



**Regular City Council Meeting Minutes**  
**City Hall Council Chambers, 2660 Civic Center Drive**  
**Monday, August 10, 2020**

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

**1. Roll Call**

Mayor Roe called the meeting to order at approximately 6:00 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**

Etten moved, Willmus 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 indicated a desire to speak.

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

**6. Items Removed from Consent Agenda**

**7. Business Items**

**a. Receive Update on COVID-19 and Impact on City Operations**

Assistant Fire Chief Brosnahan reviewed COVID-19 impacts on the Roseville Fire Department and on-going objectives.

City Manager Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated August 10, 2020.

Mayor Roe indicated as looking through impacts in other cities, he noted that it looks like St. Louis Park has gone from postponing its Night to Unite event to cancelling it altogether. He wondered where the City of Roseville is at or if there have been any discussions internally.

Mr. Trudgeon explained there has not been any discussion about cancelling this, the event has been moved to early October, but staff will continue to discuss this. If there is a feeling that it could potentially be unsafe, staff will take that under advisement and try to make some modifications. But at this point, no conversations about cancelling the event have taken place. He noted he will certainly let the Council and residents know if the event is cancelled.

Mayor Roe offered an opportunity for public comment with no one indicating a desire to speak.

**b. Consider Recommendations from the Human Rights, Inclusion and Engagement Commission (HRIEC).**

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated August 10, 2020.

Cat Beltmann, HRIEC Chair, reviewed the four recommendations for the City Council to consider.

Councilmember Willmus asked with respect to diversity and inclusion consultant, has there been any conversation between staff and the Commission with respect to the Commission's position. He was curious about some of those conversations that may have occurred between the Commission and staff.

Chair Beltmann explained there has been a little bit of conversation but she thought from the Commission's perspective, it is important that the City move as quickly as possible. She noted staff has done a lot of great work with the G.A.R.E. program on equity and inclusion, and the quicker the City can bring in a consultant, the more quickly some of the work that has been done can be turned out and implemented. The Commission did not get into specifics about what an RFP would look like, when it would go out, or what the process would look like for hiring someone. She indicated the Commission wanted to bring this to the Council first and then see staff as taking things over and put together a plan for bringing someone on.

Councilmember Willmus noted some of the Youth Commissioners may be under the age of 18, and asked what can or cannot the City do as far as their contact information.

Ms. Olson believed the Youth Commissioner provided contact information, whether it was an email or phone number. She believed the Youth Commissioner

is included in the list that received email. She indicated staff requests the Youth Commissioner provide contact information, but it is not required to be public.

City Attorney Gaughan stated he was not sure if a Youth Commissioner would be treated any differently under the Data Practices Act. He indicated like any other Commission Member, the email would be listed as public data. He was not aware of any different rules or processes.

Mayor Roe indicated one difference may be how the data is treated. Public data is accessible to the public on request, but it does not necessarily mean that the City is publishing that data proactively. He checked the City website today and the contact information for the Youth Commissioners, at least on the HRIEC, are not listed separately or individually. He explained the Youth Commissioner would get the group email, but the public would not see their information. If it is public data, then it is always available upon request.

Councilmember Laliberte stated the Youth Commissioner position, to her knowledge, first existed on the Parks and Recreation Commission and City chose to add that position to the HRIEC. She explained that knowing there was a previous decision to not have that be a voting position came way before her time with the city and she did not have the background to know why it was originally recommended to be that way, if there is any particular legal or liability reason. She stated she was not a part of the discussion at that time but would be interested in knowing the background of how it first came to be with the other Commission.

Mayor Roe thought there did not need to be a decision made at this meeting and if more information is needed with additional discussion, the Council could do that as well.

Chair Beltmann thought when the Commission had this discussion, there was some historical precedent for why Youth Commissioners do not vote. She stated as a Commission, they felt this was important and wanted to bring this forward to the current Council for consideration. The Commission also wanted to make sure that there are not any legal consequences or having a Youth Commissioner be legally liable for anything.

Councilmember Laliberte indicated she has gone back and watched some of the HRIEC meetings and the Youth Commissioner has been voting.

Chair Beltmann indicated that was correct and when this came up at the July meeting, the Commission started having the Youth Commissioner vote, but it is not official. The Commission wants to make it official and allow all Youth Commissioners the ability to vote and carry the same weight as other Commissioners.

Ms. Olson explained when the vote is called at the HRIEC meeting, the Youth Commissioner is included. However, in the official vote tally it is not counted.

Councilmember Etten explained he would want to hear a little more about the historical piece for Youth Commissioner voting ability. He was not sure if, as a parent, he would want his child's information made public so the Council needed to discuss how that would be handled and also the accessibility of the Youth Commissioners to the public. If the Youth Commissioners are voting, he asked would the public have equal access to those Commissioners.

Councilmember Groff reiterated that as serving on the HRIEC, Youth Commissioners are very active members of the Commission and have very good input. He would defer to the City Attorney on all of these issues. He also thought the youth's information should be cleared with the parents before being made public. The other thing is that this is a learning experience for the student as well and to have them not voting does make them feel that they are not quite a full participant. He thought to honor the time and effort the Youth Commissioner puts into this, the Council should look at this carefully.

Mayor Roe thought it was worth a follow-up from staff on what other cities are doing in regard to Youth Commissioners and voting.

City Attorney Gaughan thought the genesis on the non-voting aspect of the Youth Commissioner voting came from the fact that generally people under the age of eighteen do not have legal competency to take official actions, such as entering into a contract or other official actions. He did not think that would come into play very often with this Commission but with the Park and Recreation Commission where decisions are made on park dedication, decisions that have legal ramifications, it would not be appropriate to have someone under the age of eighteen who is not legally competent to be a part of that voting and decision making. The other consideration is placing a minor in a position to be the subject of a legal action. He explained it would not come into play very often with this particular Commission, but what was seen in the previous iteration of this Commission, they were the subject of a complaint under the city's own Ethics Code several years ago. This is another consideration for the Council to consider and whether the Council wants to place youth in the position that could potentially be the subject of a legal or ethical complaint.

Commissioner James explained the Youth Commissioner on the HRIEC receives all of the information that the adults do and participates fully in the discussions. There is no division that the adults are more important than the Youth Commissioner. As the attorney stated, the HRIEC does not make any decisions but makes recommendations. The legal liability really rests with the Council and not the Commission. He indicated just because it was done one way in the past, does not mean things cannot be changed going forward.

Councilmember Etten indicated he would be supportive of a Diversity and Inclusion consultant, and the information laid out in the RCA displays the purpose very well. He said he would like to get started on this work as soon as possible. He thought it would save the City a lot of time and a consultant might be able to look at the whole system more quickly with multiple staff working towards this goal.

Councilmember Groff thought it was important that this is acted on quickly and asked staff if by hiring a consultant, would it speed up the process? or is this process going to be so complicated that the City should wait until it hires a permanent position?

Ms. Olson explained staff is supportive of the recommendation. The way staff envisions the consultant assisting staff is to kick things off and lay the groundwork for potentially more work that can be done. Right now, there is a little bit of a capacity issue for staff on this. It is a priority; however, staff does not have the expertise necessarily to do some of this work. Staff feels by working with someone who is experienced and has the knowledge and background, that person can help staff lay a stronger foundation. Staff also wanted to make sure the City is heading in the right direction and a consultant can help them do that.

Councilmember Groff indicated he would support this after Ms. Olson's explanation.

Councilmember Laliberte indicated she was supportive of what staff and the HRIEC are recommending. She would note that the city, the Council, and previous Council are committed to this work, and the G.A.R.E. program and have made resources and prioritized staff time because this is important to them. She wanted to make sure the City is getting the most out of the G.A.R.E. training and G.A.R.E. discussions at all levels the organization is going through. If this is able to support that work and be an ongoing part of what the city's commitment is, then she would be supportive.

Councilmember Willmus thought with respect to Councilmember Groff's question, staff got at where he was attempting to dig a little deeper and he thanked staff. He stated it made more sense to him at this stage to go the route of a consultant, given the timing aspect of things that the Commission is looking for. He thought this made sense.

Councilmember Laliberte stated she knew part of the recommendation was to evaluate on how to help support the Commission and its work going forward. Beyond this work that this consultant may have expertise and background in, she did not want to lose sight of the fact that the City had merged the two commissions, the Community Engagement Commission and the Human Rights Commission initially because the Council wanted to be sure the City was meeting all of the residents in

the community where they are at. She did not want to minimize this diversity and inclusion work, but the City has other populations in the community, and she wanted to be sure those residents are not being lost in the community engagement efforts and ideas.

Mayor Roe felt engagement is a key part and thought the consultant can inform that process as well and bring some expertise in that regard. He also thought the consultant has the opportunity to help in the process of developing a job description for a permanent employee and could be invaluable. He would be looking for that expertise in a consultant as well.

Consensus of the Council was to have staff move forward with developing a scope and RFP and bring it back to the Council for review and approval of a Diversity and Inclusion Consultant.

Councilmember Groff thought the equity narrative should be formally adopted and made sense. He also thought the last recommendation was very reasonable. He thanked the Commission for all of their work on this, noting this is bringing the city to a place where it wants to be.

Etten moved, Laliberte seconded, adoption of the Racial Equity Narrative for the HRIEC.

### **Council Discussion**

Councilmember Etten indicated this is a clear piece that the City wants to lay out for the community. He noted different cities or counties have different ways of titling this, but he thought it was important for the Council to formalize.

Councilmember Laliberte concurred and thought this took it a step further and had been presented to the Council with productive discussion. She noted the Council has been committed to this work from the beginning and this formalizes that conversation.

Commissioner Djevi thanked the Council for voting on this item. He thought it would be good to have this statement.

### **Roll Call**

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

**Nays:** None.

Commissioner James thanked the Council for their support. He explained he has heard often from residents that the Council was not doing anything about race and racial relations, but these kinds of rules can capture that narrative.

Councilmember Etten indicated regarding the last recommendation, the Council has been looking for the Best Practices Guide on how to engage communities of color and communities that may not be represented. He explained he has had a few conversations with people over email regarding this and thought that was something the Council has been asking from the Commission. He noted this was critical for the City and the City needs these tools and help from the Commissions in ways to engage and contact the communities.

Chair Beltmann explained the Commission has been working on that for 1.5 years and understood that the Best Practices document was the Council's number one thing that the Commission needed to complete. She did not want that to be lost in the conversation. She did think, unfortunately, that the world has gone sideways on a number of things since the joint meeting in February and the Commission has not had a chance to work on it. She explained at the next meeting, the HRIEC will be looking at the finalized draft guide. She also thought a consultant could really help the Commission finalize the guide as well.

Councilmember Laliberte agreed the Best Practices Toolkit is something that has been very important to the Council because one of the most important things the Commission can do is actually advise the Council on new ways to engage with the community, reach out and communicate with the community, and where support is needed. This is also a way for the Council to identify ways for them to go to the community rather than expecting the community to always come to the Council. She would really appreciate it if that work moved forward in a way that a consultant can weigh in on it.

Mayor Roe explained on the engagement side of this, the piece that stands out for him is the importance of ingraining an engagement mentality throughout the organization. So that anytime there is a decision the City is undertaking, the City is proactively thinking, before the process is started about who the stakeholders are, how can the City best connect with them, is there somebody that does not normally get involved in these processes, how can the City best connect with them, and those types of questions. He thought that was something that cities and some organizations are not really adept at necessarily. Mayor Roe stated this is something the Council, past and current, has been pushing for the organization to be nimbler and adept at. He thought this was a good thing for staff and everyone involved and indicated he was supportive of this and was glad it was included in the HRIEC recommendation.

Chair Beltmann noted the other things to keep in mind and why the consultant is so important, is that engagement has completely changed. She indicated the City has a Best Practice Guide right now that is based on people being able to gather in large groups, to go out to people in person, which is no longer possible or feasible. She thought it was important too because a lot of places are grappling with what does engagement now look like in terms of equity and if only participating through

Zoom. She thought the City needed a consultant who understands how these times are changing in terms of engagement and what the new best practices are in terms of ensuring no one is left behind. She thought with the Best Practice Guide, there are some good pieces, but the bulk of it is pretty applicable to a time and place that no longer exists.

Mayor Roe thought the key was to take the pieces of it that work and adapt it to the times.

Commissioner Djevi explained the HRIEC should try its best while on Zoom to get input from the community to let the Commission know how best to engage them.

Mayor Roe noted it does not have to start with Zoom, it could start with a conversation with someone in their neighborhood, which could lead to further conversation.

Councilmember Etten agreed with Commissioner Djevi. He thought what Commissioner Djevi was talking about was very important in how the City moves forward.

Commissioner Allen explained when he looked at items laid out to the Council today and for the future, it is really about making sure they have the policy and culture that can mesh together.

Councilmember Laliberte thought the City needed to provide mentorship or orientation when new people join their commissions. She noted that would have been helpful by looking back at some of the Commission meetings she watched because there seemed to be some misperceptions that the Council did not care about certain things, had not talked about certain things, or were not prioritizing certain things and also some of the Commissioners did not know the history of this commission. She thought that having a mentor while the Commissioner transitions onto a Commission would help set that person up for success and provide them with the background that might not be known coming into a new Commission.

Mayor Roe thanked all of the Commissioners for participating in this conversation.

Chair Beltmann stated the Commission did have some charged conversations at the recent HRIEC meetings but the important pieces have been brought forward, the Commissioners are all committed and passionate about this work, and they want to see the city be successful. She thought that as a Commission and she, herself, is interested in partnering with the Council to make sure recommendations are moved forward and to see the city do well, embrace diversity and equity, and live out its values. She thought the conversations have been hard but good and hoped everyone was able to move forward to get the work done and make some accomplishments.



Councilmember Willmus thanked Chair Beltmann for the comments and thought it was very important to acknowledge that everyone on the HRIEC is trying to do what can be done to move Roseville forward to a better place, including the Council and staff.

**c. Receive the 2021 City Manager Recommended Budget and Tax Levy**

City Manager Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 10, 2020.

Mayor Roe noted the Council received a communication from Mr. Trudgeon before the meeting that notice was received from NE Youth and Family Services that they would like to increase the city's contribution. The City budget is \$65,000+- and NYFS is asking for \$72,000+-, which is an increase of about \$6,500 that has not been factored into the budget and would likely be levied dollars.

Councilmember Willmus indicated he would be curious to see information for over the last year and going forward a year what the city has seen in commercial retail sector come on-line or changes that way. It would also be beneficial to know how many additional housing units the city has seen come on-line in the last year and what is expected in the next eighteen months or so. He stated as the community starts to redevelop and grow in some of these areas, those are the factors he will be considering in terms of where the Council is aligning some of the City's resources.

Councilmember Willmus also indicated that as part of the audit review, the City had some accounts where expenses were understated and revenues were overstated and he wanted to look into that as well. He was also curious about what staff is doing about a cost of living adjustment for the non-union staff and where that is aligning with respect to some of the indices that have been used in the past, the unemployment index and CPI.

Mr. Trudgeon reviewed the cost of living adjustment proposals with the Council , including 3% for employees in labor agreements and 1% for others.

Councilmember Laliberte indicated there was a fee supported budget slide where the other services and charges were not a large part of the pie chart. She wondered if the next time Council sees it, if the St. Paul Water and the Met Council amounts could be broken out for Council to see what "other" really is. She was also going to ask about the housing units that were being added online in the next eighteen to twenty-four months because she was concerned that the City have the appropriate level of emergency response. She asked when staff gives the Council the additional housing information, could staff indicate how many of those are related to senior residents.

Mayor Roe offered an opportunity for public comment.

**Ms. Cari Gelle, 777 Lovell Avenue**

Ms. Gelle thanked the Council and HRIEC for getting the proposal moved forward on the equity coordinator position. She appreciated that the City budgeted for the coordinator position and it might be something to think about what additional budget dollars may be needed for other resources or training to engage the community. She also requested the City be open to what financial resources are needed to enact more fair housing, accessible housing, and access to parks.

Mayor Roe closed public comment.

**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 July 20, 2020 REDA Meeting Minutes**

Etten moved, Groff seconded, approval of the July 20, 2020 REDA Meeting Minutes as presented.

**Roll Call**

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

**Nays:** None.

**Abstain:** Willmus

**b. Approve July 20, 2020 City Council Meeting Minutes**

Groff moved, Etten seconded, approval of the July 20, 2020 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 August 10, 2020 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	\$855,332.73
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97193-97320	288,637.93
<b>TOTAL</b>	<b>\$1,143,970.66</b>

- b. **Approve General Purchases or Sale of Surplus Items Exceeding \$5,000**
  - c. **Adopt Resolution 11733 Memorializing the Denial of the requested Comprehensive Plan Land Use Map change, Rezoning Ordinance, and Midland Legacy Estate 2<sup>nd</sup> Addition Preliminary Plat**
  - d. **Adopt Resolution 11734 Authorizing the Issuance of a Premises Permit for the Northwest Area Jaycees to Conduct Lawful Gambling Activities at 1595 W Highway 36, Space 1005 (Granite City)**
10. **Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager**  
City Manager Trudgeon reviewed the August 24, 2020 EDA and Council meeting agendas.
- Councilmember Laliberte updated the Council on Northeast Youth & Family Services.
- Mayor Roe noted the joint powers agreement change has been made at the North Suburban Communications Commission.
- Councilmember Etten proposed an addition to a future agenda item that the Council look at the potential for inspections of single-family rentals, health, and safety inspections, similar to what the City does for the multi-family rentals.
11. **Adjourn**  
Willmus moved, Etten seconded, adjournment of the meeting at approximately 8:14 p.m.

**Roll Call**

**Ayes:** Willmus, Laliberte, Groff, Etten, and Roe.  
**Nays:** None.

  
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Daniel J. Roe, Mayor

ATTEST:  
  
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Patrick J. Trudgeon, City Manager