

Community Engagement Commission

Community Engagement Commission Meeting Minutes

May 8, 2014

Commissioners: Scot Becker, Gary Grefenberg, Jonathan Miller, Desiree Mueller, Theresa Gardella, and Kathy Ramundt.

Commissioners Absent: Michelle Manke

Staff Present: Garry Bowman

Others Present: City Council members Lisa LaLiberte and Bob Willmus; City Manager Pat Trudgeon, and Phil Gelbach

Call to Order

The Community Engagement Commission meeting was called to order at 6:30 p.m. by Staff Liaison Garry Bowman.

Administration of Oath of Office to Commissioners

Scot Becker, Gary Grefenberg, Jonathan Miller, Desiree Mueller, Theresa Gardella, and Kathy Ramundt took the Oath of Office for the Community Engagement Commission. City Council member Lisa LaLiberte administered the oath to the Commissioners.

Introduction/Roll Call

All Commissioners were present save Michelle Manke, who had advised staff of her inability to attend because of a long-standing previous commitment.

Commission Organization

Election of Chair and Vice-Chair

Mr. Bowman opened the floor for nominations for Chair.

Commissioner Kathy Ramundt mentioned that she had received an e-mail from absent Commissioner Michelle Manke indicating her willingness to serve as vice-chair.

Grefenberg made a motion, seconded by Commissioner Becker to nominate Commissioner Grefenberg for the Chair position.

Commissioner Mueller made a motion, seconded by Commissioner Miller to nominate Commissioner Becker for the Chair position.

There being no further nominations, acting chair Bowman closed the nominations, and called for a vote on the position of Commission Chair: Commissioner Grefenberg received 5 votes, Commissioner Becker received 1 vote. Commissioner Grefenberg was elected as Chair.

Mr. Bowman then opened the floor for nominations for Commission Vice-Chair. Commissioner Becker made a motion, seconded by Commissioner Miller, to nominate Commissioner Becker for the Vice-Chair position.

Commissioner Gardella made a motion, seconded by Commissioner Mueller, to nominate Commissioner Gardella for the Vice-Chair Position.

Mr. Bowman asked if there were any further nominations. Chair Grefenberg stated he had also received an the email from Commissioner Manke stating her interest in being Vice-Chair. He suggested she also be nominated.

Chair Grefenberg made a motion to nominate Commissioner Manke for the Vice-Chair position. The motion failed for lack of a second.

There being no further nominations, Mr. Bowman closed the floor for nominations for Vice-Chair, and called for a vote: Commissioner Becker received 3 votes, Commissioner Gardella received 3 votes.

Staff Liaison Bowman suggested each of the nominees give a brief statement for their candidacies.

Commissioner Becker explained why he wanted to be Vice-Chair including his background in previous Commission work.

Commissioner Gardella explained why she wanted to be Vice-Chair including her experience with Community Engagement through her work for the last seven (7) years.

The position of Vice-Chair was called to a second vote: Commissioner Becker received 3 votes, Commissioner Gardella received 3 votes.

Chair Grefenberg moved, seconded by Commissioner Becker, to table the vote for a Vice-Chair to the next regularly scheduled Community Engagement Commission meeting. The motion to table was carried unanimously.

Staff Liaison Garry Bowman invited newly-elected Chair, Gary Grefenberg, to assume the chair for the remainder of the meeting. Chair Grefenberg said he would be the Chair for a year. He also commented that he would be honored to have either Scot Becker or Theresa Gardella serve as vice-chair.

Confirmation of Annual Meeting Schedule (June 2014 - April 2015)

As their first item of business Chair Grefenberg said the Commission would need to determine their annual meeting schedule. In order to start discussion he recommended the second Thursday of the month was acceptable to him, and asked the Commissioners present their availability on that day of the month.

After some discussion Commissioner Becker motioned, seconded by Commissioner Mueller, that the Community Engagement Commission meeting the second Thursday of each month. The motion carried unanimously.

Public Comment

City Manager Trudgeon congratulated everyone on their appointment to the Commission. He stated the Commission has unlimited possibilities and potential at this time and Staff is available to assist.

Approve Agenda

Chair Grefenberg stated the approval of the agenda should have been done prior to the public comment. He added Agenda Item 3.c. Other Organization Matters. He also stated Item 7.e. "Where would you like the Commission to be in approximately one (1) year" is a subset of Item 7.e. and the rest of the items should be renumbered.

Commissioner Gardella asked what would be included in "Other Organizational Matters."

Chair Grefenberg stated he would like to have the process for taking minutes confirmed, have the Commission talk about a preliminary list serve, confirm the meeting packets would be mailed or emailed based on the Commissioners preference, and discuss an email that was received in May 1, 2014 regarding the receipt of hard copies of emails from other Commissions.

Chair Grefenberg made a motion, seconded by Commissioner Mueller to add to the agenda a new Item # 3.c. Other Organizational Matters, and make Item # 7.e., Where would you like the Commission to be in approximately one (1) year, to be a sub-item under 7.e., and then renumber the remaining items. The motion carried unanimously.

Commission Organization

Other Organization Matters

Minutes

Chair Grefenberg stated if possible he would like to receive the minutes within four (4) to five (5) days after the meeting. He would like an opportunity to review the draft minutes prior to them being forwarded to the Council.

List Serve

Chair Grefenberg stated he would like to start a list serve for the Commission. As the Commission moves through the year it will be important to have a list of people interested in community engagement issues. He distributed a list of 32 names of people who have expressed interest at this time. He encouraged other Commissioners to continue to add to this list and that they confirm any information that references them.

Commissioner Becker stated this should only be one of many different outreach methods that would be utilized by the Commission including social media methods.

Commissioner Mueller suggested the Commission must approve what is sent to the people on the list and that it cannot be used by individual Commission members.

Commissioner Becker suggested that the people who receive information from the Commission need to opt for that information prior to it being mailed out.

After further discussion and there being no objection, the Chair said the consensus of the Commission was to start initiate the List Serve as proposed by himself provided that its use was authorized by the Commission and recipients have opted to receive information.

Mr. Bowman stated the City website could also be used for creating this list.

Commissioner Packet Preference

Chair Grefenberg stated there is an option for Commissioners to opt out of receiving a hard copy of the meeting packet materials. After a show of hands he was the only one that has opted to receive a hard copy in the mail. He asked staff to contact Commissioner Manke as to how she would like to receive this information.

E-mails from other Commissioners

Chair Grefenberg asked if the Commissioners would like to have these emails in hard copy for reference with other Commission materials, referring to a question posed by Garry Bowman in an earlier May 1st e-mail from Garry Bowman.

It was the consensus of the Commission to not get hard copy of included the emails between Commissioners.

City Manager Trudgeon reminded the Commissioners about the Open Meeting Laws and not having a serial meeting between Commissioners that is not a part of a public meeting. Email is included in this and there should not be discussion among Commissioners through email. Grefenberg clarified that the e-mails he was discussing such as for information only and not pertaining to a Commission agenda item--did not violate the Open Meeting Law, using as an example the flyer advertising the racism seminars organized by the Human Rights Commission.

After asking the Commissioners whether they were in agreement, Chair Grefenberg stated it was the consensus of the Commission to not transmit hard copies of emails to Commissioners that were not part of an agenda item in the meeting packets.

Commission Calendar

Chair Grefenberg distributed a calendar of community engagement events for the Commission for the next two (2) months. He asked Staff to keep this calendar updated This in order to will provide the Commissioners with a calendar of community events in Roseville.

Chair Grefenberg reviewed several deadlines on the calendar, such as one week before each Commission meeting for adding items to the agenda. He also encouraged Commissioners wanted items added to the agenda then they should send that information to the Chair and Garry Bowman.

Role of Chair and Vice-Chair

Chair Grefenberg distributed a written explanation of the role of the Chair, Vice-Chair and Commission members. His intention was to make sure his understanding of the Chair's role was shared by the Commission.

Grefenberg stated the role of the Chair includes conducting meetings, conducting the business of the Commission including development of the agenda and meeting packet, and the spokesperson for the Commission on Commission items and issues. The term for the Chair and Vice-Chair is for one (1) year.

Grefenberg stated he had based the information in his hand-out on the role of the Chairs and Commission members from the orientation information provided by staff. He stated he had added to duties of Commissioners the ability, at the discretion of the Commission, to form committees and/or task forces, which report to

the Commission. Grefenberg added that Commissioners are to review meeting materials before the meeting, advise Staff when not able to attend meetings, and to keep other Commission members apprised of community events, programs, and issues.

In response to a question from Commissioner Gardella, Chair Grefenberg said there were two ways commissioners could raise future agenda items for the Commission's consideration at a meeting. Every Commissioner had the opportunity to send him an item they wished for which they wished Commission consideration, or they could raise agenda items at the end of any Commission meeting under the standard agenda item Commissioner-initiated Items for Future Meetings.

After asking whether there was any objection and hearing none, the Chair ruled it was the consensus of the Commission to accept the bench handout from Chair Grefenberg outlining the roles of Chair, Vice-Chair and Commission members.

Commission Communications, Reports, and Announcements

The Community Engagement Commission would be able to do things at these events as well. She asked if any Commission members would be interested in attending with her so they could put together ideas for what the Community Engagement Commission could do at future events.

Commissioner Mueller expressed interest in working with Commissioner Ramundt to reach out to the community during the Discover Your Parks events.

Chair Grefenberg suggested Commissioner Ramundt develop a questionnaire or survey that could be presented to the Commission for review at the next meeting and conducted during the Discover Your Parks events.

Chair Grefenberg indicated that he had added this standard agenda item in order to follow the process used by the City Council, noting that this had been a recommendation of the Civic Engagement Task Force.

The Chair then acknowledged the Commission receipt of the Roseville Area Project's "Communities for a Lifetime", February 2014 report.

Grefenberg also acknowledged the Commission's receipt of Chapter 7: Civic Engagement and Political Participation, a part of the March 2014 the Advocates for Human Rights Report entitled Moving from Exclusion to Belonging, stating that the recommendations in this report provide opportunities for this Commission to reach out to under-represented communities.

Chair Grefenberg also acknowledged the Commission's receipt of an invitation to "White People Facing Racism," a Human Rights Commission seminar and the 2014 Discover Your Parks calendar.

The Chair asked Commissioner Ramundt to comment on another item on which the Commission had received information, the Parks Department's Discover Your Parks various events scheduled in various park, and whether she wished to elaborate on this

Commissioner Ramundt explained starting June 25, every Tuesday and Thursday the Parks and Recreation Department chooses a different park in the City to have an event at. The Community Engagement Commission would be able to do things at

these events as well. She asked if any Commission members would be interested in attending with her so they could put together ideas for what the Community Engagement Commission could do at future events.

Commissioner Mueller expressed interest in working with Commissioner Ramundt to reach out to the community during the Discover Your Parks events.

Chair Grefenberg suggested Commissioner Ramundt develop a questionnaire or survey that could be presented to the Commission for review at the next meeting and subsequently used during the Discover Your Parks events.

Commissioner Gardella recommended looking at what questions were asked in the City survey prior to developing a new survey. Garry Bowman said he would look into making the questions available to Commissioners Ramundt and Mueller.

The Chair noted it was the consensus of the Commission to have Commissioner Ramundt and Commissioner Mueller put together a questionnaire or survey for the next Commission meeting and to look at the Discover Your Parks calendar to determine what events the Commission could attend to conduct this survey with the community.

Chair Grefenberg noted that items in the meeting packet or distributed at the meeting needed to be available at the table just inside the meeting room.

Commissioner Mueller expressed her concerns about the plastic water glasses distributed at the table for tonight's meeting, and in order to promote cost-savings and environmental awareness she recommended the Commission bring in their own beverage bottles in an effort to be green and keep the Community clean.

Orientation

Historical Background

Chair Grefenberg provided the historical background of how the Community Engagement Commission came to be and the steps it took to make it happen. He indicated it took six years of effort to get a Community Engagement Commission established, including two years at the beginning to get this proposal out of the Human Rights Commission and seventeen meetings of the Civic Engagement Task Force. He noted that the recommendations from the Task Force had required a threshold of at least 60% support before they were adopted and included in its report.

Commissioner Gardella clarified the City Council made the decision to create a Commission to address the specific community engagement issues noted in the 2012 Report.

City Council Expectations from April 24 Joint Meeting

Chair Grefenberg noted that in the meeting packet was a summary he had prepared of the City Council expectations from the April 24 joint meeting, noting that the Council had gone through in setting up the Commission.

Council-Adopted Scope, Duties, and Functions

Chair Grefenberg stated the Commission's charge was developed by the City Council in a laborious three-month long process. The scope or purpose of the Community

Engagement Commission is to serve in an advisory capacity to the City Council regarding the effective and meaningful involvement of the Roseville residents in the community. The Commissions overall charge, referring to the Scope section of the City Ordinance, is much larger than civic engagement but is community engagement. The Commission shall also make recommendations, review policies, and set strategies that will help improve City communication and increase the sense of community.

Commissioners' Individual Aspirations and Hopes (all Commissioners)

"Where would you like the Commission to be in approximately one (1) year?"

Chair Grefenberg indicated that Mr. Bowman had asked him this question a few weeks ago, and that he was impressed with the saliency of Bowman's question, and therefore believed it would be useful for all commissioners to step back and respond to this question: in a sense part of their orientation.

Grefenberg stated he would like to see in a year the Commission adopt and revise its recommendations to the Council and have bought into those recommendations, and have prioritized them. He would also like this Commission to have other ideas and suggestions from Roseville residents, which means an aggressive outreach and communication strategy. In a year from now he would also like Commission members to feel that they have done something significant rather than just have having produced more paper.

Commissioner Mueller stated she would like to add that it would be a huge success a year from now for a great number of citizens and businesses from the community to really recognize the Commission and the work it was doing, and that it was actively seeking their input and wanted to fulfill some of their ideas and rectify concerns. She would like this Commission to be known, adding that the majority of residents were unaware of this Commission and the City's partnership to engage everyone. She wanted having people aware that there was a collaborative effort to have a more cohesive relationship between all members of the community, and she included in that community not only citizens but also businesses.

Commissioner Becker stated he would like to echo the previous comments as well as see in a year the Commission working together to accomplish its goals; he wished to make sure that in a year there was something established that would lay the foundation for the future of the Commission and was now moving towards execution. He said that work in the next year not only included the particulars of setting up the Commission as was being done tonight but that we need to learn each other as well, since we now are a team and as happens with teams they usually go through a period of "forming, storming, norming, and performing". We need to not only look at the big picture but get down to the micro level and make sure that we are establishing something that can carry on.

Commissioner Gardella said she would like to echo Commissioner Becker's comments. Her aspirations were more internal to the Commission; she wanted the Commission to be clear on how its work is approached and what it means, in order to build a good foundation in the future. She noted that in her day job working with other organizations she was amazed that that there was a wide understanding of what community engagement meant, and she would like the Commission to have a common understanding of what community engagement means, and what that means and looks like in Roseville. Roseville is making a statement by forming this

Commission, she said, comparing Roseville to many other suburbs who are changing. Roseville, however, is being proactive in responding to these changes and continuing to be a welcome community.

Commissioner Ramundt stated she is a doer, not a discussor, and although she respects that the Commission needs a foundation she would like to see some balance in a year. She expressed some frustration with the work of the previous Task Force spending over seventeen months developing a report and the only concrete thing coming out of it was NextDoor, which she initiated not as a product of the Task Force. She sees there are two areas for the Commission's work: civic engagement, working with the Council and the City, and community engagement, working with the residents, and she would like to see things done in both areas. She was on the Commission to work with the community in getting to know its neighbors. She would like a balance between talking and doing something.

Commissioner Miller stated he agreed with the notion of trying to get down to brass tacks and finding something we can do to implement "big picture" ideas. He stated he would like to see in a year the website redesigned the Commission seen as a trusted resource for staff and City Council because of its expertise. He wished to see a trusting relationship between staff and Council with the Commission a year from now.

In response to an invitation from the Chair, Mr. Bowman responded that he would like to see the Commission with a solid foundation and a road map for the future but also be proactive in setting goals that can be accomplished and be recognized by the residents of the Community. He believed there was a hunger to get involved, but most just did not know how. He would like to see a baseline of ever-increasing community involvement established.

Chair Grefenberg concluded the discussion by indicating that in a year from now it would be interesting for the Commission to look back and see how its work and aspirations had fared.

Neighborhood and Community Engagement Task Force Final Report (October, 2012)

Distribution of Internal Worksheet

Chair Grefenberg stated the previous Task Force had prioritized its recommendations in a general way, noting that Mayor Roe had mentioned this at the Commission's joint meeting with the City Council April 14th, but now it was the Commission's turn to review the Task Force's recommendations and make them their own.

The Chair drew the commissioners' attention to an Internal Worksheet in their packet prepared by Commissioner Kathy Ramundt which would allow each Commissioner to prioritize the recommendations contained in the Civic Engagement Report, and to indicate any interest in volunteering to work on the execution of that priority. Commissioners expressed their appreciation to Commissioner Ramundt for providing them with this valuable tool in reviewing the 2012 recommendations.

Review and Discussion of Detailed Recommendations, Section 1: Culture, and Section 2: Increase Effective Public Participation in City Council and Commissions, pages 10-11 of Final Report

Chair Grefenberg said his assumption was that the Commission that evening would discuss, review, and rank the first two sections of those recommendations at this time. This will help to establish what the Commission feels they should work on.

Commissioner Ramundt stated she had reviewed what the Task Force had listed and she suggested that each Commissioner should individually review the recommendations and prioritize them and decide what they would like to work on. She stated she would compile the results of what each Commissioner views as high priority in order for the Commission to have a starting point for discussions.

Commissioner Mueller stated she would like additional time to review the recommendations to provide a more accurate list of priorities.

Chair Grefenberg made some preliminary comments which he believed could impact each commissioner's individual ranking; he pointed out that the Finance Commission was given the charge of making the budget process more transparent, a specific recommendation of the Task Force, so he thought that could impact a Commissioner's priority for that item. He also recommended adding a priority 0 which would indicate dropping a recommendation completely.

Commissioner Gardella recommending Commissioners include their rationale for their prioritizing so that other Commissioners have an understanding. She asked if they should be reviewing the list in terms of this year or more long term for the life of the Commission.

Commissioner Ramundt suggested looking at all the recommendations in general and then looking at what items you would personally want to work on.

Chair Grefenberg said he agreed with the direction the discussion was going, but he wanted to add the fact that the Council might have something that they want the Commission to focus on. He recommended the Commission set their priorities first and if there is something on the Council agenda that the Commission has an interest in then that should be considered. He again recommended looking at only sections 1 and 2.

Commissioner Gardella suggested adding another column for comments. Ramundt agreed to do that.

Gardella also asked for what time frame Commissioners should rank. After some discussion it was decided that Commissioners should rank what they think the priorities for the Commission should be for the next several years.

Commissioner Becker suggested that if the Commissioners could use 0 as a ranking, he would recommend that the Commission reverse the numerical ranking order, with 5 being the highest priority.

Chair Grefenberg stated he was hearing the consensus of the Commission was to have Commissioner Ramundt to send out a spreadsheet for Commissioners to prioritize the recommendations of the Task Force and have the results provided for the next meeting.

Commission Review and Advice on pending Council Ordinance regarding Uniform Standards for Commissions (Action Item)

Chair Grefenberg reviewed the pending City Council Ordinance on Uniform Standards for Commissions and additional recommendations that might be added. He referred to sections 1 and 2 of the Task Force's recommendations that all commissions generally follow City Council procedures, and that all commissions allow an opportunity for public comment on items not on their agenda and on items on their agendas. He also noted a new recommendation he was suggesting the Commission add, that is, in so far as possible commissions should be advised in advance when the Council was considering an item which a Commission may want to comment or make a recommendation on. [The new recommendation is included in a bench handout headlined Commission Review & Advice on Uniform Standards for Commissions and dated May 8, 2014, which handout is included in the minutes of this meeting.]

Commissioner Ramundt stated this would be a good a recommendation to include in this Ordinance.

Commissioner Becker agreed this was a good idea but expressed concerns on how this would be implemented because civic engagement is a broad area and community engagement is even broader. It is an excellent idea, he concluded, but suggested a set of criteria also be established for notification.

Mr. Bowman agreed with Commissioner Becker. It will be different from Commission to Commission and Board to Board. He stated he is not familiar enough with the other Commissions and he would like to hear input from them. He thinks having a threshold for notification would be acceptable so that it is clear when Staff should notify the Commission. Also there is not always a lot of time, he said, between being put on the agenda for discussion and the time of the meeting.

Chair Grefenberg recognized that the time for alerting a commission was compressed, stated if the role of a commission is to give advice and recommendations to the Council then they should do this before the Council makes a decision.

Commissioner Ramundt stated it would be nice if Staff could notify the Commission but it should not be included as policy because they might miss something because they are not as familiar with what the Commission should be notified of.

Commissioner Gardella stated the way the recommendation as written is fine but it is the implementation which is raising some questions. The issue was "How does the Commission help Staff in determining what they should be notified of?"

Chair Grefenberg asked if this recommendation should be added to the Detailed Recommendations as Item 1.1.e.

Commissioner Gardella made a motion, seconded by Commissioner Becker to add Recommendation 1.1.e., Advise Commissions and Boards of items on the Council agenda, and to invite City Manager Trudgeon to comment at a future meeting on its implementation. The motion carried unanimously.

Chair Grefenberg stated raised another recommendation that would include on a Commission's webpage individual Commission members contact information.

Mr. Bowman explained the email or phone number that the Commission members had provided is required of all public officials but this information is not displayed on the webpage. This information can be obtained at someone's request.

Chair Grefenberg stated the recommendation is to include only the contact information for the Chair and Vice-Chair or for all Commission members. He stated this would provide a direct contact for the community to reach someone on the Commission.

Commissioner Becker stated he would be ok with either option (chair and vice-chair, or all commission members) as long as he could choose either phone number or email for his listing.

Commissioner Mueller stated she would prefer having her email listed only but would be ok with both.

Commissioner Gardella agreed with having an email listed. Commissioners Miller and Ramundt were fine with both, with Commissioner Ramundt suggesting that if practical all commissioners' contact info could be used.

Commissioner Becker moved, seconded by Commissioner Ramundt, to recommend to the Council for inclusion in an Ordinance of Uniform Standards for Commissioners having individual contact information may be posted at the each Commissioner's discretion on the Commission's website as well as on any printed general information. The motion carried unanimously.

Commissioners Areas of Interest and/or Committee Structure

Website Redesign

Chair Grefenberg stated Commissioner Becker and Commissioner Miller are willing to take the lead on working with Staff on integrating the Commission's advice into CivicPlus's upgrading the City's website. He asked if anyone else was interested in working on this, and the Commission authorizing the creation of this group as a Commission committee. Staff would be looking for input in the next couple of months.

Mr. Bowman stated the website will be redesigned in the next few months.

Commissioner Mueller stated she be interested in this project from an organizational standpoint and streamlining the website.

Commissioner Becker stated the project deadlines would need to be reviewed in order to set deadlines for bringing issues back to the Commission for its input.

Chair Grefenberg moved, seconded by Commissioner Mueller to form a Website Committee with of Commissioners Becker and Miller to be point persons for the Commission on the Department of Administration's update of the City's website. Motion carried unanimously.

Others

Chair Grefenberg that a Commission committee structure seemed to be evolving with the establishment of the Website Redesign Committee and providing direction to Commissioners Ramundt and Mueller to develop a survey about community

engagement and talk to residents during the Discover Your Parks events. He asked the Commission for a label for this later committee, but that went nowhere, the Commissioners wanting to keep it informal.

Chair Grefenberg mentioned that the involvement of businesses in the Commission's work had been mentioned several times by the Council during the Commission interviews, and even earlier this evening by a couple Commissioners. He suggested discussing possible outreach projects for businesses at a future meeting.

Grefenberg also reported he had heard from Megan Dushin, a former Task Force member, volunteering her time for the website redesign. He asked if there was objection to adding this resident to the group working on the website.

Commissioner Becker stated he would agree to this. Commissioner Miller also agreed. There being no objection the Chair recognized the Commission's consensus on adding Roseville resident Dushin to the Website Redesign Committee and expressing its appreciation for her volunteering.

Staff Report

Staff Liaison Garry Bowman provided an update to the Commission on the contracts for Civic Plus. There will be a kick off meeting on Monday, May 12. After this meeting he will meet with the Website Committee.

Bowman asked if the Commission would be interested in adding a Youth Commissioner and this can be discussed in the future. Commissioner Gardella asked what the role of a youth member would be.

Bowman responded that it is an advisory position and would provide exposure to for the Community Engagement Commission; youth commissioners are also not able to vote. They will also work with the Commission.

Commissioner Ramundt thought it was a great idea. Chair Grefenberg was more skeptical about its value, and indicated that he did not understand that this was a Council directive.

Chair Grefenberg stated these individuals would also work within their schools on behalf of the Commission and its activities.

New Business

Chair Grefenberg stated there had been discussions on a retreat. He asked if anyone would like to follow up with such an informal meeting, turning to Commissioner Gardella for a response.

Commissioner Gardella stated that the Commission should get to know each other better but they would not be able to meet informally due to the Public Meeting Laws. She would recommend taking the retreat issue off the table.

Commissioner Becker noted that the Commission could meet informally as long as that social meeting was notified.

Chair Grefenberg suggested looking into a reception for Commission members and Staff and have it noticed for the public. He suggested this could be done after the June meeting.

Chair Grefenberg also raised the issue of advising the Financial Committee about the Commission's willingness to cede to it the task of finding ways to transparently track financial issues on the City website.

Future Agenda Items

Chair Grefenberg said for Commission-initiated items the Commission has agreed to take a look at the ranking of the Civic Engagement Task Force Recommendations, deciding at what point it should become involved in the redesign of the website, and receiving a Committee report from Commissioner Ramundt and Commissioner Mueller on the Discover Your Parks project and future ideas.

Commissioner Becker stated the Commission has also invited City Manager Trudgeon to comment at a future meeting on implementation of notification of agenda items for Commissions and Boards.

Commissioner Miller stated that the List Serve was also agreed to.

Staff Liaison Bowman asked if this was something the Commission would like included on the website for residents to get information.

It was the consensus of the Commission to utilize the website at this time for the list serve.

Commissioner Ramundt asked what the process would be if she were to have a conversation with someone regarding community engagement.

Chair Grefenberg suggested adding an item to the agenda regarding the process for these types of conversations.

Mr. Bowman recommended not moving ahead with recommending including individual contact information on Commission members until the Council has more information.

Chair Grefenberg stated he would like to have his contact information on the website.

Commissioner Ramundt stated this should be added to the next agenda for further discussions.

Chair Grefenberg requested the provision of business cards for Commissioners be added to the next agenda.

Bowman suggested sending ideas for these cards to him and he would bring examples to the next meeting.

Adjournment

Commissioner Becker made a motion, seconded by Commissioner Ramundt, to adjourn. The motion carried unanimously. The meeting was adjourned at 8:42 p.m.

Attachment #1 Community Engagement Commission

Role of Chair and Vice-Chair

Chair convenes and conducts Commission meetings, conducts the business of the Commission including but not limited to the development of the agenda and the meeting packet, is the official representative and spokesperson for the Commission on Commission positions, issues and priorities.

Vice-Chair performs the duties of the Chair in the absence of the Chair. The Vice-Chair also consults with the Chair upon his or her request.

Term: The Chair and Vice-Chair serve for approximately one year until the regularly-scheduled Commission meeting in April of each year.

Role of Commission Members

(as found in the Handbook for Roseville Councilmembers, Advisory Commission Members, page 8-9, except where language in blue font is found)

Citizens Advisory Commission members are residents and community volunteers who help the Council by making recommendation regarding certain important issues.

1) Commissioners Act as a Group

You work with your fellow commission members on the issues the City Council as a body has assigned to your commission. The Council has assigned issues to us through the City Code (Chapter 208).

As an individual commission member you should work cooperatively with your fellow commissioners. Staff do not work with individual commissioners but for the commission as a body.

- At its discretion a Commission may form committees and/or task forces which report to the Commission any recommended actions or programs. (A committee is an organizational entity whose majority of members are Commissioners; a task force is an entity whose majority are not sitting Commissioners.)

2) Commissioners are a Link to the Community

Citizen advisor commissions are an important link between the City Council and City Residents. Individual commission members can be the eyes and ears of the Council, helping Councilmembers understand the perspective of City residents on City issues.

3) Commission Members May Have Special Expertise in a Subject

In addition certain commission members may have special training or experience regarding some aspect of City operations. Their service on a commission, therefore, brings informed insight to bear on the important issues facing the City.

Other Responsibilities: Commissioners are expected to review materials in the meeting packet before the Commission meeting; advise staff when they will be missing regularly-scheduled Commission meetings and provide a reason; and to keep themselves and other Commissioners apprised of community events, programs, and issues relevant to the Commission's duties.

Re: Commission Agenda Item 7e, iii, Commission Review & Advice on Uniform Standards for Commissions

Section 1: Integrate Citizen Engagement into City Hall Culture

ADD A NEW SECTION & RECOMMENDATION 1.2:

1.2: Policy Intent or Practice: Since Commissions are responsible for advising the City Council on issues or proposals before them, it makes sense that Commissions should be alerted when their advice will be timely, that is, prior to final Council decision-making. Therefore the Council should direct staff to alert Commissions to meetings where Council Action is being requested on items the Commission has or is considering or fall within the Commission's purview.

Rationale: Since advice is only effective prior to a decision, the effectiveness of a Commission is largely determined when its advice is timely and presented to decision-makers prior to their decision-making.

We recommend the City:

- a. Establish a policy and process whereby in so far as possible Commissions are notified by staff prior to Council action on items which the Commission has or is considering or could be reasonably considered to fall within the Commission's purview, and the Commission chairs and vice-chairs are invited to attend and participate in said meeting.

Section 2: Increase Effective Public Participation in City Council and Commissions

ADD A NEW RECOMMENDATION 2.4:

2.4 Policy Intent or Practice: Contact information for each Commission should be readily available to the public, as well as the individual contact information for each Commission, so as to facilitate direct communication between commissioners and the public.

Rationale: Since Commissions are a link to the community (*Handbook of Roseville City Council Members, Citizen Advisory Commission Members*, as included in Orientation Materials distributed at Commissioner Orientation April 9, 2014), the individual contact information of either a Commission's officers or all its members should be easily available. Phone numbers should also be included since not all Roseville residents have access to e-mails.

We recommend the City:

- a. Include Commission members' individual contact information on a Commission's web page and any general printed information describing the Commission, such as brochures.

OR

- a. Individual contact information for Commission chair and vice-chair should be included on a Commission's web site and any general printed information describing a Commission, such as brochures.