

Community Engagement Commission

Community Engagement Commission Meeting Minutes

September 11, 2014

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

Commissioners Absent: None.

Staff Present: Garry Bowman, Staff Liaison

Others Present: Lisa McCormick, Roseville Resident (part of meeting)

Call to Order

A quorum being present, the fifth monthly meeting of the Community Engagement Commission was called to order at 6:30 p.m. by Chair Gary Grefenberg.

1. INTRODUCTION/ROLL CALL

All Commissioners were present.

2. APPROVE AGENDA

Commissioner Scot Becker made a motion, seconded by Commissioner Kathy Ramundt to approve the agenda as presented. **The motion carried unanimously.**

3. APPROVAL OF AUGUST 18, 2014 MINUTES

Commissioner Scot Becker made a motion, seconded by Commissioner Michelle Manke to approve the August 18, 2014 minutes as amended. **The motion carried unanimously.**

4. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

Roseville resident Lisa McCormick thanked Chair Grefenberg for the support and guidance he provided in helping her in forming a neighborhood association. The work of this Commission is important and communications are key. The Commission has on its agenda to provide guidance and she would like to see this process expedited because she had to turn to other cities for information in order to form a neighborhood association.

McCormick also advised the Commission that City notification problems had a long history; she added that Councilmember Laliberte has suggested this could be something the Commission could work on and find ways to improve.

Commissioner Ramundt stated the Commission would be looking at neighborhood groups next month and one of the possible recommendations is neighborhood associations. This is a high priority for Chair Grefenberg and she appreciated the input from Ms. McCormick.

Commissioner Theresa Gardella asked Ms. McCormick what materials or information would be helpful in forming neighborhood associations; Gardella also asked that Ms. McCormick and forward that information to the Commission so that it would have that when it discussed this topic.

Mc. McCormick stated that some cities do help with the cost of the first mailing forming a new neighborhood association, and this support would be helpful. She offered to share the neighborhood association information she had created.

5. OLD BUSINESS: WORK GROUP REPORTS

Chair Grefenberg indicated that there seemed to be some confusion on the differences between policies and strategic recommendations. The Commission had adopted instructions for the Work Groups which said the Commission should address both policies and strategic recommendations; however, in some of the reports received the focus had been more on strategic recommendations. As each Work Group goes through its recommendations, it would be necessary to know if there was a recommendation to delete or revise a policy or if the recommendation focused solely on strategic recommendations.

Also as the Commission goes through each report he said that the process would be that if there were any objections to a particular recommendation that could not be resolved quickly that item would be set aside to be discussed later in the meeting or at a future meeting. Since meeting time was limited the intent was to get at least some of these recommendations approved.

a. Work Group F: Operations Committee (“Low-Hanging Fruit”)

Chair Grefenberg stated this report comes from the Operations Committee whose members are himself, Vice Chair Becker, and Commissioner Gardella. He asked if anyone had discussion on items 2.0 and 2.1.

It was the consensus of the Community Engagement Commission to accept the Operations Committee recommendation to keep Items 2.0 and 2.1 as policy statements.

Chair Grefenberg stated Item 2.1.b was a strategic recommendation. The Operations Committee is recommending changing the language of the 2012 Task Force Recommendation by changing the word “formalized” to “encourage” future Councils to continue the mayor’s current practice of recognizing members of the public during city council meetings both on items not on the agenda as well as items on the agenda. The reason for this was that each City Council adopts its own policies and rules, and one council cannot bind another.

There being no objection, the Chair ruled it was the consensus of the Commission to accept the Operations Committee recommendation for the revision of Item 2.1.b and keep it as a strategic recommendation.

Chair Grefenberg stated the Operations Committee recommended Item 2.1.c (*Have commission meetings follow these same rules and procedures as the city council, and as described above*) be kept.

The Work Group had recommended that the timeline on this recommendation be contingent upon when Council takes up the Uniform Standards for Commissions.

As to whether there was anything missing from this strategic recommendation, the Work Group had made the following recommendation:

The practice of a few Commissions does not make clear that public input can occur during its meeting. Once approved by the Council, the City Manager should advise all Commissions to provide for public comment before and during its meetings. Public comment during a meeting should occur before a Commission takes action on an agenda item.

Grefenberg also noted that as currently written this strategic recommendation does not include the Housing and Redevelopment Authority Board. The Commission may wish to consider including this board in its recommended strategies at a later time.

There being no objection the Chair ruled it was the consensus of the Commission to keep Item 2.1.c as a strategic recommendation and once approved by the Council, the City Manager should advise all Commissions to provide for public comment before and during their meetings.

The next strategic recommendation the Work Group reviewed was as follows:

2 additional, .2 Other: Direct contact info for each commission and its leadership be on it web page and printed materials such as brochures.

Chair Grefenberg stated the Work Group would recommend revising (as indicated above) and adopting this strategic recommendation. It was also recommended to this position into the Commission's recommended Uniform Standards for Commissions.

Grefenberg noted that the City Council thought this item was significant enough to add it to the City Manager Goals for 2014, referring to a July 14, 2014, City Council action.

There being no objection the Chair ruled it was the consensus of the Commission to accept the Operations Committee recommendation to adopt this revised recommendation language.

The next 2012 recommendation the Work Group reviewed was a Policy which read: *The City should widely publicize openings on all commissions and ad hoc groups, and encourage residents to apply.*

The Work Group recommended two changes and the adoption of this policy to read as follows:

2.2 Policy: *The City should widely publicize openings on all commissions and ad hoc advisory groups, and encourage residents to apply. The City*

should also consider adding some schedule flexibility to the interview process so more residents can be interviewed.

There being no objection the Chair ruled it was the consensus of the Community Engagement Commission to accept the recommendations regarding Policy 2.2.

The next item the Work Group reviewed was strategic recommendation 2 additional, .3 Other, which it recommended be revised and adopted as follows:

In so far as feasible improve the Commission interview process to make certain applicants are aware of interviews and consider providing alternative dates if necessary. Also prior to interviews Commission web sites should be updated to make sure the information remains relevant and the time commitment required of a Commissioner is clear.

There being no objection the Chair ruled it was the consensus of the Community Engagement Commission to accept revised strategic recommendation 2 additional, .3 Other.

The Work Group's next recommendation regarded strategic recommendation 2 additional I, .4 : *Explore alternative methods to reach minority groups and others who are not normally involved in civic affairs.*

Other Commission Gardella suggested changing the language *minority groups* to *underrepresented groups*. Commissioner Ramundt suggested removing "minority groups and other" and leave at "those who are not normally involved..."

After some discussion the Chair ruled that it was the consensus of the Commission to accept strategic recommendation 2 additional, .4 Other, as amended to read "Explore alternative methods to reach others who are not normally involved in civic affairs." There was no objection to the Chair's ruling.

Chair Grefenberg said Work Group F was recommending adding a new policy two new strategic recommendations, and a timeline as follows:

2.x Policy: The City should provide opportunities for residents to learn about Commissions.

Strategic Recommendation 2.x.1: Prior to the annual announcement of Commission openings or at the same time, the City and the Commission should sponsor an open workshop to learn about Commissions, how and why they operate, the role of individual Commissioners, and other information on Commissions, general and specific.

Strategic Recommendation 2.X.2: The organization and scheduling of this workshop should be closely coordinated with Staff so that the Workshop itself should be seen as an integral part of the City's process of advertising and filling Commission vacancies.

Timeline: Planning and concurrence of staff and Council should be achieved by the end of February, 2015, so this workshop can be seen as a pilot project incorporated into the spring process for filling Commission vacancies.

Grefenberg explained the reason the deadline was February 2015 was because the Commission openings are announced at that time.

After some discussion the Chair ruled that it was the consensus of the Commission to accept the Operations Committee recommendation to Add Policy 2.a, strategic recommendations 2.x.1 and 2.x.2, and the timeline as presented.

The next Work Group recommendation concerned 2012 Policy 2.3 which reads: *"The City should develop and enforce an absence policy for Commissions and add the following language or for those few Commissions who meet less often an equivalent maximum of missed meetings."*

The Work Group also recommended the following:

SUGGESTED TIMELINE: Contingent upon when Council takes up the Uniform Standards for Commissions.

ANYTHING MISSING? We may need to clarify that the current practice of some Commissions of allowing excused absences will not be allowed if this recommendation is accepted by the Council.

It may important be important to note that our recommendation does not state that a Commissioner missing more than the maximum will be removed from office, only that staff will report to the Council; thus the final decision remains with the Council, the original body who made the appointment.

Also as currently written this strategic recommendation does not include the Housing and Redevelopment Authority's Board. The Commission may wish to consider including this board in its recommended strategies.

Commissioner Ramundt stated 2.3.a could be changed to "misses more than 25% of the meetings." Chair Grefenberg said that a few commissions meet only four times a year, and thus such an attendance requirement would be more restrictive than the recommended requirement.

There being no objection, the Chair declared it was the consensus of the Community Engagement Commission to accept the Operations Committee recommendation to add Policy 2.3 and strategic recommendation 2.3.a as written and revised.

The next item recommended by the Work Group, Chair Grefenberg said, was the following Strategic Recommendation:

2 additional, .1 Other: In so far as possible staff to advise Commissions on items on Council agenda which fall under their purview according to City Ordinance. (Adopted by CEC 05-08-2014)

TIMELINE: Contingent upon when Council takes up the Uniform Standards for Commissions

ANYTHING MISSING? Possibly a brief rationale to the effect that a Commission function is to serve as an advisor to the Council, and as such it requires advance notice of a Council's deliberations in order to give timely advice.

There being no expressed objection, the Chair ruled it was the consensus of the Commission to adopt strategic recommendation 2 additional, .1, Other and add this to the Commissions 2014 recommendations on Uniform Standards for Commissions.

The next Work Group Policy recommendation was as follows:

4.0 Policy: Provide Public Participation Support, Training, Resources, and Recognition

The Work Group had added the following comment to this recommendation:

We recognize and appreciate that this year City Staff and Council have provided more support and training to new Commissioners than previous administrations. The orientation session for new Commissioners and the materials then-provided, as well as the City Attorney's briefing of new Commissions, were examples of this renewed attention to the role of City Commissions.

Chair Grefenberg stated the Operations Committee suggested adding "and recognition" to Policy 4.0. Commissioner Ramundt suggested adding "for Commissioners" at the end of the sentence. She would expect that this would be something done by the Volunteer Coordinator.

There being no objection, the Chair ruled it was the consensus of the Community Engagement Commission to adopt Policy 4.0 as revised with the addition of "for Commissioners."

The next Work Group recommendation was to revise and adopt the following Strategic Recommendation as shown below:

4 addl 1 Other: The City should consider other ways of recognizing and honoring its Commissioners, such as each year hosting a picnic for all commissioners and staff liaisons, possibly in connection with Rosefest.

The Work Group had also noted in its report the following:

Over the past year there has been a noticeable effort at increasing the City's recognition of the value of Commissioners, such as Council members swearing-in of new Commissioners and Council referrals to Commissions before they take action on some proposals. This asking for Commission advice itself may be the most important reinforcement for Commissioners in fulfilling their duties.

The Work Group had also noted that the forwarding of this recommendation to the Council could await further study and consideration of other means of reinforcing and recognizing the volunteerism of City Commissioners.

Commissioner Ramundt suggested removing this strategic recommendation at this time.

There being no objection, Chair Grefenberg ruled that Policy Item 4 as amended would be set aside without prejudice and not included in the final motion for approval.

The Work Group had also considered the following recommendation: *Reimburse Commissioners for direct costs incurred by them in the performance of their duties in the same manner and rates as City employees.* At this time, however, the was recommending deferring consideration of this item.

There being no objection, the Chair ruled it was the consensus of the Community Engagement Commission to defer action on Strategic Recommendation additional 1 (2) Other.

Chair Grefenberg stated Item 6.4.b (*Automatically forward messages sent to the City Council's single email account to these new public addresses for council members*) had already been achieved and does not need to be included in the policies and procedures any longer.

There being no objection it was the consensus of the Community Engagement Commission to recognize Item 6.4.b has been achieved and therefore not necessary to be incorporated into the Commissions 2014 Recommendations.

The next Strategic Recommendation considered by the Work Group was 6.4.c which read as follows: *Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.*

Chair Grefenberg stated most Commissions are currently following this process. The Work Group recommended recognizing this as having been achieved and remove it from the 2014 listing of policies and recommendations.

There being no objection, it was the consensus of the Commission to accept the Work Group recommendation on Item 6.4.c.

The next Work Group recommendation was to add a Strategic Recommendation 6, additional .1, Other, which reads as follows:

Allow each Commission control over their webpage and Face Book entries, with proper disclaimer and controls for elimination of whatever Staff worries about. If Necessary include a disclaimer and/or time lag for Staff Liaison to review.

The Work Group report on this recommendation included as rationale the following:

Commissions should be trusted with their own web page and Facebook postings. The web page and Facebook design would follow the format of the

new web design. If deemed necessary by staff, safeguards such as outlined above can be added. This would be another example of changing the culture at City Hall, emphasizing collaboration rather than control.

Commissioner Jonathan Miller suggested not limiting the reference to Facebook and recommended changing this to "social media presence."

Staff Liaison Bowman stated the City Council would not support this item. Chair Grefenberg said he disagreed with Staff Liaison Bowman that there was no support on the Council for this item. Bowman responded the Staff Liaison is responsible for maintaining the Commission web pages and the Council would view this as Staff's responsibility.

Commissioner Mueller suggested changing the recommendation's language so the Commission would be able to have a say on what was on its web page.

Staff Liaison Bowman stated the Commission has this ability currently. Chair Grefenberg said in the past it had been difficult and time-consuming to get changes to the web site.

Commissioner Mueller stated this is strong language. In response Chair Grefenberg suggested changing it to "Allow each Commission input to their web page."

Garry Bowman stated this wording would have more City Council support.

Chair Grefenberg stated the Commission's role is to give its advice and recommendations to the Council, and should not decline to give its advice because of fear that the Council may not follow it.

Bowman commented that Chair Grefenberg felt he had problems in the past but he did not believe this was a current problem.

Commissioner Ramundt recommended changing it to the Commission may have input. Commissioner Desiree Mueller also said she did not approve of the language as written.

Chair Grefenberg stated he would agree with changing the language if the Commission feels strongly about it. He asked Commissioner Miller if the language should be changed to include all social media even though he did not believe there would be many Commissions that would use these.

Commissioner Miller explained Facebook was just one type of social media and if this policy is expected to be in place long-term then it should all current and future social media outlets.

Staff Liaison Bowman stated if the Commission felt there was something important they wanted out, Staff would be open to posting it to its social media accounts.

Chair Grefenberg suggested changing Strategic Recommendation 6 additional, .1 Other to read as follows:

Allow each Commission input to its webpage and social media.

There being no objection to this revised Strategic Recommendation, the Chair ruled it was the consensus of the Commission to approve Strategic Recommendation 6 additional, .1, Other.

The next Work Group recommendation regarded a 2012 Task Force recommendation setting a time line on City staff responses to comments or requests from the public. Chair Grefenberg stated the Operations Committee recommended this strategic recommendation be revised and adopted by the Commission as follows:

7.2.c: Create and publish a policy for staff to respond to residents' requests and comments within three (3) business days/, and where applicable, include in staff response information of any relevant Roseville mailing (or emailing) lists a resident can join for updates on issues of concern.

Grefenberg clarified the last part had been badly written and suggested changing it to "...and where applicable, include in Staff response information of any relevant Roseville mailing (or emailing) lists a resident can join for updates on issues of concern."

The Operations Committee recommended adopting this language and keep Item 7.2.c as a strategic recommendation.

Commissioner Gardella asked what the different methods were for residents to reach the Commission.

Chair Grefenberg stated the Commission's website, when notifications are sent out there is a line for written input, phone calls and emails to Department heads. One reason for recommendation 7.2 c was to ensure people know their message was received.

Commissioner Gardella asked if there were problems responding in the two (2) day time limit.

Garry Bowman responded there were no real problems but it would be beneficial to have the extra day.

Commissioner Mueller stated three (3) days is reasonable. She asked if the City used auto response for emails. Liaison Bowman answered that he was not sure if this was set up on the current web platform but it would be used with the launch of the new website.

Grefenberg added the Operations Committee had earlier recommended that when the Community Engagement Commission module is added to the new website it should include a means for residents to track the current status of any questions or comments, including which department has the responsibility of responding.

There being no opposition, Chair Grefenberg ruled it was the consensus of the Community Engagement Commission to adopt the Operations Committee recommendation to revise 7.2.c to three (3) days and the additional language he had proposed.

The adopted recommendation thus reads as follows:

7.2.c: Create and publish a policy for staff to respond to residents' requests and comments within three (3) business days/, and where applicable, and where applicable, include in Staff response information of any relevant Roseville mailing (or emailing) lists a resident can join for updates on issues of concern."

Chair Grefenberg stated any Work Group or Committee recommendation does not need a second. It is automatically on the table as a motion for a vote.

The Operations Committee, Work Group F (aka Low-Hanging Fruit), motion is to approve the Policies and Strategic Recommendations outlined above, namely 2.0, 2.1, 2.1.b, 2.1.c, 2 addl 2 Other, 2.2 with the recommended revision, 2 addl 3 Other, 2 addl 4 Other with the recommended changes, 2.x, 2.x.1, 2.x.2, 2.3, 2.3.a, addl 1 Other, 4.0, 6 addl 1 Other as amended, 7.2.c as amended, and removing policies and strategic recommendations 6.0, 6.4.b, and 6.4.c.

There being no further discussion Chair Grefenberg called the motion to a vote. **The motion carried unanimously.**

b. Work Group B: Education/Awareness

The presentation on this Work Group's recommendations were given by Commissioners Ramundt and Gardella. A copy of Work Group B's report is attached to these minutes and made a part of this record.

The first recommendation of this Work Group was to reassign Strategic Recommendation 4.3 b, ii, to Work Group G.

Work Group B also recommended keeping Policies 1.1, 4.2, and 4.3, which read as follows:

Policy 1.1: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.

Policy 4.2: The City should invest in civic engagement training for public officials and city staff to foster a climate of public participation.

Policy 4.3: the City should develop educational and information resources for citizens to learn how best to participate in civic issues.

Commissioner Gardella stated the Work Group recommended two (2) new or revised recommendations as follows:

1.) Host annual training/conference on the latest trends, technologies and tools used to engage citizens. City Staff and residents should jointly plan and publicize the event in collaboration with the CEC; and

2.) The City should develop and/or strengthen opportunities for residents to learn and participate in the civic process, including Roseville University.

Both of these recommendation include a supporting role for the CEC although Staff is taking on this work. The recommendation would be to work with Staff to achieve these recommendations.

Chair Grefenberg commented that some Council members thought the City should resume Roseville University this year but that had not been done. He said City Manager Trudgeon had stated this was on staff's work scope but there was no timeline yet established.

Commissioner Gardella stated the Commission could suggest a timeline or wait for Staff to determine when they want to take this project on and be accessible to assist with the project.

Chair Grefenberg stated the time line seems aggressive because these recommendations have not been presented to the City Council. The earliest this could be presented to them would be November and having these programs by the end of the year would not be feasible. He clarified he is not objecting to the substance of these recommendations but rather advising that the Commission could not proceed until they get City Council approval and agreement.

Commissioner Gardella stated the time line is not set, but 2015 would not be too ambitious. The 2014 date was just a meet with Staff to discuss these and establish a working relationship with them for possible implementation in 2015.

Commissioner Ramundt suggested removing references to dates at this time and leave the recommendations. The dates can be determined later.

Chair Grefenberg repeated the motion of Work Group B: Education /Awareness to approve keeping Policies and Strategic Recommendations 1.1, 4.2, 4.3; remove Strategic Recommendations 1.1.d, 4.2.a, 4.3.a, 4.3.b.i, and 4.3.b.iii; and adopt new Strategic Recommendations 1 and 2, with no reference to time lines, and reassign Item 4.3.b.ii to Work Group G: Completed/Responsibility of Other Commissions.

There being no further discussion Chair Grefenberg called the motion to a vote. **The motion carried unanimously.**

c. Work Group A & E: Community Outreach and Council/Commissions/Staff in the Community

Commissioners Ramundt and Mueller gave their report to the Commission. A copy of Work Group A & E is attached and included as part of this record.

Commissioner Ramundt clarified that although not explicit in their report they were recommending keeping Policies 2.0,2.1, 7, and 7.1.

Commissioner Ramundt continued the Report by noting their Work Group was recommending reassigning Strategic Recommendation 7.2.d to the Communication Work Group C and Strategic Recommendation 7 additional .1, Other, to the Completed/Responsibility of Other Commissions Work Group G.

Chair Grefenberg stated he had concerns with reassigning 7 addl 1 Other to the Completed/Responsibility of Other Commission because this would fall under zoning notification. Commissioner Ramundt corrected Chair Grefenberg by indicating that the issue of notification is the responsibility Work Group G.

Commissioner Gardella explained there were several recommendation about notifications that were reviewed and should go to Planning. Work Group G is

reviewing these and will make recommendations on what Commission should be responsible for the recommendation, she said.

Chair Grefenberg removed his concerns.

Commissioner Ramundt stated there had been several recommendations pertaining to meetings. The Work Group is recommending replacing 1.1.b, 4.1.c, 7.1.a, and 7.1.b with two (2) new recommendations as follows:

- 1.) The City Council will hold one regularly scheduled town hall style meeting each year, with topics solicited from the eight (8) Commissions; and,
- 2.) Each Commission will be encouraged to hold community meetings.

Ramundt clarified that the bullet points listed under each of these two recommendations were not part of their Work Group's recommendations for Commission approval.

The Work Group also recommended removing Strategic Recommendations 2.1.a, 1.1.c, 2.2.b, 7.1.c, and 5.1.c since they have been achieved by the creation of the Community Engagement Commission. In addition recommendations 1.1.a.i and 4.1.b have been achieved through actions taken by the City Council.

Chair Grefenberg expressed concern with the recommendations marked as completed as a duty and function of City Council actions, focusing on the Work Group recommendation that the City Council drop their current practice of forming Task Forces to assess significant issues. He noted the first bullet under this recommendation

Commissioner Ramundt clarified the Work Group was not recommending the Council drop its practice of creating task forces but rather this does not need to remain as a recommendation because it was something that had been put into practice. The Commission can decide to keep this item as a listed strategic recommendation to encourage the Council to continue their practice of establishing resident task forces as needed.

Chair Grefenberg stated he preferred to have this listed as a strategic recommendation as reinforcement to the City Council to continue this practice.

Commissioner Ramundt stated the Work Group is only designating this recommendation as achieved and would not require any further review by the Commission.

Chair Grefenberg suggested keeping this strategic recommendation because there are often issues that affect more than one Commission or did not fall under any Commission's jurisdiction.

Commissioner Ramundt commented the recommendation could be left in. The Work Group was not saying that this should not be done but rather that it was being done.

Commissioner Miller asked what the rationale was for marking Items 1.1.c and 2.2.b as completed.

Commissioner Ramundt explained Items 1.1.c, 2.2.b, 7.1.c, and 5.1.c do not need to be listed as specific recommendations because these were part of the specific duties

and functions of the Commission. It is redundant to show these as both duties and recommendations.

Commissioner Gardella asked if these were included in the Commission's Ordinance. Commissioner Ramundt stated these are specific in the ordinance that these are things the CEC is responsible for.

Chair Grefenberg explained he had a problem with this, and recommended these items be set aside. He saw these items as the policies and recommendations of the Community Engagement Commission. By removing these, it could be misconstrued as dropping pursuing outreach efforts aimed at under-represented groups. He thought the Commission should recognize progress had been made by the Council's establishment of the Commission, but there was still work to do to implement these recommendations.

Commissioner Ramundt stated it was the Work Group's view that it would be redundant to have these as recommendation when it was the purpose of the Commission stated in the Ordinance.

Commissioner Ramundt added there is language specific to the CEC that includes outreach efforts to underrepresented groups. This exact language is in the Commission's Ordinance. If the Commission wants to leave these in as strategic recommendations, then her Work Group would not object.

Commissioner Miller stated there is some confusion because he understood that these recommendations would be a guiding document for the Commission's work, but then there has been discussion that this is what the Commission would be presenting to the Council.

Chair Grefenberg said he had noticed this as well. He thought these recommendations were primarily meant to be the Commission's guidelines. He would hope, however, that the Council would eventually adopt some of these recommendations and policies.

Grefenberg added his primary problem with this series of recommendations was categorizing them as "completed". To define these tasks as completed because the Commission had been created also seemed to be self-congratulatory. He would regret losing some of the specific recommendations even though they are in the Commission's charge. Items 7.1.c and 5.1.c are not in the Commission's charge.

Commissioner Ramundt advised the Commission to set them aside for further discussion.

There being no objection, Chair Grefenberg ruled Items 1.1.c, 2.2.b, 7.1.c, and 5.1.c would be set aside for further discussion.

Chair Grefenberg stated there were two items in the "Completed as part of City Council actions." The Commission has determined to keep Item 1.1.a.i (*The Council should its practice of forming resident task forces to assess significant issues and make recommendation to the City council or city manager*) but there has been no discussion yet on 4.1.b: Create a new City executive position to support volunteerism and effective public engagement.

Commissioner Ramundt explained the Work Group viewed the City Council's action to create the Volunteer Coordinator position and the Community Engagement Commission as achieving this particular recommendation.

Chair Grefenberg stated he strongly believed it would be premature to drop this strategic recommendation because it had been achieved. When the City Council developed the Volunteer Coordinator position they specifically were not considering civic engagement responsibilities. The fast of the situation is that there may still be a need for an executive position and he suggested language that would delete the word "volunteerism." He recommended this item be set aside for further discussion.

Commissioner Gardella explained the Work Group recommended removing Item 2.1.a because this would be addressed by the recommendations of the Education and Awareness Work Group.

Chair Grefenberg clarified the Work Group was not recommending no further action on this item and the concept is not being dropped, but rather it should be addressed by another Work Group.

Vice Chair Becker clarified what was being dropped was the notion of Council meetings where actions would be taken because they are difficult to do outside of City Hall because there are not a lot of locations that could accommodate the cable television coverage. The City Council would still be encouraged to be out in the public and hold town hall meetings.

Chair Grefenberg stated this needed to be clear because this would community to understand that this recommendation is being removed due to the difficulty of providing cable television coverage, and not because the Commission is against being ADA compliant.

Commissioner Ramundt stated the Work Group Report clearly stated, as a bullet under 2.1.a, "the structure of City Council and Commission meetings are not effective method to foster participation, and complying with the meeting requirements would be difficult."

Chair Grefenberg stated he knew this but his experience has been with handicapped groups and individual residents who have a disabled person in their family get really upset when something like this is said. He is personally fine with no further action required because the minutes will show the reason for this was to foster meetings in the community which, he added, he hoped would be ADA-compliant.

The Community Outreach and Council/Commissions/Staff in the Community Work Group's motion is to: recommend reassigning 7.2.d to Work Group C: Community Communications, reassign 7 addl 1 Other to Work Group G: Completed/Responsibility of Other Commissions; keep Policies 2.0, 2.1, 7 and 7.1; the bullet points under the recommendations were not part of the motion, remove 2.1.a from the CEC strategic recommendations; set aside Items 1.1.c, 2.2.b, 7.1.c, and 5.1.c; keep recommendation 1.1.a.i; set aside Item 4.1.b, and add two new recommendations:

- 1.) The City Council will hold one regularly scheduled town hall style meeting each year, with topics solicited from the eight (8) Commissions; and
- 2.) Each Commission will be encouraged to hold community meetings.

There being no further discussion Chair Grefenberg called the motion to a vote. **The motion carried unanimously.**

Commissioner Becker thanked the Commissioners who had developed these recommendations. He also noted that the Commission should take a moment to recognize the achievements it had made in addressing half of the Task Force recommendation, and congratulate itself.

Chair Grefenberg stated if time allowed they could discuss the items that had been set aside and he would like to be able to participate in the discussion for these items, especially the ones he had expressed concerns with. He also asked if the Commission would need to have a discussion on what are policies and what are strategic recommendations. The consensus was that this was no longer needed.

6. CHAIR AND COMMITTEE REPORTS

a. Chair's Report

i. Scope of Next Few Months Work

Chair Grefenberg provided an updated work schedule for the Commission and asked to have this included in the meeting materials. (See attachment.) The Commission had not been able to deal with the civic engagement module and they have not yet met with the Volunteer Coordinator. The "Discover Your Parks" report had been moved to the October meeting. The insights from this project would be valuable for future planning and he would like them submitted in written form.

Commissioner Gardella asked if the joint meeting with the City Council in November would be considered a City Council meeting or a Commission meeting.

Staff Liaison Bowman explained that Commissions attend the City Council meeting.

Chair Grefenberg stated the Commission would need to get a date confirmed and would request a date later in November during one of the Council's regularly-scheduled meetings.

ii. Other Items

Chair Grefenberg stated he had received an email through the website from a resident expressing concerns with Next Door's reaction to a City-wide recommendation. He provided a copy for the Commissioners to review.

Commissioner Ramundt stated Next Door would be having a meeting regarding the communications the resident is referencing. This meeting is scheduled for September 19 at 7:00 p.m. at J Arthurs Café. There are people in Roseville that want to discuss the topic of elder care in Roseville. This will be an informal meeting for anyone interested and Christopher Johnston from Johnston and Martineau has offered to cover the cost of the first few meetings. Part of this meeting would also include discussion about what Next Door can and cannot do.

Chair Grefenberg moved, seconded by Vice Chair Becker, to assign the correspondence to the work group dealing with Next Door and to have this reported on at the October meeting. **The motion carried unanimously.**

Chair Grefenberg stated he would respond to the resident and let her know the Commission recognizes there is a meeting scheduled and the matter has been assigned to the work group.

b. Website Redesign Committee
i. Current Update (Staff Liaison Bowman)

Staff Liaison Bowman stated the latest changes from the staff departmental committee had been received; the staff committee was getting close to a more finished look for the design. This had been received last Wednesday and was shared with the internal Committee, the Commission, and the City Council. He requested feedback by next Monday morning. The feedback would then be provided to Civic Plus so they could make any changes and make it a working site. He explained they were still in the design mode.

Chair Grefenberg asked if the City Council would have this on their agenda to review.

Staff Liaison Bowman stated the City Council would not have this as a discussion item on their agenda. He stated he would need feedback in order to get it to Civic Plus so they can roll it into a functioning website so further testing could be done. Any changes that have occurred on the City's current website since July would need to be backfilled once the new site goes live.

There would be changes to the menu structures and the information available once the site is live. He explained this would be a work in progress for the next few months. He explained the current menu structure is more of a mega menu structure and the City would need to continue to analyze what pages within each department get hit and what ones they could remove and also determine what additional information should be added.

Chair Grefenberg said the issue he continues to have goes back to Commission meeting in June when the Commission was told they would get a site demo; at the last meeting there were also various questions about when the Commission would get a chance to assess the site's functionality, not just look at pictures. He asked when the Commission's departmental input would occur, referring to the departmental input Bowman had earlier referred to.

Staff Liaison Bowman stated the CEC could have input at any time and once there was a demo site available, it would be provided to the Commission for additional input. He would like to have the demo available in the next week or two but he does not have a specific date.

Chair Grefenberg reminded the Commission that Commissioner Ramundt had mentioned at the last meeting having people who are not computer-savvy test the site. He expressed concern that the Commission be able to participate and provide organized feedback on the website. He noted the Commission had earlier approved holding a special meeting to review the website.

Staff Liaison Bowman explained there had not been a website available for the Commission to review.

Chair Grefenberg stated he understood this but he was saying that it seemed the Commission may still want to hold a special Committee or Commission meeting so that the Commission could provide formal and organized advice. This meeting would be open to the public and any Commissioner who wished to attend and the recommendation is part of the record from the last meeting.

Vice Chair Becker asked what the target date would be for Commission access to the demo site.

Mr. Bowman explained once Staff has received feedback they are currently requesting they would forward this to Civic Plus. Once Civic Plus has the information and makes the changes they would provide a demo site for the City and once the site is launched changes can be made as needed. He would not be able to provide a specific date at this time.

Chair Grefenberg asked Staff Liaison Bowman to keep in mind that Vice Chair Becker would be out of town for two weeks and he requested Staff Liaison Bowman push to get a demo site sooner rather than later.

Vice Chair Becker stated the Commission could hold a meeting without him if necessary to review the website.

Chair Grefenberg stated he would like to have someone who had continuity and background in this area, such as Commissioner Miller and Vice Chair Becker, at the Committee meeting to review the website. He would also like Commissioner Ramundt to attend because of her experience in designing web sites.

Commissioner Gardella suggested scheduling the meeting and if Commissioners can make it they would.

ii. Current Status of Committee Work (Vice-Chair Becker)

Commissioner Becker stated since the last meeting the Committee has formalized the documentation around the Commission's criteria for the CEC module and this information had been give to Mr. Bowman to provide to the vendors. He clarified the Commission would not be doing a request for proposal (RFP) but rather a request for information (RFI) where possible vendors are asked to provide information in the form of an essay.

7. OLD BUSINESS

Chair Grefenberg stated some have been reading the minutes and there has been some concern expressed on the Talking Points. The Commission had requested the Outreach and Communication Committee to come back with a redraft including the changes requested at the last Commission meeting and the new language the Commission had added. He would like to see this the next meeting agenda. He clarified a Communications Committee meeting may not be necessary to make these changes but the Commission itself should review these again prior to finalizing them.

8. NEW BUSINESS

There was no new business.

9. STAFF REPORT

a. Upcoming Items on Future Council Agendas

Chair Grefenberg noted he had provided a work schedule for the Commission to use for the items to be discussed at the next Commission meeting.

b. Other Items

Staff Liaison Bowman stated the next City Council meeting would be a work session and he encouraged everyone to attend. The work sessions are informal and provide for open dialogue with residents. This work session would be focused on Twin Lakes.

On September 22, Staff would be providing the Council with an update on the communications division, including changes and progress that has been made.

10. COMMISSION COMMUNICATIONS, REPORTS, AND ANNOUNCEMENTS

Chair Grefenberg officially recognized receipt of an email from Linda Owen relating to Next Door.

11. COMMISSIONER-INITIATED ITEMS FOR FUTURE MEETINGS

Chair Grefenberg asked if there were any other items not on the work scope he had provided the Commission would like added to the agenda.

Commissioner Ramundt suggested an update regarding the Nextdoor meeting on Elder Care. This may provide some insight into things the Commission could work on.

Chair Grefenberg stated the Roseville Volunteer Coordinator had scheduled a series of Open Houses for Roseville resident. He encouraged residents interested in volunteering to contact the City Volunteer Coordinator Kathy O'Brien.

Grefenberg also suggested the Communications Work Group meet this week. He also raised the issue of whether based on the current workload, the Commission would consider moving their next meeting from October 9 to later in the month.

Staff Liaison Bowman stated he would not be available October 16 but could do October 15. Vice Chair Becker stated October 15 was the Human Rights Commission meeting.

Commissioner Mueller stated if the Commission pushed their meeting out this would give them less time to prepare for the joint meeting with the City Council.

Commissioner Gardella stated that once all the recommendations have been reviewed, the Commission would have to put together a formal document and review it prior to meeting with the City Council.

Commissioner Ramundt suggested leaving the meeting as scheduled for October 9.

Commissioner Mueller stated she would prefer to keep the schedule consistent, as this is how she has arranged her schedule.

It was the consensus of the Community Engagement Commission to hold the next meeting as scheduled on October 9, 2014.

12. RECAP OF COMMISSION ACTIONS THIS MEETING

Commissioner Ramundt stated the Neighborhoods Work Group would be meeting.

Commissioner Gardella stated a Website Committee meeting may be held to collect feedback on the demo website.

Vice Chair Becker stated Work Groups C, D, and G would be presenting in October.

Chair Grefenberg stated Commissioners Ramundt and Mueller had agreed to provide a report from "Discover Your Parks" program.

Commissioner Mueller stated the Outreach and Communications Committee would revise the talking points and present those to the Commission.

13.ADJOURNMENT

Commissioner Ramundt made a motion, seconded by Commissioner Gardella to adjourn. **The motion carried unanimously.** The meeting was adjourned at 8:39 p.m.