

47 **Old Business**

48
49 **a. Progress Reports on Priority Projects for 2015**

50 **i. Priority Projects for 2015**

51 **1. Assist and engage the formation of Roseville neighborhood**
52 **associations**

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54 Commissioner Grefenberg called the Commission's attention to the May 7th meeting packet
55 memo with attachments; the memo was from himself and the other co-chair of the Commission's
56 Neighborhood Association Task Force, Donna Spencer whom Grefenberg noted was not able to
57 be present because of a long-standing previous commitment.

58
59 **Recommended Revisions to the Task Force's Charge:** Referring to the first attachment
60 entitled *Draft Issues/Questions Under Consideration*, Grefenberg said the Task Force would like
61 to be sure they are discussing the right issues and addressing the questions the Commission
62 intended when the Task Force was first authorized last January.

63
64 First, however, Grefenberg reported, the Neighborhood Association Task Force had met four
65 times and would now like confirmation from the Commission on revisions the Task Force was
66 recommending to its two fold charge:

67
68 The Task Force's purpose was originally described by the Commission as follows:

69 *An approximately four month project focused on neighborhood associations. Volunteers would*
70 *serve on a task force exploring ways to foster, facilitate, and encourage the formation of*
71 *neighborhood associations, and to encourage and organize authentic and effective neighborhood*
72 *input into civic decision-making.*

73
74 The Task Force now recommends its charge be revised in the following non-substantive manner: to
75 explore ways and make recommendations for the City to encourage and facilitate the formation of
76 neighborhood associations, and to foster and facilitate effective and authentic neighborhood participation
77 in civic decision-making.

78 Commissioner Grefenberg noted the most significant change was to clarify that the City
79 was responsible to implement the Task Force's recommendations once approved by the
80 Commission.

81
82 Commissioner Grefenberg **moved** and Vice Chair Theresa Gardella **seconded a motion** to
83 approve the Task Force mission as to explore ways and make recommendations for the City to
84 encourage and facilitate the formation of neighborhood associations, and foster and facilitate
85 effective and authentic neighborhood participation in civic decision-making.

86
87 Chair Becker agreed that given the focus on civic decision-making, it makes sense that the
88 recommendations refer to the City. But he would not want to preclude any non-City entities from
89 assisting when it comes to community involvement that may come out of the neighborhood
90 associations.

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92 Commissioner Grefenberg stated any connection to organizations would require City approval.

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There being no further discussion, the motion was called to a vote. **Motion passed unanimously.**

Review of Issues/Questions Under Task Force Consideration: The Task Force has developed a list of Issues/Questions currently under their consideration. The Task Force asked that the Commission review this list and advise the Task Force if they are missing any issues or questions that the Commission would like addressed, or whether there are any listed issues or questions the Commission feels are not within the scope of the Task Force.

Commissioner Grefenberg reviewed the issues/questions under Task Force consideration and asked for feedback from the Commission to confirm that the Task Force was covering items which what the Commission expected.

Vice-Chair Gardella asked if the potential optional start-up or support grants for Neighborhood Associations would be from City resources which neighborhoods could apply for or if this would be outside of current City resources. Commissioner Grefenberg answered they are considering these resources currently outside of those available to the City.

Task Force member Hilden stated there are grant possibilities that the City would know about and this information could be provided to the neighborhood associations. She explained the greater ides behind forming these associations is to encourage people to congregate together with some guidelines and support from the City Council without precluding other citizens from speaking out.

Commissioner Grefenberg pointed out that occasionally City Staff would come across grant applications that may be useful for these neighborhood associations and the Task Force would like to recommend that if City Staff does come across these types of start-up or support grants to let the associations know.

Chair Becker explained the list of issues/questions provided to the Commission by the Task Force are not the actual recommendations but rather an outline of the issues they would be discussing and on which they would provide formal recommendations.

Commissioner Grefenberg stated the Task Force would like to recommend specific ideas for City implementation and a framework on civic engagement and neighborhood associations. He reviewed what the Task Force is discussing for expectations for communications from the City to the neighborhood associations including feedback to these associations on how their input affected decisions. The Task Force is expecting to have a formal recommendation for the Commission to review in July so the Commission can make a recommendation to the City Council at the joint meeting in late August.

Commissioner Miller asked if there was some thought on recommendations on developing a tool kit, training lessons or template for new neighborhood associations that would like to develop.

138 Ms. Hilden stated one of the members of the Task Force is developing a template for
139 neighborhood associations. There are other ways such as community education to make this
140 information available for residents.

141
142 Commissioner Grefenberg suggested a specific recommendation ~~for~~ to the Task Force to develop
143 a template and tool kit for neighborhood associations.

144
145 Commissioner Miller stated he would like to see something specific for outreach to
146 underrepresented groups such as seniors.

147
148 Commissioner Grefenberg stated the Commission had a recommendation that neighborhood
149 associations be “inclusive not exclusive”; the Task Force had also discussed that all
150 neighborhood associations have a nondiscrimination provision.

151
152 Commissioner Miller asked if there would be a way to engage the Advocates for Human Rights
153 training for outreach on the different neighborhood organizations.

154
155 Vice Chair Gardella suggested the startup pieces or guiding principles include the principles and
156 values of neighborhood associations that they are inclusive not exclusive, neighborhood
157 associations do their best to outreach and represent the neighborhood.

158
159 Ms. Hilden explained that neighborhoods are defined by geographic boundaries. Within those
160 boundaries there may be high concentrations of groups, such as renters or seniors, and it is an
161 ongoing effort to continue to engage these groups. Businesses and smaller associations, like
162 condo associations, could also be included in neighborhood associations.

163
164 Commissioner Miller suggested the Task Force formulate core principles for neighborhood
165 associations. Commissioner Grefenberg responded that there is an International Association of
166 Public Participation document entitled *The Core Principles of Civic Engagement* that could be
167 included.

168
169 Task Force member Hilden stated being inclusive and not exclusive could also be an advantage
170 to a neighborhood association and promotes engagement in populations that may not otherwise
171 interact.

172
173 Commissioner Manke asked how the communication from the City to the associations would
174 look.

175
176 Ms. Hilden stated there is a Next Door neighborhood network that could be tapped into for this
177 type of communication because this is a network that already exists. The City may also send
178 information to the leads for these associations. One thing the Task Force is trying to encourage
179 through neighborhood associations is communication between citizens and the City and there are
180 regular vehicles for this to occur.

181
182 Commissioner Grefenberg stated he saw this communication as being from the City to the leads

183 of these associations and they would be the ones to communicate it to the neighborhoods.

184

185 Commissioner Manke stated the proposal at this time only shows what the City would do. She
186 would like to see more of what the associations would do and the two-way communication
187 process and what the structure of the association would be.

188

189 Ms. Hilden stated informal interaction would also be something that should be encouraged for
190 neighborhood associations to interact with each other and with City Staff. She stated the two-
191 way communication would fit in with the goal of civic engagement as well.

192

193 Commissioner Grefenberg clarified the Commission's direction to the Task Force ~~is~~ was then to
194 ~~also~~ give consideration on how the associations would communicate with their members and the
195 City/City Council.

196

197 Chair Becker stated he supported the idea of a neighborhood association formation template that
198 would assist newly formed associations. He pointed out that there would be a broad spectrum of
199 association structures based on how the neighborhood saw their structures-themselves.

200

201 Commissioner Grefenberg summarized the direction from the Commission is to create or
202 formalize a neighborhood association template or tool kit, include the principle that these
203 associations are inclusive not exclusive, and renters should be encouraged to attend and look at
204 how these associations would communicate with the City.

205

206 Chair Becker suggested the Task Force also look at guidelines in regards to the formation of
207 boundaries for neighborhoods. Commissioner Grefenberg stated the City Council would have the
208 final input on the boundaries of these neighborhood associations.

209

210 Chair Becker suggested the Task Force consider and define what the role of the Neighborhood
211 Association is as well so these associations do not get into the position of making rules and
212 regulations for neighborhoods. Commissioner and Task Force co-chair Grefenberg responded
213 that the Task Force was working at describing the roles of Neighborhood Associations, as well as
214 providing a definition of civic engagement.

215

216 Vice Chair Gardella stated the purpose of the neighborhood associations goes beyond just civic
217 engagement and includes community engagement.

218

219 Chair Becker suggested the Task Force also address the inclusion of businesses in neighborhood
220 associations and the issue of fees for belonging to a neighborhood association.

221

222 Ms. Hilden stated if these associations are not 501C3 and they collect fees from members there
223 are accounting requirements and obligations. The choice is up to the individual associations but
224 the tool kit could include information that once fees or dues are collected there is a fiduciary
225 responsibility.

226

227 Commissioner Grefenberg **moved, seconded** by Commissioner Miller, the resolution that the
228 Community Engagement Commission has reviewed and accepts the Task Force list of
229 issues/questions under consideration with the addition of consideration of boundaries, inclusive
230 not exclusive language, the inclusion of neighborhood businesses, the provision of guidance for
231 association fees, the creation of an association formation template, and other items as discussed
232 by the Commission. **Motion passed unanimously.**

233
234 **2. Assist in the resumption of Roseville U program**

235
236 Staff Liaison Bowman provided an update on the first Roseville U session (Government 101)
237 that had occurred on May 7, 2015. There had been 23-24 people signed up but due to weather
238 there were 11 attendees. There will be 15 sessions put together by Roseville Staff. Registration
239 has been 20-30 per class. The PowerPoint presentation used for the session was provided to the
240 Commission.

241
242 Chair Becker stated he had received feedback from session participants that the City's decision
243 to break the course into sessions that residents could opt in or out of had been good.

244
245 Commissioner Manke asked if the benefits of volunteering would be included in each session.

246
247 Staff Liaison Bowman stated the curriculums for the other sessions have not been finalized and
248 he would make the request from the Commission to include a section on volunteering if possible.

249
250 Chair Becker supported Commissioner Manke's idea and said it was an interesting idea given
251 that there is a targeted, interested audience who might be more likely to want to volunteer.

252
253 Commissioner Grefenberg stated he especially noted the first three (3) key tenants of community
254 engagement (inclusive planning, transparency, and authentic intent) and he would agree with
255 these definitions but he does not see this manifested in proposals the City Council gets. It is his
256 position that the first three (3) key tenants clearly say that residents should participate in the
257 design of the engagement process. He is not sure that this occurred with the proposals the City
258 Council received at their meeting on Monday, May 11, for strategic initiatives.

259
260 Staff Liaison Bowman stated the strategic initiatives were generated by the Council.

261
262 Ms. Hilden stated she had attended the first session of Roseville U and she recommended
263 including some interaction with those attending the session so they are more involved. She did
264 like that there was a copy of the PowerPoint for people to take away from the event. She also
265 agrees that volunteering should be included in all the sessions so people know that there are
266 opportunities. She would suggest having evaluations forms at the end of the session.

267
268 Staff Liaison Bowman stated evaluation forms would be sent out later in the process.

269
270 Ms. Hilden suggested having an evaluation form available after each session for feedback when
271 it is fresh in people's minds.

272
273 Commissioner Grefenberg stated he is satisfied with the packet on community engagement and it
274 will be useful for future endeavors including a public relations piece or brochure.

275
276 Ms. Hilden stated she liked Chair Becker’s presentation because he was more informal and
277 engaging than Staff Liaison Bowman and City Manager Trudgeon.

278
279 Chair Becker said that he appreciated Ms. Hilden’s feedback and appreciated her taking the time
280 to talk to the commission.

281
282 Vice Chair Gardella asked if the sessions could be taped and made available to the residents or if
283 the PowerPoint could be made available on the City website.

284
285 Staff Liaison Bowman stated the budget did not allow for these sessions to be taped at this time
286 but the PowerPoint is included in the CEC meeting packet, which is on the website.

287
288 **3. Create Learning Events on community engagement in Roseville**

289
290 Vice Chair Gardella provided a follow-up from her meeting with Madeline Lohman from
291 Advocates for Human Rights and Commissioner Sherry Sanders. Advocates has funding to
292 work with cities on ways to better engage underrepresented communities. Advocates provided a
293 draft proposal that outlines a series of community conversations/learning sessions over the
294 course of a year. The target groups could be seniors, renters, youth or the Karen population. The
295 content could be as broad as people’s experiences of living in Roseville or as targeted as their
296 experience with City government and services. They are considering up to three (3)
297 listening/learning sessions with topics that would align with the charge of the Commission and
298 the Council. She stated she would verify how long the funds would be available for these
299 sessions.

300
301 **A copy of the draft proposal promoting civic engagement in diverse populations is hereby**
302 **attached at the end of these minutes and made a part of this record.**

303
304 Chair Becker stated he liked that these sessions could be tied into the City’s priority planning and
305 neighborhood associations. He recommended synching the planning of these events with the
306 August joint session with the City Council so they could review and discuss them.

307
308 Commissioner Manke expressed concern if the City waits to long to schedule these sessions they
309 would miss the City’s prime get together events such as Rosefest and Party in the Park.

310
311 Vice Chair Gardella explained these would be more formal gatherings that would have a format
312 and be more planned.

313
314 Commissioner Manke stated the Commission could promote these sessions as something to
315 “watch for” during Rosefest and Party in the Park.

316

317 Commissioner Grefenberg expressed support for pushing off the planning phase until the joint
318 meeting with the City Council in August. He suggested Staff Liaison Bowman include this with
319 the City Council strategic initiative because these sessions would align with some of these
320 initiatives.

321
322 Vice Chair Gardella stated she would talk with Advocates for Human Rights to ensure they
323 could wait until August to plan these sessions and she would like the Commission to be clear on
324 what they want to do.

325
326 Commissioner Grefenberg recommended Staff Liaison Bowman forward the proposal from
327 Advocates for Human Rights to the City Council as a possible compliment with one of their
328 strategic initiatives.

329
330 Chair Becker stated there would be an opportunity to provide public feedback on a broad
331 strategic initiative at the June 8 City Council meeting. He suggested the proposal be brought up
332 at that time so the Council has an opportunity to discuss it. This could provide immediate
333 council feedback to the Commission and the Commission may be able to act on the proposal at
334 their next meeting later that same week.

335
336 Vice Chair Gardella agreed with Chair Becker to bring up this proposal at the June 8 City
337 Council meeting.

338
339 Chair Becker asked to have the proposal added to the Commission meeting packet that would be
340 available online.

341
342 Vice Chair Gardella stated she would provide an electronic copy of the proposal marked “draft”
343 and have it added to the Commission meeting packet as a bench handout. She stated she would
344 also review the strategic initiatives information from the City Council and work on bringing
345 these items together for the June 8 City Council meeting.

346
347 Commissioner Grefenberg suggested that Madeline attend the June 11 Commission meeting.
348 Chair Becker recommended that Vice Chair Gardella use her judgment whether to invite
349 Madeline to that meeting.

350
351 **4. Joint Task Force with Planning Commission to study notification**
352 **issues and formats**

353 Commissioner Manke stated there is an invite out for Tuesday, May 19, for the group to meet.
354 Once she has confirmation that this would work, Staff Liaison Bowman will get a notice out
355 about the meeting.

356
357 Staff Liaison Bowman stated the meeting is not required to be noticed but that the City Council
358 suggested they to be noticed to the public. Chair Becker said that as far as he was concerned “the
359 more the merrier” and that the public was certainly welcome to attend any task force meeting.

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361 Commissioner Manke stated there is room to add people to the Task Force if they are interested.

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Commissioner Grefenberg stated Paul Bilotta, the City’s Community Development Director, would need to be involved.

Commissioner Manke verified he had received an invite to the meeting. Once she knows there would be a majority present she would provide the necessary documents for discussion.

5. Online civic engagement module for new City website

Chair Becker stated the Website Committee has met to discuss the rollout of the module as well as ideas for what may be good topics. He had been looking for broad questions that would draw in as many people as possible. There had been feedback and questions provided by other City departments as well and Staff Liaison Bowman would be compiling this information.

Commissioner Grefenberg stated he had developed other ideas and would like an opportunity to meet with the Website Committee to present these.

Chair Becker stated all Commissioners are invited to provide feedback to Staff Liaison Bowman as well. The plan is to roll out the website to social media and other free publications mid-June and then present it at Rosefest, Party in the Park and the July Newsletter in late June to early July.

6. Involvement of renters in Roseville decision-making and civic affairs

Chair Becker explained this topic was currently being weaved into other areas such as neighborhood associations and the partnership with Advocates for Human Rights.

ii. Implementation of Other Strategic Recommendations

Chair Becker stated the Interagency Task Force and Karen would be meeting next week.

Commissioner Grefenberg asked about the welcome packet that Ms. Mueller had been working on.

Commissioner Manke stated she had communicated with Ms. Mueller and provided her with some links and information but she did not have any other information regarding the progress on the welcome packet.

Staff Liaison Bowman stated they had met and discussed what had been done by Roseville in the past and reviewed what other communities were doing.

b. Rosefest Parade and Party in the Park Planning

406 Commissioner Miller stated he and Commissioner Manke have come up with some ideas for the
407 Commission's participation in the Rosefest Parade based on the Commission's discussion last
408 month. They recommend having a small vehicle for those that cannot walk the whole time and
409 for storage of items such as water. The vehicle could have a banner that shows who they are.
410 Commissioners should wear the Community Engagement Commission t-shirts and walk with the
411 vehicle. They recommend a business card sized handout that highlights the civic engagement
412 module rollout, along with candy.

413
414 Commissioner Manke suggested the Commission's spot in the parade be strategically placed
415 near ~~by~~ the Council's parade slot.

416
417 Commissioner Grefenberg stated a vehicle would be needed and he asked how many
418 Commissioners would be present.

419
420 Commissioner Miller suggested opening it up to family members as well so there are more
421 people.

422
423 Commissioner Grefenberg asked if the Neighborhood Association Task Force could also be
424 invited to walk with the Commission. It was the consensus of the Commission that this would be
425 acceptable.

426
427 Commissioner Manke suggested all participants wear a red shirt since the Commission t-shirts
428 are red. Commissioner Grefenberg suggested having additional t-shirts made and requested an
429 extra 5-10 t-shirts made for others to wear at events.

430
431 Chair Becker agreed that having a few extra t-shirts would be appropriate for when there are
432 Commissioner changes. He asked what the dimensions were for the Commission sign. Staff
433 Liaison Bowman explained it was the size of a real estate sign and was light. Chair Becker
434 recommended forming a subcommittee to resolve the details for the parade including having
435 additional signs or a banner made, getting a cost estimate on additional t-shirts, procuring a
436 vehicle, and how to promote the module rollout.

437
438 Commissioner Grefenberg said the Neighborhood Association Task Force might want to
439 participate in the parade as well.

440
441 Commissioner Manke commented that this would start to mix the message of the Community
442 Engagement Commission and all the things they are working on. People can go to the website
443 and see what the Commission is working on and explore those items they are interested in.

444
445 It was the consensus of the Commission that Commissioner Miller and Commissioner Manke
446 would gather the requested information and prepare a recommendation for the Rosefest Parade
447 including any cost estimates that would need to be approved.

448
449 Chair Becker and Commissioner Manke stated they would be available for the July 4th Party in
450 the Park event.

451

452 Chair Becker suggested the subcommittee look at what can be reused from the Rosefest Parade
453 for the Party in the Park event and what other items may be needed for this event.

454

455 Commissioner Manke suggested inviting members from other City Commissions to join them in
456 the Party in the Park booth.

457

458 Commissioner Grefenberg suggested including the members of the Neighborhood Association
459 Task Force.

460

461 Vice Chair Gardella agreed they could help staff the booth and hand out information.

462

463 **c. Update on Welcome Packet**

464

465 Chair Becker stated with the resignation of Ms. Mueller there has not been much done with this
466 topic, that is, the development of a packet welcoming new Roseville residents. He asked if there
467 were any volunteers to work on this or if the Commission would like to postpone this item.

468

469 Commissioner Manke agreed to work on the Welcome Packet but it would not be at a fast pace
470 due to other obligations; she also noted that there would soon be a new Commissioner appointed
471 who may be interested in working on this item.

472

473 Chair Becker appointed Commissioner Manke the point person for the Welcome Packet and
474 clarified the item would not be on the agenda until Commissioner Manke indicated she was
475 ready to discuss it.

476

477 **d. Other old business**

478

479 There being no other old business Chair Becker moved to the next item on the agenda.

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481

482 **Chair, Committee, and Staff Reports**

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484 **a. Chair's Report**

485

486 Chair Becker stated the deadline for applications to fill the vacant Commission position is June
487 10. The City Council would be conducting interviews on June 15 and appointing a new
488 Commissioner June 22. He encouraged Commissioners to talk to friends and neighbors about
489 the vacancy. He also encouraged any interested Roseville resident aged 18 years or older to
490 apply as well.

491

492 Chair Becker continued that the joint meeting between the City Council and Commission is now
493 scheduled for August 24. He asked if there were any conflicts with this date and if anything
494 came up to let him know.

495

496 Becker noted that City Manager Trudgeon had sent out a draft strategic plan to all
497 Commissioners. This list of priorities for the City culminated from two (2) Council and Staff
498 workshops and a staff session, all facilitated by a third party consultant. There are several
499 meetings scheduled to discuss this plan and June 8 is slated for public comments including
500 Commissioners. He encouraged the Commission to review the document and attend the meeting.
501 He stated if he attended he would not be speaking on behalf of the Commission because the
502 Commission would not have an opportunity to meet prior to this and have a formal opinion. The
503 Council plans to take action on this Plan on June 22.

504

505 Chair Becker noted that one of the five key items of the strategic plan was Civic Engagement,
506 which was then broken down into several initiatives and key operating indicators (often also
507 called key performance indicators or metrics) to measure success.

508

509 Commissioner Grefenberg requested discussion on this strategic plan be added to the June 14
510 Commission meeting agenda. It is the Commission's role to advise the Council on community
511 engagement, he said, and he would be willing to wait to discuss this until June in order to
512 possibly provide a formal recommendation on civic engagement priorities to the Council.

513

514 Vice Chair Gardella stated there are a lot of priorities that have to do with the work of the
515 Commission. These are all opportunities for learning for everyone and if there is openness to
516 learning and seeing how the work of Advocates for Human Rights is, part of that would be an
517 opportunity.

518

519 Commissioner Grefenberg stated that the Neighborhood Association Task Force should also be
520 brought to the Council's attention as a priority and a way to achieve civic engagement.

521

522 Vice Chair Gardella agreed the Task Force and other items the Commission has been working on
523 are implementation strategies for some of the priorities listed in the strategic plan.

524

525 Chair Becker stated he has requested Commissioner Grefenberg to continue to keep the list of
526 Commission accomplishments up to date as a progress report for the Commission.

527

528 **b. Operations Committee Report**

529

530 Chair Becker stated the Operations Committee had met to discuss the agenda. The Committee is
531 composed of the Chair, Vice Chair and one other Commissioner. At this time Commissioner
532 Grefenberg is continuing to serve on this Committee. He stated if there were other
533 Commissioners interested in serving on the Committee to let him know.

534

535 **c. Staff Report**

536 **i. Upcoming Items on Future Council Agenda**

537

538 Staff Liaison stated the priority planning and interviewing for a new Community Engagement
539 Commissioner are the related items on upcoming City Council agendas. The City Council has
540 special meetings scheduled for May 27 and June 1 for Department presentations for the budget

541 and June 8 the City Council would be discussing Twin Lakes standards and definitions. Budget
542 Goals and Priorities would be discussed on June 15 and the City Manager recommended budget
543 presentation is scheduled for July 13.

544

545 Commissioner Grefenberg asked if there were plans to establish a formal budget for the
546 Community Engagement Commission for 2016.

547

548 Staff Liaison stated this would need to be answered by the City Manager but at this time there
549 has not been discussions to change the funding for the Commission's operations.

550

551 **ii. Other Items**

552

553 There being no other business Chair Becker moved to the next item on the agenda.

554

555 **New Business**

556

557 There being no new business Chair Becker moved to the next item on the agenda.

558

559 **Commission Communications, Reports, and Announcements**

560

561 Commissioner Grefenberg encouraged residents to sit in on the Neighborhood Association Task
562 Force meetings and the next meetings are scheduled for May 20 and June 10.

563

564 **Commissioner-Initiated Items for Future Meetings**

565

566 Commissioner Grefenberg noted his requested for discussion on the strategic initiatives being
567 proposed to the City Council by Staff.

568

569 Chair Becker asked the Commissioners to look at the Community Engagement Commission
570 website and consider what other key items could be included.

571

572 Commissioner Grefenberg stated the Commission's core document would be the
573 recommendations to the City Council December 8, 2014 and there should be a link to this
574 document. He also stated the description of the Commissions function is not accurate and does
575 not discern between what the Commission "must do" and "shall do". The language in the City
576 Ordinance is clear. Items 1 and 2 under functions are "must do" and he would like the
577 Ordinance scope of work language added.

578

579 Chair Becker requested Commissioner Grefenberg write up his recommendations for the next
580 meeting.

581

582 Chair Becker noted that it was the consensus of the Commission to add a link to the
583 recommendations document that had been presented to the City Council December 8, 2014.

584

585

586 **Recap of Commission Actions this meeting**

587

588 Chair Becker stated Vice Chair Gardella would continue working on learning events on
589 community engagement in Roseville and work with Advocates for Human Rights, and possibly
590 offer a preview of this to the City Council on June 8; Commissioners Manke and Grefenberg
591 would continue to work with Planning Commission to study notification issues and formats and
592 provide an update, the Parade Committee would work on a plan for the Rosefest parade and
593 present this at the next Commission meeting, Commissioner Manke will assume the lead role for
594 working on the welcome packet, and Commissioner Grefenberg would provide further details on
595 language for the website and update the progress reports.

596

597 **Adjourn**

598

599 Commissioner Grefenberg made a motion, seconded by Vice Chair Gardella to adjourn the
600 meeting. **The motion carried unanimously.**

601

602 Meeting adjourned at 8:59 p.m.

603

604 Respectfully submitted,

605

606 Tina Borg

607 *TimeSaver Off Site Secretarial, Inc.*

Promoting Civic Engagement in Diverse Populations

A Proposed Collaboration between The Advocates for Human Rights and the Roseville Community Engagement Commission

The Roseville Community Engagement Commission and The Advocates for Human Rights will collaborate to host a series of Learning Events on community engagement in Roseville. These events will use The Advocates' existing expertise and resources in hosting community forums and will focus on the strategic priorities identified by the Roseville Community Engagement Commission, primarily to foster a climate of public participation, encourage community engagement and civic participation across all demographic lines, and to increase the involvement of renters in Roseville decision-making and civic affairs in general.

Planning Phase (May-June)

The Advocates and the Community Engagement Commission will jointly decide on a series of three learning events to be attended by residents and city staff. Advocates and CEC staff will design an outreach plan to bring to the events residents that do not typically participate in city events, especially renters and a wide variety of demographic groups. CEC staff, in consultation with The Advocates, will tailor the events to focus on those aspects of community engagement that are current priorities for Roseville.

Learning Events (July-Sept)

The Advocates and CEC will hold three learning events at locations around Roseville, beginning with an event hosted by the Lake McCarrons Neighborhood Association in partnership with the Karen Organization of Minnesota. Other neighborhood associations will be invited to host or co-host the subsequent learning events and other community institutions will be invited as partners to help recruit participants and promote the events.

After the learning events, The Advocates will provide a workshop for CEC staff that will help them analyze the results of the learning events with a focus on identifying immediate next steps and future actions that would improve community engagement in Roseville.

Report on Results (Oct)

The Advocates and CEC staff will write a draft report of the results from the learning events and present it to city staff and the members of city boards and commissions in an informal session that would allow city staff to respond to the outcomes of the learning events and the CEC analysis. Feedback from city staff and members of boards and commissions would be incorporated into a final report that would be presented to the city council and released publicly.

The Advocates for Human Rights is a nonprofit based in Minneapolis MN. We have worked on human rights issues in local communities, including immigrant and refugee rights, for over 30 years. Last year,

we published *Moving from Exclusion to Belonging: Immigrant Rights in Minnesota Today*, a report that centers on the human rights of refugees and immigrants in Minnesota. The report places its findings and recommendations within the context of state, federal, and international human rights law to identify what is working to promote integration and success, what is failing, and what gaps exist in public policy. Released April 2, 2014, the report draws on nearly 200 individual interviews and more than 25 community conversations involving hundreds of people throughout the state.

As a follow up to that work, we are collaborating with communities that are working to improve the experiences of potentially marginalized residents such as immigrants and refugees on many issues, including civic engagement, housing, and education. We offer a range of resources to assist communities to meet their self-identified goals.

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