Community Engagement Commission Agenda

Thursday, January 15, 2015
7:00 p.m.
City Council Chambers

7:00 p.m. **1. Introductions/Roll Call**

2. Approve Agenda

3. Approval of November 13th Meeting and December 8th Special Meeting Minutes

4. Public Comment on Items Not on Agenda

7:10 p.m. **5. Discussion with City Manager Trudgeon on:**

a. Policy on Use of Commission E-Mail Addresses, and

b. Resumption of Roseville University program

7:30 p.m. **6. Old Business**

a. Website Redesign Committee Recommendation on a Civic Engagement Module and Vendor for inclusion on the City website

b. Commission Consideration of its December Joint Meeting with the Council

c. Implementation Planning for Priority Projects for 2015

i. Assist and Encourage the Formation of Roseville Neighborhood Associations

ii. Host a conference on community engagement in Roseville

iii. Form a joint task force with the Planning Commission on notification issues and formats, and make recommendations

iv. Recommend an online civic engagement module for new city website

v. Involvement of Renters in Roseville Decision-Making and Civic Affairs in General

vi. Implementation of Other Strategic Recommendations

1. Low-Hanging Fruit
2. Other Recommendations

7. Chair, Committee, and Staff Reports

8:30 p.m. **8. New Business**

a. Living Smarter Fair, February 21st

b. Other New Business

9. Upcoming Items on Future Council Agendas

10. Commission Communications, Reports, and Announcements

a. Minnesota League of Cities Conference on Community Engagement

b. Other

11. Commissioner-Initiated Items for Future Meetings

12. Recap of Commission Actions This Meeting

9:00 p.m. **13. Adjournment**

Public Comment is encouraged during Commission meetings. You many comment on items not on the agenda at the beginning of each meeting; you may also comment on agenda items during the meeting by indicating to the Chair your wish to speak.

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Community Engagement Commission
Meeting Minutes
DRAFT – November 13, 2014 - DRAFT

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

Commissioners Absent: None.

Staff Present: Garry Bowman

Others Present: None.

1. Introduction/Roll Call

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

2. Approve Agenda

Chair ~~Gary~~ Grefenberg noted the following times for the agenda: Agenda item 5 will begin at 6:30 p.m.; the final talking points on the Agenda, item 5.b, will begin at 7:25 p.m.; Chair committee and staff reports will begin at 7:30 p.m.; New Business will being 8:10 p.m. with adjournment at 8:35 p.m., if not earlier.

Vice Chair Becker moved and Commissioner Manke seconded a motion to approve the agenda with timelines as presented. **Motion passed unanimously.**

3. Approve Minutes

Chair Grefenberg asked if there were any comments, revisions, or changes to the Minutes received.

Commissioner Michelle Manke stated on line 795 that the language concerned her that it did not reflect what she ~~was saying at the time.~~ said.

Chair Grefenberg asked Commissioner Manke for her amended language. Commissioner Manke amended the language on line 795 by striking the language "not who it is communicated to" and replace "it" with "to the groups."

Commissioner Manke moved and Commissioner Theresa Gardella seconded a motion to approve the amended language at line 795. **Motion passed unanimously.**

Vice Chair Becker moved and Commissioner Ramundt seconded a motion to approve the October 9, 2014 meeting minutes as amended. **Motion passed unanimously.**

4. Public Comment

~~There was no public input.~~ There being no one present wishing to speak to the Commission on an item not on the agenda, the Chair moved to the next agenda item.

5. Old Business

a. 2014 Policy and Strategic Recommendations for presentation to the Council

i. Final Review & Approval of Commission Recommendations

Chair Grefenberg stated the major and most important item on the agenda was to finalize the policies and strategic recommendations to the Council. He noted ~~stated~~ he was not sure he got ~~everything~~ every change as discussed ~~in the recommendations~~ by the Commission, and would therefore like to review it ~~with the Commission~~ for ~~their~~ Commission corrections and comments. ~~He indicated the items in black he believed with little effort they could confirm.~~

E-Mail from Roseville Resident Lisa McCormick: ~~Chair~~ Grefenberg ~~stated~~ said that late ~~this~~ that afternoon he had received an email from Lisa McCormick with some suggested changes. He was not sure they could adequately review all of ~~her~~ McCormick's suggested changes, ~~but he wanted to~~ and distributed her changes. ~~to them~~. ~~He noted~~ Lisa McCormick was the Chair of the Twin Lakes Neighborhood Association, and ~~was the woman who~~ had appeared before the Commission the previous meeting. ~~presented to them~~.

~~He indicated he had sent to her sections 8 and 9 a couple of weeks ago.~~ ~~He stated~~ Ms. McCormick requested that he convey to them a ~~couple of~~ some concerns ~~on behalf of the Commission~~ and then went through the McCormick ~~.~~ ~~He believed it would be best to go over her~~ November 13th ~~, 4:37 p.m.~~ email, a copy of which is attached and hereby made part of the record.~~.~~

~~He noted she expressed her regrets at not attending and said~~ McCormick wrote that she~~,~~ ~~"I~~ "*became aware that the City has a policy that they charge ~~rental~~ associations the amount of $19.00 for room rental for any meetings*", which presented a significant obstacle for ~~organizing candidates."~~ her neighborhood association. ~~The second point~~ she raised ~~was a~~ the point ~~Chair Grefenberg felt was helpful, which was~~ that at a recent candidates' forum "~~a~~All three City Council candidates ~~that were reelected~~ spoke in favor of community engagement, so ~~I am~~ she ~~hoping to~~ hoped the Commission would forward a request to the Council that neighborhood associations ~~are~~ be allowed to use community rooms at City Hall at no charge.

McCormick also noted ~~Second, I haven't had a chance to thoroughly research it yet, but~~ that during Monday night's City Council meeting, ~~I~~ she became aware of a new fee being proposed to appeals of planning division decisions, and expressed ~~I'm~~ concern~~ed~~ that this might ~~have~~ be ~~implications relating to seemingly~~ denying due process ~~the right to appeal, but as I've said I haven't had the opportunity to fully look into this but~~ and wanted to bring it to the Commission's ~~your~~ attention for future consideration. ~~Chair Grefenberg stated he was reading future consideration to mean this being up to this Commission if they wanted to take the first item, which was the fee charge for neighborhood associations. He believed there were ways the City could reinforce and the fee issue might be a specific one they may want to include in the recommendations. He believed there was too much for them to consider regarding the appealing a fee of the planning division.~~

Commissioner Kathy Ramundt ~~stated~~ said ~~if they would consider this for the recommendations they are making next Monday,~~ she wanted to go with current ~~Recommendation~~ language and not add any new items. ~~what they have~~. She indicated this was not to say they wouldn't consider it in the future, but she believed they needed to finish the current recommendations before them ~~and be done~~.

Chair Grefenberg stated he agreed they needed to move forward, but he thought the first ~~one~~ McCormick concern ~~might be feasible~~. could be considered, that is, charging neighborhood associations for use of City Hall meeting space.

Commissioner Manke ~~Agreed~~ agreed that they should go with what they had. She asked for clarification of ~~and wanted to know if the candidates for the City Council charged $19.00 for the room~~. ~~Chair Grefenberg responded he read that the~~ McCormick's reference to ~~$19.00~~ charging for meeting space was for neighborhood associations or for candidates. ~~being charged for using a City Hall room~~. Grefenberg responded that he believed Ms. McCormick was just making a statement that all reelected candidates to the City Council spoke favorably of civic engagement and that gave Ms. McCormick hope that the fee in question would be dropped for neighborhood associations.

~~Commissioner Manke stated she had gone out and looked, but could not find, that in almost all neighborhoods they were getting structures specifically for meetings but she could not find how much it cost to reserve those rooms and she believed this information should be posted somewhere. Chair Grefenberg responded they might want to take this under consideration. He stated in the most recent addition of the City news, there was a reference that they would be available for meetings, but whether there would be a fee or not was not listed. He stated in her neighborhood, construction just began on a park pavilion, but in his neighborhood, they did not have one.~~ ~~He~~ Grefenberg suggested they move on and take it into future consideration that hopefully the ~~park pavilions/community centers~~ individual park buildings and space at City Hall be available for no charge ~~for~~ to any neighborhood associations ~~as~~ recognized by the City.

~~Chair~~ Commissioner Ramundt ~~stated~~ said the reason she believed they needed to discuss it further was at what point ~~where~~ were you a neighborhood association versus were they just in the

process of forming the neighborhood association. ~~She believed they needed additional discussion on this issue.~~

Vice Chair Scott~~:~~ Becker stated he wanted to know more about this and the fee charged. Chair Grefenberg indicated it was clear ~~that they should~~ the Commission wanted to move on and if this came up again, they would have more information.

Commissioner Ramundt ~~stated~~ said they could add this to the agenda for discussion next month. Chair Grefenberg stated because they would be meeting with the City Council next month, He also added it was his thought that they not have a regular meeting in December unless the Commission insisted upon it, but it could be discussed in January or February.

Resumption of Final Review of Commission Recommendations: Staff Liaison Garry Bowman asked was it just the items in ~~pink~~ red ~~that~~ they wanted to discuss. Chair Grefenberg ~~agreed~~ indicated it was only those red ~~items they wanted to discuss~~ for future Commission discussion.~~.~~ He stated he would respond back to Ms. McCormick. ~~He stated for the record that the Commission had received the email dated November 13, 2014 received at 4:37 p.m. from Lisa McCormick.~~

Chair Grefenberg stated on the draft ~~Commission~~ Recommended Policies & Strategies it ~~took~~ had taken him over 30 hours to review and revise, but he might have missed some things. He then reviewed with the Commission the draft 2014 Commission Recommended Policies and Strategies section by section. ~~On section 1, he believed this was what the Commission had decided over the past two months. On section 2, he believed this captured all of their decisions. On section 3, he asked if anyone had any questions.~~

As to Section ~~On section~~ 4, 4.1 b, ~~this was where he believed he might have missed some things he asked the Commission to review the~~ he asked the Commission ~~.~~ what their decision was regarding including the following language: ~~The area he was looking at was the first black area on page 5:~~

> *b) Provide opportunities for City staff, council member, and commissioners to discuss key issues with citizens, including the City's progress on increasing civic engagement (such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd).*

~~Chair Grefenberg indicated this was set aside from a different workgroup than what they looked at and it was here because he did not believe it was missed.~~ ~~He~~ Grefenberg suggested if ~~they~~ the Commission wanted to include it, they revise it as follows:

> b) *Provide opportunities for City staff, council member, and commissioners to discuss key issues on the ~~with citizens, including the~~ City's progress on increasing civic engagement ~~(such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd)~~.*

~~Chair~~ Grefenberg moved and ~~Vice Chair~~ Becker seconded a motion to include b) ~~in black ink on~~ as revised above. ~~page 5 to read:~~

> ~~b) Provide opportunities for City staff, council member, and commissioners to discuss key issues on the City's progress on increasing civic engagement.~~

Vice Chair Becker ~~stated~~ indicated he had no objection to it ~~on the face of it~~, but ~~he~~ asked if ~~they~~ the same statement had ~~it~~ been made somewhere else such as the encouragement of ~~where they were encouraging~~ town hall-style meetings.

Commissioner ~~Theresa~~ Gardella ~~stated~~ said she viewed this as falling ~~she saw this~~ under 1 b) *The City Council should host hold one regularly scheduled town-hall style meeting each year, with topics solicited from the eight City commissions.*

~~Chair~~ Grefenberg ~~stated~~ responded that these strategic statements were ~~they had something~~ similar, but not identical. The difference with the revision was to provide opportunity for City staff, council members, and commissioners (which was them) to discuss key issues on the City's progress on increasing civic engagement; that was the distinction in his mind.

~~Vice Chair~~ Becker asked wouldn't such a meeting be hosted by the~~ir~~ Commission.~~so if there was an item in there for Commissions to have that style of meeting then they would do that style of meeting. He wanted to confirm that was in there.~~

Commissioner Ramundt asked if they needed ~~it~~ this additional recommendation at this point. She noted ~~they~~ the Commission now had a lot of recommendations before it, ~~She believed this was kind of vague. She stated at this point~~ they should leave it out.

Commissioner Gardella agreed and believed it was their intent to find a lot of different ways for council members, staff, and commissions to be in the community.

Chair Grefenberg stated he heard their point, but he had raised it because this recommendation had been overlooked in the Commission's prior review. ~~they had not discussed this.~~ He indicated unless there was an objection or any further discussion, **he** ~~understood this should be~~ **would withdraw his motion**. There being no objection, h~~H~~e ~~stated~~ indicated item ~~b~~ would be deleted.

Chair Grefenberg stated under 4.3 *compile and publish a directory of existing resources…,* he also could not find any discussion on that. He stated he asked if the Commission wanted to include it or delete it.

Vice Chair Becker ~~agreed and~~ recommended they add this to the short list of topics to ~~discuss~~ review once the website was live and ~~they were going to talk~~ the Commission had further discussions about what ~~the~~ its content ~~should be~~.

~~Vice Chair~~ Becker moved and ~~Commissioner~~ Manke seconded to have this item ~~to~~ for further review when they addressed ~~the issue of~~ the City website. **Motion passed unanimously.**

Chair Grefenberg ~~stated~~ continued that ~~under~~ in Section 5 he could not find anything missing. He asked the Commission if anyone saw anything ~~that was~~ missing or disagreed with ~~something~~. any of the language. No questions or objections were raised.

Chair Grefenberg stated under Section 6, *Enhance Website and Electronic Communications*, his ~~own personal~~ opinion was that they didn't need the rationale under Policy 6.1, since the Commission had earlier deleted the two recommendations under that rationale. ~~He indicated they had deleted a and b~~. He asked if ~~they~~ the Commission. ~~should delete the rationale~~ agreed with this deletion. **There being no objection the Chair ruled it was the Commission's consensus to delete the rationale and the words *We recommend the City*.**

~~Chair Grefenberg stated under 6.2 that was the only item that appeared to be missing, but now it had been considered.~~

Chair Grefenberg stated under Section 7 he could not find any prior Commission discussion or action on d), *Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.*

Commissioner Ramundt stated ~~it~~ that Recommendation 7.1 d looked ~~like it was~~ very similar to ~~the one above it~~ Recommendation 7.1.d, with one saying *communicate* and the other saying *consult*. She believed d) should be deleted. **There being no further discussion or objection, the Chair ruled it was the consensus to delete d) and renumber accordingly.**

~~Chair Grefenberg stated under section 7.2 he believed this incorporated everything they discussed.~~

As to Section 8, *Foster and Support Vibrant Neighborhoods*, Chair Grefenberg ~~stated~~ acknowledged receiving ~~under section 8 they had received some~~ comments on this section from resident Lisa McCormick, and noted that the Commission had already discussed them and decided to defer consideration to a future date. ~~looking at what they have done under section 8 had they missed anything or any changes to recommend.~~

Chair Grefenberg ~~stated under~~ commented that Section 9, *Improve the Notification Process*, ~~this~~ was the hardest ~~one~~ section to finalize since ~~and~~ there were ~~a couple of things~~ some items ~~which he was not sure of~~ whose resolution by the Commission was not clear.~~he was not sure of.~~

Grefenberg referred the Commission to ~~The one item was on~~ 9.1.a and b, on page 12. These items related to Open Houses organized by city zoning officials. He stated he handed out at their last meeting in October and he handed out a revision to that handout and make a change congruent with what the Planning Commission adopted. He stated he could not find that he dealt with a, which would be 9.1.c. He noted they discussed at the meeting but never took action on 9.1.b that he could find. He stated the distinction was when he attended the Planning

Commission meeting as a representative of this Commission he brought this to their attention. He noted during the course of their discussion they came up with the summary column. They were of the opinion that they didn't like the idea of all of the open houses because this would be approximately 50 open houses, which would be 50 nights for staff. He was pleased with the cooperation and he believed this was a small feather in the Commission's cap that they agreed. For the time being, he suggested dropping the reports on the open houses and adopt 9.1.b deleting the item deleted in red on the left column to simply it. He recommended they adopt 9.1.c in the handout with the deletion.

Chair Grefenberg moved and Commissioner Gardella seconded a motion to adopt 9.1.c in the handout with the deletion.

Commissioner Ramundt ~~stated~~ asked if the motion ~~they~~ would take out 9.1.b a) and b) and replace it with 9.1.c.in the bench handout. Chair Grefenberg responded that her understanding was correct.

Motion passed unanimously.

Chair Grefenberg stated looking at the rest of section 9 he could not find anything else. He indicated under section 10, this was the placeholder as discussed before. He did not see anything on this section either.

He asked for a motion to approve the recommendations as amended.

Vice Chair Becker moved and Commissioner Ramundt seconded a motion the recommendations as amended. Motion passed unanimously.

Vice Chair Becker thanked the Chair ~~Grefenberg~~ for this work on these recommendations.

ii. Determination of Priority Projects for Council Review

Vice Chair Becker stated the Operations Committee met and ~~tried to come up with~~ had considered how the commission~~y~~ could tackle a lot of the priorities early on, ~~and~~ how they could drive fast engagements, and what they could get accomplished in a year. His thought was that the first things they should do ~~was the~~are engagement infrastructure so as to ~~and~~ set in place items that could be both done within a year and, scaled, carried forward ~~and get done within a year~~thereafter.

Becker noted the priority items for presentation would be: Item #1 would be *to assist and encourage the formation of neighborhood associations*. Item #2 would be the 2015 Conference on Community Engagement in the City, which would give them an opportunity for them to learn. He noted they were not the first City to do ~~this~~ community engagement and he wanted to get those people in to find out what worked and did not work for them. Item #3 was the joint task force with the Planning Commission on Notification Issues/Formats. Item 4 was Civic Engagement Module for the City's new website. Item #5 was Council Priorities and Emerging

Opportunities. He stated there would be issues that came up where ~~their~~ the commission's input would be needed and some capacity needed to be reserved for these issues.

Commissioner Gardella stated she believed this was an attempt to balance the need to get out and do things and get stuff moving as well as a build some infrastructure that could be put in place for the future. She noted because this was a year in scope, some items were not on this list but that did not mean they wouldn't be addressed, or couldn't be addressed in 2015, depending what emerges. It would be important for the Commission to ~~that could be discussed in the future, and they needed to~~ remain open and flexible.

Chair Grefenberg stated for example they had adopted a comprehensive set of recommendations, ~~and~~ which would prove useful; for example, if Council decided they wanted to look at providing email addresses of Commissioners ~~they had~~ there was a recommendation ~~for~~ on that issue. If ~~they~~ the Council wanted to look at the Uniform Commission Code (UCC) for Commissioners missing ~~ed~~ meetings, they had a recommendation on that and in some instances a rationale. He concluded by advising the Commission that ~~stated~~ their priorities were not only decided by them but also by the Council.

Vice Chair Becker stated this allowed them to handle one off items as well and could be addressed directly, but this was their attempt to say absent a one off item, this was their attempt to focus on some particular activities.

Chair Grefenberg stated he believed it would be deadly at a Council meeting to go through everything in detail due to time constraints. He did not believe they could go line by line with the Council.

Commissioner Manke asked if it was their intent to submit the packet with changes and to recommend the five items. Commissioner Gardella responded the five items would be priorities for the coming year, but they were ~~making~~ presenting the entire packet as the Commission's recommendations but focus on the five items.

Chair Grefenberg stated in their presentation they would devote more time to these priorities since they had limited time.

Commissioner Manke asked if they ~~stated they~~ would be putting forth some strategic plan for the Council, along with the~~recommend~~ five priorities~~items, but would they be putting forth some strategic plan forth to the Council~~. She asked what they would be asking the Council to do. Chair Grefenberg responded one ~~could~~couldn't tell the Council how to respond, but they would give Council the detailed recommendations. ~~He stated the final version would probably say~~at Unless the Council disagreed, the Commission would proceed with implementing the recommendations over the next few months. ~~He~~ Grefenberg ~~stated~~ said the Council usually did not take formal action such as ~~would did not make~~ a formal resolution but rather would ~~make~~ achieve a general consensus.

Commissioner Manke asked will the rest of the Commission be able to see the presentation ~~being proposed~~ prior to it being presented to the Council. Chair Grefenberg responded that was what was next on the agenda for the Commission's consideration, but he wanted to see if there was concurrence with ~~what they had~~ the Recommended Priority Items for Presentation to the Council, as found in the Commission's meeting packet.

Commissioner Jonathan Miller believed they were great and he believed a rather large document was distilled into achievable items.

Commissioner Ramundt asked if they had examples of other Cities in the area close to Roseville's size that had strong neighborhood associations. Chair Grefenberg responded ~~yes,~~ in the affirmative , ~~noting it depended on the size of the City.~~ He indicated Edina was larger than Roseville, but they had good neighborhood associations, as ~~does~~ did St. Louis Park. He stated of course there were the large cities that had ~~good~~ neighborhood associations also.

Commissioner Ramundt stated she was interested in cities of Roseville's size. She stated her concern was that it was difficult to get people engaged in basic things so how would they get them involved to set up a neighborhood association and would they sign up for a neighborhood association. She asked if this would be the best use of their time, but if others wanted to she would be willing to explore this, but she didn't think it was their number one priority. She asked if they have heard from ~~the~~ residents that people want neighborhood associations but don't know how to do them. Chair Grefenberg responded ~~yes~~ in the affirmative. He indicated ~~they~~ he had heard from various neighborhoods.

Commissioner Ramundt noted she was not talking about the people who had already indicated they wanted a neighborhood association, but rather the people outside of those neighborhoods.

Chair Grefenberg responded he did not know. He noted that the objective ~~it~~ was not just the formation of neighborhood associations, but ~~it was~~ how ~~they~~ to integrate neighborhood participation into City Hall culture and ~~how involved they were in the City~~ decision-making~~.~~ He believed that the ~~how~~ more active the three current Roseville neighborhood associations are, the more ~~that~~ would come forward. He indicated that this initiative was ~~it was~~ not just focused ~~to on~~ forming new ones, but it was to make sure they were relevant to City Hall and government decisions.

~~He~~ Grefenberg believed the ~~whole~~ thrust of this initiative was to involve people and residents, and ~~this~~ neighborhood associations ~~was~~ were one way. He stated the numbered listing ~~1-5~~ on the November 6 memo entitled *Recommended Priority Items*…was not meant to be the order of priority. ~~He indicated this was one area where people had responded.~~

Commissioner Gardella wondered if the word *encouraged* implied a more proactive position on the part of the Commission, as opposed to ~~was an implied statement of belief that the existence of neighborhood associations mean more engaged and they were encouraging it so there would be different types of activities to encourage this rather than just~~ waiting for those who are interested ~~em~~ to come to the City and say they were interested. ~~Chair Grefenberg responded that~~

~~was what he had spent 20 hours a~~ week doing. ~~He~~ Grefenberg noted there were ~~people~~ residents ~~out there~~ interested in neighborhood associations, and there were another two groups recently-established groups. ~~He believed people were interested~~. He asked if they should change the word encouraged.

Commissioner Gardella stated she was not questioning the word encouraged. She was noting that ~~saying it was an interesting and good choice of words and it was a good one in that~~ it implied a proactive position and not just waiting for people to come and ask for assistance.

Chair Grefenberg stated this document was not an order of priorities, but did they want to recommend these items for presentation and then move on to format and how it is done.

Commissioner Gardella moved to approve these as the recommended priority items for presentation to the Council. Becker seconded the motion. The Motion passed unanimously.

iii. Discussion of Format for Joint Meeting with Council

Chair Grefenberg ~~stated~~ said he spoke with the Mayor ~~called him~~ last night and ~~informed~~ asked him ~~that he was not sure~~ if the ~~presentation~~ joint meeting would be December 1 or December 8. He noted December 1 was the Truth and Taxation Hearing and at the last Council meeting ~~on Monday~~ a lot of items were deferred to December 1.

Chair Grefenberg ~~stated~~ also reported he had expressed to the Mayor that ~~they~~ the Commission wanted some interaction and would therefore like 20 to 30 minutes ~~to~~ for presentation and discussion. He indicated the Mayor will discuss with staff what time they could appear, but wanted to know who could attend. He believed the more Commissioners ~~there were there~~ present, the better it would be.

~~He~~ Grefenberg then asked who could not make it on December first. Commissioner Ramundt indicated she could not make that date. Chair Grefenberg then ~~asked~~ polled who would not make it on December 8. No one indicated they could not make it ~~on~~ December 8.

Chair Grefenberg stated the preference would be on December 8, but if necessary they could do the December 1. With respect to the format, he believed they had the main priority items previously approved and it was a simple thing to go around and introduce themselves. Then they would begin with priority items 1-5.

As to who would initiate the discussion, he ~~stated~~ indicated he would like to do ~~item~~ Priority #1 and suggested Commissioner Gardella and Commissioner Ramundt do ~~item~~ Priority #2. He stated he was only going by what he saw on the Excel sheets' ~~and~~ individual expressions of interest, and ~~He indicated this came largely out of one of their~~ the individual workgroups. He stated for Item 3, later on in the agenda was going to ask if they want to form a task force on this,

but he asked if there was anyone else interested in this item. He stated he was, but was there anyone else.

Commissioner Gardella recommended Chair Grefenberg could do that one and give someone else the neighborhood formation. Chair Grefenberg stated his priority would be neighborhood formation.

Chair Grefenberg stated item 4, should be Commissioner Miller and Vice Chair Becker. He stated what he was talking about was the person to initiate the conversation on these points, but he encouraged others who may have comments or qualification to follow-up. He was not talking about one person doing all of the talking.

Commissioner Ramundt stated they have 4 maybe 5 minutes per topic so she believed if one person talks representing them the time would be filled, but if someone wanted to make a comment they could. She noted the time would go very fast.

Chair Grefenberg stated he wanted to make it clear that the presenter would initiate the conversation and if the Council asked questions, everyone could respond being aware of the limited time. He stated Council might find that they wanted to go beyond the time, but that would be up to them.

Commissioner Gardella recommended that they ask the Commissioners whether they like to present. She stated some might be more interested than others to do the presentations on a particular topic. She stated just because she was on the workgroup did not mean she had to be the one to present. Chair Grefenberg pointed out if Commissioner Ramundt was not there on December 1, there would need to be someone else presenting.

Commissioner Ramundt stated she believed Chair Grefenberg was assuming people would want to present on various topics, but maybe it might be a good idea to just ask if they wanted to present. Chair Grefenberg noted she had requested at the last meeting to look at the expressions of interest ~~rates~~ found in last summer's Excel print-outs which was what he did~~, which was why he came up with what he did.~~

~~Chair Grefenberg asked who wanted to do item 1.~~

Commissioner Manke asked they had five items and they were asking people to present, but what are they presenting. She believed one person, the Chair, should submit the information. She asked if people who presented were responsible for coming up with the presentation other than the list that was provided. Chair Grefenberg responded his recollection was if they had 20 minutes, this was only about 5 minutes. ~~each so basically the person who discussed number 1 initiated the discussion by going back to the major neighborhood association recommendations, looking at the rationale and just be comfortable and say that they believed it was important that the City integrate the current neighborhood associations and encourage others and then cite a few recommendations and ask the Council if there were any questions~~.

Commissioner Gardella recommended that they present the recommendation, along with the rationale and let the Council ask questions. ~~ere was a rationale for each of them and that the rationale was dated and that was why they were putting it forward.~~ Chair Grefenberg stated the rationales were in the packet.

Vice Chair Becker stated there would be introductions and somehow the discussion would need to be kicked off. It seemed to him that the discussion should be kicked off by what they had done so far culminating in the packet of information and the priorities that were reached and then they go into discussion of each item 1-5 highlighting the actual report. He did not believe they were presenting a PowerPoint presentation.

Staff Liaison Bowen stated they were probably going to request the Council accept their report.

Commissioner Manke stated someone had to actually create a report that they would have right in front of them. Her suggestion would be that this report be provided to the presenter in advance so they had the opportunity to read it.

Chair Grefenberg stated he understood they would send what they had already approved to the Council and then at the presentation they would introduce themselves; give a brief summary of the work which they had done before; then initiate discussion and ask either at each point or at the conclusion for the Council's concurrence or acceptance.

Vice Chair Becker stated he did not believe there was additional presentation material that needed to be presented. ~~He indicated additional content would not be necessary.~~

Chair Grefenberg stated now that this had been approved, they could get this to the Council early. Staff Liaison Bowman stated the information needed to get given to the Council no later than Wednesday.

Chair Grefenberg suggested having it included in the Council pre-packet. Vice Chair Becker stated the information would be in the packet as well as distributed ahead of time.

Chair Grefenberg asked if someone wanted to volunteer to initiate the discussion on these points. He asked if Vice Chair Becker and Commissioner Miller were comfortable doing this. Commissioner Miller responded he would like Vice Chair Becker to take the lead on the presentation. ~~Vice Chair Becker responded that was fine.~~

Chair Grefenberg asked if Commissioner Gardella and Commissioner Ramundt were willing to do item 2. Commissioner Ramundt stated she would support Commissioner Gardella, but she could not make the December 1 meeting.

Commissioner Gardella stated if it was on the 1st she would do it, but if it was on the 8th, she would like Commissioner Ramundt to do it, but they would decide that among themselves.

Chair Grefenberg asked if someone wanted to volunteer for 3. He stated he would do it if no one wanted to volunteer.

Commissioner Manke asked which group specifically worked on it. Chair Grefenberg responded the Operations Committee had worked on it.

Chair Grefenberg stated he would initiate the discussion on number 3. He stated he would be willing to help someone prepare the presentation on number 3.

Commissioner Desiree Mueller stated she was not passionate about it and would not do it justice. Commissioner Manke stated she was not as familiar with it.

Chair Grefenberg stated if someone else wanted to take the summary piece, that was okay with him and it didn't need to be him.

Commissioner Gardella asked if Council needed to know the process. Staff Liaison Bowman believed it would be good to give an overview of the process and the Commission's activities the last six of so months.

Chair Grefenberg asked if someone wanted to do an overview. Commissioner Gardella stated she did not believe it would ~~be very long~~ take much time.

Commissioner Ramundt stated unless someone wanted to do it, to let Chair Grefenberg do the overview. She asked if anyone wanted to do it.

Theresa Gardella ~~stated they would~~ volunteered to do the overview.

Chair Grefenberg stated he would do items 1 and 3. He indicated Item 2 would be Commissioner Gardella and Commissioner Ramundt. Item 4 would be Commissioner Miller and Vice Chair Becker. Item 5 Council would do.

Chair Grefenberg asked if anyone would want a PowerPoint presentation. Vice Chair Becker stated he did not see a need for a PowerPoint presentation.

Commissioner Mueller believed it would be better not to use a PowerPoint as there would be more than one person presenting.

iv. Discussion on the Forming Certain Task Forces to Assist the Commission in Implementing its Recommendations

Chair Grefenberg stated he believed that this issue of a task force had already been covered when the Commission approved task force language under the Zoning Notification section of they have already done this. He believed it ~~would be helpful to him~~ would expedite the process if ~~they~~ the Commission now asked for volunteers to do a similar ~~neighborhood association~~ task force on neighborhood associations; he noted that several residents had already volunteered their

services. The volunteer appeal would be achieved through the offices of the City's ~~He knew Lisa McCormick and Sherry Sanders had already volunteered. He suggested the~~ volunteer coordinator ~~or~~ and ~~they use their~~ the Commission's email lists ~~to ask for volunteers~~.

~~He~~ Grefenberg asked if any Commissioner other than him who wanted to be on the neighborhoods and neighborhood association task force ~~except for him~~. He stated the purpose for this would be to involve residents in this initiative unless the Council at its upcoming joint meeting with the Commission responded negatively to this approach. Such a ~~He wanted approval to set up a~~ neighborhood association task force ~~to~~ would be comprised of Commissioners and residents at large who would volunteer.

Chair Grefenberg moved and Vice Chair Becker seconded a motion to authorize the formation of a neighborhood association task force composed of Commissioners from this Commission as well as resident volunteers whose appointment would be discussed at a future meeting.

Commissioner Manke stated she wanted to wait on this because she wanted to see where the Council was at. She stated they might have emerging opportunities that might be more interesting to Commission members that they don't know about.

Chair Grefenberg stated part of his motivation as to avoid a December meeting since they would already be meeting once in December with Council.

Commissioner Manke stated this did not say Chair Grefenberg couldn't do behind the scenes research and present that at a later date.

Commissioner Ramundt asked what other Commissioners wanted to serve on the task force. She did not know if Chair Grefenberg wanted to lead another task force.

Commissioner Manke stated there was another issue she wanted to bring forth but wanted to get this moving forth and done later. She stated she wanted to head up that one, but not this one.

Commissioner Gardella stated she was not able to do it. Vice Chair ~~Becker~~ Miller stated he was more focused on the community engagement module ~~thing~~.

Commissioner Mueller stated she did not have the background to lead that. Commissioner Ramundt stated she had something else she was interested in.

Chair Grefenberg asked if they should resolve it this way – depending upon Council reaction they would not at this time formally authorize the formation of this task force but he would continue to see if there were residents who would be interested in serving.

Commissioner Ramundt stated he needed to find out who was interested and dedicated and wanted to take on the leadership of the task force. She asked would it need to be someone from the Commission to lead it.

Chair Grefenberg stated he believed the task force ~~would~~ could ~~be~~ appoint their own leadership, but he understood the Commission wanted to appoint the leadership.

Commissioner Ramundt responded if a lead was not appointed, it would fall to Chair Grefenberg, and she did not believe he wanted to take on another leadership role in a task force.

Chair Grefenberg ~~believe~~ responded that it appeared the consensus was to hold approval on this, but there would be no problem with him finding someone to lead it.

Commissioner Manke stated she wanted to see everything they had already started completed and then start with their next phase and at that time she could bring up what she was working on.

Vice Chair Becker asked if they needed to formally form the City Zoning Notification Task Force ~~or did they want to wait to see what Council said~~ or if it was a council action that formed the task force. Chair Grefenberg stated that in consultation with the Mayor, he did not believe that forming the task force required a council action and it was thus preferable for the CEC and the Planning Commission to form the task force.~~d they would wait for Council's input~~.

Chair Grefenberg stated if Council wanted to form it, they could do that and they made their advice clear.

1) Other

Nothing was discussed.

b. Final Talking Points Revisions

Chair Grefenberg stated the Commissioners were being handed the Talking Point handout, which should be made a part of the Minutes.

Talking Points

Q: What is the Community engagement commission?

We are a newly formed commission with 7 volunteer commissioners all from the City of Roseville.

We serve in an advisory capacity to the City Council, making recommendations and suggesting strategies to strengthen ~~Out function is to~~ citizen involvement and encouraged a stronger sense of community among residents.

Our work will include ALL residents – seniors, businesses, youth, etc. – with particular attention paid to those most underrepresented in Roseville's civic and community life.

I think statements such as, "develop a process" and "establish partnerships," etc. go beyond our scope as "advisors." We could "recommend a process" and "recommend/encourage partnerships" but the action is not ours to take. This is my interpretation of our role, but maybe it needs to be a point of clarification at the next Commission meeting.

~~Develop a process and a culture that encourages city government, residents and neighbors to work more closely together.~~

~~We will identify and establish partnerships and alliances with business, government, education, neighborhoods and other civic groups that are productive and mutually beneficial to our community.~~

~~We will develop strategies for engagement, civic communications and volunteerism, serving advisor to the City Council on behalf of its stakeholders.~~

~~We will develop creative and inclusive ways to involve all of Roseville in civic governance.~~

Commissioner Manke stated they had come up with Talking Points and at a previous Commission meeting they had some conversation about refining the wording and Commissioner Gardella had some great recommendations so she helped with the wording. She stated he liked the wording as it was extremely simples asking the one question as to what is the Community Engagement Commission.

Chair Grefenberg stated this was a recommendation to review and adopt the talking points as listed in the handout.

The Commissioners stated they liked the Talking Points.

Chair Grefenberg asked if there was any objection to adopting this by consensus. He ruled they were adopting the Talking Points as distributed by consensus.

6. Chair, Committee, and Staff Reports

a. Chair's Report ~~(Chair Grefenberg)~~

i. Collaboration with Planning Commission

Chair Grefenberg stated ~~he had prepared~~ his report ~~on a couple of~~ covered several issues in response to the charges given to the Commission by the Council. One ~~of the charges~~ was to review and recommend opportunities to collaborate with neighborhood, community, ~~re~~education, business, and social services groups, and organizations. ~~One of their charges~~ Another was to review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased

participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations. ~~He stated he had been doing some of this work individually and had been doing it as Chair of the Commission and he wanted the Commission to know that.~~

~~He~~ Grefenberg ~~stated~~ noted that attached to his report was an October 9th email from Chong Vang of the Karen Organization of Minnesota (KOM), ~~pointing out~~ on the eviction of ~~a couple of~~ several Karen ~~Organization~~ families from apartments near Larpenteur and Rice. He ~~stated~~ indicated he had assisted the KOM in ~~basically~~ ~~he made sure~~ sending their communications to the appropriate persons in the City. ~~who send this concern to.~~ He ~~stated~~ ~~indicated~~ he wanted the Commission to know about his activities because that and he believed this was part of the Commission's work, but if they disagreed he wanted to know that.

Chair Grefenberg's ~~stated~~ Report also covered his work assisting in the formation of a new neighborhood association in ~~the other thing was the~~ Roseville ~~Neighborhood Associations, which he had already expanded upon previously~~. ~~He stated the recommendation had already been acted upon and not adopted.~~ He also volunteered that he had personally begun an effort to collect ~~stated when he raised this and he has not had the opportunity to check this out with the Operations Committee, but he had been through the neighborhood next door and his neighborhood asking if they wanted to~~ donated household goods through his NextDoor network. ~~and he had collected TV sets and microwaves.~~ He ~~stated~~ asked ~~he would be more than happy to see~~ if there would be someone on the Commission ~~in~~ to coordinate the collection and distribution of household goods for ~~current~~ Karen families ~~families~~. There was an organization that would distribute it, but someone needed to help organize this. ~~He noted this could be a volunteer coordinator also. He wanted them to be aware that he was doing this and would continue to do this but wanted to give someone else the opportunity to do this also. He wanted to know if the Human Rights Commission wanted to join the effort also.~~

Commissioner Manke stated she knew that Corpus Christi Church dealt with the Karen Community a lot also and she did not know if they needed to be involved with this. She stated each of us were involved in each of their own things.

Chair Grefenberg stated he would welcome anyone's involvement. Commissioner Gardella suggested that since this wasn't a Commission project, those interested in helping ~~so this didn't stay as part of a Commission project, that they~~ talk to Chair Grefenberg after the meeting.

~~Chair Grefenberg stated he would leave this just as an expression of interest and they were aware that he was helping Karen.~~

~~Chair Grefenberg asked Commissioner Manke if he would make a connection with the church and work though him.~~

Commissioner Ramundt stated ~~it was difficult to be put on the spot.~~ she believed this was important and ~~should~~ could be something they were interested in, but they needed more time to decide how they wanted to be involved considering they just found out about it at this meeting,

especially ~~She stated they needed time to decide these types of commitments~~ after looking at what ~~they~~ the Commission ~~were~~ was already committed to ~~and the time~~ involved. ~~She indicated she didn't want it to appear that this was not due to a lack of interest or a willingness to help, but they just needed additional time to consider this.~~

ii. Other Items

There were no other items brought up.

b. Discover Your Parks Committee

Commissioner Desiree Mueller stated ~~they~~ she and fellow committee member Kathy Ramundt had touched on this a few times over the past several months so she didn't want to take up a lot of time ~~on this~~, but it was a nice opportunity for them to engage with members of their community face-to-face without an agenda. She ~~stated~~ said they had received great feedback from ~~people~~ park participants including doing an organized walk throughout the neighborhoods and parks, which would be nice to look at. She recommended they look at these types of suggestions and see if they could be implemented. She noted Coffee in the Park was another suggestion made.

~~She~~ Commissioner Mueller ~~stated~~ observed that people were a little hesitant at first, but once ~~they~~ she and Kathy ~~has~~ had a Community Engagement sign ~~and~~ to identify themselves, that opened up the lines of communication. ~~as well~~. She believed people seemed more willing to share more information, background, and ideas once they realized they were volunteers from the community who ~~were engage in the community and~~ wanted to foster growth and connections. She and Ramundt ~~stated they~~ had received some contact information from people; ~~and~~ once the website was up ~~and~~ they ~~had a way to communicate to~~ would send these citizens an email and tell them how they could sign up through the City's website.

Staff Liaison Bowman stated this would be an opt-in system. Commissioner Mueller believed they should reach out to these people.

Vice Chair Becker asked how many email addresses did they have. Commissioner Mueller responded 30 to 40 emails; ~~and~~ some had expressed interest in receiving information from the Commission, but not necessarily from the City in general.

Staff Liaison Bowman noted the website could do this now also. He asked them to send him an email so he could run it by staff.

Commissioner Ramundt stated she wanted to wait until they had the Community Engagement page on the website done so they had a specific area they could look at. She believed it would be important to reach out to these people after the website was fully functional.

Commissioner Mueller stated they ~~could~~ would not send something out without the Commission and/or staff's input. Staff Liaison Bowman stated ~~they have had~~ some concerns had been expressed by the Council and City Manager regarding the collection of emails.

Commissioner Ramundt ~~stated her idea was to send out one email telling the people that the website was up and it was up to them to opt in and then they could destroy the email list if they wanted. She~~ noted the Council concerns were not expressed until after they had already collected the email addresses.

Chair Grefenberg requested the email addresses be now sent to Staff Liaison Bowman. Commissioner Ramundt stated she did not want to do that because they had said the email addresses would not be given to the City.

Commissioner Ramundt stated they had the email addresses, which they were not using; they had a plan in place for when the ~~website~~ civic engagement module was available they would draft an email and run it by Pat and the Commission. She stated they would not start sending out emails and that was not the intent of collecting them.

~~Chair Grefenberg stated it would take time to get the emails input into the system so the easy way would be to send the email list to Staff Liaison Bowman who would not use it until the appropriate time. Commissioner Ramundt stated they told the Commission that when they collected email addresses, they would not send out any emails without permission so why did they have to give up the email addresses.~~

Commissioner Manke stated they promised that they would not share the email addresses and they should not break their promise.

Commissioner Mueller stated when this first started everyone was on board with them collecting email addresses and contact information. Personally she didn't want to make a big deal of this but ~~what rubbed her the wrong way was that~~ this had been discussed, it was in the minutes and this has come up several times and nobody brought it up that there was a concern and ~~that~~ there should be a structure to it. She noted council members saw people signing up and excited about the discussion ~~and~~ yet no one brought up any concerns; ~~but~~ now several people in the City had a discussion and it was going through 3 to 4 people before it came to them that this was a concern and this bothered her. ~~She felt like they were circling and that was what they were trying to avoid.~~ She wanted open communication.

Chair Grefenberg stated the email addresses are ~~was~~ the property of the Commission.

Staff Liaison Bowman stated all he wanted was that they touch base before anything was sent out.

Commissioner Mueller and Commissioner Ramundt agreed.

~~Vice Chair~~~~President Becker noted whether they liked it or not they were members of the Commission so they were representing the City.~~ Staff liaison Bowman stated the Council communicates chiefly through Pat and then Pat disseminated the information and pass it onto staff.

Commissioner Mueller stated this was a good lesson, but they would never send out anything without review and approval. ~~She stated they were surprised there was a concern regarding this.~~

Commissioner Ramundt ~~stated~~ commented that ~~this was a great example of you say welcome to politics and they say this this a problem~~. ~~She stated~~ they were residents not involved in politics before and this experience had been ~~was~~ very eye-opening. She stated that was why people didn't get involved, because politics was a painful slow process and if they wanted people engaged in the community they had to make things easier and approachable. ~~She stated things need to change if they wanted people to be engaged.~~

Commissioner Ramundt ~~stated~~ said ~~Discover Your Parks was great and~~ it was the third year she had been~~ doing it~~ participating in Discover Your Parks and she would volunteer again next year, but she would like a website module so they had something concrete to show people.

Chair Grefenberg stated they now had a vehicle.

~~Commissioner Manke stated Commissioners getting out and talking to people was good also.~~ Commissioner Gardella stated she appreciated how ~~streamlined this was in that~~ they went straight out into the Community and she was grateful they were w~~f~~illing to go out and do this, because not all Commissioners will want to do this. It will be important to have direct communication with people in the City.~~ and having these types of conversations and she believed it was important if this Commission was successful.~~

c. Website Redesign Committee

i. Current Status of Civic Engagement Module (Lead Commissioner Becker)

Vice Chair Becker stated they had received two responses from three of the vendors. Staff Liaison Bowman ~~stated~~ indicated Civic Plus ~~was~~ already had a similar and usable built-in platform ~~and was usable~~ so he did not send them the Request for ~~the~~ Information.

Vice Chair Becker stated they have not had time to digest the information, but he hoped to get to this in the next week and a half to look at this.

Chair Grefenberg asked if they could set up some kind of a deadline. He asked if the individual evaluations could have a deadline. Vice Chair Becker responded he planned on having his evaluation done by the end of the month.

~~Chair Grefenberg asked if they had the weighing distributed. Vice Chair Becker responded he had sent that information.~~

Chair Grefenberg stated the deadline would be at the end of Thanksgiving weekend to get the individual scores to Vice Chair Becker.

Chair Grefenberg asked when the new website would be ready. Staff Liaison Bowman responded it would be live next week. He stated they could assess it and provide feedback once it was live. He anticipated this to be a living breathing document with continuous improvement. Outside of the overall design, everything else they could change.

Chair Grefenberg asked if the buttons could be changed. Staff Liaison Bowman stated the buttons could be changed. He stated when they would click the Get Involved button there would be three options to get involved.

Commissioner Ramundt understood that before it went live, that they would have an opportunity to look at it. Staff Liaison Bowman stated he was moving as fast as he could on this and there was a lot of pressure to get it live.

Chair Grefenberg stated he also recalled the same discussion as Commissioner Ramundt.

Commissioner Ramundt stated she has been in ~~a~~ software ~~developer~~ development her entire career and she understood the pressure in moving forward, but she believed it was important that what they were told as a Commission, namely that they were going to get the chance to review it before it went live, ~~was~~ had not happened. Staff Liaison Bowman responded that he did not ~~believe this was how they discussed it~~ have the same understanding.

Chair Grefenberg stated he did not believe this could be resolved and this was an issue that they should be ~~more~~ clearer about in the future.

Staff Liaison Bowman ~~stated he believed~~ acknowledged ~~this was a~~ the Commission's desire and indicated he tried to fulfill it as best he could with keeping everyone else happy as well. Commissioner Ramundt stated her lesson learned was that if she had an expectation that she needed to be very clear about it. She believed they were clear, but maybe they were not.

7. New Business

Commissioner Ramundt stated at some point since the election was just held that the Commission talk about what role the Commission could play in future city elections. For her personally the only opportunity she had to understand what the candidates were about was when she had to time to attend a League of Women Voters meeting. ~~but~~ She believed ~~as a~~ the Commission ~~they~~ could help to get more candidate information out ~~there~~. She stated it would be interesting to have time to brainstorm how the Commission could get involved in this.

8. Staff Report

a. Upcoming Items on Future Council Agenda

Staff Liaison Bowman ~~stated~~ reported the Commission was ~~they were~~ on the Council's agenda in December; ~~and~~ the Council will be having their budget hearing on ~~the~~ December 1st and then voting on the final budget on the 8th. He stated they might have more wiggle room on the 8th as the major discussion will be on the 1st. Chair Grefenberg asked he confirm with Pat that the entire Commission could be there on the 8th with one person missing on the 1st.

Staff Liaison Bowman stated he would let the Commission know when the meeting would be.

Staff Liaison Bowman noted the Commissioners who were on one-year appointments ~~to the Commission, if they~~ and were interested in being reappointed ~~that they~~ needed to get an affirmation of interest to City staff. He stated Chair Grefenberg and Vice Chair Becker were ~~on~~ serving ~~the~~ one-year appointments. He asked them to let him know by November 26 if they were interested in being reappointed.

b. Other Items

There were no other items discussed.

9. Commission Communications, Reports, and Announcements

Chair Grefenberg ~~stated~~ announced there was a Roseville Library Program on the Karen Community on November 20 at 2:00 p.m. ~~at the Roseville Library~~ whose purpose was to ~~a program on~~ ~~introducing~~ introduce the Karen ~~Community~~ to the wider community.

~~Commissioner Gardella asked if these were being recorded and would they be made available to those who were unable to attend because they were held at difficult times. Chair Grefenberg responded he did not know.~~

10. Commissioner-Initiated Actions for Future Meetings

Chair Grefenberg stated one item for future action is a discussion on what role the Commission can play in facilitating information on elections and candidates.

He noted if they met on December 8, the Commission meeting would be on December 11. He asked the Commission if they had to meet in December. The issues might be the Civic Engagement module, but that might be the only ~~thing~~ item they needed to meet on. ~~He asked if they wanted to meet twice in the same week.~~

Commissioner Manke stated she had no problem meeting and it sounded like there would be time to notice this, but maybe they could also just do a short meeting after the joint meeting with the Council.

Vice Chair Becker asked if there was a requirement that they cancel within so many days. Staff Liaison Bowman did not think so. Chair Grefenberg stated they needed to get the meeting notice out 3 days before the meeting though.

Commissioner Manke stated they could have a quick discussion after the Council meeting so they had something to work on in January. Commissioner Manke asked if it was not already public noticed that they would be meeting on the 8th at the Council meeting so would they need to renotice the debrief meeting. Chair Grefenberg responded he believed if it was the majority of the Commissioners doing the debriefing, it had to be noticed.

~~Chair Grefenberg asked if they wanted to go ahead on the 11th or have a short huddle after the Council meeting.~~

~~Commissioner Manke asked if it could be in the packet. Staff Liaison Bowman stated that was not possible.~~

Commissioner Miller stated he did not see the value in having a quick debrief to just talk about this right after the meeting. The issue should be whether they needed a full meeting or not.

Chair Grefenberg stated they could have a limited agenda on the 11th, which was 3 days later. Commissioner Manke ~~stated~~ indicated she was okay meeting twice in one week. Commissioner Miller stated he was okay with not meeting also. Chair Grefenberg noted it was normal for Commissions to not meet in December.

Commissioner Gardella noted this time of year was busy so she ~~was okay for no~~ favored not having a December meeting. Vice Chair Becker ~~stated~~ added he was also okay with not meeting in December.

Vice Chair Becker moved and Commissioner Manke seconded a motion to approve cancelling the December 11 scheduled Community Engagement meeting. **Motion passed unanimously.**

11. Recap of Commission Actions This Meeting

Commissioner Gardella noted Staff Liaison Bowman would get to the Commission as soon as possible which date they would be presenting to the Council and they all have their assignments for the presentations.

Chair Grefenberg stated he was not sure if the summary of the work was assigned. Commissioner Gardella stated she would do that with Bowman's assistance.

Chair Grefenberg noted Commissioner Manke would contact the Church.

Vice Chair Becker noted the website committee ~~would~~ should get their information back to him at the end of November.

12. Adjournment

Commissioner Gardella moved and Commissioner Manke seconded a motion to adjourn. **Motion passed unanimously.** Meeting adjourned at 8:43 p.m.

9,620 words

Community Engagement Commission

Special Meeting

December 8, 2014 (post-joint meeting with the City Council)

7:30pm-7:50pm

Roseville City Hall Conference Room

Present: All Commissioners with the exception of Kathy Ramundt. Also absent was the Commission's staff liaison Garry Bowman who was needed at the Council meeting which continued during this special Commission meeting.

Debriefing on the Joint Meeting with the Council:

- Two new Commission priority items were added by the Council: resuming the Roseville University program and involvement of renters.
- Commissioners present were pleased with the Council's positive reception to the Commission's activities and future work plan.

Desiree Mueller volunteered to help with the new priority: Roseville U, with the assistance of Theresa Gardella who volunteered herself. They will meet with Pat Trudgeon, City Manager.

- Gardella expressed concern that it be understood that the Roseville U program was not something that the Commission was proposing to do itself, simply that it was a useful program to continue next year.

Chair Grefenberg said that in light of the fact that the Commission would not meet in December (other than tonight's meeting) and that the January Commission meeting might be moved back a week, he would like to begin to get the word out to the larger Roseville community that the Commission would like residents to volunteer its zoning notification and neighborhood association initiatives.

Commissioner Manke asked Chair Grefenberg to draft a brief description for potential volunteers on the Zoning Notification and Neighborhoods, and Neighborhood Associations initiatives and Task Forces which he will circulate to the Commissioners individually for their review and suggestions. The intent is to get a head start on recruiting volunteers from the community for these task forces.

The Chair was directed to determine what the deadlines for submission of content are for the next edition of City News, and the deadline for submission of an

application for a CEC booth to be shared with NextDoor at the February 21st Garden Fair, a Kathy Ramundt suggestion.

Some Next Meeting Items:

1. Receipt of Website Redesign Committee Recommendation for a vendor for the civic engagement module and Commission action;
2. Discussion and action on Next Steps to implement the Commission's revised Priorities for 2015;
3. Action on forming Commission task forces to advise the Commission on their priority initiatives 1) Zoning Notification and 2) Neighborhood & Neighborhood Associations, and action on seeking volunteers to assist the Commission; and
4. Commission Action on Ramundt December 4th request for a Community Engagement Commission booth shared with NextDoor at the February 21st Living Smarter Fair, an event organized by the HRA.

By consensus the Commission delayed the January meeting for one week until January 15th, and it was decided to begin that regular meeting at 7:00pm instead of the usual time of 6:30pm.

ATTACHMENT

Community Engagement Joint Meeting with City Council
December 8, 2014

Work Plan Priority Items for 2015:

- Assist and Encourage the Formation of Roseville Neighborhood Associations

- Host a conference on community engagement in Roseville
    - The intent here is to reinforce the culture of neighborhood engagement and to integrate community engagement into City Hall culture

- Form a joint task force with the Planning Commission to study notification issues and formats

- Recommend an online civic engagement module for new city website

- City council priorities and emerging opportunities

  Added by Council: Resumption of Roseville U. Program

  Involvement of Roseville Renters

Community Engagement Module Recommendation

Vendors and Evaluation Process

A committee of Community Engagement Commissioners Scot Becker, Gary Grefenberg, and Jonathan Miller met over the summer and fall of 2014, in consultation with staff liaison Garry Bowman, to choose the vendors to be evaluated and the process by which to evaluate those vendors. Commissioner Becker was chosen to "lead" the committee and take point on communications and coordination of the work.

The committee decided to evaluate three vendors: Civic Plus, Granicus, and Mind Mixer and use a weighted matrix process to score the three vendors based upon the criteria listed below.

Once the evaluation process was decided upon and reviewed with the full commission, the Committee asked Garry Bowman to issue a basic request for information (RFI) to the three chosen vendors asking the vendors to:

1) Respond with how they feel their solution meets/exceeds these criteria,
2) Provide additional reference sites that implement their solution (i.e. other cities who use their tool),
3) Provide additional "educational" and/or marketing material that describe their solution (e.g. white papers, webinars, etc.), and
4) Provide detailed costing information.

Staff liaison Bowman decided to not include Civic Plus in the RFI and instead sent the RFI only to Granicus and Mind Mixer.

Upon receipt of the RFI responses, each committee member evaluated the vendors using the chosen criteria and scoring method (detailed below).

Throughout the process, the committee gave regular progress updates to the full Commission.

Evaluation Criteria, Weighting, and Scoring Method

The committee used the following criteria to evaluate the chosen vendors:

1. **(2) Engagement** – What level of engagement did you observe? Are the communities employing the tool utilizing it?
2. **(3) Ease of Use** – How easy is the tool to use? Are the instructions clear? Is there and FAQ? Is it intuitive? Is it easy to navigate? Is the layout straightforward and clear?

3. **(1) Control** – How secure is the access (password protection, participation requirements)? Is access personalized? Are users anonymous or is authentication required?
4. **(1) Flexibility** – Is the tool flexible and customizable? Does it conform to the community's brand? Does it look authentic?
5. **(2) Features** – How do the general features compare to other community engagement tools? More, less, better, worse?
6. **(1) Sharing** – Does the tool include the ability to share information and results across other social media platforms?
7. **(1) Cost/Value** – Are the fees reasonable and how do they compare to other tools available?
8. **(3) Two-Way Communication** - Does the tool allow two-way communication between the city and its citizens?
9. **(2) Integration** - Is the community engagement module fully integrated into the main website of the city or is it more of an afterthought? Is the tool visually appealing?
10. **(2) Moderation** – Does the tool include the ability to moderate responses (e.g. moderation queue, moderate new users only, moderate specific users, etc.)?
11. **(3) Ease of Entry** – Is the tool quick and easy for a first time contributor to register and provide a response/content?
12. **(2) Apps** – Does the tool allow integrate with apps and/or other sites?
13. **(2) Expansion** – Does the tool's platform provide flexibility for future changes and/or integration with other standards?

Further, because the committee felt some criteria items were more important than other criteria items, a weighting factor, shown in parenthesis above, was determined and applied to each individual criteria item. The possible weighting values and definitions are shown below:

Weight	
1	Low Importance
2	Moderate Importance
3	High Importance

Finally, the committee decided to form standard scoring values in order to a) apply the scoring uniformly across all criteria items and committee members, and b) help illuminate the leading vendor. These scoring values are shown below:

Scoring	
0	Not Supported
1	Barely Adequate
3	Meets Current Needs
6	Exceeds Current Needs

Committee Recommendation

The committee moves that the Community Engagement Commission recommend Granicus be purchased and integrated with the City of Roseville's website in order to help facilitate community engagement.

After weighting, the average score received by Granicus 144 was and the average score received by Mind Mixer was 114. Civic Plus was not evaluated since they were not provided with the RFI.

Each commissioner rated Mind Mixer identically but varied slightly in their individual ratings for Granicus.

All three commissioners did, however, identically score Granicus higher than Mind Mixer in the Two-Way Communication, Apps, and Integration criteria items and some commissioners rated Granicus higher than Mind Mixer in a couple of other criteria items as well.

Mind Mixer, with an expected 3-year cost of approximately $8,000, did consistently score better than Granicus, with an expected 3-year cost of just over $14,000, in the Cost/Value criteria item. However, this was the only criteria in which Mind Mixer scored better than Granicus and it has a relatively lower weighting than the criteria items in which Granicus scored better than Mind Mixer.

Detailed Scoring Results

The scoring provided by each commissioner in the committee is below:

Commissioner Becker

	Engagement	Ease of Use	Control	Flexibility	Features	Sharing	Cost/Value	2-Way Comm.	Integration	Moderation	Ease of Entry	Apps	Expansion	Subtotal	Total
Weight	***1***	***3***	***1***	***1***	***2***	***1***	***1***	***3***	***2***	***3***	***3***	***2***	***2***		
CivicPlus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	***0***
MindMixer	3	6	6	6	3	6	6	3	3	6	6	3	3	60	***114***
Granicus	3	6	6	6	6	6	3	6	6	6	6	6	6	72	***144***

Commissioner Grefenberg

	Engagement	Ease of Use	Control	Flexibility	Features	Sharing	Cost/Value	2-Way Comm.	Integration	Moderation	Ease of Entry	Apps	Expansion	Subtotal	Total
Weight	***1***	***3***	***1***	***1***	***2***	***1***	***1***	***3***	***2***	***3***	***3***	***2***	***2***		
CivicPlus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	***0***
MindMixer	3	6	6	6	3	6	6	3	3	6	6	3	3	60	***114***
Granicus	6	6	6	6	6	6	3	6	6	6	6	6	6	75	***147***

Commissioner Miller

	Engagement	Ease of Use	Control	Flexibility	Features	Sharing	Cost/Value	2-Way Comm.	Integration	Moderation	Ease of Entry	Apps	Expansion	Subtotal	Total
Weight	***1***	***3***	***1***	***1***	***2***	***1***	***1***	***3***	***2***	***3***	***3***	***2***	***2***		
CivicPlus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	***0***
MindMixer	3	6	6	6	3	6	6	3	3	6	6	3	3	60	***114***
Granicus	3	6	6	6	6	3	3	6	6	6	6	6	6	69	***141***

Attached is the Granicus submission to the City's Request for Information. If you would like to review the other submission please contact Garry Bowman for a copy of that response.

Attachment: Granicus Submission of October 31, 2014

GRANICUS

Proposal in Response to

Roseville, MN

Request for Information For

Civic Engagement Module Vendor Information

ROSEVILLE

City of Roseville, MN
Gary Bowman
Communication Manager
2660 Civic Center Drive
Roseville, MN
Phone: (415) 357-3618
Paulk@granicus.com

Granicus,
Paul Kes
Software Sales Execu
600 Harrison Street, Suite
San Francisco, CA 94107 **651-792-7000**
garry.bowman@ci.roseville.mn.us

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Granicus, Inc.
Paul Kessler
Software Sales Executive

City of Roseville
Gary Bowman
Communications Manager

Friday, October 31, 2014

Dear Gary

Thank you for considering Granicus, we're excited to support your citizen participation initiatives/needs. On the following pages, you will find our proposed solution, some of our key differentiators, detailed pricing, and answers to your specific questions. At Granicus, we recognize that great products are only part of what keeps our clients satisfied. For that reason, we provide 24/7/365 technical support and take full responsibility for maintaining and monitoring the technology that powers your solution and that of 1,100 other government agencies. Should you have any questions or if you would like us to clarify any aspects of our proposal, we look forward to hearing from you.

Most Sincerely,

Paul Kessler

A. COMPANY PROFILE

Granicus, Inc. offers the first cloud platform and suite of applications designed specifically for government agencies. We provide turnkey solutions that enable

governments to work more efficiently, encourage citizen participation and engagement, and increase government transparency and trust. Currently, we have over 1,100 government clients and thousands of government users that leverage our technology to manage their day-to-day government tasks including webcasting of public meetings, automating their legislative workflow process, increasing citizen engagement, and more. Recently, the 2013 Best of the Web awards, created by Government Technology and the Center for Digital Government, revealed that Granicus clients received first place in all categories for online open government solutions. Granicus is dedicated to continually providing our clients with the most innovative technologies to meet both government and citizen needs.

Company History

Granicus, Inc. is a privately held corporation with headquarters in San Francisco, California. Founded in 1999, the company has established a new vision for government municipalities to provide public information through the Internet. Granicus acquired Daystar Systems in 2011, which had provided agenda management solutions since 1983. Our Legislative Management Solution was the first automated system ever developed specifically for government agenda and workflow management and continues to be the benchmark for all systems to follow. Granicus has steadily continued to increase its product depth since then, and has been the first to market government transparency, meeting efficiency, and citizen engagement solutions to government clients. Granicus continues to be a market leader and provides governments with the tools they require to increase citizen engagement, reach broader audiences, and collect timely and actionable feedback from within the community.

Corporate Headquarters:	San Francisco, CA
Satellite Offices:	Boston, MA | Chicago, IL | Fort Lauderdale, FL | Centervill, OH| Milwaukee, WI | Seattle, WA |Washington, D.C.
Mailing Address:	600 Harrison Street, Suite 120, San Francisco, CA 94107
Website:	www.granicus.com
Social Media:	Blog| Twitter | Facebook | Linkedin
Dun & Bradstreet #:	12-910-6469

Achievements

Granicus has been recognized the past four years for being one of the fastest growing private company in the U.S., San Francisco, and the Silicon Valley by Deloitte LLP, the San Francisco Business Times, and Inc. Magazine. Our solutions have also been nationally recognized for helping government significantly improve transparency and efficiency.

Granicus Qualifications Overview

Innovation Leaders

First-to-Market:

- ✓ Webcasting solution for government-only clients
- ✓ Integrated public record: fully searchable video indexed against agenda items
- ✓ eComment: citizen feedback on actionable agenda items
- ✓ SpeakUp: open idea generation and feedback on government initiatives
- ✓ iLegislate: paperless agenda review and annotation on the iPad
- ✓ Automated agenda workflow solution for government
- ✓ Governing in the Cloud™
- ✓ Open architecture: free APIs and SDKs to seamlessly connect to systems already in place

Customer Service Standards

World's most experienced provider of government transparency, citizen participation, meeting efficiency, and legislative management solutions with:

- ✓ 97% customer satisfaction rating, 98.5% client retention rating
- ✓ Over 1,000 clients in all 50 states, at every level of government
- ✓ More than 265,350 government meetings online
- ✓ 24/7/365 live service and support for all customers
- ✓ Dedicated account managers
- ✓ Over 31 million government webcasts viewed
- ✓ Over 3.2 million citizens engaged
- ✓ Services in nine out of the ten most populated cities in the US
- ✓ Voted one of the 100 companies that matter most in online video by Streaming Media magazine
- ✓ Ranked 185 on Deloitte 500 fastest growing companies
- ✓ Ranked 419 on Inc. 500's fastest growing companies

Qualifications & Usage Statistics

- ✓ Over the past 12 months, our customers have received over 50 million live and archived hits to their videos
- ✓ Granicus has over 34,000 government users on its platform
- ✓ Over 9,000 users are governing on the iPad using Granicus iLegislate

- ✓ The Granicus cloud is redundantly hosting more than 390 terabytes of data
- ✓ Granicus is providing access to more than five million legislative files online
- ✓ More than 5,000 government video portals are currently being powered by Granicus
- ✓ Our legislative workflow solutions are saving governments between $20,000-$300,000 per year (paper, printing, labor costs)
- ✓ iLegislate is expected to reduce government printing costs by $2,000-$10,000 per year on average
- ✓ Granicus has over 1,000 government clients across the U.S. and Canada, including several of the largest cities in North America
- ✓ Client success stories are available here: http://www.granicus.com/customers/featured/

B. QUESTIONS

1. **ENGAGEMENT: What level of engagement did you observe? Are the communities employing the tool utilizing it?**

The level of engagement varies depending on how much each community reaches out to its citizens and makes use of the tool. Below are two references you can contact who will best answer this question for you.

City of Austin, TX

Main Contact	Larry Schooler, Community Engagement Consultant
Contact information	Phone: (512) 974-6004 Email: larry.schooler@austintexas.gov
Granicus Solution	Citizen participation Suite (SpeakUp) https://austintexas.granicusideas.com/

City of Edina, MN

Main Contact	Jordan Gilgenbach, Communications Coordinator
Contact Information	Phone: 952-826-0396 Email: jgilgenbach@edinamn.gov
Granicus solution	Citizen participation Suite https://edina.granicusideas.com/discussions/vision-edina/topics/technolo

2. Ease of Use – How easy is the tool to use? Are the instructions clear? Is there and FAQ? Is it intuitive? Is it easy to navigate? Is the layout straightforward and clear?

The solution is intuitive and there are many resources available to assist the user or administrator. You will get the following features if you choose Granicus:

- Very intuitive and simple to set up and begin using
- Average 2 week deployment
- Dedicated Community Manager to help you configure, launch, and promote your site
- Two 1hr training session for Admin users
- On-demand help portal
- Ongoing (24x7x365) customer support
- Dedicated account manager/point of contact for Granicus

3. Control – How secure is the access (password protection, participation requirements)? Is access personalized? Are users anonymous or is authentication required?

As described below access is secure and personalized:

- **Authentication can be customized** – we recommend low barriers to participation initially (first & last name, username, email, password is usually the standard choice among cities.)
- We also offer a **Facebook login option** for convenience to the user. The only information extracted by facebook is there name, email, or zipcode – there login would share the same password as their facebook profile.
- Users can choose to "flesh out" their profile information as they begin using the site
- Authentication can also be **customized on a project-by-project basis**. Specific users can be invited to participate in projects which can ask them more extensive profile information relevant to the project.
- All of the metadata is stored in one centralized repository where administrators can **view dashboard of activity, analyze results, add specific filters and run reports for deeper insight**.
- Analytical features also **include advanced search and filter options, a map of where ideas are coming from, timeline of comments, and various graphs for profile/demographic information**

- Reports can easily be exported to excel or PDF.
- Ecomments (comments on agenda items) and citizen ideas also syncs with iLegislate and can be viewed on the iPad through that application.

4. Flexibility – Is the tool flexible and customizable? Does it conform to the community's brand? Does it look authentic?

The tool is highly flexible and customizable and as you can see from the Solution Overview or from our existing clients' website, the SpeakUp website conforms to the look and feel of your town.

City of Austin: http://speakupaustin.org/

Town of Blacksburg: http://speakupblacksburg.org/

5. Features – How do the general features compare to other community engagement tools? More, less, better, worse?

That's hard to respond to but Granicus has pioneered online citizen engagement as part of its general mission to increase Government Transparency, Meeting Efficiency, Agenda Automation and Online Citizen Engagement. Below are some of our features and please refer to the Solution Overview for more information.

- Customizable banner, background image, city logo.
- Complete control over content and features
- Provides enough flexibility for BOTH ongoing (crowdsourcing/open-ideation) and project-specific engagement (discussions, surveys, forums) as well as the ability for the public to comment electronically on agenda items prior to the meeting (ecomment). Mindmixer offers tools that are project-specific only (meant for planners).
- We offer an enterprise-level solution that is scalable for ongoing city-wide engagement meant for multi-departmental usage and application.

6. Sharing – Does the tool include the ability to share information and results across other social media platforms?

Yes. SpeakUp has a widget for SpeakUp that allows for sharing information and results across social media platforms.

- **Social media share buttons** (facebook, twitter, linked in) for citizen ideas/discussions/surveys ☐ **Facebook widget** allows citizens to post and vote up ideas without ever leaving facebook ☐
  Ability to 'subscribe' to ideas and receive email update notifications on the status of ideas.
- **Widget** –widget or "button" functionality allows administrators to easily customize and embed buttons on their city's homepage, department pages, electronic newsletters, council-member pages, etc to invite citizens to participate and route them directly to the discussion.
- Ability to import contact lists via excel or GovDelivery
- **Sync with iLegislate** – gives decision-makers the ability to view inbound citizen ideas and comments on agenda items from the leading mobile agenda iPad application, iLegislate.
- **Sync with Legistar / insight** - **Insite Integration –** The eComment Tool will be built into your existing Calendar in Insite. This will allow users to come to 1 place for all Meeting information and related data.
- **Insite Integration –** The eComment Tool will be built into your existing Calendar in Insite. This will allow users to come to 1 place for all Meeting information and related data.

7. Cost/Value – Are the fees reasonable and how do they compare to other tools available?

Yes. Especially with the promotion offered and detailed in the Price proposal at the end of this RFI response. We are offering the first months free until July 1st, 2014.

8. Two-Way Communication – Does the tool allow two-way communication between the city and its citizens?

Yes, in fact it encourages it.

- Idea status gives citizens visibility into the status of their idea. They can see whether it's been "acknowledged,
- Both users and admin can comment on ideas, discussions, forums
- Ability to invite the same users to follow up discussions

9. Integration – Is the community engagement module fully integrated into the main website of the city or is it more of an afterthought? Is the tool visually appealing?

Yes. Standard feature of the proposed solution.

10. Moderation – Does the tool include the ability to moderate responses (e.g. moderation queue, moderate new users only, moderate specific users, etc.)?

Yes.

11. Ease of Entry – Is the tool quick and easy for a first time contributor to register and provide a response/content?

Yes standard feature of the proposed solution**.**

12. Apps: Does the tool integrate with apps and/other sites

Yes. Speakup has an embedded widget you can use on any other website of your choosing. You could have a speakup widget on the planning section of your website for example during a citizen's outreach project. As described in question 6 SpeakUp syncs with the Granicus native iPad/Android application iLegislate.

13. Expansion – Does the tool's platform provide flexibility for future changes and/or integration with other standards?

Yes Granicus is built upon the need to continuously improve and innovate. Our API allows our solutions to be compatible with other tools used by cities across the United States.

PROPOSED SOLUTION OVERVIEW

Granicus is pleased to present the below proposed solution of new technology and expert professional services to provide your City with a solution that meets and exceed the requirements set forth in this Request for Proposal. Our 100% cloud-hosted software solutions were designed specifically for governments like yours to spend less time managing the manual artifacts of the legislative process and more time engaging important stakeholders in productive ways. We make this possible by providing our clients with all the hardware and software necessary to streamline and automate everything from online video streaming to paperless agenda creation and publication. Additionally, our user-friendly and easyto-deploy software solutions were built to make installation and deployment as effortless as possible.

By selecting Granicus, your solution will include the Granicus Open Platform for unlimited content storage and the Citizen Participation Suite. As narrated

below, your solution will include our newest technologies such as our native iPad application and includes all training, software, hardware, 24/7/365 support, professional services, installation and implementation.

GRANICUS OPEN PLATFORM

The Granicus® Open Platform is the cloud-based foundation for all Granicus applications. It allows government organizations to manage and store an unlimited amount government public meeting data. It is the core of our content management, administration and distribution tools and includes free access to our APIs and SDKs, helping you seamlessly connect your Granicus solution to systems in place. The Granicus Platform includes the ability to upload and publish content including videos and documents.

- Unlimited content storage and distribution
- Open architecture and SDK
- Archived video editing and indexing
- Citizen web portal
- Live and on-demand streaming to mobile devices
- Create a paperless agenda environment with iLegislate® for the iPad

CITIZEN PARTICIPATION SUITE: SpeakUp and eComment

The Citizen Participation Suite encourages greater community engagement in productive new ways online. Collect ideas for community improvement, leverage feedback on projects underway, and prioritize key public initiatives. Allow citizens to easily contribute, vote on and prioritize ideas using a customized website dedicated to community idea sharing. Utilize online discussions, forums, and survey tools to collect feedback on specific topics. Let your community make more informed opinions – add videos, documents and presentations related to your projects. Additionally, citizens will be able to electronically submit comments for agenda items using an online form tied to your upcoming meeting agenda. Run reports and distribute them to elected members or department heads, giving them a deeper understanding of public opinion before they make decisions. Additionally, staff and officials can easily review citizen ideas and comments that are tied to agenda items directly on the Granicus iLegislate application.

- Easy-to-use online tools to capture citizen ideas

- Utilize online discussions, forums, and survey tools to collect feedback on specific projects
- Prioritize key public initiatives
- Receive comments electronically for items on the agenda
- Run detailed reports to make better informed decisions
- Access community ideas, demographics, and feedback on iLegislate

Citizen Participation Modules: SpeakUp and eComment

The Granicus Citizen Participation Suite features two different modules for collecting feedback and engaging citizens: SpeakUp and eComment. SpeakUp is a platform that enables you to lead focused online conversations to collect feedback from constituents on different City ideas, initiatives, and projects. The City has complete control over the content and can fully administer the discussion. Feedback can be collected via forums, discussions, surveys, and by providing videos or supporting materials. The City may also opt to enable the site for open ideation from citizens, in which users are able to post their own topics and ideas for consideration by the City. This functionality can be turned on or off, giving the City control over all content on its website. The Granicus Citizen Participation Suite can also include eComment, where citizens are able to specifically comment on published agenda items. Below we have provided greater detail on each of the features of this suite.

Granicus SpeakUp Key Features

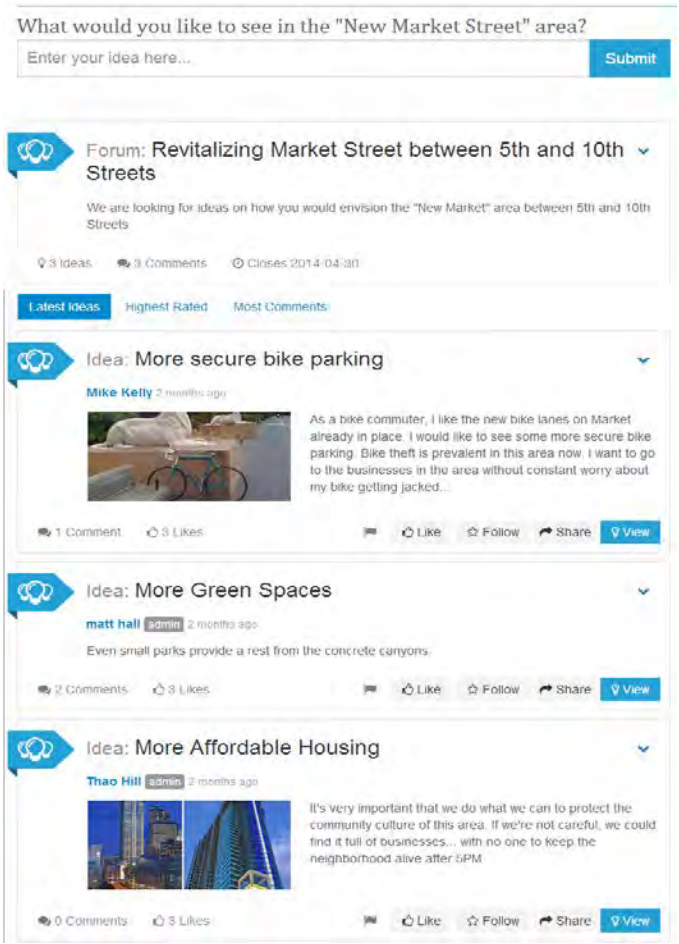
SpeakUp Focused Conversations: Forums, Discussions, Surveys & Projects

Granicus SpeakUp provides several different ways to collect feedback on any specific project or idea, by utilizing forums, discussions, or surveys. All responses are related to the subject that you choose to specify, helping you narrow and prioritize which ideas are most important to your municipality.

SpeakUp Focused Conversations: Forums

Forums allow users to brainstorm and vote on ideas around a specific topic or question that is specified by the City. With forums, the City can:

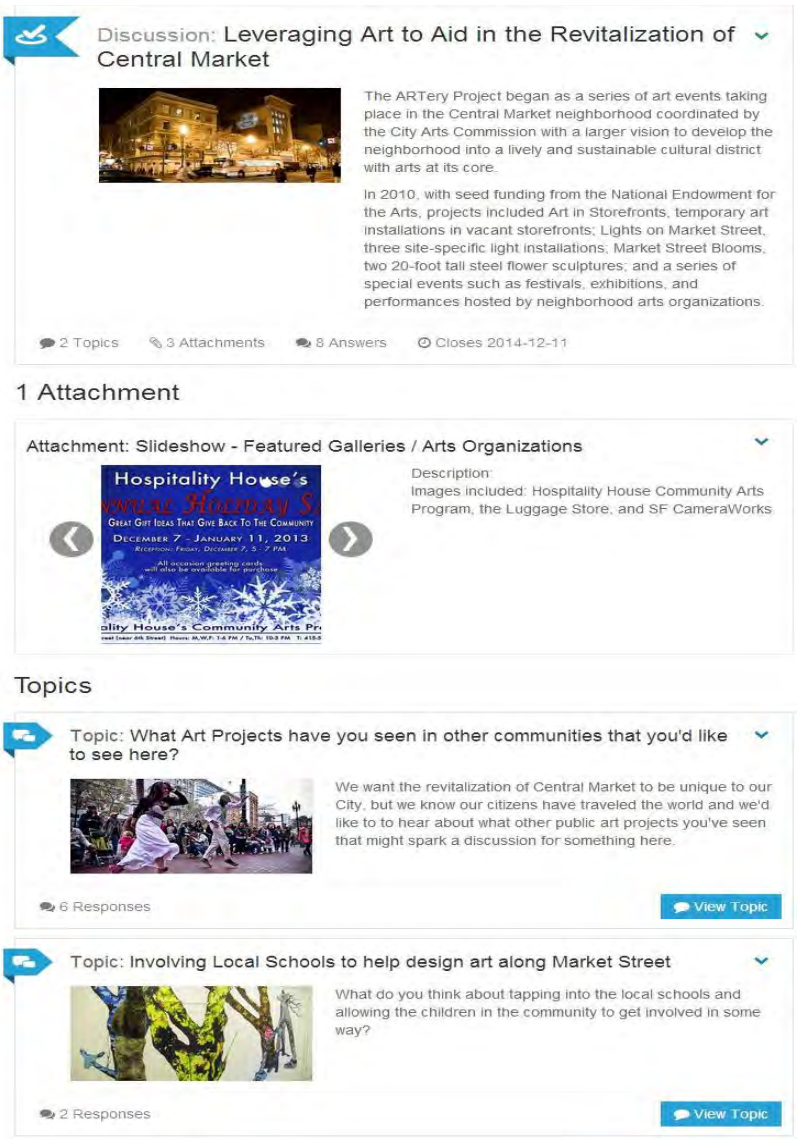
- Receive ideas specific to your current initiatives
- Allow citizens to vote, comment and share ideas
- Set specific timeframes so that feedback is time-based and limited
- Include customizable prompts
- Add supporting resources, including video, to your Forum



SpeakUp Focused Conversations: Discussions

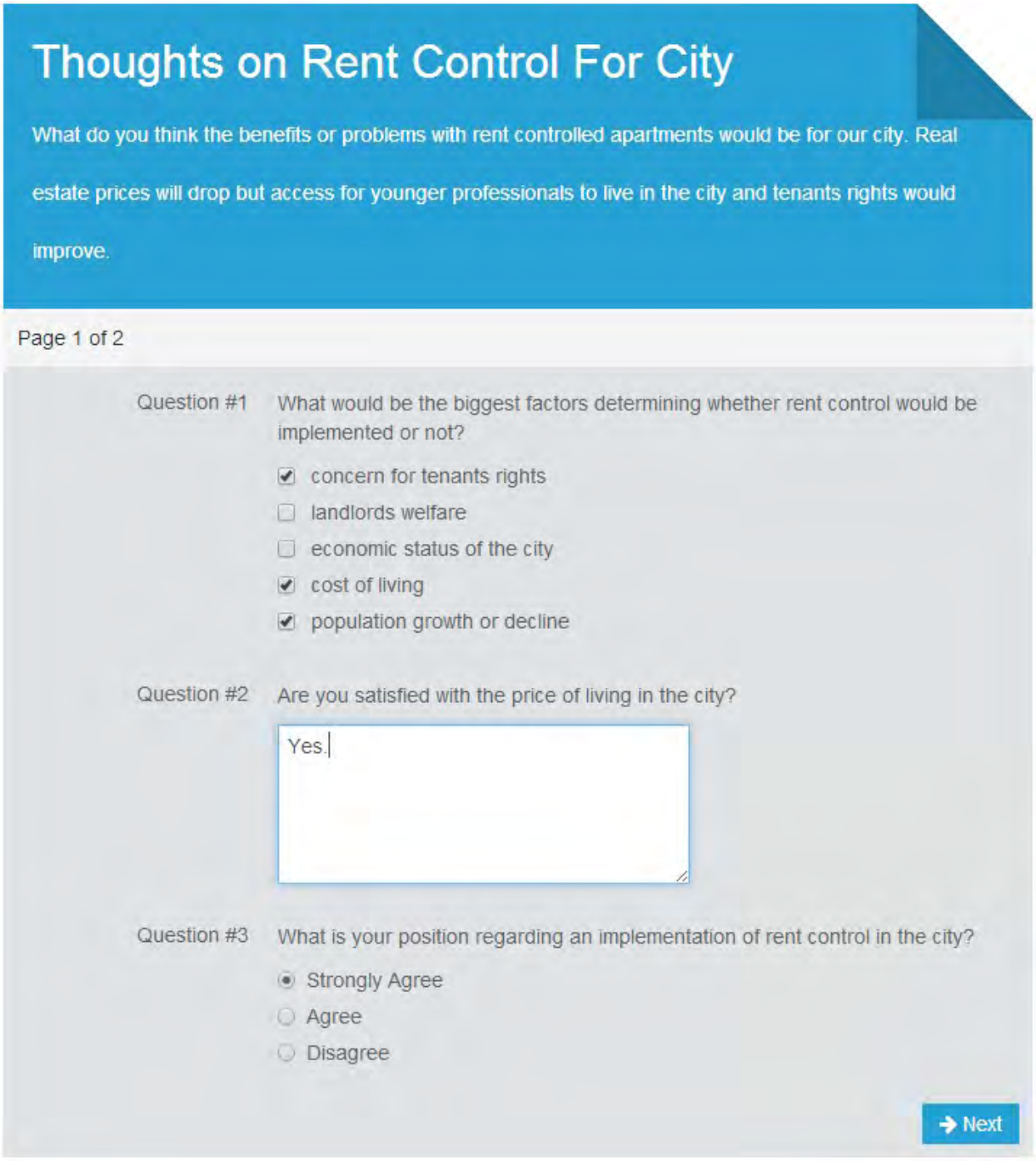
Discussions will allow the City to host conversations about multiple related topics, rather than just one specific topic. This functionality will:

- Allow citizens to respond to specific topics or questions
- Enable Citizens to comment on topics and reply to other's comments
- Customize prompts for each topic or question
- Add supporting resources, including video, to your Discussion



SpeakUp Focused Conversations: Surveys

Unlike other collaboration tools, SpeakUp allows for fully integrated online survey tools that will collect quantifiable data from your online audience. With our survey feature, you will be able to poll your audience and get feedback on multiple topics at once.

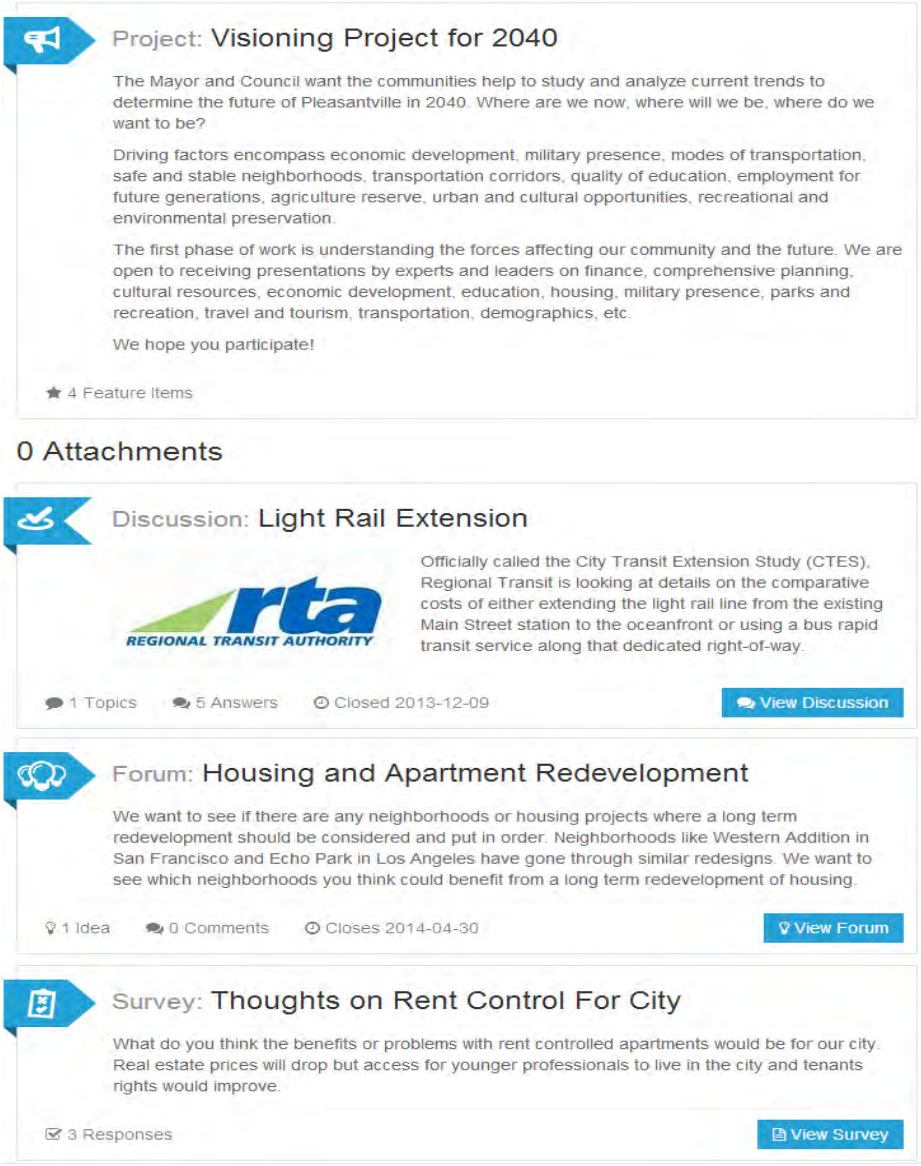


SpeakUp Focused Conversations: Projects

Focused Projects act as an "umbrella" for multiple communication models. This will allow you to compile related forums, discussions, and surveys into one

location. This allows you to invite citizens to a single place and have them contribute in multiple ways, allowing for a more focused feedback mechanism. you can inform the public about the project through meaningful engagement tools such as slideshows, embedded videos, and pictures. Begin a discussion on the project, learn how citizens feel about the project, and discover if your citizens have valuable input.

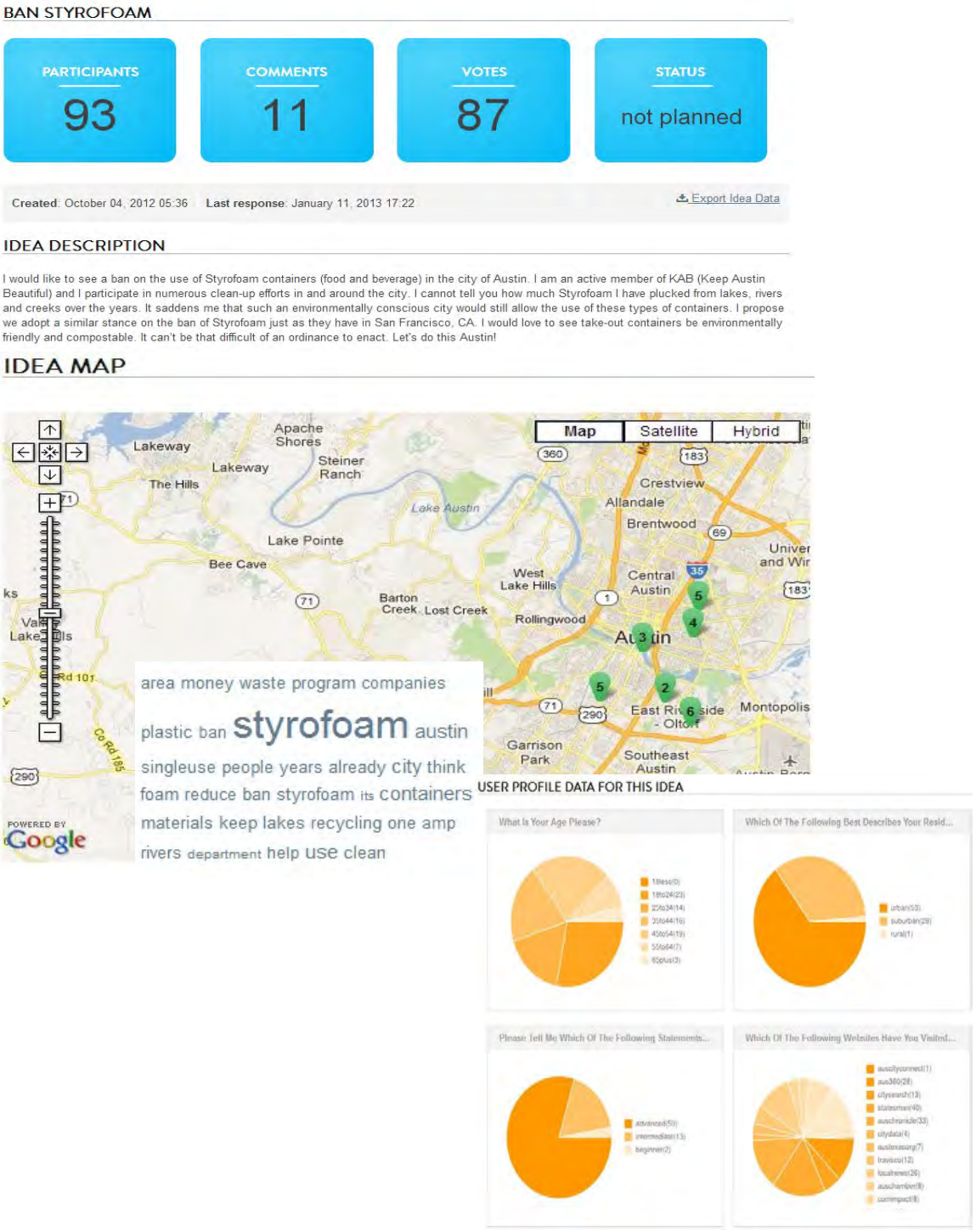
- Add Surveys, Discussions and Forums
- Add image slideshows, documents and embed video



SpeakUp Focused Conversations: Reporting Tools

SpeakUp includes an array of reporting tools and allows you to export and distribute reports to board and council members prior to meetings. Reports can easily be exported to files in CVS and PDF format, and can also include graphical

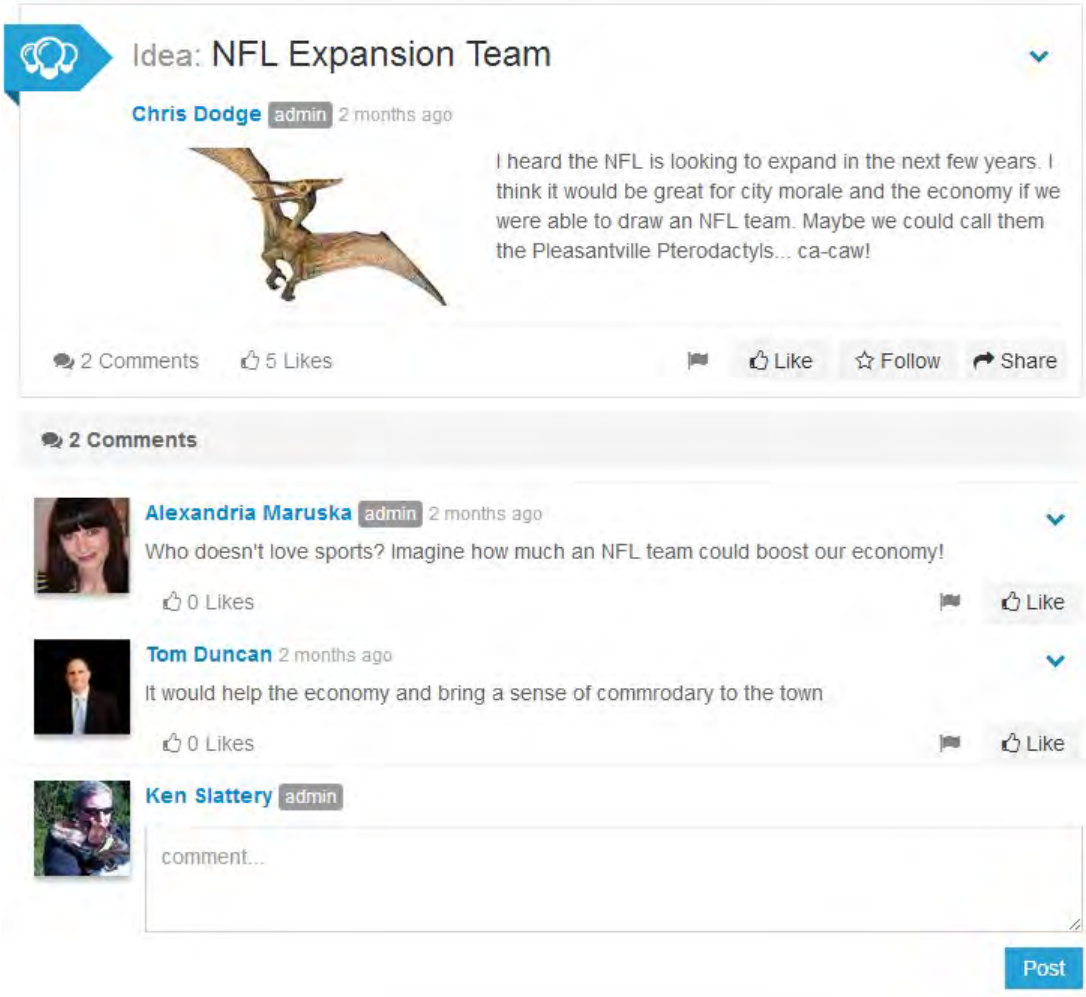
representations of the data. Mapping tools and reports enable you to easily see where your participation is coming from. Our word cloud also pulls the most commonly used terms in responses, so you can visually see a summary of what citizens are talking about.



SpeakUp Open Ideation: Citizen Sourcing Idea Management

Open Ideation is key feature of SpeakUp. Open Ideation allows the City to promote and utilize citizen sourcing by creating an active listening platform where you can collect ideas from the community. Citizens are able to submit, refine, and prioritize topics and ideas that are important to them. This platform allows you to leverage citizen ideas in the community, and will save you time and money by increasing your efficiency in collecting and managing this information. The City may opt to turn on or off this functionality.

Allow the public to easily contribute ideas with a website dedicated to community idea sharing. All residents have to do is post an idea. Other citizens, and even staff, can join the conversation by voting for an idea, adding comments, and even posting ideas to social media platforms. Encourage greater participation by acknowledging ideas, and changing the status of ideas as they are considered and planned internally. Contributors can follow their idea's progress and stay involved in their government's decision-making process.

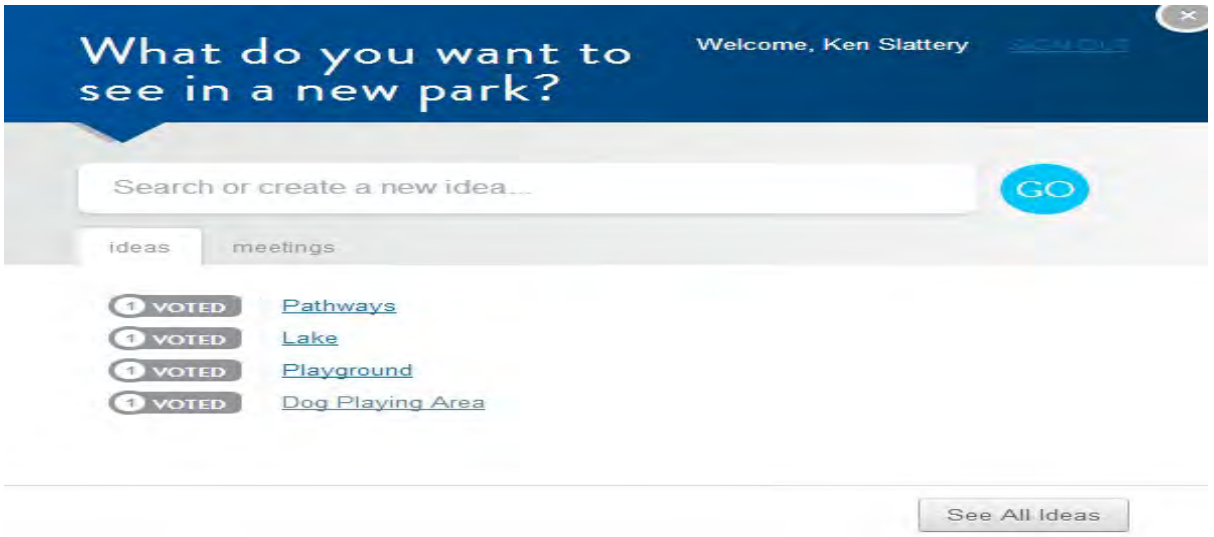


SpeakUp Facebook Integration

Granicus will provide a seamless integration between SpeakUp and your current Facebook page. You will be able to encourage participation from your Facebook community, and users will be able to search and vote for ideas and submit ideas, all within the City's Facebook page through this integration. You can easily leverage your current Facebook followers to contribute to the information and ideas in coordination with those posted on your site.

SpeakUp Widgets

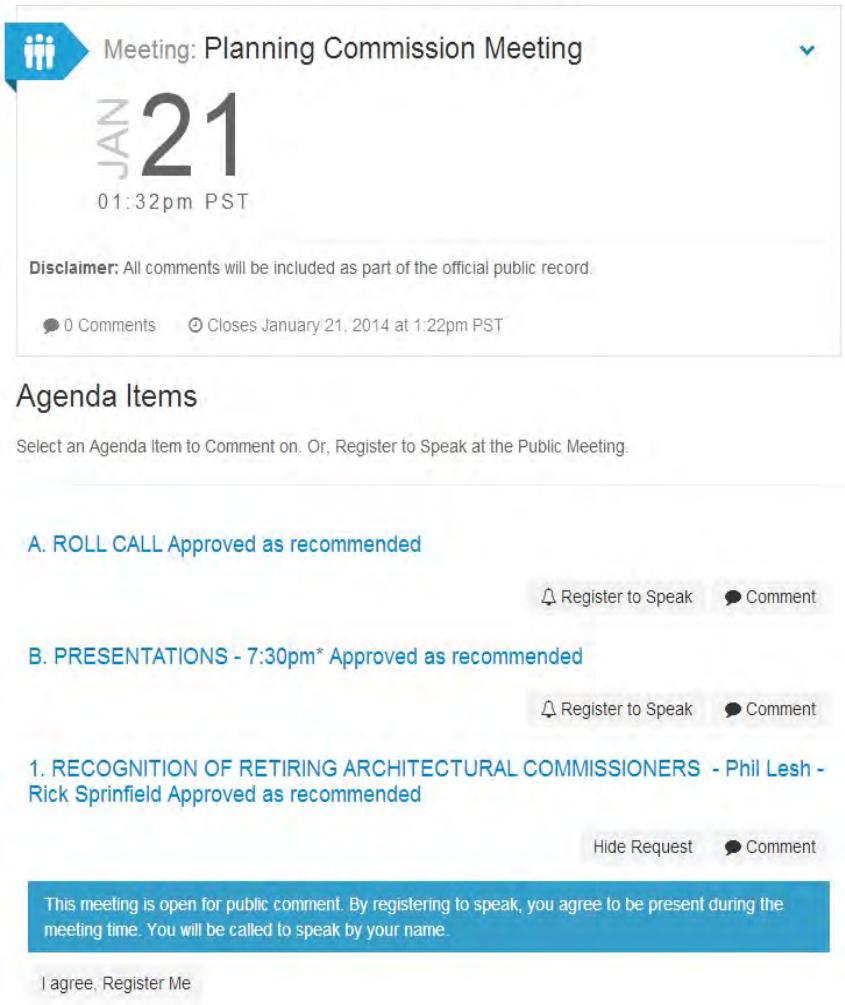
The Citizen Participation Suite includes a widget that allows you to collect ideas from any webpage. This widget makes it possible to integrate specific engagement tools from Citizen Participation Suite, such as open ideation, forums or surveys, onto another website for increased outreach and feedback. It also provides a shortcut to your full Citizen Participation site, which allows for more visitors and a broader audience outreach. The Citizen Participation Suite allows you to reach the widest audience possible, ensuring that all citizens have a chance to contribute.



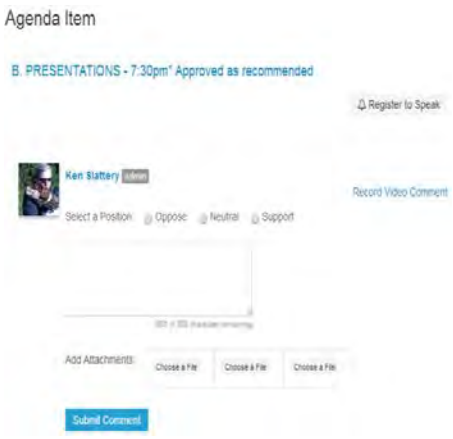
Granicus eComment Key Features: eComment: Capture Feedback on the Issues at Hand

The Citizen Participation Suite provides you with the means to effortlessly collect, consolidate, and deliver citizen input on current and future topics that relate to your upcoming agenda. This platform provides an easy way to add voices to the democratic process and makes participation in public meetings convenient. This web-based form is tightly integrated with your published agenda; residents can review each agenda item's details, indicate their position on that item, and leave feedback. All comments can be consolidated into a report and delivered to elected members prior to a meeting, helping them better understand the views of their constituents. You can also allow residents to request to speak during meetings.

- Simplify public meeting participation
- Effortlessly collect and distribute citizen feedback prior to your meeting by distributing reports or utilizing the Granicus iLegislate application
- Keep feedback productive – provide supporting information on issues
- Stay in compliance with open meeting and open records laws



Comment on Agenda Items



Allow citizens to provide comments and positions on particular items:

- Receive text comments
- Control comment length
- Provide supporting materials
- Easily measure position and location data

Easily Customizable

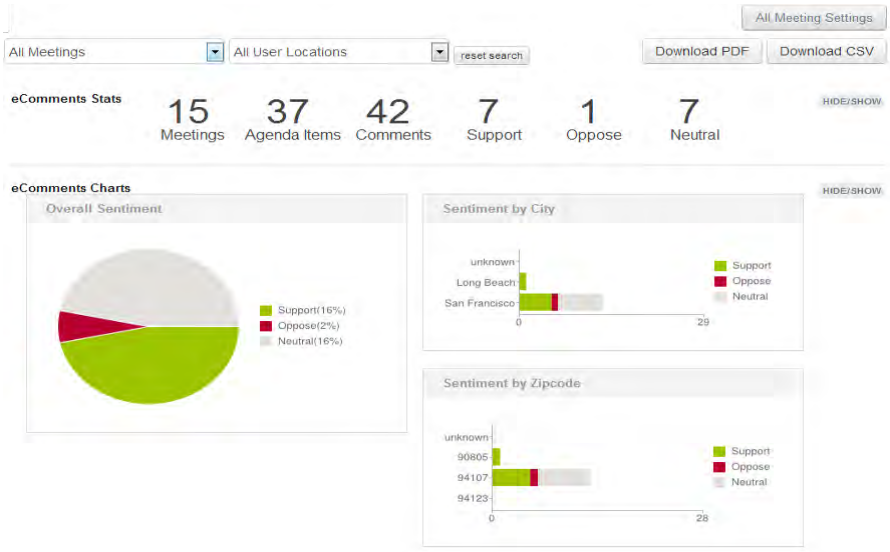
Configure the Citizen Participation Suite to meet your needs by controlling which items can receive comments; setting the length of response to reflect in-

person comment periods; enabling the feedback form for multiple meeting bodies, and more.

Sample Citizen Participation Suite Report Documents

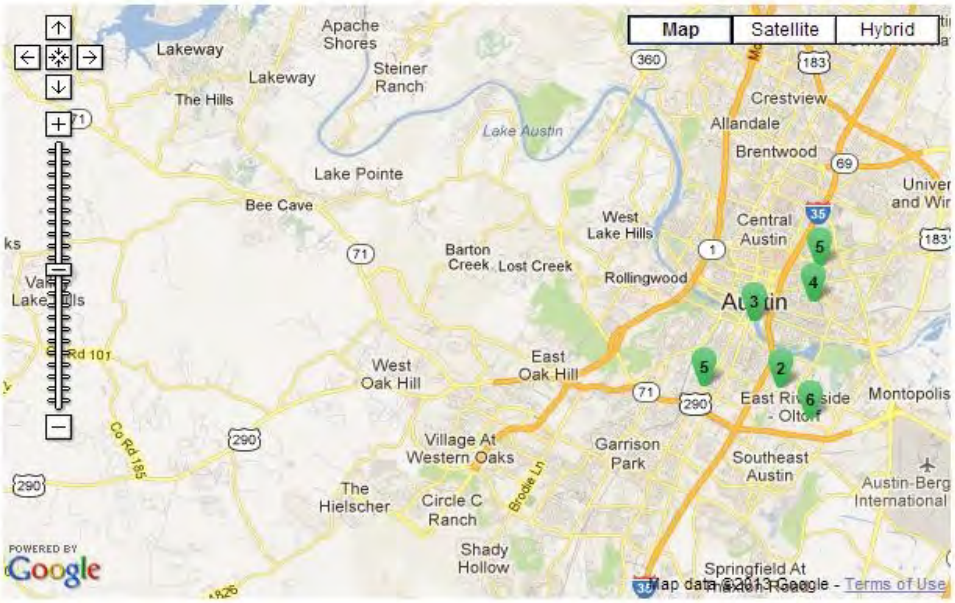
Please note that that the below examples are actual reports from our client sites:

eComment Reports



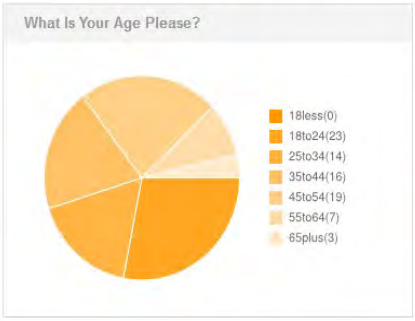
Geographic Reports

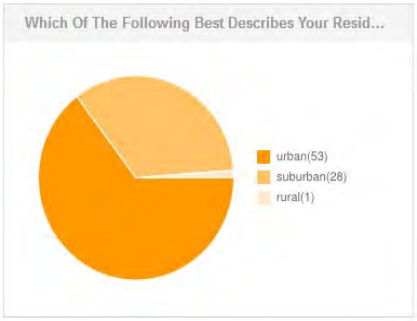
IDEA MAP

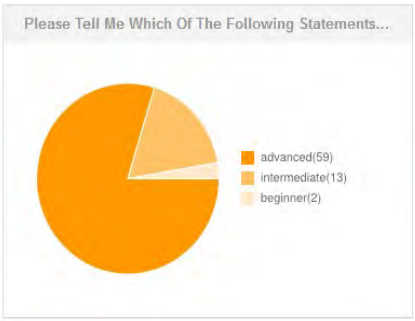


Demographic Reports

USER PROFILE DATA FOR THIS IDEA

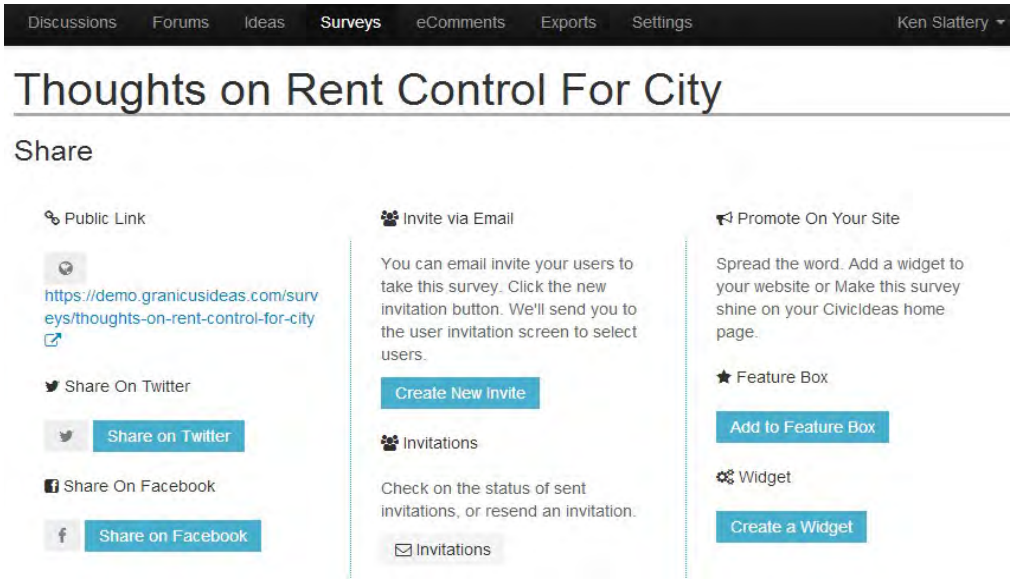






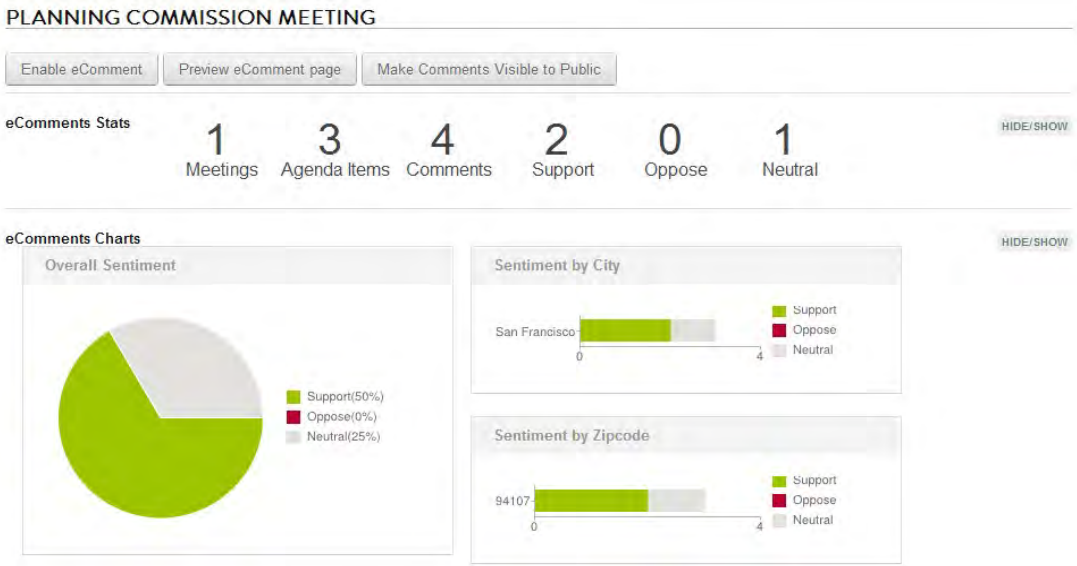
Easily Share Discussions, Forums, Project and Surveys to Social Media

Administrators of the Citizen Participation Suite can easily share discussions, forums, projects, and surveys on social media sites in order to increase participation and increase awareness.



Public Meeting and Comment Reports

Build reports that enable you to analyze comments and positions, and distribute these reports to elected members prior to their board or council meetings.



Report on Comments

The Citizen Participation Suite provides reporting tools that help you better identify citizens who are providing feedback, and better understand your community as a whole. Each comment will be logged automatically in an easy to read reporting format, showing the date, time, and name of the user alongside their comments.

eComments Report

Meetings	Meeting Time	Agenda Items	Comments	Support	Oppose	Neutral
Committee Meeting	01-16-14 13:43	5	6	4	0	0

Committee Meeting

01-16-14 13:43

Agenda Name	Comments	Support	Oppose	Neutral
1. SB 260 - Budget Bill	4	2	0	0
2. HB 410 - Bond Bill	2	2	0	0

Agenda Item: eComments for 1. SB 260 - Budget Bill

Mike Kelly
Location: 94116, Outer Sunset, San Francisco
Submitted At: 7:13pm 01-02-14

Here is my comment - COOL!

Alexandria Maruska
Location: Seattle
Submitted At: 11:58pm 12-27-13

In support!

Ken Slattery
Location: 94107, South Of Market, San Francisco
Submitted At: 5:12pm 12-20-13

Test with attachment

Matt Kasa
Location: 89506, Reno
Submitted At: 11:06pm 12-19-13

Test comment as John Smith with e-mail and neighborhood.

PRICE PROPOSAL

Your Granicus solution was based on the City of Roseville's specific goals specified in this Request for Proposal. The pricing below reflects the end-of-the year promotion described below:

Promotion Terms: Clients who enter into an agreement with Granicus (with a minimum three (3) year term) to purchase eligible Granicus product(s) prior to December 31, 2014, qualify for a one-time promotion. Eligible products under this promotion include: Government Transparency, Meeting Efficiency, Citizen Participation, Boards & Commissions, iLegislate + VoteCast, and iLegislate + Civic Engagement. As part of this promotion, the Client will receive Monthly Managed Service Fees ("MMS") at no cost to the Client until July 1, 2015. Discounted billing for Monthly Managed Services will start after deployment has been completed**. The MMS pricing will revert to one hundred percent (100%) of the regular price after July 1, 2015. Up-front costs are not affected by this promotion. Monthly Managed service fees on Client's current services are not affected by this promotion. This promotion cannot be used in conjunction with any other discount or promotion.

***For Government Transparency, Meeting Efficiency, Citizen Participation, Boards & Commissions, iLegislate + VoteCast, and iLegislate + Civic Engagement solutions, deployment is complete once the software has been provisioned and configured by Granicus based on technical scope and workflow definitions determined throughout the implementation process. The software is considered deployed once all software is installed which occurs prior to customer training.*

Items	Upfront	Monthly
Citizen Participation Suite	$0.00	$400.00
Total	$0.00	$400.00

Terms

- All suites require the Granicus Open Platform
- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality
- Quarterly billing for Managed Services shall begin upon completion of deployment. Client will be invoiced a pro-rated amount

from the deployment completion date through the end of the quarter. Thereafter, Client will be billed each January 1, April 1, July 1, and October 1. Client agrees to pay all invoices from Granicus within thirty (30) days of receipt of invoice.

- Fifty percent (50%) of all up-front fees are due upon Granicus' receipt of a purchase order. The remaining fifty percent (50%) of up-front fees are due upon completion of deployment. Quarterly billing for Managed Services shall begin upon completion of deployment. Client will be invoiced a pro-rated amount from the deployment completion date through the end of the quarter. Thereafter, Client will be billed each January 1, April 1, July 1, and October 1. Client agrees to pay all invoices from Granicus within thirty (30) days of receipt of invoice.
- For Open Platform, Government Transparency, and Meeting Efficiency Suites, deployment is complete once the software is installed, tested and deemed by Granicus to be ready for Client's use. For Legislative Management, deployment is complete once the hardware and software are installed, tested, and deemed by Granicus to be ready for Client's use, and the Legistar database is configured for the Client. The database is considered to be fully configured after the final Needs Analysis Call.
- Electronic Payments: Granicus accepts ACH/EFT where we give your organization our account information. However we do not have an automated system for credit card payments.

Community Engagement Joint Meeting with City Council

December 8, 2014

Work Plan Priority Items for 2015:

1) Assist and Encourage the Formation of Roseville Neighborhood Associations

2) Host a conference on community engagement in Roseville
   a) The intent here is to reinforce the culture of neighborhood engagement and to integrate community engagement into City Hall culture

3) Form a joint task force with the Planning Commission to study notification issues and formats, and make recommendations

4) Recommend an online civic engagement module for new city website

Added by Council:

5) Resumption of Roseville U Program

6) Involvement of Renters in Roseville Decision-Making and Civic Affairs in general

ROSEVILLE Minnesota

COMMUNITY ENGAGEMENT COMMISSION
Policies & Strategies
On Neighborhoods, Citizen Participation and Neighborhood Associations

Policy 1) Integrate Citizen Engagement into City Hall Culture

1.1 Policy Intent or Practice: 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.

Rationale: Demonstrating a commitment to civic engagement dispels public cynicism and connects citizens more closely to their government, while also allowing them more resources for authentic grass roots neighborhood planning and community building….

Policy 2) Increase Effective Public Participation in City Council and Commissions

2.1 Policy Intent or Practice: The City should foster public participation at both the council and commission level.

Rationale: Making public meetings more accessible and understandable to the community demonstrates the City's commitment to civic engagement, which in turn enables the community to better value and trust their public officials, elected and appointed.

Policy 7) Enhance Overall City Communication

7.2 Policy Intent or Practice: The City should emphasize communications utilizing existing systems more proactively and effectively with the intention of engaging residents.

Rationale: When residents receive information in a timely manner and in clear understandable language, they are better able to process and provide feedback on how they would like their city to be run, and the City is better able to respond to citizen concerns.

We recommend the City:

a) Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance.

b) Devise a process for identifying, maintaining, and updating Nextdoor neighborhood leads. Consider ways the City could support the efforts of NextDoor leads in disseminating information necessary for neighborhood-building efforts.

c) Use neighborhood networks such as homeowner associations and neighborhood associations, such as SWARN (SouthWest Area of Roseville Neighborhoods), the Lake McCarron's Neighborhood Association, the Twin Lakes Neighborhood Association, and other neighborhood networks to supplement existing information systems and to invite residents' responses. When a City Department organizes an informational meeting it should seek out an association or neighborhood group with which to collaborate and organize said meeting.

Rationale: By utilizing various neighborhood networks and organizations to disseminate information relevant to the city and its neighborhoods, the City will assist these groups in providing value to their members and neighbors. The City will also gain increased coverage of news and notifications to its residents

Policy 8) Foster and Support Vibrant Neighborhoods

8.1 <u>Policy Intent or Practice</u>: The City should support residents' efforts to build community within their neighborhood.

Rationale: Vibrant neighborhoods -– neighborhoods where residents know each other, can support one another, and feel invested in their city – are a critical aspect of a healthy city. Assisting neighborhoods in this important task benefits civic governance as well as its citizens.

We recommend the City:

a) Support the creation of resident-defined neighborhoods. (See Edina's *Name Your Neighborhood* at edinamn.gov/category/neighborhood, an example of allowing residents to determine their neighborhoods names and boundaries.)

b) Monitor and evaluate the success of Nextdoor.com and include goal-related metrics and user satisfaction.

c) Provide materials to support neighborhood gatherings throughout the year, similar to the Night to Unite materials offered through the Neighborhood Watch Program.

d) Utilize *City News* to communicate news and items of interest to neighbors and neighborhoods. Solicit input and contributions from residents and neighborhood groups.

8.2 Policy Intent or Practice: The City should support residents in developing more formalized neighborhoods and/or neighborhood organizations.

Rationale: By recognizing neighborhoods and neighborhood organizations, the city reinforces the value of neighbors working together to achieve common goals. Providing infrastructure and technical assistance to these groups also enables their success and provides another effective way for the city to disseminate and gather information.

We recommend the City:

a) Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition and examples of a neighborhood network or association, a clear process to formalize such groups, and City recognition and benefits to officially-recognized groups. (See http://www.stlouispark.org/neighborhoods/neighborhood-associations.html.)

b) City Recognition of Neighborhood Associations should be premised on the assumption that neighborhood boundaries are inclusive and not exclusive.

c) The City shall provide a page or section on city's website with the neighborhood's name, boundaries, characteristics, events, and contact person. (Example at http://www.stlouispark.org/wolfe-park.html).

d) The City should consider adding signage in the physical neighborhood names are identified and commonly accepted.

8.3 Policy Intent or Practice: The City should facilitate meetings at the neighborhood level.

Rationale: Many residents are interested in neighborhood issues which may not have city-wide impact, and are interested in knowing their neighbors and working on issues of neighborhood significance. By providing assistance to interested neighbors the City can play a critical role in building strong neighborhoods and thus a vibrant community.

We recommend the City:

a) Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings.

Attachments: Edina, Minnesota, Neighborhood Association Policies and Benefits

St. Louis Park, Minnesota, Description of Neighborhoods on Website

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

The CITY of EDINA

...For living, learning, raising families & doing business

Neighborhood Association Policy

Definitions

Neighborhood: *A geographic area defined by the City that exists as a sub-area within the City as a whole. Each property within the City resides within a single Neighborhood.*

Neighbors: *People or legal entities owning or occupying property within a Neighborhood.*

Neighborhood Association*: A voluntary Neighborhood-based organization, recognized by the City, and in compliance with this policy.*

Purpose

The City encourages the voluntary formation of Neighborhood Associations for the purpose of facilitating communication between residents, City staff and officials, fostering interaction between individuals on issues of common geographic concern and building a better community through cooperative action.

In keeping with this philosophy, the City will seek to notify and consult with Neighborhood Associations on matters of Neighborhood interest. For example, Neighborhood Associations will be notified when:

- Significant Neighborhood projects are being discussed or proposed such as street reconstruction, park development or redevelopment or land use planning.
- A mailing goes out to residents in the Neighborhood related to a City matter or public hearing.
- A developer requests a Neighborhood meeting for the purpose of sketch plan review.
- The City is seeking to organize a Neighborhood group for resident input.

Expectations

The following expectations exist with respect to Neighborhood Associations:

- Neighborhood Associations will be included in the public input process but will not be assumed by City officials to speak on behalf of all Neighbors and will not limit the ability of any person or entity, including non-recognized Neighborhood groups, to participate on their own behalf.

- Communication with the Neighborhood Association will not replace the City's traditional methods of direct outreach to residents.
- Neighborhood Associations are strictly voluntary and no Neighbor will be required to participate. Each Neighborhood Association will determine its own priorities and desired level of activity.
- Neighborhood Associations will not assume the role of an administrative or legislative body.
- Neighborhood Associations have no legal authority to enact or enforce property design or maintenance requirements.
- Only one Neighborhood Association may exist in each Neighborhood, as identified in the official Neighborhood map.

Bylaws

- In order to be recognized as a Neighborhood Association by the City, Neighborhood Associations are required to adopt bylaws that include the following minimum standards:
- An outline of the Neighborhood boundaries as defined by the City;
- Membership criteria allowing any Neighbor over the age of 18 the right to belong and to vote.
- A statement that the Neighborhood Association will not discriminate based on race, color, creed, religion, age, sex, sexual orientation, gender expression, marital status, disability, status with regard to public assistance, familial status or national origin in connection with employment, housing and real property, public accommodations, public services, credit and education;
- One annual meeting with notice to all addresses within the geographic boundaries,
- Procedures for the election and removal of leadership ; and
- Method of determining quorum and how votes are taken and recorded at annual meetings.

Changes or amendments to the bylaws shall be provided to the City staff liaison.

Recognition

A group of Neighbors intending to form a recognized Neighborhood Association or seeking recognition of an existing Neighborhood organization must notify the City staff liaison. The recognition steps are as follows:

- Upon request, an educational meeting may be conducted by the City staff liaison regarding steps to organize.
- The organizing committee notifies, in writing, all Neighbors of the opportunity to vote on becoming a recognized Neighborhood Association and the proposed Neighborhood Association bylaws. Upon request, the City will pay for and coordinate this initial mailing.
- Upon an affirmative vote, the Association formally applies for recognition and submits a completed recognition application and minutes from the meeting during which the neighbors voted to seek recognition and a copy of the current or proposed Association bylaws.

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

- The City staff liaison will forward the application materials to the City Manager for review and approval. The City Manager will notify the Neighborhood Association and City Council of his or her decision with regard to recognition in writing. Neighborhood Associations can appeal the decision of the City Manager to the City Council.

Removal of Recognition

The City Manager has the authority to remove recognition from a Neighborhood Association if the Association fails to comply with any requirement of this Policy. Prior to the removal of recognition, the Neighborhood Association will be given written notice of non-compliance and a period of 60 days to achieve compliance. If the City Manager removes recognition, the Neighborhood Association and City Council will be informed of his or her decision in writing. Neighborhood Associations may reapply for recognition without prejudice.

Funding

Membership fees, when established by the bylaws of a Neighborhood Association, shall be voluntary and shall not preclude any neighbor from participating in the Neighborhood Association. Neighborhood Associations may charge fees for events or activities that do not include voting on Association business. The City shall not serve as the fiduciary agent for a Neighborhood Association. Any Association which raises money outside of a city-sponsored grant or program is responsible for complying with applicable state and federal laws. If funds are disbursed by the City for use by an Association, the Association may be required to provide documentation of appropriate use. Failure to do so will result in removal of recognition.

City Staff Liaison

City will assign a staff liaison to recognized Neighborhood Associations. The role of the staff liaison will be to:

- Provide information about the role and organization of Neighborhood Associations, both generally and in direct consultation with residents;
- Receive and process applications for Neighborhood Association recognition;
- Ensure that the recognition requirements are met and notify the Neighborhood Association and City Manager of any shortcomings;
- Maintain City records related to Neighborhood Associations;
- Work with the Communications and Technology Services Department to facilitate the communication activities outlined in this policy;
- Develop and maintain a City speaker list and contact speakers upon request from a Neighborhood Association;
- Educate City staff on the role of Neighborhood Associations and how to fully engage Neighborhood Associations as a valued resource;

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

- Refer issues brought forward by Neighborhood Associations to appropriate staff; and
- Advise the City Council on issues related to Neighborhoods or Neighborhood Associations and draft or revise related policies.

It is not the role of the City staff liaison to organize a Neighborhood on behalf of a proposed Neighborhood Association or to advocate positions on behalf of Neighborhood Associations.

Communication Support

The City shall not serve as the primary communication vehicle for Neighborhood Associations. The City's Communications and Technology Services Department will provide basic communication support to Neighborhood Associations to ensure that residents are aware of their existence within the community.

Basic communication support from the City includes:

- Website Page: The landing page will include the Neighborhood boundaries and notable features, Neighborhood Association bylaws, regular meeting place and time of Neighborhood Association meetings, Neighborhood Association contact information, and links to the Neighborhood Association website or other online resource.
- Initial Mailer: Upon request, the City will pay for and coordinate a Neighborhood-wide postcard mailing notifying residents of a meeting to vote on the potential formation of a recognized Neighborhood Association. Content must be delivered to the Communications and Technology Services Department at least 21 days in advance of the organization meeting date to ensure timely delivery. Postcard mailings will be addressed to "Resident."
- Copying: Upon request, the City will provide copying once annually for each association in an amount equivalent to the Neighborhood's estimated population (double-sided, on 8.5" by 11" paper). Associations should anticipate a 2-3 day turnaround for each copying project. Associations can maximize the copy services provided by the City by using half sheet flyers.
- About Town Listing: Recognized Neighborhood Associations and their contact information will be highlighted annually in About Town.

Communication with the Neighborhood Association will not replace the City's traditional methods of direct outreach to residents. Any communication facilitated by the City is subject to the City's communication policies and ordinances. As a result, the City will not facilitate any communication that is inconsistent with its policies general operating principles, or the City Code. Examples of communication that would be inconsistent with City policies include items that are discriminatory or politically partisan in nature.

Neighborhood Boundary Changes

The City has defined boundaries for each Neighborhood. Neighborhood Associations may propose both technical corrections and Neighborhood boundary changes.

Technical Corrections. Technical corrections are minor changes regarding the placement of the boundary line on the map. For example, a technical correction could entail shifting a boundary line to

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations include the properties on both sides of a street. Technical corrections impact a small number of properties. To apply for a technical correction to a Neighborhood's boundary, the Neighborhood Association must submit a written request to the City staff liaison along with the minutes from the meeting at which the organization's members voted to make the change. The City staff liaison will

forward the request to the Neighborhood Association(s) of any adjoining impacted Neighborhoods for review and comment. The City staff liaison will forward the request and any comments from the adjoining impacted Neighborhood Associations(s) to the City Council for review. The City Council has the sole authority to approve or deny any technical corrections.

Boundary Changes. Boundary changes represent a larger change with respect to the geographic definition of the neighborhood. Boundary changes have the potential to impact a large number of properties. For example, a boundary change could entail moving the boundary from one street to another street located a few blocks away. To promote stability and growth of the Neighborhood Association system, and in recognition of the significant public process involved in creating Neighborhood names and boundaries, boundary change requests will only be considered at time of application for initial recognition, or any time within two years of initial recognition. In addition, any boundary change request that creates Neighborhood(s) with less than 70 parcels will not be considered. To apply for a boundary change, the organizing committee must submit the request to the City staff liaison along with a Neighborhood petition demonstrating the support of a majority of households. The City staff liaison will forward the request to the Neighborhood Association of any adjoining impacted Neighborhoods for review and comment. The City staff liaison will forward the request and any comments from the adjoining impacted Neighborhood Association(s) to the City Council for review. The City Council has the sole authority to approve or deny any boundary changes.

Neighborhood Name Changes

The City has defined names for each Neighborhood that are listed on the official Neighborhood map. Neighborhood Associations may apply to change the official Neighborhood name at time of application for initial recognition, or any time within one year of recognition. After one year, the official Neighborhood name cannot be changed. To apply for a name change, the Neighborhood Association must submit a request to the City staff liaison to change the Neighborhood name along with the minutes from the meeting at which the organization's members voted to change the name and a summary of how the Association collected data regarding the name preference of their Neighbors. The City staff liaison will forward the request to the City Council for review. The City Council has the sole authority to approve or deny any name changes.

Additional Benefits

Meeting Space
City-owned meeting space available for public use will be offered free of charge for any Neighborhood Association meetings or events that are free to the public (no charge). If City staff are required to open or monitor the building, the Neighborhood Association may be charged a recovery fee. City-sponsored

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations meetings and programming will take precedence over Neighborhood Association meetings, and Neighborhood Association meetings may be "bumped" from a City facility with a minimum of 30 days' notice.

Guest Speakers
The City will develop and maintain a list of City staff that can be scheduled as guest speakers by

Neighborhood Associations. City staff may be available to speak on special topics by request. The guest speaker program is designed for education and information sharing purposes.

Annual Workshop
City staff will coordinate an annual workshop to facilitate the sharing of ideas and best practices between Neighborhood Associations and to gather suggestions from Neighborhood Associations for City staff.

Annual Award
Each year the Mayor will give a Neighborhood Association Award during the Annual Volunteer Recognition Banquet to recognize community building efforts by the City's Neighborhood Associations. Nominations for the award will be solicited from all Neighborhood Associations prior to the event.

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

St. Louis Park
MINNESOTA

(952) 924-2500

Home > About > *Neighborhoods*
updated: *Tuesday, September 30, 2014*

Many of St. Louis Park's 35 neighborhoods are represented by an organized neighborhood association. These groups can rally residents together to solve a problem or voice an opinion on a special issue. They can also hold neighborhood get-togethers, organize park clean-ups, or share services (trading home maintenance for child care, for example). Many neighborhoods publish newsletters listing upcoming events and neighborhood news.

Call Breanna Erickson, Community Liaison, at (952) 924-2184 or email berickson@stlouispark.org to find out whether your neighborhood is represented by an association, or if it isn't, how you can organize one. You can also visit your neighborhoods webpage to see if it is organized. If you don't know your neighborhood, find it by visiting myNeighborhood.

If you are interested in organizing your neighborhood, more information can be found in the St. Louis Park Neighborhood Organizing Kit.

Neighborhoods

- Amhurst
- Aquila
- Birchwood
- Blackstone
- Bronx Park
- Brooklawns
- Brookside
- Browndale
- Cedar Manor
- Cedarhurst
- Cobblecrest
- Creekside
- Crestview
- Eliot
- Eliot View
- Elmwood
- Fern Hill
- Kilmer
- Lake Forest

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

- Lenox
- List of Neighborhoods
- Meadowbrook
- Minikahda Oaks
- Minikahda Vista
- Minnehaha
- Oak Hill
- Pennsylvania Park
- Shelard Park
- Sorensen
- South Oak Hill
- Texa Tonka
- Triangle
- Westdale
- Westwood Hills
- Willow Park
- Wolfe Park

St Louis Park Maps

- Neighborhoods Map
- Wards / Polling Location Map
- City Street Map
- Interactive City Map

9 articles in this section

- Upcoming Neighborhood Events
- Block Captains Wanted
- Neighborhood Associations
- Block Captains
- Block Parties
- Meeting Rooms
- Garage Sales
- Posting Signs
- Adopt-a-Park or Garden

Related Topics

- application
- neighborhood
- block party
- events
- adopt
- streets
- neighborhoods
- garden

For Neighborhood Worksheet: Examples of other Cities work with Neighborhood Associations

More Links

5005 Minnetonka Blvd.
St. Louis Park, MN 55416
Phone: (952) 924-2500 Email: info@stlouispark.org

Calendar | Interactive City Map | Website | Awards | Policies | Site Map | Staff Directory

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Possible Volunteer Appeal Language

The Community Engagement Commission is an advisory commission appointed by the City Council to advise it on ways and means to encourage, facilitate, and streamline the engagement of Roseville residents in their community. It is seeking volunteers for the following two initiatives.

Neighborhood & Neighborhood Association Task Force

The Community Engagement Commission is seeking volunteers to work with it on a three to four month project focused on neighborhood identity and associations. Volunteers would serve on a task force exploring ways to foster and facilitate neighborhood identity and communications, and consider various formats to encourage and organize authentic and effective neighborhood input into civic decision-making.

Task Force meetings will occur no more than once a month except for possibly the first month. Task Force members will communicate with each other via phone and the internet in between meetings. The Task Force Chair may be appointed by the Commission.

The Task Force will advise the Community Engagement Commission on specific ways to achieve the Commission's 2015 Policy Objectives of fostering and supporting vibrant neighborhoods in Roseville and integrating community and neighborhood participation into city decision-making.

For more information please see the Commission's website (*to be added*) for its December 8th Report to the City Council on Recommended Policies & Strategies for Community Engagement, Section 7, lines 361-416. Minutes of the Commission's meetings are also available on the website. You may also contact the Commission's chair Gary Grefenberg at ggrefenberg@comcast.net or 651/645-6161.

Zoning Notification Task Force

The Community Engagement Commission is seeking volunteers to work with it and the Planning Commission on a three to four month project to review the City's zoning notification process with the objective of ascertaining their effectiveness in communicating with Roseville business and residents impacted by zoning decisions. The task force will make recommendations for improvement; these recommendations will be transmitted to both Commissions, with a goal of submitting any approved changes to the City Council.

No experience is required. The only requirement is an interest in improving the City's notification process and the willingness to volunteer time for this short-term project. Staff will be provided by the Planning Department.

It is estimated that the Task Force will meet no more than once a month, with the exception of the first month when it may meet twice. Task Force members will communicate via phone and the internet in between meetings. It is expected that the Task Force will have two co-chairs representing the respective Commissions involved.

For more information please see the Commission's website (*to be added*) for its December 8th Report to the City Council on Recommended Policies & Strategies for Community Engagement, Section 9, pages 14-15. Minutes of the Commission's meetings are also available on the website. You may also contact the Commission's chair Gary Grefenberg at ggrefenberg@comcast.net or 651/645-6161.

City Council Meeting Recap

Roseville City Council Regular Meeting
Unofficial report of city council meeting January 5, 2015

Called to Order: 6:15 p.m.
Present: Mayor Dan Roe; Councilmembers: Jason Etten, Lisa Laliberte, Tammy McGehee, Robert Willmus

Swearing in of Councilmembers
Mayor Dan Roe, Councilmember Tammy McGehee and Councilmember Bob Willmus took the Oath of Office

Approval of Agenda
Approved the January 5, 2015 agenda

Minutes
Approved December 8, 2014 meeting minutes

Consent Agenda
Approved consent agenda including naming the Roseville Review as the 2015 legal newspaper, establishing official bank depositories, approving 2015 sign permits, and appointing the mayor and the city manager to the fire relief association

Business Items Action
Designated Councilmember Jason Etten as the 2015 acting mayor

Reappointed commissioners to citizen advisory commission including Scot Becker and Gary Grefenberg to the Community Engagement Commission; Nagaraja Konidena and Peter Zeller to the Finance Commission; Mary Bachhuber, Lisa Carey and Wayne Groff to the Human Rights Commission; Jerry Stoner to the Parks and Recreation Commission; Shannon Cunningham to the Planning Commission; Brad VanderVegt to the Police Civil Service Commission; and Duane Seigler to the Public Works, Environment and Transportation Commission
Approved a Council/staff strategic planning session to establish goals for the upcoming year

Business Items Presentations
Approved rules of procedures, including adding pledge of allegiance to the beginning of council meetings
Approved appointment of Council and staff liaisons to various community groups

Adjournment
Meeting adjourned at 8:30 p.m.

Next meeting January 12, 2015

Council recaps are not official minutes of city council meetings. We do our best effort to be as accurate as possible, but cannot attest to the complete accuracy.