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2
3 **Meeting Minutes**
4 **DRAFT – October 9, 2014 - DRAFT**
5

6 **Commissioners:** Gary Grefenberg, Desiree Mueller, Kathy Ramundt, Scot Becker,
7 Jonathan Miller, and Michelle Manke.
8

9 **Commissioners Absent:** Theresa Gardella
10

11 **Staff Present:** Garry Bowman
12

13 **Others Present:** None.
14
15

16 **Call to Order**
17

18 A quorum being present, the Community Engagement Commission meeting was called to order
19 at 6:30 p.m. by Chair Gary Grefenberg.
20
21

22 1. INTRODUCTION/ROLL CALL
23

24 Chair Grefenberg requested Staff Liaison Garry Bowman to call the roll.
25

26 Commissioner Theresa Gardella was absent.
27

28 2. APPROVE AGENDA
29

30 Chair Grefenberg stated the Commission would not be going into great detail at this meeting on
31 the new City website since the web test site had just been made available to the Commission a
32 few hours ago. He therefore suggested the agenda be amended to incorporate removing Item 6.c
33 Staff Report on Current Status of Main Website Redesign, remove Item 6.c.a Assessment of
34 Proposed New Website, and Item 6.c.b Commission Determination of Advisory Opinion on
35 Main Website Redesign. He also suggested changing Item 6.d from Other to Operations
36 Committee.
37

38 Commissioner Scot Becker made a motion, seconded by Commissioner Michelle Manke, to
39 approve the agenda as revised above. **The motion carried unanimously.**
40

41 3. APPROVAL OF SEPTEMBER 11, 2014 MINUTES
42

43 Chair Grefenberg stated the Commissioners had been given the revised minutes on October 7
44 and since they were 29-pages everyone may not have had the opportunity to review them. He
45 asked if the Commission would like to table this item or proceed with approval of the minutes.

46 Commissioner Becker made a motion, seconded by Commissioner Manke to approve the
47 September 9, 2014 minutes as amended. **The motion unanimously.**

48

49

50 4. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

51

52 There was no public input.

53

54

55 5. OLD BUSINESS: WORK GROUP REPORTS

56

57 Chair Grefenberg explained the procedure would be the same as the previous meeting: each
58 Work Group would present each Policy, Strategic Recommendation, and Revision they would
59 recommend along with suggested timelines. He clarified that any issues, concerns, or questions
60 that took more than a few minutes to resolve would be set aside for later discussion.

61

62 Grefenberg advised the Commission that Ramundt would present Work Group D
63 Neighborhoods, he would present Work Group G Operations Committee: Completed or Nearly
64 Complete/Responsibility of Other Commissions and/or Staff, and Miller, Manke, and Becker
65 would present Work Group C Community Communications. He stated the agenda also included
66 suggested revisions to some of the items set-aside at the last meeting which he and
67 Commissioner Ramundt had agreed to.

68

69 **a. Work Group G: Operations Committee (Completed or Nearly
70 Complete/Responsibility of Other Commissions and/or Staff)**

71

72 Chair Grefenberg stated this report comes from the Operations Committee and whose members
73 are Chair Grefenberg, Vice Chair Becker, and Commissioner Gardella. The Work Group is
74 recommending keeping the following policies:

75

76 Policy 1.0: Integrate Citizen Engagement into City Hall Culture

77

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

81

82 The Work Group would add the rationale that demonstrating a commitment to civic engagement
83 dispels public cynicism and connects residents more closely to their government, while also
84 providing more resources for authentic grass roots neighborhood planning and community
85 building.

86

87 The Work Group also recommended the retention of the reference to the Edina *Public*
88 *Participation in the Budgeting Process*, including a hyper-link if possible. Chair Grefenberg
89 reminded the Commission that at the September 11 meeting it had approved the following
90 strategic recommendation and thus no further action would be necessary:

91

92 Strategic Recommendation 1.1.a: Continue its practice of forming resident task forces to
93 assess significant issues and make recommendations to the City Council or City
94 Manager.
95

96 Work Group G recommended the following for strategic recommendation 1.1.a.i:
97

98 Strategic Recommendation 1.1.a.i: Encourage that the City budget process be more
99 transparent and understandable to residents, and utilize other resources such as Roseville
100 U short course on budgeting, neighborhood workshops, and/or webinars to engage
101 residents in budgeting before the budget is finalized.
102

103 The Work Group also recommends that Staff involve Roseville residents experienced in the City
104 budget process, including the Finance Commission, in the planning and execution of educational
105 efforts and include a footnote to see the Edina Civic Engagement webpage *Public Participation*
106 *in the Budgeting Process*. The suggested timeline for this recommendation would be to request
107 Council consideration of the short U course when the City makes the decision to resume
108 Roseville U with other actions as mentioned to be considered early in the budget process of 2015
109 and 2016.
110

111 The Work Group had considerable discussion when considering what was missing in these
112 policies and strategic recommendations. One of the CEC functions was to involve volunteerism
113 and as such the Work Group would recommend the following new policy:
114

115 Policy 10: The City should promote and encourage effective and meaningful
116 volunteerism as part of a vibrant civic culture in Roseville.
117

118 Work Group G recommends removing the following strategic recommendation and the rationale
119 is this statement is more or a policy that an strategic recommendation and if the Commission
120 agrees to establish the new policy (Policy 10) as recommended the strategic recommendation
121 4.1.a could be removed and the following sections renumbered accordingly.
122

123 Strategic Recommendation 4.1.a: Create and promote more volunteer opportunities for
124 citizens to actively contribute to the Roseville community.
125

126 Strategic Recommendation 4.1.b: Create a new City executive position to support volunteerism
127 and effective public engagement across all departments, had been move to further discussion by
128 the Commission at the September 11 meeting. Chair Grefenberg and Commissioner Ramundt
129 had met in regards to this item and had come to a resolution that would be discussed under the
130 Set-Asides item further down the Agenda.
131

132 Recommendation 8.3.a Compile, maintain, and make readily available a list of meeting places
133 for Roseville residents to use when organizing neighborhood meetings, had been moved to Work
134 Group D: Neighborhoods.
135

136 As part of adopting Policy 10.0 the Work Group would also recommend adopting the following
137 strategic recommendation with a timeline that would allow the new Volunteer Coordinator
138 adequate time to establish her program first before the Commission make any other strategic
139 recommendations.

140
141 Strategic Recommendation 10.1 Utilize the life experience and skills of or Senior
142 Community to volunteer in areas where their contributions are needed, applicable, and useful.

143
144 Work Group G recommended combining Policy 3.0 and Policy 3.1 into the following policy and
145 to keep strategic recommendation 3.1.a:

146
147 Policy 3.0: Engage Roseville renters and non-single family homeowners, such as
148 condominiums and coops, as it does single-family homeowners.

149
150 Strategic Recommendation 3.1.a: Include renters/leasers (both residential and business)
151 and residents or co-ops and assisted living facilities in any communications initiatives
152 (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate
153 their engagement.

154
155 Work Group G would also recommend adding the following rationale to Strategic
156 Recommendation 3.1.a: according to the 2010 census, almost 1/3 of Roseville residents are
157 renters and pay for City services through their rent, yet appear underrepresented in civic
158 engagement efforts. Other communities, such as Hopkins, have programs targeted specifically to
159 engage renters in City Government.

160
161 Community Communications Work Group requested strategic recommendation 3.1.b be
162 reviewed by Work Group G. The recommendation at this time would be to keep, revise, transfer,
163 and make strategic recommendation 3.1.b into Policy 9.2 as follows:

164
165 Policy 9.2: The City should engage renters, businesses both leased and owned, and non-
166 single-family homeowner, as it does homeowners, in its notification procedures.

167
168 Work Group G recommended keeping Policy 7.1 and adopting the revised Strategic
169 Recommendation 7.1.b as follows:

170
171 Policy 7.1: The City should go beyond the legal requirements for public notification and
172 provide information on issues critical to Roseville's development

173
174 Strategic Recommendation 7.1.b: Aggressively communicate these open house
175 opportunities, meetings in local media, as well as through existing communications
176 systems and neighborhood networks.

177
178 Item 7 additional 1 Other: Establish communication links with condos and senior residences, had
179 been transferred from Work Group A on September 11. Work Group G recommended that this
180 strategic recommendation was adequately covered in Strategic Recommendation 9.1.c: Work

181 with governing associations of condominiums and townhomes to notify residents, and advise
182 neighborhood groups and associations of pending development issues as soon as legally
183 allowable and solicit their input.

184

185 Work Group G proposed to keep Policy 9.0 and revise Policy 9.1 to clarify and include
186 businesses that lease their premises. These Policies are as follows:

187

188 Policy 9.0: Improve the notification process (note: the notification process referred to
189 herein is the responsibility of the Planning Department and Commission)

190

191 Policy 9.1: The City should expand the notification area and methods for informing
192 residents and businesses, including leased businesses, of developments that have greater
193 impact and/or involve issues of probable concern to the broader community.

194

195 The Work Group recommended changing Strategic Recommendation for implementation 9.1.a to
196 the following:

197

198 Strategic Recommendation 9.1.a: The Council should form a joint task force of
199 Community Engagement and Planning Commissioners, plus at-large members, to assess
200 these notification recommendations and prepare a joint plan for both Commissions and
201 for Council approval. Staff assistance shall be provided by the Planning Department.

202

203 Chair Grefenberg stated Work Group G had drafted the following for Strategic Recommendation
204 9.1.b:

205

206 Strategic Recommendation 9.1.b: Co-host with the proper governing board or
207 neighborhood association open houses in the community to display renderings, drawing
208 and maps of the proposal and set aside time to respond to residents' questions and
209 concerns. Reports on these open houses shall include the names and addresses of all who
210 participated, and should be prepared by a neutral third party, such as Planning
211 Department Staff.

212

213 The rationale for this was current Planning Department practice allows the developer to draft
214 Open House reports, which are distributed to the Planning Commission and eventually to the
215 City Council. Chair Grefenberg's experience has been that often these reports reflect the bias of
216 the developer. If only to avoid the appearance of a conflict of interest, these reports should be
217 developed by a neutral third party, Chair Grefenberg advised the Commission.

218

219 Chair Grefenberg stated he had attended the last Planning Commission meeting and discussed
220 with them these proposals and all five (5) members present were in support of the amending the
221 notification assessment and volunteered to be involved with the Task Force, so there has been
222 some progress in this already. The Planning Commission Staff are proposing the following:

223

224 A written summary of the open house shall be submitted as a necessary component of an
225 application for approval of a proposal requiring a developer open house meeting.

226
227 Chair Grefenberg stated amendments or revisions to the Planning Commission Staff proposal
228 read:

229
230 *A written summary of the open house shall be submitted as a necessary component of an*
231 *application for approval of a proposal requiring a developer open house meeting. The*
232 *summary shall include a list of potential issues/concerns and any possible mitigations or*
233 *resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to*
234 *submit their own summary of the meeting highlighting concerns/issues and any*
235 *mitigations and resolutions. It is encouraged that a list (name and address) of attendees*
236 *be kept and submitted with the open house summary. The applicant/developer is*
237 *responsible for mailing a copy of the meeting summary to all attendees who provided*
238 *their names and addresses on the sign-in sheet.*

239
240 At this time Chair Grefenberg proposed the following strategic recommendation:

241
242 Strategic Recommendation 9.1.b: Co-host with the proper governing board or
243 neighborhood association open houses in the community to display renderings, drawing
244 and maps of the proposal and set aside time to respond to residents' questions and
245 concerns. The applicant/developer is responsible for mailing a copy of the meeting
246 summary to all attendees who provided their names and addresses on the sign-in sheet.

247
248 Commissioner Miller clarified the Planning Department did not feel that Staff had the time to
249 prepare these summaries.

250
251 Chair Grefenberg explained that the number of open houses is usually over 50 and this would
252 take a significant amount of Staff time to prepare these reports. The Planning Commission also
253 stated that Staff should not be in between the developer and the neighborhood in these open
254 house settings. He stated this would provide a process for neighbors to object to the summary of
255 the developer to ensure their concerns/issues were properly conveyed.

256
257 Commissioner Kathy Ramundt asked if these summaries should be posted to the City's website
258 as well, for those people who were not able to attend an open house but still want to know what
259 had occurred at the meeting.

260
261 Chair Grefenberg stated these summaries would be included in the meeting packet for the
262 Planning Commission. Anyone reading that packet would have a few days notice to appear
263 directly.

264
265 Commissioner Ramundt stated the Community Engagement Commission would need to ensure
266 this is communicated to the residents so they are aware of where to find this information.

267
268 The Specific Task Force Strategic Recommendations under 9.1 are suggested for consideration
269 by this joint task force as a starting point in their deliberations. For purposes of reference only
270 these Task Force Recommendations are:

271
272 Strategic Recommendation 9.1.a.i: Expand the notification radius for projects reaching a
273 threshold of having significant impact, based on those proposals that meet certain criteria.
274 We recognize developing such criteria is challenging and therefore recommend the
275 following as a starting point: Environmental impact including any use that will generate
276 air emissions beyond normal heating and cooling or restaurant exhaust; and noise that
277 may be heard beyond a 500-foot radius or at any distance from the property before 7:00
278 a.m. or after 5:00 p.m. weekdays or anytime on weekends and holidays; any proposal
279 requiring a mandatory Environmental Assessment Worksheet (EAW) or a proposal that
280 would require an EAW on its own if an Alternative Urban Area-Wide Review (AUAR)
281 had not been prepared.

282
283 Strategic Recommendation 9.1.a.ii: Expand the notification radius for projects reaching a
284 threshold of having significant impact, based on those proposals that meet certain criteria:
285 Any proposal requiring a change to the Comprehensive Plan or an interpretation of the
286 intent of the Comprehensive Plan.

287
288 Strategic Recommendation 9.1.a.iii: Expand the notification radius for projects reaching a
289 threshold of having significant impact, based on those proposals that meet certain
290 criteria. We recognize developing such criteria is challenging and therefore recommend
291 the following starting point: Any proposal requiring a rezoning for a site of more than
292 one (1) acre.

293
294 Strategic Recommendation 9.1.a.iv: Expand the notification radius for projects reaching a
295 threshold of having significant impact, based on those proposals that meet certain criteria.
296 We recognize developing such criteria is challenging and therefore recommend the
297 following as a starting point: any subdivision creating more than 20 residential lots or
298 more than 40 residential dwelling units.

299
300 Strategic Recommendation 9.1.b: Require notification for such proposals be provided to
301 any established neighborhood organization any part of which falls within 500-feet of the
302 proposal and to all residents and businesses within 1500-feet of the proposal and solicit
303 their input. Highway and freeway rights-of-way shall not be included in the measured
304 radius and the City will liberally interpret this notice criteria.

305
306 Strategic Recommendation 9.1.e: Provide administrative and communication supports for
307 the above mentioned information meetings, such as maintaining an attendance list and
308 taking notes; providing information on the proposed schedule, future public meetings,
309 and review and decision process; and informing the public on how to access staff reports
310 and other information regarding the proposal.

311
312 Work Group G recommended keeping the following strategic recommendation:
313

314 Strategic Recommendation 9.1.c: Work with governing associations of condominiums
315 and townhomes to notify residents, and advise neighborhood groups and associations of
316 pending development issues as soon as legally-allowable and solicit their input.
317

318 Chair Grefenberg stated recently there had been some public and City Council discussion on the
319 accessibility and understanding of City Zoning notices to the general public. As a response to
320 this Work Group G recommended adding new Policy 9.2 and corresponding Strategic
321 Recommendation 9.2.1 and rationale as follows:

322

323 Policy 9.2: The City should reassess its zoning notices so as to increase public
324 understandability.
325

326 Strategic Recommendation 9.2.1: The City should reassess the notification language and
327 format so as to maximize understandability and convey their importance as official local
328 governmental notices with potential impact upon the recipient's property and
329 neighborhood. The rationale would be to ensure that recipients understand what they are
330 being notified of and the impact of any zoning, variance, change in zoning code, or
331 related proposal, terms such as interim use permit, conditional use, variance, should not
332 be relied upon to convey the intent of the notice, and every effort should be made to use
333 language which is easily understood by a high school graduate.
334

335 Chair Grefenberg stated any Work Group or Committee recommendation does not need a second
336 and it is automatically on the table as a motion for a vote.
337

338 The motion from Work Group G: Operations Committee (Completed or Nearly
339 Complete/Responsibility of Other Commissions and/or Staff) are: keep policy 1.0 and Policy 1.1
340 and add the stated rationale to the 2014 Report to the Council along with the 2012 Report
341 reference to the Edina *Public Participation in the budgeting Process*; no further action is
342 required for 1.1.a; make the suggested changes to 1.1.a.i including the suggested time line; adopt
343 new Policy 10.0; delete Strategic Recommendation 4.1.a; set aside Strategic Recommendation
344 4.1.b; assign Strategic Recommendation 8.3.a to Work Group D: Neighborhoods; adopt new
345 Strategic Recommendation 10.1 and the suggested timeline; keep Policy 3.0as revised with the
346 clarifying language; keep Strategic Recommendation 3.1.a as found in the original 2012 Task
347 Force Recommendations with the addition of the rationale statement; make Strategic
348 Recommendation 3.1.b Policy 9.2; keep Policy 7.1; revise and adopt Strategic Recommendation
349 7.1.b as proposed; add new Strategic Recommendation 9.1.b and rationale as amended; keep
350 Strategic Recommendation 9.1.c; add new Policy 9.2; add Strategic Recommendation 9.2.1 and
351 include the rationale; and adopt the Strategic Recommendations under Policy 9.1 as listed.
352

353 Chair Grefenberg stated one of the main sections added would be a new section for volunteerism,
354 which is the basic statements and goals including the reference to seniors. This may not be the
355 only recommendation but it begins this section.
356

357 Commissioner Miller asked if there were any other items being slotted under this section other
358 than tapping into the senior community.

359
360 Chair Grefenberg said there was one other item, the substance of which he could not recall at this
361 time. He also suggested that before the Commission starts adding more specific
362 recommendations they should probably meet with the City Volunteer Coordinator Kelly
363 O'Brien. At this time this would be considered a place holder. The Commission would have an
364 opportunity to add to this at future meetings.

365
366 There being no discussion Chair Grefenberg called the motion to a vote. **The motion carried**
367 **unanimously.**

368
369
370 **b. Work Group D: Neighborhoods**
371

372 Chair Grefenberg stated the participants in Work Group D: Neighborhoods were himself,
373 Commissioners Mueller and Ramundt.

374
375 Commissioner Ramundt presented the Work Group D recommendations starting with keeping
376 Policy 5.2, Strategic Recommendation 5.2.a and Policy 7.0 as follows:

377
378 Policy 5.2: The City should include pertinent information and stories related to civic
379 engagement and neighborhoods in its print communications.

380
381 Strategic Recommendation 5.2.a: Include information related specifically to
382 neighborhoods and their activities in the Roseville City News.

383
384 Policy 7.0: Enhance Overall City Communication

385
386 Work Group D recommended revising Strategic Recommendation 7.1.a and adding Strategic
387 Recommendation 7.1.d as follows:

388
389 Strategic Recommendation 7.1.a: Organize/host neighborhood or community meetings
390 for projects that pose issues of substantial community or neighborhood-wide impact to
391 engage in dialogue before the Council or any Commission takes any formal action. This
392 would allow the City or Commissions to explain the project, answer any questions,
393 identify pros and cons, and get a feel for residents' viewpoints.

394
395 Strategic Recommendation 7.1.d: Explore other ways to engage and communicate with
396 residents on projects that pose issues of substantial community or neighborhood-wide
397 impact, such as surveys, social media, an interactive website dialogue, and other means.

398
399 Work Group D recommended keeping Policy 7.2, revising Strategic Recommendation 7.2.a,
400 adding Strategic Recommendation 7.2.b and renumbering and revising the current Strategic
401 Recommendation 7.2.b and adding former Strategic Recommendation 8.2.b as rationale for the
402 renumbered Strategic Recommendation 7.2.b. These Recommendations are as follows:

403

404 Policy 7.2: The City should emphasize communication utilizing existing systems more
405 proactively and effectively with the intention of engaging residents.

406
407 Strategic Recommendation 7.2.a: Connect Nextdoor neighborhood leads to facilitate
408 communication between them on issues of city-wide significance.

409
410 New Strategic Recommendation 7.2.b: Devise a process for identifying, maintaining, and
411 updating Nextdoor neighborhood leads. Consider ways the City could support the efforts
412 of Nextdoor leads in disseminating information necessary for neighborhood-building
413 efforts.

414
415 Renumbered Strategic Recommendation 7.2.b: Use Neighborhood networks such as
416 homeowner associations and neighborhood associations, such as SWARN (SouthWest
417 Area of Roseville Neighborhoods), the Lake McCarron's Neighborhood Association, the
418 Twin Lakes Neighborhood Association and other neighborhood networks to supplement
419 existing information systems and to invite residents' responses. When a City Department
420 organizes an informational meeting it should seek out an association or neighborhood
421 group with which to collaborate and organize said meeting.

422
423 The rationale for this strategic recommendation is that by utilizing various neighborhood
424 networks and organizations to disseminate information relevant to the City and its
425 neighborhoods, the City will assist these groups in providing value to their members and
426 neighbors. The City will also gain increased coverage of news and notifications to its
427 residents.

428
429 Work Group D also recommended keeping Policy 8.0, Policy 8.1, Strategic Recommendation
430 8.1.c, and revising Strategic Recommendations 8.1.a, 8.1.b, and 8.1.d. These are as follows:

431
432 Policy 8.0: Foster and Support Vibrant Neighborhoods

433
434 Policy 8.1: The City should support residents' efforts to build community within their
435 neighborhood.

436
437 Strategic Recommendation 8.1.a: Support the creation of resident-defined neighborhoods.
438 (See Edina Name Your Neighborhood at www.edinamn.gov/category/neighborhood as an
439 example of allowing residents to determine their neighborhoods names and boundaries.)

440
441 Strategic Recommendation 8.1.b: Monitor and evaluate the success of
442 www.nextdoor.com and include goal related metrics and use satisfaction.

443
444 Strategic Recommendation 8.1.c: (renumbered appropriately) Provide materials to
445 support neighborhood gatherings throughout the year, similar to the Night to Unite
446 materials offered through the Neighborhood Watch Program.

447

448 Strategic Recommendation 8.1.d: (renumbered appropriately) Utilize City News to
449 communicate news and items of interest to neighbors and neighborhoods. Solicit input
450 and contributions from residents and neighborhood groups.

451
452 Commissioner Jonathan Miller asked how neighborhood boundaries for NextDoor had been
453 defined.

454
455 Commissioner Ramundt said two (2) years ago the City defined the neighborhoods using the
456 parks constellations established by the Parks and Recreation Department. Some of the NextDoor
457 neighborhoods have only 10% membership. She recommended adding Nextdoor as a future
458 agenda item so that more information could be provided to the Commissioners.

459
460 Commissioner Ramundt stated that NextDoor was a City program but Nextdoor did establish the
461 neighborhoods as recommended by the City through its Parks Department.

462
463 Staff Liaison Garry Bowman commented that City Staff has done some city-wide and
464 neighborhood postings on NextDoor, but the City's view is Nextdoor is a community asset and
465 not a City asset. Therefore there has been reluctance from the City to have any City oversight
466 over NextDoor.

467
468 Commissioner Ramundt commented that by identifying the neighborhood leads the City could
469 recommend what these leads could do within the community. This could increase community
470 involvement.

471
472 Chair Grefenberg clarified that Nextdoor is a product of a private corporation headquartered in
473 San Francisco. In their commitment to their subscribers they state the City cannot access
474 individual neighborhoods webpages however, the City can do a city-wide posting.

475
476 Commissioner Miller suggested adding this as a future agenda item.

477
478 Commissioner Ramundt continued to present the Work Group D recommendations by deleting
479 Strategic Recommendation 8.1.e, 8.2.a.i, 8.2.a.iii, 8.2.a.iv and 8.2.b (this was added as the
480 rationale for Strategic Recommendation 7.2.b). The Work Group recommended keeping Policy
481 8.2 and Strategic Recommendations 8.2.a.ii and renumber this appropriately with the deletion of
482 8.2.a.i and 8.3.a and adding Strategic Recommendation 8.3.b. The Work Group also
483 recommended renumbering 8.2.a.iv.1, and 8.2.a.iv.2 as appropriate along with the revision to
484 8.2.a.iv.2. These are as follows:

485
486 Policy 8.2: The City should support residents in developing more formalized
487 neighborhoods and/or neighborhood organizations.

488
489 Strategic Recommendation 8.2.a.ii: (renumber appropriately) Provide residents wishing
490 to form a neighborhood network or association with the following: definition and
491 examples of a neighborhood network or association, a clear process to formalize such

492 groups, and City recognition and benefits to officially-recognized groups. (See
493 www.stlouispark.org/neighborhoods/neighborhood-associations.html.)

494
495 Strategic Recommendation 8.3.b: (renumbered appropriately) City recognition of
496 Neighborhood Associations should be premised on the assumption that neighborhood
497 boundaries are inclusive and not exclusive.

498
499 Strategic Recommendation 8.1.e: remove

500
501 Strategic Recommendation 8.2.a.i: remove

502
503 Strategic Recommendation 8.2.a.iii: remove

504
505 Strategic Recommendation 8.2.a.iv: remove

506
507 Strategic Recommendation 8.2.a.iv.1: (renumbered appropriately) A page on the City's
508 website with the neighborhood's name, boundaries, characteristics, events, and contact
509 person. (Example at www.stlouispark.org/wolfe-park.html).

510
511 Strategic Recommendation 8.2.a.iv.2: The City should consider adding signage in the
512 physical neighborhood when neighborhood names are identified and commonly accepted.

513
514 Strategic Recommendation 8.2.b: remove

515
516 Strategic Recommendation 8.3.a: Compile, maintain and make readily available a list of
517 meeting places for Roseville residents to use when organizing neighborhood meetings.

518
519 Chair Grefenberg stated that the Cable News was not seen as an important means for getting
520 information about neighborhoods and this is why the Work Group recommended removing
521 Strategic Recommendation 8.1.e.

522
523 The motion on the floor from Work Group D: Neighborhoods is to: keep Policy 5.2, keep
524 Strategic Recommendation 5.2.a, keep Policy 7.0, revise Strategic Recommendation 7.1.a, add
525 Strategic Recommendation 7.1.d, keep Policy 7.2, revise Strategic Recommendation 7.2.s, add
526 Strategic Recommendation 7.2.b, renumber and revise current Strategic Recommendation 7.2.b
527 and include Strategic Recommendation 8.2.b as rationale, keep Policy 8.0, keep policy 8.1,
528 revise Strategic Recommendation 8.1.a, revise Strategic Recommendation 8.1.b, keep Strategic
529 Recommendation 8.1.c, revise Strategic Recommendation 8.1.d, delete Strategic
530 Recommendation 8.1.e, keep Policy 8.2, delete Strategic Recommendation 8.2.a.i, renumber and
531 keep Strategic Recommendation 8.2.a.ii, add new Strategic Recommendation 8.3.b, delete
532 Strategic Recommendation 8.2.a.iii, delete Strategic Recommendation 8.2.a.iv, renumber
533 Strategic Recommendation 8.2.a.iv.1, revise and renumber Strategic Recommendation 8.2.a.iv.2,
534 delete Strategic Recommendation 8.2.b, renumber and keep Strategic Recommendation 8.1.c,
535 and keep Strategic Recommendation 8.3.a.

536

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

539

540

541 **c. Work Group C: Community Communications**

542

543 Chair Grefenberg stated the members of Work Group C: Community Communications were
544 Vice-Chair Becker, Commissioner Manke, and Commissioner Miller.

545

546 At this time Chair Grefenberg asked Vice-Chair Becker to chair this portion of the meeting, and
547 left the room during this portion of the Commission meeting.

548

549 Commissioner Miller presented the report for Work Group C: Community Communications.
550 The Work Group recommended keeping Policy 2.2, Policy 5.1, and Policy 5.2 and revise
551 Strategic Recommendation 2.2.a, 5.1.b, and 5.2.c. These recommendations are as follows:

552

553 Policy 2.2: The City should widely publicize openings on all Commissions and ad hoc
554 groups and encourage residents to apply.

555

556 Strategic Recommendation 2.2.a: Fully utilize existing print and electronic means to
557 announce openings on City Commissions and task forces. Such means include but are
558 not limited to the Roseville City News, Roseville Patch, Roseville Review, Roseville
559 Issues Forum, various social media, and the neighborhood network NextDoor.

560

561 Policy 5.1: The City should continue to disseminate information via printed material,
562 keeping in mind that many residents rely solely on print media for news and information.

563

564 Strategic Recommendation 5.1.b: Make City Council decisions readily available in print
565 form for residents at City Hall upon request so that people without email are able to
566 access this information.

567

568 Policy 5.2: The City should include pertinent information and stories related to civic
569 engagement and neighborhoods in its print communication.

570

571 Strategic Recommendation 5.2.c: Invite residents to generate story ideas for the City Staff
572 on items of interest for City News and possible other communications such as the
573 biweekly electronic newsletter.

574

575 Commissioner Ramundt asked if there would be other locations where City Council decisions
576 could be made available at.

577

578 Commissioner Miller suggested the Public Library.

579

580 Staff Liaison Bowman stated the City News was delivered to the Library. He stated the options
581 available to the City would be City Hall, the Library, and mailings.

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Commissioner Ramundt suggested the Community Engagement Commission consider having this type of information available at other locations in the future.

Vice Chair Becker stated this could be something that could be worked out with the Library because they do have the meetings available there as well.

Commissioner Miller continued the presentation for Work Group C by stating the Work Group recommended keeping Policy 6.1 and 6.2 and removing Strategic Recommendation 6.1.a, and 6.1.b, revising Strategic Recommendations 6.2.a and 6.2.b, and keeping Strategic Recommendation 6.2.c. The Work Group also recommended keeping Policy 6.3 with revisions, keeping Strategic Recommendation 6.3.a, adding Strategic Recommendation 6.3.aa, reviewing Strategic Recommendation 6.3.b after the new City website is live, revising Strategic Recommendation 6.3.c and removing Strategic Recommendation 6.3.d. These are as follows:

Policy 6.1: The City should continuously improve its website to make it more user-friendly, thereby fostering civic engagement.

Strategic Recommendation 6.1.a: remove

Strategic Recommendation 6.1.b: remove

Policy 6.2: The City should maximize two-way communications technologies to facilitate timely public participation and engagement.

Strategic recommendation 6.2.a: Make use of existing electronic communications channels and networks (website, community engagement module, email alerts, Roseville Community Forum, NextDoor, social media, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.

Strategic Recommendation 6.2.c: Create an area of the website (or web-based communications) focused specifically on public engagement information and resources for citizens, including two-way communication (see Edina’s Citizen Engagement blog as an example).

Strategic Recommendation 6.2.b: Continue to explore new media channels to connect with and actively engage Roseville citizens with an emphasis on two-way communication.

Policy 6.3: The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.

Strategic Recommendation 6.3.a: Publish approved City Council and Commission meeting minutes on the City website in a timely manner, such as within one (1) week of approval.

627
628 Strategic Recommendation 6.3.aa: If public meeting minutes are not approved in a timely
629 manner, such as within one month, publish draft minutes on its website until minutes are
630 finalized.

631
632 Strategic Recommendation 6.3.b: (review this recommendation after the new City
633 website has gone live) Offer the full text of meeting agendas in the body of email alerts
634 and meeting notices rather than requiring the extra step to click a link to learn of the full
635 agenda.

636
637 Strategic Recommendation 6.3.c: Include a link to the specific recorded televised City
638 meeting on the same page as the meeting minutes and/or agenda.

639
640 Strategic Recommendation 6.3.d: remove

641
642 There being no discussion Commissioner Miller continued with the recommendations for Work
643 Group C. The Work Group recommended keeping Policy 6.4, keeping Strategic
644 Recommendation 6.4.a and adding Strategic Recommendation 6.4.e as follows:

645
646 Policy 6.4: The City should foster direct and efficient email communication with public
647 officials.

648
649 Strategic Recommendation 6.4.a: Create and publish public, City-domain email addresses
650 for City Council members and Commissioners to directly receive email from and send
651 email to citizens on public matters without requiring City Staff to manually forward such
652 messages. (The online contact form may still be useful for individuals without email).

653
654 Strategic Recommendation 6.4.e: Department heads and other key Staff members email
655 addresses should be listed in the City Staff Directory and on the City's redesigned
656 website under their department or division.

657
658 Commissioner Miller stated under the category of "print" the Work Group recommended
659 keeping Policy 5.1, Strategic Recommendation 5.1.a, adding Strategic Recommendation
660 formally numbered 7.2.d and renumber it accordingly, keeping Policy 5.2, moving Strategic
661 Recommendation 5.2.a to Work Group D: Neighborhoods, deleting Strategic Recommendation
662 5.2.b. These changes are as follows:

663
664 Policy 5.1: The City should continue to disseminate information via printed material and
665 other means, keeping in mind that many residents rely solely on print media.

666
667 Strategic Recommendation 5.1.a: Continue to disseminate Roseville City News and
668 ensure all residents including renters and those living in non-singly-family homes receive
669 the paper.

670

671 Strategic Recommendation 5.1.a: (renumber as appropriate) Reinstate the “Welcome
672 Packet” for new residents of Roseville and incorporate information needed to foster
673 volunteerism and effective civic engagement in the “Welcome Packet”.

674
675 Policy 5.2: The City should include pertinent information and stories related to civic
676 engagement and neighborhoods in its print communications.

677
678 Strategic Recommendation 5.2.a: moved to Work Group D: Neighborhoods

679
680 Strategic Recommendation 5.2.b: remove

681
682 Commissioner Miller stated for the group Enhance Overall City Communication the Work
683 Group would recommend reassigning Policy 7.1 and removing Policy 7.2 and under Foster and
684 Support Vibrant Neighborhoods the Work Group recommended reassigning Policy 8.1 and
685 Strategic Recommendation 8.1.e, 8.1.d, 8.1.e and 3.1.b as follows:

686
687 Policy 7.1: reassigned to Work Group G: Operations Committee; Completed or Nearly
688 Complete/Responsibility of Other Commissions and/or Staff.

689
690 Policy 7.2: remove

691
692 Policy 8.1: reassigned to Work Group D: Neighborhoods

693
694 Strategic Recommendation 8.1.e: reassign to Work Group D: Neighborhoods.

695
696 Strategic Recommendation 8.1.d: reassigned to Work Group D: Neighborhoods

697
698 Strategic Recommendation 8.1.e: reassigned to Work Group D: Neighborhoods

699
700 Strategic Recommendation 3.1.b: reassigned to Work Group G: Operations Committee;
701 Completed or Nearly Complete/Responsibility of Other Commissions and/or Staff

702
703 The motion on the floor from Work Group C: Community Communications was to keep Policy
704 2.2, keep Strategic Recommendation 2.2.a, keep Policy 5.1, revise and keep Strategic
705 Recommendation 5.1.b, keep Policy 5.2, keep and revise Strategic recommendation 5.2.c, keep
706 Policy 6.1, remove Strategic Recommendation 6.1.a, remove Strategic Recommendation 6.1.b,
707 keep Policy 6.2, keep and revise Strategic Recommendation 6.2.a, keep Strategic
708 Recommendation 6.2.c, keep and revise Strategic Recommendation 6.2.b, keep and revise Policy
709 6.3, keep Strategic Recommendation 6.3.a, add Strategic Recommendation 6.3.aa, revisit
710 Strategic Recommendation 6.3.b after the new City website is live, keep and revise Strategic
711 Recommendation 6.3.c, remove Strategic Recommendation 6.3.d, keep Policy 6.4, keep Strategic
712 Recommendation 6.4.a, add Strategic Recommendation 6.4.e, keep Policy 5.1, keep Strategic
713 Recommendation 5.1.a, add Strategic Recommendation formally 7.2.d and renumber
714 appropriately, keep Policy 5.2, move Strategic Recommendation to Work Group D:
715 Neighborhoods, move Policy 7.1 to Work Group G: Operations Committee; Completed or

716 Nearly Complete/Responsibility of Other Commissions and/or Staff, remove Policy 7.2, move
717 Policy 8.1 to Work Group D: Neighborhoods, and move Strategic Recommendation 8.1.e, 8.1.d,
718 8.1.e to Work Group D: Neighborhoods.

719

720 There being no further discussion Vice Chair Becker called the motion to a vote. **The motion**
721 **carried unanimously.**

722

723 **d. Items Set-Aside from Work Group A & E: Community Outreach and**
724 **Council/Commissions/Staff in the Community**

725

726 At this time Chair Grefenberg resumed the Chair,

727

728 Grefenberg reminded the Commissioners that certain items were set-aside for further discussion
729 from Work Group A & E at the September 11, 2014, Commission meeting. At the request of
730 Commissioner Ramundt he had met with her and together they had agreed upon certain
731 revisions to these outstanding recommendations: Strategic Recommendations 1.1.c, 2.2.b, 7.1.c,
732 5.1.c, and 4.1.b.

733

734 Their joint Strategic Recommendations as revised are as follows:

735

736 Chair Grefenberg stated these items are from the September 11, 2014 Work Group Reports.
737 Chair Grefenberg and Commissioner Ramundt had met and drafted revisions to the outstanding
738 Strategic Recommendations 1.1.c, 2.2.b, 7.1.c, 5.1.c, 4.1.b from Work Group A & E:
739 Community Outreach and Council/Commissions/Staff in the Community. These Strategic
740 Recommendations are revised as follows:

741

742 Strategic Recommendation 1.1.c: Recognize the changing demographics of Roseville in
743 order to understand how best to keep them informed and involved.

744

745 Strategic Recommendation 2.2.b: Encourage community engagement and civic
746 participation across all demographic lines.

747

748 Strategic Recommendation 7.1.c: Encourage Staff to communicate and consult with
749 community and neighborhood leaders on issues important to Roseville's development.

750

751 Strategic Recommendation 5.1.c: Explore various options to include residents without
752 computer access in community-building and communications.

753

754 Strategic Recommendation 4.1.b: Repurpose and existing or create a new City position to
755 support effective community and civic engagement across all departments. This position
756 would coordinate neighborhood and community relations; he/she could develop
757 procedures and methods to improve, track, and provide clear and consistent two-way
758 communication between City government and residents and businesses, and find
759 opportunities for more effective civic engagement. We recommend that this position also
760 work with the Community Engagement Commission. The timeline for this Strategic

761 Recommendation is the City Council should consider a new staff position during the
762 2016 budget process at the earliest and repurposing an existing position to include such
763 duties could occur sooner.

764
765 In explaining his and Commissioner Ramundt's recommendations on these set-asides Grefenberg
766 said the Commission should not focus solely on specific groups but rather encourage
767 participation across all demographic groups. There may be occasions that may require focusing
768 on a specific group but overall the Commission should consider all demographics.

769
770 Grefenberg asked Commissioner Manke if she had any concerns with revised Strategic
771 Recommendation 2.2.b because there had been discussion earlier about determining the different
772 groups in Roseville in order to do targeted marketing.

773
774 Commissioner Michelle Manke responded that she had suggested the Commission understand
775 what the different demographics were in the City in order to better understand how to
776 communicate with these groups.

777
778 Chair Grefenberg stated Strategic Recommendation 4.1.b was to point out the need for a staff
779 person to focus on encouraging and facilitating civic engagement throughout.

780
781 Commissioner Ramundt stated she had originally felt this may have been premature, but after
782 hearing about the work Chair Grefenberg has done to get the Twin Lakes Association up and
783 running it became apparent that another Staff member would be useful. After talking with Chair
784 Grefenberg she has a better understanding of the work that a Civic Engagement Coordinator
785 would do. This recommendation does not mean that the City has to now hire a person but that
786 there may be a need in the future.

787
788 Chair Grefenberg pointed out that this position would not need to be at an executive level in
789 terms of salary, but rather a staff position.

790
791 Chair Grefenberg advised the Commission the recommendation would not need a second and the
792 motion on the floor at this time would be to adopt Strategic Recommendations 1.1.c, 2.2.b, 7.1.c,
793 5.1.c, and 4.1.b as presented. **The motion carried unanimously.**

794

795

796 6. CHAIR, COMMITTEE AND STAFF REPORTS

797

798 a. Chair's Report

799

800 Chair Grefenberg stated if time allowed they would discuss the items that had been set aside and
801 he would like to be able there has been a lot happening. He was impressed with the
802 Communications Report to the City Council.

803

804 Now the Commission should work towards enacting some of these recommendations. He
805 recommended putting all of the work policies and strategic recommendations that have been
806 adopted under one cover and start prioritizing these and setting up work plans.

807
808 Grefenberg said the Commission may need to get others residents involved since there is a lot of
809 talent in the City that would add a significant resource to the Commission and prevent individual
810 commissions from trying to do it all by themselves. For example, he noted he had received an
811 email from the Karen Organization of Minnesota on some recent evictions from a Roseville
812 apartment building. One of the Commission's charges is to assist underrepresented groups and
813 let them know whom and how they should talk to seek redress for their grievances.

814
815 Grefenberg concluded by saying he would like to see the Commission now aggressively move
816 forward with their agreed upon comprehensive set of recommendations to make to the City
817 Council.

818
819 Staff Liaison Garry Bowman said the City Council only has two (2) meeting in November and
820 two (2) in December. There will be a budget hearing on December 1 and a vote on the budget
821 December 8. There is limited space on the Council's future agendas, but the City Manager may
822 be able to fit a report from the Commission on the agenda.

823

824 **b. Website Redesign Committee**

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

827

828 Staff Liaison Bowman stated that Vice Chair Becker had been out of town and Staff Liaison
829 Bowman had been very busy so there has not been a lot of work on this. He does have the
830 criteria and he talked with the City Manager and he would like to have this criteria weighted
831 prior to it being sent out. He recommended a short meeting to look at this.

832

833 Vice Chair Becker stated the Website Committee had done this and he would make sure that was
834 available to Staff Liaison Bowman.

835

836 Staff Liaison Bowman stated once he receives this information he will send out the requests for
837 information and have a report for the Commission at the next meeting. He would like to see the
838 Commission make a recommendation prior to their meeting with the City Council so that the
839 Council can act on the recommendation.

840

841 Vice Chair Becker asked if Staff Liaison Bowman planned on sending the weighting along with
842 the criteria to the vendors. Staff Liaison Bowman indicated that was his intent as recommended
843 by the City Manager in order to provide the vendors with additional clarity.

844

845 **c. Staff Report on Current Status of Main Website Redesign**

846

847 Chair Grefenberg stated the test website is up and running and he had expressed a desire to have
848 some time to look through it and review it prior to making recommendations. He suggested the

849 Commission meet and develop a list of recommended revisions. He would like to have the
850 Commission proceed in an organized fashion and make a final assessment. He requested a week.
851

852 Chair Grefenberg stated the test website is up and running and he had requested to have some
853 time to look through it and review it prior to making recommendations. He suggested the
854 Commission meet and develop a list of recommended revisions. He would like to have the
855 Commission proceed in an organized fashion and make a final assessment. He requested a week.
856

857 Commissioner Ramundt clarified that the specific information on the site was not available yet.
858

859 Staff Liaison Bowman said that the test site has various things the city requested to be built but
860 currently do not link to anything. It was information that the City would like to have linked that
861 is not linked at this time but would be done at a later date once Staff had provided that
862 information. Because menus can and will be changed in the future, his recommendation would
863 be to look at the menus to determine if they are user friendly, if there is information that is
864 missing, or additional information that the Commission would like to see included. He added
865 that not all the blanks have been filled in yet and much of the content would not be available
866 until after the website was launched. The overall feel and look is what should be looked at and
867 considered at this time because these are not easy modifications to make after the site is
868 launched. There should be a live website in a couple of weeks.

869
870 Chair Grefenberg said he would prefer an opportunity for the Website Redesign Committee to
871 meet and include all Commissioners who wish to attend so that the look and feel/design can be
872 reviewed. The Commission could also chose the alternative that this could be something
873 decided by the Website Redesign Committee. He asked that all other written comments include
874 Vice Chair Becker. He would like to see this done within a week.

875
876 Vice Chair Becker asked the Website Redesign Committee if they felt the need to meet in order
877 to discuss these changes or if individual reviews would be preferred.
878

879 Commissioner Miller stated that he could review it but he would not be able to schedule a
880 meeting.

881
882 Chair Grefenberg said the Committee would determine the need for meetings. He would like to
883 se something from the Committee but there would not have to be a full Commission meeting.
884

885 Vice Chair Becker stated he could receive all the individual comments and compile the
886 information and this could be done by the end of next week.
887

888 Commissioner Manke clarified that every Commissioner could provide feedback to Vice Chair
889 Becker and he would consolidate this information into a single document for Staff Liaison
890 Bowman.
891

892 Chair Grefenberg expressed concerns that the Vice Chair would in effect be providing group
893 assessment in regards to design, usefulness, and content, which was not within any
894 Commissioner's authority.

895

896 Staff Liaison Bowman suggested sending their individual comments to him and he would
897 compile the document.

898

899 Chair Grefenberg stated this would not work since it was the Commission's responsibility as a
900 body and the Commission itself should determine what its position was on the new website
901 design, not simply transmit to Bowman each individual members' opinion. Since a new website
902 is something that the Commission--and its predecessor the Task Force-- had been working on for
903 two years he would like to see an unified organizational approach.

904

905 Commissioner Ramundt stated Staff Liaison Bowman is gathering general feedback at this time
906 and they would be adding the content and once this has been done then there would be more for
907 people to react to.

908

909 Staff Liaison Bowman stated it is not a finalized website at this time but he has felt that he
910 needed to push it forward from design to test site and he has been reacting to what people are
911 telling him they want.

912

913 Vice Chair Becker stated he would be happy to consolidate the individual responses into a single
914 report but it was unclear what the Commission would be recommending at this point because
915 there would be nothing to decide on.

916

917 Staff Liaison Bowman confirmed that even after the website is launched there would be
918 opportunities for changes and edits.

919

920 Commissioner Mueller stated at this time the Commission should not be concerned because after
921 it is live if there are things the Commission would like to see changed or added it would be
922 possible.

923

924 Chair Grefenberg stated he would accept as appropriate for the Commission but does not agree
925 that individual commissioners should make these recommendations. He wants to see the CEC
926 make a unified recommendation. What he now understands is the website is incomplete and is in
927 a "big picture" format.

928

929 Staff Liaison Bowman clarified the feedback that he is requesting at this time has to do with look
930 and feel of the overall design.

931

932 Chair Grefenberg asked, for example, if the question of the site including a Neighborhood page
933 would be something that should be brought up at this time or could such a change be made later.

934

935 Staff Liaison Bowman stated a page could be added at any time as long as the content is
936 prepared.

936

937 Vice Chair Becker stated those items such as specific pages and content would be appropriate for
938 the Commission to act on and make a unified recommendation, but the overall look and feel to
939 users would require individual responses. Opinions and subjective judgments could not be
940 presented as a unified recommendation.

941
942 Chair Grefenberg suggested by next week, each Commissioner provide a copy of comments to
943 Vice Chair Becker and Staff Liaison Bowman and neither the Committee nor the Commission
944 needs to meet about the preliminary design of the website, recognizing that the Commission
945 would have the opportunity at a later date to provide direct Commission input regarding the new
946 website.

947
948 Staff Liaison Bowman stated he would welcome any input on the website, including after the
949 website launch.

950
951 Chair Grefenberg moved, seconded by Vice Chair Becker, to send comments to Staff Liaison
952 Bowman and Vice Chair Becker regarding the overall design of the website as currently
953 available on the test site, recognizing that the Commission would have the opportunity to provide
954 direct input about the content and layout of the website at a future date. **The motion carried**
955 **unanimously.**

956
957 **d. Operations Committee**

958
959 Chair Grefenberg reported the Operations Committee had met on October 8 and there had been a
960 feeling that a general work plan should be presented to the Commission at the next meeting
961 pertaining on how to take all of the recommendations and proceeding. He stated the
962 Commission would need to have a representative present when other Commissions review the
963 recommendations or policies. There are six (6) Commissions that meet regularly and other
964 groups as well.

965
966 The Operations Committee also recommends, the Chair reported, that other residents be
967 appointed by the Commission to serve on its task forces.

968
969 There being no comment or input Chair Grefenberg moved to the next item on the agenda.

970
971 **7. NEW BUSINESS**

972
973 **a. Commission Consideration of Mayoral Request to Next Door to Allow Residents**
974 **to Opt-In to Direct Certain Postings to City Staff**

975
976 Chair Grefenberg reported that at the September 22, 2014 meeting of the City Council, during its
977 discussion of Garry Bowman's report on the Communication Division past and current activities,
978 Mayor Roe raised an issue regarding the current inability of NextDoor to allow item members to
979 direct issues or complaints directly to City Staff. Garry Bowman's answer was that he would
980 take up this issue with Kathy Ramundt.

981

982 Chair Grefenberg stated he believed the full Commission should take a position on the
983 recommendation found in Mayor Roe’s follow-up email to him and Ramundt.

984
985 Grefenberg reminded the Commissioners that one of the recommendations contained in the
986 Neighborhood Work Group Report was: Strategic Recommendation 8.1.b: *Monitor and evaluate*
987 *the success of www.Nextdoor.com and include goal-related metrics and user satisfaction.* The
988 Commission’s request would be to ask NextDoor to change their website to allow individual
989 residents or complainants to direct their concern/issue to the City. He asked if there would be
990 any objections to the Commission recommending that this request be made of national
991 NextDoor.

992
993 The request would be to ask NextDoor to change their website to allow individual residents or
994 complaints to immediately direct their concern/issue to the City. He asked if there would be any
995 objections to the Commission recommending that this request be made of National NextDoor.

996
997 Commissioner Miller clarified this would be a function that would be new to the website not just
998 an option that the City has opted out of. Chair Grefenberg responded that this would be a new
999 option that NextDoor did not currently possess.

1000
1001 Commissioner Ramundt stated she had posted a question to leads outside of Roseville on how
1002 they were handling this and she had gotten a couple of responses that this is not what NextDoor
1003 is about. She also said according to the recent City survey only 10% of Roseville residents are
1004 on NextDoor at this time, so she would not see NextDoor making this type of change. The
1005 Commission could make the recommendation. She suggested that the Commission could find
1006 neighborhood leads who were willing to take on the role of reviewing posts and letting people
1007 know who to contact on City staff.

1008
1009 Chair Grefenberg made a motion, seconded by Commissioner Miller, to request NextDoor
1010 National to provide an opt-in possibility on postings so that people could choose to have their
1011 concern/ issue or request forwarded to the City. **4-eyes – 2-nays (Mueller and Ramundt).**

1012
1013 **b. Other Items**
1014

1015 There being no new business at this time the Chair moved to the next agenda item.

1016
1017
1018 **8. STAFF REPORT**
1019

1020 **a. Upcoming Items on Future Council Agendas**
1021

1022 Staff Liaison Bowman stated he would work to get the Commission on the City Council agenda.

1023
1024
1025 **b. Other Items**
1026

1027 There being on other items Chair Grefenberg moved on with the agenda.

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9. COMMISSION COMMUNICATIONS, REPORTS, AND ANNOUNCEMENTS

Chair Grefenberg stated there were no items at this time.

10. COMMISSIONER-INITIATED ITEMS FOR FUTURE MEETINGS

Chair Grefenberg asked if there were any other items that Commissioners would like to see on future agendas.

Commissioner Manke requested the information be sent out prior to the meeting so that Commissioners would have the opportunity to raise questions or concerns.

Chair Grefenberg stated it was his intent to have the Operations Committee take a look and set up priorities and this would be on the next agenda. He stated prioritization might depend on the actions of the Council and what they determine is important.

Commissioner Manke stated there might be items that Commissioners feel should be added to these recommendations since the recommendations reviewed are from a couple of years ago. Chair Grefenberg stated there had been several new recommendations added. Commissioner Manke commented that these are not really new recommendations but rather refining the proposed recommendations.

Commissioner Ramundt asked if the Council had been asked if there were any specific items that they would like the Commission to take on.

Chair Grefenberg stated this would occur at the joint meeting with the City Council. He stated if there were thing that had not been discussed over the last three months that a Commissioner would like to have considered then a draft should be sent to him one (1) week prior to the next meeting for inclusion in the meeting packet.

11. RECAP OF COMMISSION ACTIONS THIS MEETING

Vice Chair Becker stated the Commission would send input to Staff Liaison Bowman and himself in regards to the website.

Chair Grefenberg said he would forward the Commission’s position to NextDoor requesting the option to opt-in so that a posting could be sent to the City.

12. ADJOURNMENT

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1073 Vice Chair Becker made a motion, seconded by Commissioner Manke to adjourn. **The motion**
1074 **carried unanimously.** The meeting was adjourned at 8:30 p.m.
1075