

47
48 Vice Chair Becker moved and Commissioner Ramundt seconded a motion to approve the
49 October 9, 2014 meeting minutes as amended. **Motion passed unanimously.**
50

51
52 **4. Public Comment**

53
54 There being no one present wishing to speak to the Commission on an item not on the agenda,
55 the Chair moved to the next agenda item.
56

57
58 **5. Old Business**

59
60 **a. 2014 Policy and Strategic Recommendations for presentation to the Council**
61 **i. Final Review & Approval of Commission Recommendations**
62

63 Chair Grefenberg stated the major and most important item on the agenda was to finalize the
64 policies and strategic recommendations to the Council. He noted he was not sure he got every
65 change as discussed by the Commission, and would therefore like to review it for Commission
66 corrections and comments.
67

68 **E-Mail from Roseville Resident Lisa McCormick:** Grefenberg said that late that afternoon he
69 had received an email from Lisa McCormick with some suggested changes. He was not sure
70 they could adequately review all of McCormick’s suggested changes, and distributed her
71 changes. Lisa McCormick is the Chair of the Twin Lakes Neighborhood Association, and had
72 appeared before the Commission the previous meeting.
73

74 Ms. McCormick requested that he convey to them some concerns and then went through the
75 McCormick November 13th email, a copy of which is attached and hereby made part of the
76 record.
77

78 McCormick wrote that she “*became aware that the City has a policy that they charge*
79 *associations the amount of \$19.00 for room rental for any meetings,*” which presented a
80 significant obstacle for her neighborhood association. She raised the point that at a recent
81 candidates’ forum all three City Council candidates spoke in favor of community engagement, so
82 she hoped the Commission would forward a request to the Council that neighborhood
83 associations be allowed to use community rooms at City Hall at no charge.
84

85 McCormick also noted that during Monday night’s City Council meeting, she became aware of a
86 new fee being proposed to appeals of planning division decisions, and expressed concern that
87 this might be denying due process and wanted to bring it to the Commission’s attention for future
88 consideration.
89

90 Commissioner Kathy Ramundt she wanted to go with current language and not add any new
91 items. She indicated this was not to say they wouldn't consider it in the future, but she believed
92 they needed to finish the current recommendations before them.

93

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

97

98 Commissioner Manke agreed that they should go with what they had. She asked for clarification
99 of McCormick's reference to charging for meeting space was for neighborhood associations or
100 for candidates. Grefenberg responded that he believed Ms. McCormick was just making a
101 statement that all reelected candidates to the City Council spoke favorably of civic engagement
102 and that gave Ms. McCormick hope that the fee in question would be dropped for neighborhood
103 associations.

104

105 Grefenberg suggested they move on and take it into future consideration that hopefully the
106 individual park buildings and space at City Hall be available for no charge to any neighborhood
107 associations recognized by the City.

108

109 Commissioner Ramundt said the reason she believed they needed to discuss it further was at
110 what point were you a neighborhood association versus were they just in the process of forming
111 the neighborhood association.

112

113 Vice Chair Scot Becker stated he wanted to know more about this and the fee charged. Chair
114 Grefenberg indicated it was clear the Commission wanted to move on and if this came up again,
115 they would have more information.

116

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

121

122 **Resumption of Final Review of Commission Recommendations:** Staff Liaison Garry
123 Bowman asked was it just the items in red they wanted to discuss. Chair Grefenberg indicated it
124 was only those red items for future Commission discussion. He stated he would respond back to
125 Ms. McCormick.

126

127 Chair Grefenberg stated on the draft Commission Recommended Policies & Strategies it had
128 taken him over 30 hours to review and revise, but he might have missed some things. He then
129 reviewed with the Commission the draft 2014 Commission Recommended Policies and
130 Strategies section by section.

131

132 As to Section 4, 4.1 b, he asked the Commission what their decision was regarding including the
133 following language:

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

138
139 Grefenberg suggested if the Commission wanted to include it, they revise it as follows:

140
141 b) *Provide opportunities for City staff, council member, and commissioners to*
142 *discuss key issues on the City's progress on increasing civic engagement.*

143
144 Grefenberg moved and Becker seconded a motion to include b) as revised above.

145
146 Vice Chair Becker indicated he had no objection to it, but asked if the same statement had
147 somewhere else such as the encouragement of town hall-style meetings.

148
149 Commissioner Gardella said she viewed this as falling under 1 b) *The City Council should host*
150 *hold one regularly scheduled town-hall style meeting each year, with topics solicited from the*
151 *eight City commissions.*

152
153 Grefenberg responded that these strategic statements were similar, but not identical. The
154 difference with the revision was to provide opportunity for City staff, council members, and
155 commissioners (which was them) to discuss key issues on the City's progress on increasing civic
156 engagement; that was the distinction in his mind.

157
158 Becker asked wouldn't such a meeting be hosted by the Commission.

159
160 Commissioner Ramundt asked if they needed this additional recommendation at this point. She
161 noted the Commission now had a lot of recommendations before it, they should leave it out.

162
163 Commissioner Gardella agreed and believed it was their intent to find a lot of different ways for
164 council members, staff, and commissions to be in the community.

165
166 Chair Grefenberg stated he heard their point, but he had raised it because this recommendation
167 had been overlooked in the Commission's prior review. He indicated unless there was an
168 objection or any further discussion, **he would withdraw his motion**. There being no objection,
169 he indicated item b) would be deleted.

170
171 Chair Grefenberg stated under 4.3 *compile and publish a directory of existing resources...*,he
172 also could not find any discussion on that. He stated he asked if the Commission wanted to
173 include it or delete it.

174
175 Vice Chair Becker recommended they add this to the short list of topics to review once the
176 website was live and the Commission had further discussions about what its content should be.

177

178 Becker moved and Manke seconded to have this item for further review when they addressed the
179 City website. **Motion passed unanimously.**

180

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

184

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

190

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

194

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

199

200 As to Section 8, *Foster and Support Vibrant Neighborhoods*, Chair Grefenberg acknowledged
201 receiving comments on this section from resident Lisa McCormick, and noted that the
202 Commission had already discussed them and decided to defer consideration to a future date.

203

204 Chair Grefenberg commented that Section 9, *Improve the Notification Process*, was the hardest
205 section to finalize since there were some items whose resolution by the Commission was not
206 clear.

207

208 Grefenberg referred the Commission to 9.1.a and b, on page 12. These items related to Open
209 Houses organized by city zoning officials. He stated he handed out at their last meeting in
210 October and he handed out a revision to that handout and make a change congruent with what
211 the Planning Commission adopted. He stated he could not find that he dealt with a, which would
212 be 9.1.c. He noted they discussed at the meeting but never took action on 9.1.b that he could
213 find. He stated the distinction was when he attended the Planning Commission meeting as a
214 representative of this Commission he brought this to their attention. He noted during the course
215 of their discussion they came up with the summary column. They were of the opinion that they
216 didn't like the idea of all of the open houses because this would be approximately 50 open
217 houses, which would be 50 nights for staff. He was pleased with the cooperation and he believed
218 this was a small feather in the Commission's cap that they agreed. For the time being, he
219 suggested dropping the reports on the open houses and adopt 9.1.b deleting the item deleted in
220 red on the left column to simply it. He recommended they adopt 9.1.c in the handout with the
221 deletion.

222

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

225
226 Commissioner Ramundt asked if the motion would take out 9.1.b a) and b) and replace it with
227 9.1.c.in the bench handout. Chair Grefenberg responded that her understanding was correct.
228

229 **Motion passed unanimously.**

230
231 Chair Grefenberg stated looking at the rest of section 9 he could not find anything else. He
232 indicated under section 10, this was the placeholder as discussed before. He did not see anything
233 on this section either.

234
235 He asked for a motion to approve the recommendations as amended.
236

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

239
240 Vice Chair Becker thanked the Chair for this work on these recommendations.
241

242 **ii. Determination of Priority Projects for Council Review**

243
244 Vice Chair Becker stated the Operations Committee met and had considered how the
245 commission could tackle a lot of the priorities early on, how they could drive fast engagements,
246 and what they could get accomplished in a year. His thought was that the first things they should
247 do are engagement infrastructure so as to set in place items that could be both done within a year
248 and, scaled, carried forward thereafter.

249
250 Becker noted the priority items for presentation would be: Item #1 would be *to assist and*
251 *encourage the formation of neighborhood associations*. Item #2 would be the 2015 Conference
252 on Community Engagement in the City, which would give them an opportunity for them to learn.
253 He noted they were not the first City to do community engagement and he wanted to get those
254 people in to find out what worked and did not work for them. Item #3 was the joint task force
255 with the Planning Commission on Notification Issues/Formats. Item 4 was Civic Engagement
256 Module for the City's new website. Item #5 was Council Priorities and Emerging Opportunities.
257 He stated there would be issues that came up where the commission's input would be needed and
258 some capacity needed to be reserved for these issues.

259
260 Commissioner Gardella stated she believed this was an attempt to balance the need to get out
261 and do things and get stuff moving as well as a build some infrastructure that could be put in
262 place for the future. She noted because this was a year in scope, some items were not on this list
263 but that did not mean they wouldn't be addressed, or couldn't be addressed in 2015, depending
264 what emerges. It would be important for the Commission to remain open and flexible.
265

266 Chair Grefenberg stated for example they had adopted a comprehensive set of recommendations,
267 which would prove useful; for example, if Council decided they wanted to look at providing

268 email addresses of Commissioners there was a recommendation on that issue. If the Council
269 wanted to look at the Uniform Commission Code (UCC) for Commissioners missing meetings,
270 they had a recommendation on that and in some instances a rationale. He concluded by advising
271 the Commission that their priorities were not only decided by them but also by the Council.

272

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

275

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

279

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

284

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

287

288 Commissioner Manke asked if they would be putting forth some strategic plan for the Council,
289 along with the five priorities. She asked what they would be asking the Council to do. Chair
290 Grefenberg responded one couldn't tell the Council how to respond, but they would give Council
291 the detailed recommendations. Unless the Council disagreed, the Commission would proceed
292 with implementing the recommendations over the next few months. Grefenberg said the Council
293 usually did not take formal action such as a formal resolution but rather would achieve a general
294 consensus.

295

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

301

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

304

305 Commissioner Ramundt asked if they had examples of other Cities in the area close to
306 Roseville's size that had strong neighborhood associations. Chair Grefenberg responded in the
307 affirmative. He indicated Edina was larger than Roseville, but they had good neighborhood
308 associations, as did St. Louis Park. He stated of course there were the large cities that had
309 neighborhood associations also.

310

311 Commissioner Ramundt stated she was interested in cities of Roseville's size. She stated her
312 concern was that it was difficult to get people engaged in basic things so how would they get

313 them involved to set up a neighborhood association and would they sign up for a neighborhood
314 association. She asked if this would be the best use of their time, but if others wanted to she
315 would be willing to explore this, but she didn't think it was their number one priority. She asked
316 if they have heard from residents that people want neighborhood associations but don't know
317 how to do them. Chair Grefenberg responded in the affirmative. He indicated he had heard from
318 various neighborhoods.

319
320 Commissioner Ramundt noted she was not talking about the people who had already indicated
321 they wanted a neighborhood association, but rather the people outside of those neighborhoods.

322
323 Chair Grefenberg responded he did not know. He noted that the objective was not just the
324 formation of neighborhood associations, but how to integrate neighborhood participation into
325 City Hall culture and decision-making. He believed that the more active the three current
326 Roseville neighborhood associations are the more would come forward. He indicated that this
327 initiative was not just focused on forming new ones, but it was to make sure they were relevant
328 to City Hall and government decisions.

329
330 Grefenberg believed the thrust of this initiative was to involve people and residents, and
331 neighborhood associations were one way. He stated the numbered listing on the November 6
332 memo entitled *Recommended Priority Items...* was not meant to be the order of priority.

333
334 Commissioner Gardella wondered if the word *encouraged* implied a more proactive position on
335 the part of the Commission, as opposed to waiting for those who are interested to come to the
336 City and say they were interested. Grefenberg noted there were residents interested in
337 neighborhood associations, and there were another two groups recently-established groups. He
338 asked if they should change the word encouraged.

339
340 Commissioner Gardella stated she was not questioning the word encouraged. She was noting
341 that it implied a proactive position and not just waiting for people to come and ask for assistance.

342
343 Chair Grefenberg stated this document was not an order of priorities, but did they want to
344 recommend these items for presentation and then move on to format and how it is done.

345
346 **Commissioner Gardella moved to approve these as the recommended priority items for**
347 **presentation to the Council. Becker seconded the motion. The Motion passed**
348 **unanimously.**

349
350
351 **iii. Discussion of Format for Joint Meeting with Council**

352
353 Chair Grefenberg said he spoke with the Mayor last night and asked him if the joint meeting
354 would be December 1 or December 8. He noted December 1 was the Truth and Taxation
355 Hearing and at the last Council meeting a lot of items were deferred to December 1.

356

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

361
362 Grefenberg then asked who could not make it on December first. Commissioner Ramundt
363 indicated she could not make that date. Chair Grefenberg then polled who would not make it on
364 December 8. No one indicated they could not make it December 8.

365
366 Chair Grefenberg stated the preference would be on December 8, but if necessary they could do
367 the December 1. With respect to the format, he believed they had the main priority items
368 previously approved and it was a simple thing to go around and introduce themselves. Then they
369 would begin with priority items 1-5.

370
371 As to who would initiate the discussion, he indicated he would like to do Priority #1 and
372 suggested Commissioner Gardella and Commissioner Ramundt do Priority #2. He stated he was
373 only going by what he saw on the Excel sheets' individual expressions of interest, and the
374 individual workgroups. He stated for Item 3, later on in the agenda was going to ask if they want
375 to form a task force on this, but he asked if there was anyone else interested in this item. He
376 stated he was, but was there anyone else.

377
378 Commissioner Gardella recommended Chair Grefenberg could do that one and give someone
379 else the neighborhood formation. Chair Grefenberg stated his priority would be neighborhood
380 formation.

381
382 Chair Grefenberg stated item 4, should be Commissioner Miller and Vice Chair Becker. He
383 stated what he was talking about was the person to initiate the conversation on these points, but
384 he encouraged others who may have comments or qualification to follow-up. He was not talking
385 about one person doing all of the talking.

386
387 Commissioner Ramundt stated they have 4 maybe 5 minutes per topic so she believed if one
388 person talks representing them the time would be filled, but if someone wanted to make a
389 comment they could. She noted the time would go very fast.

390
391 Chair Grefenberg stated he wanted to make it clear that the presenter would initiate the
392 conversation and if the Council asked questions, everyone could respond being aware of the
393 limited time. He stated Council might find that they wanted to go beyond the time, but that
394 would be up to them.

395
396 Commissioner Gardella recommended that they ask the Commissioners whether they like to
397 present. She stated some might be more interested than others to do the presentations on a
398 particular topic. She stated just because she was on the workgroup did not mean she had to be
399 the one to present. Chair Grefenberg pointed out if Commissioner Ramundt was not there on
400 December 1, there would need to be someone else presenting.

401

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

406
407 Commissioner Manke asked they had five items and they were asking people to present, but
408 what are they presenting. She believed one person, the Chair, should submit the information.
409 She asked if people who presented were responsible for coming up with the presentation other
410 than the list that was provided. Chair Grefenberg responded his recollection was if they had 20
411 minutes, this was only about 5 minutes.

412
413 Commissioner Gardella recommended that they present the recommendation, along with the
414 rationale and let the Council ask questions. Chair Grefenberg stated the rationales were in the
415 packet.

416
417 Vice Chair Becker stated there would be introductions and somehow the discussion would need
418 to be kicked off. It seemed to him that the discussion should be kicked off by what they had
419 done so far culminating in the packet of information and the priorities that were reached and then
420 they go into discussion of each item 1-5 highlighting the actual report. He did not believe they
421 were presenting a PowerPoint presentation.

422
423 Staff Liaison Bowen stated they were probably going to request the Council accept their report.

424
425 Commissioner Manke stated someone had to actually create a report that they would have right
426 in front of them. Her suggestion would be that this report be provided to the presenter in
427 advance so they had the opportunity to read it.

428
429 Chair Grefenberg stated he understood they would send what they had already approved to the
430 Council and then at the presentation they would introduce themselves; give a brief summary of
431 the work which they had done before; then initiate discussion and ask either at each point or at
432 the conclusion for the Council's concurrence or acceptance.

433
434 Vice Chair Becker stated he did not believe there was additional presentation material that
435 needed to be presented.

436
437 Chair Grefenberg stated now that this had been approved, they could get this to the Council
438 early. Staff Liaison Bowman stated the information needed to get given to the Council no later
439 than Wednesday.

440
441 Chair Grefenberg suggested having it included in the Council pre-packet. Vice Chair Becker
442 stated the information would be in the packet as well as distributed ahead of time.

443
444 Chair Grefenberg asked if someone wanted to volunteer to initiate the discussion on these points.
445 He asked if Vice Chair Becker and Commissioner Miller were comfortable doing this.

446 Commissioner Miller responded he would like Vice Chair Becker to take the lead on the
447 presentation.

448
449 Chair Grefenberg asked if Commissioner Gardella and Commissioner Ramundt were willing to
450 do item 2. Commissioner Ramundt stated she would support Commissioner Gardella, but she
451 could not make the December 1 meeting.

452
453 Commissioner Gardella stated if it was on the 1st she would do it, but if it was on the 8th, she
454 would like Commissioner Ramundt to do it, but they would decide that among themselves.

455
456 Chair Grefenberg asked if someone wanted to volunteer for 3. He stated he would do it if no one
457 wanted to volunteer.

458
459 Commissioner Manke asked which group specifically worked on it. Chair Grefenberg
460 responded the Operations Committee had worked on it.

461
462 Chair Grefenberg stated he would initiate the discussion on number 3. He stated he would be
463 willing to help someone prepare the presentation on number 3.

464
465 Commissioner Desiree Mueller stated she was not passionate about it and would not do it justice.
466 Commissioner Manke stated she was not as familiar with it.

467
468 Chair Grefenberg stated if someone else wanted to take the summary piece, that was okay with
469 him and it didn't need to be him.

470
471 Commissioner Gardella asked if Council needed to know the process. Staff Liaison Bowman
472 believed it would be good to give an overview of the process and the Commission's activities the
473 last six of so months.

474
475 Chair Grefenberg asked if someone wanted to do an overview. Commissioner Gardella stated
476 she did not believe it would take much time.

477
478 Commissioner Ramundt stated unless someone wanted to do it, to let Chair Grefenberg do the
479 overview. She asked if anyone wanted to do it.

480
481 Theresa Gardella volunteered to do the overview.

482
483 Chair Grefenberg stated he would do items 1 and 3. He indicated Item 2 would be
484 Commissioner Gardella and Commissioner Ramundt. Item 4 would be Commissioner Miller
485 and Vice Chair Becker. Item 5 Council would do.

486
487 Chair Grefenberg asked if anyone would want a PowerPoint presentation. Vice Chair Becker
488 stated he did not see a need for a PowerPoint presentation.

489

490 Commissioner Mueller believed it would be better not to use a PowerPoint as there would be
491 more than one person presenting.
492

493 **iv. Discussion on the Forming Certain Task Forces to Assist the Commission in**
494 **Implementing its Recommendations**
495

496 Chair Grefenberg stated he believed that this issue of a task force had already been covered when
497 the Commission approved task force language under the Zoning Notification section of they
498 have already done this. He believed it would expedite the process if the Commission now asked
499 for volunteers to do a similar task force on neighborhood associations; he noted that several
500 residents had already volunteered their services. The volunteer appeal would be achieved
501 through the offices of the City's volunteer coordinator and the Commission's email lists.
502

503 Grefenberg asked if any Commissioner other than him who wanted to be on the neighborhoods
504 and neighborhood association task force. He stated the purpose for this would be to involve
505 residents in this initiative unless the Council at its upcoming joint meeting with the Commission
506 responded negatively to this approach. Such a neighborhood association task force would be
507 comprised of Commissioners and residents at large who would volunteer.
508

509 **Chair Grefenberg moved and Vice Chair Becker seconded a motion** to authorize the
510 formation of a neighborhood association task force composed of Commissioners from this
511 Commission as well as resident volunteers whose appointment would be discussed at a future
512 meeting.
513

514 Commissioner Manke stated she wanted to wait on this because she wanted to see where the
515 Council was at. She stated they might have emerging opportunities that might be more
516 interesting to Commission members that they don't know about.
517

518 Chair Grefenberg stated part of his motivation as to avoid a December meeting since they would
519 already be meeting once in December with Council.
520

521 Commissioner Manke stated this did not say Chair Grefenberg couldn't do behind the scenes
522 research and present that at a later date.
523

524 Commissioner Ramundt asked what other Commissioners wanted to serve on the task force. She
525 did not know if Chair Grefenberg wanted to lead another task force.
526

527 Commissioner Manke stated there was another issue she wanted to bring forth but wanted to get
528 this moving forth and done later. She stated she wanted to head up that one, but not this one.
529

530 Commissioner Gardella stated she was not able to do it. Vice Chair Miller stated he was more
531 focused on the community engagement module.
532

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

535

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

539

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

543

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

546

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

549

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

552

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

555

556 Vice Chair Becker asked if they needed to formally form the City Zoning Notification Task
557 Force or if it was a council action that formed the task force. Chair Grefenberg stated that in
558 consultation with the Mayor, he did not believe that forming the task force required a council
559 action and it was thus preferable for the CEC and the Planning Commission to form the task
560 force.

561

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

564

565 **1) Other**

566

567 Nothing was discussed.

568

569

570 **b. Final Talking Points Revisions**

571

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

574

575 Talking Points

576

577 Q: What is the Community engagement commission?

578

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

581
582 We serve in an advisory capacity to the City Council, making recommendations and suggesting
583 strategies to strengthen citizen involvement and encouraged a stronger sense of community
584 among residents.

585
586 Our work will include ALL residents – seniors, businesses, youth, etc. – with particular attention
587 paid to those most underrepresented in Roseville’s civic and community life.

588
589
590 I think statements such as, “develop a process” and “establish partnerships,” etc. go beyond our
591 scope as “advisors.” We could “recommend a process” and “recommend/encourage
592 partnerships” but the action is not ours to take. This is my interpretation of our role, but maybe it
593 needs to be a point of clarification at the next Commission meeting.

594
595 Commissioner Manke stated they had come up with Talking Points and at a previous
596 Commission meeting they had some conversation about refining the wording and Commissioner
597 Gardella had some great recommendations so she helped with the wording. She stated he liked
598 the wording as it was extremely simple asking the one question as to what is the Community
599 Engagement Commission.

600
601 Chair Grefenberg stated this was a recommendation to review and adopt the talking points as
602 listed in the handout.

603
604 The Commissioners stated they liked the Talking Points.

605
606 Chair Grefenberg asked if there was any objection to adopting this by consensus. He ruled they
607 were adopting the Talking Points as distributed by consensus.

608

609

610 **6. Chair, Committee, and Staff Reports**

611

612 **a. Chair’s Report**

613 **i. Collaboration with Planning Commission**

614

615 Chair Grefenberg stated his report covered several issues in response to the charges given to the
616 Commission by the Council. One was to review and recommend opportunities to collaborate
617 with neighborhood, community, education, business, and social services groups, and
618 organizations. Another was to review and recommend ways to improve the City’s public
619 participation process and policies, identify under-represented groups, remove any barriers, and
620 engage and promote increased participation of all residents (both homeowners and rental
621 populations), businesses, and community and neighborhood organizations.

622

623 Grefenberg noted that attached to his report was an October 9th email from Chong Vang of the
624 Karen Organization of Minnesota (KOM), on the eviction of several Karen families from
625 apartments near Larpenteur and Rice. He indicated he had assisted the KOM in sending their
626 communications to the appropriate persons in the City. He wanted the Commission to know
627 about his activities because that and he believed this was part of the Commission's work, but if
628 they disagreed he wanted to know that.

629
630 Chair Grefenberg's Report also covered his work assisting in the formation of a new
631 neighborhood association in Roseville. He also volunteered that he had personally begun an
632 effort to collect donated household goods through his NextDoor network. He asked if there
633 would be someone on the Commission to coordinate the collection and distribution of household
634 goods for Karen families. There was an organization that would distribute it, but someone
635 needed to help organize this.

636
637 Commissioner Manke stated she knew that Corpus Christi Church dealt with the Karen
638 Community a lot also and she did not know if they needed to be involved with this. She stated
639 each of us were involved in each of their own things.

640
641 Chair Grefenberg stated he would welcome anyone's involvement. Commissioner Gardella
642 suggested that since this wasn't a Commission project, those interested in helping talk to Chair
643 Grefenberg after the meeting.

644
645 Commissioner Ramundt stated she believed this was important and could be something they
646 were interested in, but they needed more time to decide how they wanted to be involved
647 considering they just found out about it at this meeting, especially after looking at what the
648 Commission was already committed to.

649
650 **ii. Other Items**

651
652 There were no other items brought up.

653
654 **b. Discover Your Parks Committee**

655
656 Commissioner Desiree Mueller stated she and fellow committee member Kathy Ramundt had
657 touched on this a few times over the past several months so she didn't want to take up a lot of
658 time, but it was a nice opportunity for them to engage with members of their community face-to-
659 face without an agenda. She said they had received great feedback from park participants
660 including doing an organized walk throughout the neighborhoods and parks, which would be
661 nice to look at. She recommended they look at these types of suggestions and see if they could
662 be implemented. She noted Coffee in the Park was another suggestion made.

663
664 Commissioner Mueller observed that people were a little hesitant at first, but once she and Kathy
665 had a Community Engagement sign to identify themselves, that opened up the lines of
666 communication. She believed people seemed more willing to share more information,
667 background, and ideas once they realized they were volunteers from the community who wanted

668 to foster growth and connections. She and Ramundt had received some contact information from
669 people; once the website was up they would send these citizens an email and tell them how they
670 could sign up through the City's website.

671
672 Staff Liaison Bowman stated this would be an opt-in system. Commissioner Mueller believed
673 they should reach out to these people.

674
675 Vice Chair Becker asked how many email addresses did they have. Commissioner Mueller
676 responded 30 to 40 emails; some had expressed interest in receiving information from the
677 Commission, but not necessarily from the City in general.

678
679 Staff Liaison Bowman noted the website could do this now also. He asked them to send him an
680 email so he could run it by staff.

681
682 Commissioner Ramundt stated she wanted to wait until they had the Community Engagement
683 page on the website done so they had a specific area they could look at. She believed it would be
684 important to reach out to these people after the website was fully functional.

685
686 Commissioner Mueller stated they would not send something out without the Commission and/or
687 staff's input. Staff Liaison Bowman stated some concerns had been expressed by the Council
688 and City Manager regarding the collection of emails.

689
690 Commissioner Ramundt noted the Council concerns were not expressed until after they had
691 already collected the email addresses.

692
693 Chair Grefenberg requested the email addresses be now sent to Staff Liaison Bowman.
694 Commissioner Ramundt stated she did not want to do that because they had said the email
695 addresses would not be given to the City.

696
697 Commissioner Ramundt stated they had the email addresses, which they were not using; they
698 had a plan in place for when the civic engagement module was available they would draft an
699 email and run it by Pat and the Commission. She stated they would not start sending out emails
700 and that was not the intent of collecting them.

701
702 Commissioner Manke stated they promised that they would not share the email addresses and
703 they should not break their promise.

704
705 Commissioner Mueller stated when this first started everyone was on board with them collecting
706 email addresses and contact information. Personally she didn't want to make a big deal of this
707 but this had been discussed, it was in the minutes and this has come up several times and nobody
708 brought it up that there was a concern and there should be a structure to it. She noted council
709 members saw people signing up and excited about the discussion yet no one brought up any
710 concerns; now several people in the City had a discussion and it was going through 3 to 4 people
711 before it came to them that this was a concern and this bothered her. She wanted open
712 communication.

713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756

Chair Grefenberg stated the email addresses are 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.

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.

Commissioner Ramundt commented that they were residents not involved in politics before and this experience had been 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.

Commissioner Ramundt said it was the third year she had been 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 Gardella stated she appreciated how they went straight out into the Community and she was grateful they were willing 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.

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 indicated Civic Plus already had a similar and usable built-in platform so he did not send them the Request for 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.

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

759
760 Chair Grefenberg asked when the new website would be ready. Staff Liaison Bowman
761 responded it would be live next week. He stated they could assess it and provide feedback once
762 it was live. He anticipated this to be a living breathing document with continuous improvement.
763 Outside of the overall design, everything else they could change.

764
765 Chair Grefenberg asked if the buttons could be changed. Staff Liaison Bowman stated the
766 buttons could be changed. He stated when they would click the Get Involved button there would
767 be three options to get involved.

768
769 Commissioner Ramundt understood that before it went live, that they would have an opportunity
770 to look at it. Staff Liaison Bowman stated he was moving as fast as he could on this and there
771 was a lot of pressure to get it live.

772
773 Chair Grefenberg stated he also recalled the same discussion as Commissioner Ramundt.

774
775 Commissioner Ramundt stated she has been in software development her entire career and she
776 understood the pressure in moving forward, but she believed it was important that what they
777 were told as a Commission, namely that they were going to get the chance to review it before it
778 went live, had not happened. Staff Liaison Bowman responded that he did not have the same
779 understanding.

780
781 Chair Grefenberg stated he did not believe this could be resolved and this was an issue that they
782 should be clearer about in the future.

783
784 Staff Liaison Bowman acknowledged the Commission's desire and indicated he tried to fulfill it
785 as best he could with keeping everyone else happy as well. Commissioner Ramundt stated her
786 lesson learned was that if she had an expectation that she needed to be very clear about it. She
787 believed they were clear, but maybe they were not.

788
789

790 **7. New Business**

791
792 Commissioner Ramundt stated at some point since the election was just held that the
793 Commission talk about what role the Commission could play in future city elections. For her
794 personally the only opportunity she had to understand what the candidates were about was when
795 she had to time to attend a League of Women Voters meeting. She believed the Commission
796 could help to get more candidate information out. She stated it would be interesting to have time
797 to brainstorm how the Commission could get involved in this.

798

799 **8. Staff Report**

800 **a. Upcoming Items on Future Council Agenda**

801

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

807
808 Staff Liaison Bowman stated he would let the Commission know when the meeting would be.

809
810 Staff Liaison Bowman noted the Commissioners who were on one-year appointments and were
811 interested in being reappointed needed to get an affirmation of interest to City staff. He stated
812 Chair Grefenberg and Vice Chair Becker were serving one-year appointments. He asked them to
813 let him know by November 26 if they were interested in being reappointed.

814
815 **b. Other Items**

816
817 There were no other items discussed.

818
819 **9. Commission Communications, Reports, and Announcements**

820
821 Chair Grefenberg announced there was a Roseville Library Program on the Karen Community
822 on November 20 at 2:00 p.m. whose purpose was to introduce the Karen to the wider
823 community.

824
825 **10. Commissioner-Initiated Actions for Future Meetings**

826
827 Chair Grefenberg stated one item for future action is a discussion on what role the Commission
828 can play in facilitating information on elections and candidates.

829
830 He noted if they met on December 8, the Commission meeting would be on December 11. He
831 asked the Commission if they had to meet in December. The issues might be the Civic
832 Engagement module, but that might be the only item they needed to meet on.

833
834 Commissioner Manke stated she had no problem meeting and it sounded like there would be
835 time to notice this, but maybe they could also just do a short meeting after the joint meeting with
836 the Council.

837
838 Vice Chair Becker asked if there was a requirement that they cancel within so many days. Staff
839 Liaison Bowman did not think so. Chair Grefenberg stated they needed to get the meeting notice
840 out 3 days before the meeting though.

841
842 Commissioner Manke stated they could have a quick discussion after the Council meeting so
843 they had something to work on in January. Commissioner Manke asked if it was not already
844 public noticed that they would be meeting on the 8th at the Council meeting so would they need
845 to renotice the debrief meeting. Chair Grefenberg responded he believed if it was the majority of
846 the Commissioners doing the debriefing, it had to be noticed.

847

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

850

851 Chair Grefenberg stated they could have a limited agenda on the 11th, which was 3 days later.

852 Commissioner Manke indicated she was okay meeting twice in one week. Commissioner Miller
853 stated he was okay with not meeting also. Chair Grefenberg noted it was normal for

854 Commissions to not meet in December.

855

856 Commissioner Gardella noted this time of year was busy so she favored not having a December
857 meeting. Vice Chair Becker added he was also okay with not meeting in December.

858

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

861

862 **11. Recap of Commission Actions This Meeting**

863

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

867

868 Chair Grefenberg stated he was not sure if the summary of the work was assigned.

869 Commissioner Gardella stated she would do that with Bowman's assistance.

870

871 Chair Grefenberg noted Commissioner Manke would contact the Church.

872

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

875

876 **12. Adjournment**

877

878 Commissioner Gardella moved and Commissioner Manke seconded a motion to adjourn.

879 **Motion passed unanimously.** Meeting adjourned at 8:43 p.m.