove the November 16, 2020 meeting from the calendar. The calendar will be adopted at a future 2019 Council meeting on the consent agenda.

f. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 548 Shryer Avenue

Building Official Dave Englund briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019. He noted to date there has been no response from the property owner or anyone at this address.

Councilmember Groff asked if there was a possibility of a language barrier.

Mr. Englund indicated he did not have any idea, but the postings have been placed and removed on four different occasions.

Mayor Roe thought it might be something to consider in the future to have some translated postings as well. He asked if the property owner was at the meeting for this item. No one came forward.

Etten moved, Laliberte seconded, to direct Community Development staff to abate the public nuisance violations at 548 Shryer Avenue, by contacting a towing contractor to remove the vehicles in violation of City Code.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None

g. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 2051 William Street

Building Official Dave Englund briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019.

Mayor Roe asked if the property owner was at the meeting for this item. No one came forward.

Etten moved, Groff seconded, to direct Community Development staff to abate the public nuisance violations at 2051 William Street, by contacting a towing contractor to remove the vehicles in violation of City Code.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None

h. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 2970 Mildred Dr N.

Building Official Dave Englund briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 4, 2019. He recommended the city Council authorize monthly inspections for a term of one year at this site to make sure it stays compliant.

Councilmember Etten asked if there was some progress in the last few weeks with this property.

Mr. Englund indicated there have been vehicles moving daily on and off this property. He reviewed the items with the Council.

Mayor Roe asked if staff thought this is more of a hobby activity for this property owner or is this an attempt at a home-based business.

Mr. Englund felt it appeared to very close to a home-based business.

Councilmember Willmus noted this was something that had been going on in this neighborhood for quite some time. He thought the proactive measures were warranted and authorizing something more frequently than monthly visits might not be out of the question. He stated it was something that the city needed to keep tabs on for the benefit of the surrounding property owners.

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Councilmember Laliberte agreed and was supportive of regular visits. She wondered if the conversation with the grandson literally and specifically tied to compliance, or was something learned from the visit about a possible home-based business.

Mr. Englund indicated it was basically what was observed. The conversation was very specific as to what could and could not remain. The individual is very well aware of code enforcement and potential ways to skirt the issues.

Councilmember Laliberte indicated her concern is that the resident is very well aware of what he is going to do to skirt the issue, will change weekly, and continue in some fashion. She thought the city needed to make sure it ends.

Councilmember Etten asked if bi-weekly visits will tie up a lot of staff time or is it something that is feasible.

Mr. Englund thought it was something that would be within their abilities and timeframe.

Mayor Roe asked how the inspection process would work with future violations.

Mr. Englund thought the city would want to address each violation in a more immediate fashion and the timeframe would probably accelerate. There is not a requirement to give a timeframe for compliance and could be discussed at a Council meeting for possible abatement with a ten-day notice.

Councilmember Etten indicated he would be inclined to look at something that is every two weeks and shrinking the notice timeframe before going to direct instant abatement process.

Mayor Roe asked if the Council wanted to require staff to come before them for each of these circumstances. He thought it would be all right for staff to visit problem sites more frequently without getting Council permission.

The Council concurred with Mayor Roe.

Etten moved, Willmus seconded, to direct Community Development staff to abate the public nuisance violations at 2970 Mildred Dr. N., by contacting a towing contractor to remove the vehicles in violation of City Code and to contract for removal and disposal of the debris stored outside with visits by staff more frequently as needed.

Council Discussion

Councilmember Laliberte asked for staff to come back with updates for the Council regarding the frequent visits and what has occurred.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None

8. Approve Minutes

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

a. Approve October 21, 2019 EDA and City Council Meeting Minutes

Willmus moved, Groff seconded, approval of the October 21, 2019 EDA and city Council Meeting Minutes as presented.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None.

9. 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 November 4, 2019 and related attachments.

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

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None.

a. Approve Payments

ACH Payments	\$560,277.32
94661-94814	1,582,544.09
TOTAL	\$2,142,822.31

b. Approve 1 Previous Metal Dealer License

c. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

d. Certify Unpaid Utility and Other Charges to the Property Tax Rolls

e. Accept Roseville Police Foundation Donation

f. Accept Donation from Jay Green for a future sidewalk on Rice Street

g. Appoint Youth Representative to the Public Works, Environment and Transportation Commission

Councilmember Willmus thanked the Police Foundation and Mr. Jay Green for the donations.

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

Mr. Trudgeon updated the Council on the November 25th Council and December 2nd EDA and Council meeting agendas.

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Councilmember Laliberte asked staff for an update on what is happening with the building in Reservoir Woods due to vandalism.

Mr. Trudgeon indicated he will get an update for the Council.

Mayor Roe updated the Council on the RCLLG meeting.

11. Adjourn

Laliberte moved, Willmus seconded, adjournment of the meeting at approximately 7:54 p.m.

Roll Call

Ayes: Willmus, Laliberte, Groff, Etten, and Roe.

Nays: None.

Daniel J. Roe, Mayor

ATTEST:

Patrick J. Trudgeon, City Manager