



Community Engagement Commission Agenda

Thursday, June 11, 2015
6:30 p.m.
City Council Chambers

- 6:30 p.m. 1. **Roll Call**
 2. **Approve Agenda**
 3. **Approval of May 14 Meeting Minutes**
 4. **Public Comment on Items Not on Agenda**
- 6:40 p.m. 5. **Old Business**
 A. Progress Reports on Priority Projects for 2015 (continued)
 i. Priority Projects for 2015
 1. Assist and encourage the formation of Roseville neighborhood associations
 2. Create Learning Events on community engagement in Roseville
 3. Joint task force with Planning Commission to study notification issues and formats
 4. Online civic engagement module for new city website
 5. Assist in the Resumption of Roseville U Program
 ii. Implementation of Other Strategic Recommendations
- 7:25 p.m. **B. Rosefest Parade and Party in the Park Planning**
 C. Other Old Business
- 7:40 p.m. 6. **Chair, Committee, and Staff Reports**
 A. Chair's Report
 B. Staff Report
 i. Upcoming Items on Future Council Agendas
 ii. Other Items
- 7:45 p.m. 7. **New Business**
 A. Strategic Initiatives from 2/17 and 2/18 Council/Staff Workshops
 B. Community Engagement Commission Webpage Content
 C. Community Engagement Commission Social Gathering
8. **Commission Communications, Reports, and Announcements**
 9. **Commissioner-Initiated Items for Future Meetings**
 10. **Recap of Commission Actions This Meeting**
- 8:30 p.m. 11. **Adjournment**

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

Be a part of the picture....get involved with your City....Volunteer. For more information, contact Kelly at kelly.obrien@cityofroseville.com or (651) 792-7028.

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**Community Engagement Commission
Meeting Minutes
DRAFT – May 14, 2015 - DRAFT**

Commissioner Present: Scot Becker, Theresa Gardella, Jonathan Miller, Michelle Manke and Gary Grefenberg.

Commissioners Absent: Sherry Sanders.

Staff Present: Garry Bowman

Also Present: [Diane Hilden](#)

Call to Order

All Commissioners being present, The Community Engagement Commission meeting was called to order at 6:30 p.m. by Chair Scot Becker.

Chair Becker stated Desiree Mueller has resigned from her position as Commissioner and he thanked her for your-her service and work for the City. Chair Becker also indicated that Commissioner Sanders had a previous commitment for this evening.

Approve Agenda

Commissioner [Gary](#) Grefenberg moved and Commissioner [Michelle](#) Manke seconded a motion to approve the agenda as amended. **Motion passed unanimously.**

Approve Minutes

Commissioner Grefenberg stated on line 579 “Grefengerg’s” should be changed to “Grefenberg’s”

Commissioner Grefenberg moved and Commissioner [Jonathan](#) Miller seconded a motion to approve the April 9, 2015 meeting minutes as amended. **Motion passed unanimously.**

Public Comments

There being no one present wishing to speak on an item not on the agenda, the Chair moved to the next agenda item.

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**

53
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 ~~stated~~ said the Task Force
61 would like to be sure they are discussing the right issues and addressing the questions the
62 Commission had ~~intended~~ when the Task Force was first ~~Commissioned~~ authorized last January.

63
64 First, however, Grefenberg reported, ~~t~~The Neighborhood Association Task Force had ~~s~~met had
65 four ~~(4)~~ meetings times and they would now like confirmation from the Commission on ~~two~~ (2)
66 revisions the ~~preliminary~~ Task Force ~~decisions~~ was recommending to its two fold charge:

67
68 The Task Force has changed the charge or mission from what the Commission reviewed
69 at the past meeting. The Task Force's purpose was originally described by the Commission as
70 follows:

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

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

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

84
85 2.) The Task Force has developed a listing of Issues/Questions currently under their
86 consideration. The Task Force asked that the Commission review this list and advise the Task
87 Force if they are missing any issues or questions that the Commission would like addressed,
88 or whether there are any listed issues or questions the Commission feels are not within the
89 scope of the Task Force.

90
91 Commissioner Grefenberg **moved** and Vice Chair Theresa Gardella **seconded a motion** to
92 approve the Task Force mission as to explore ways and make recommendations for the City to

93 encourage and facilitate the formation of neighborhood associations, and foster and facilitate
94 effective and authentic neighborhood participation in civic decision-making.
95

96 Chair Becker ~~explained~~ agreed that given the focus on civic decision-making, it makes sense that
97 ~~the focus of the recommendations goes refer~~ to the City, but he would not want to preclude any
98 non-City entities from assisting when it comes to community involvement that may come out of
99 the neighborhood associations.

100

101 ~~Ms. Diane Hilden, Task Force member, stated there has been some interest in working with~~
102 ~~Corey Yunke and formalizing the Block Club organization that has existed in Roseville.~~

103

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

105

106 ~~Ms. Hilden stated due to the time and expense of becoming a 501C3 organization it is unlikely~~
107 ~~the neighborhood associations would go through this process but they may still apply for grants~~
108 ~~that the City could possibly partner with them on.~~

109

110 There being no further discussion, ~~t~~The motion was called to a vote. **Motion passed**
111 **unanimously.**

112

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

118

119 Commissioner Grefenberg reviewed the issues/questions under Task Force consideration ~~to~~
120 ~~address the Task Force charge~~ and asked for feedback from the Commission ~~on these in order to~~
121 ~~verify~~ confirm that the Task Force was covering items which what the Commission expected
122 ~~them to.~~

123

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

129

130

131 ~~Commissioner Grefenberg stated currently they are considering this to be outside of the City's~~
132 ~~resources.~~

133

134 Task Force member Ms. Hilden stated there are grant possibilities that the City would know
135 about and this information could be provided to the neighborhood associations. She explained
136 the greater ides behind forming these associations is to encourage people to congregate together

137 with some guidelines and support from the City Council without precluding other citizens from
138 speaking out.

139
140 Commissioner Grefenberg pointed out that occasionally City Staff would come across grant
141 applications that may be useful for these neighborhood associations and the Task Force would
142 like to recommend that if City Staff does come across these types of start-up or support grants to
143 let the associations know.

144
145 Chair Becker ~~stated~~ explained the the list of issues/questions provided to the Commission by the
146 Task Force are not the actual recommendations ~~at this time~~ but rather an outline of the ~~items~~
147 issues they would be ~~working~~ discussing and on which they would ~~providing~~ provide formal
148 recommendations ~~on~~.

149
150 Commissioner Grefenberg stated ~~even though this is a work in progress~~ the Task Force ~~does not~~
151 ~~want to recommend to the City words and cliché.~~ They would like to recommend specific ideas
152 for City implementation and a framework on civic engagement and neighborhood associations.
153 He reviewed what the Task Force is discussing for expectations for communications from the
154 City to the neighborhood associations including feedback to these associations on how their
155 input affected decisions. The Task Force is expecting to have a formal recommendation for the
156 Commission to review in July so the Commission can make a recommendation to the City
157 Council at the joint meeting in late August.

158
159 Commissioner Miller asked if there was some thought on recommendations on developing a tool
160 kit, training lessons or template for new neighborhood associations that would like to develop.

161
162 Ms. Hilden stated one of the members of the Task Force is developing a template for
163 neighborhood associations. There are other ways such as community education to make this
164 information available for residents.

165
166 Commissioner Grefenberg suggested ~~making~~ a specific recommendation ~~for~~ to the Task Force to
167 develop a template and tool kit for neighborhood associations.

168
169 Commissioner Miller stated he would like to see something specific for outreach to
170 underrepresented groups such as seniors.

171
172 Commissioner Grefenberg stated the Commission had a recommendation that neighborhood
173 associations be “inclusive not exclusive”; ~~and~~ the Task Force had also discussed that all
174 neighborhood associations have a nondiscrimination ~~disclosure~~ provision. ~~He clarified the~~
175 ~~direction from the Commission would be to be aware to be inclusive.~~

176
177 Commissioner Miller asked if there would be a way to engage the Advocates for Human Rights
178 training for outreach on the different neighborhood organizations.

179
180 Vice Chair Gardella suggested the startup pieces or guiding principles include the principles and
181 values of neighborhood associations that they are inclusive not exclusive, neighborhood

182 associations do their best to outreach and represent the neighborhood.

183

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

188

189 Commissioner Miller suggested the Task Force formulate core principles for neighborhood
190 associations. Commissioner Grefenberg stated-responded that there is a International Association
191 of Public Participation document called- entitled *The Core Principles of Civic Engagement* that
192 could be included.

193

194

195 ~~Commissioner Grefenberg stated there is a document called “*The Core Principles of Civic*~~
196 ~~*Engagement*” that could be included.~~

197

198 ~~Ms. Task Force member~~ Hilden stated being inclusive and not exclusive could also be an
199 advantage to a neighborhood association and promotes engagement in populations that may not
200 otherwise interact.

201

202 Commissioner Manke asked how the communication from the City to the associations would
203 look.

204

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

210

211 Commissioner Grefenberg stated he saw this communication as being from the City to the leads
212 of these associations and they would be the ones to communicate it to the neighborhoods.

213

214 ~~Ms. Hilden stated there could be a problem communicating with those areas of the City that do~~
215 ~~not have associations if the City only sends information to association leaders.~~

216

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

220

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

224

225 | Commissioner Grefenberg clarified the Commission’s direction to the Task Force is was then to
226 | ~~also~~ give consideration on how the associations would communicate with their members and the
227 | City/City Council.

228 |
229 | Chair Becker stated he supported the idea of a neighborhood association formation template that
230 | would assist newly formed associations. He pointed out that there would be a broad spectrum of
231 | association structures based on how the neighborhood saw their structures-themselves.

232 |
233 | Commissioner Grefenberg summarized the direction from the Commission is to create or
234 | formalize a neighborhood association template or tool kit, include the principle that these
235 | associations are inclusive not exclusive, and renters should be encouraged to attend and look at
236 | how these associations would communicate with the City.

237 |
238 | Chair Becker suggested the Task Force also look at guidelines in regards to the formation of
239 | boundaries for neighborhoods. Commissioner Grefenberg stated the City Council would have the
240 | final input on the boundaries of these neighborhood associations.

241 |
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244 | ~~Commissioner Grefenberg stated the City Council would have the final input on the boundaries~~
245 | ~~of these neighborhood associations.~~

246 |
247 | ~~Chair Becker suggested looking at and defining what the role of the association is as well so~~
248 | ~~these associations do not get into the position of making rules and regulations for neighborhoods.~~
249 | ~~Chair Becker suggested the Task Force looking at consider and defining define what the role of~~
250 | ~~the Neighborhood Association is as well so these associations do not get into the position of~~
251 | ~~making rules and regulations for neighborhoods. Commissioner and Task Force co-chair~~
252 | ~~Grefenberg responded that the Task Force was working at describing the roles of Neighborhood~~
253 | ~~Associations, as well as providing a definition of civic engagement.~~

254 |
255 |
256 | ~~Commissioner Grefenberg stated the Task Force would provide their working definition of civic~~
257 | ~~engagement.~~

258 |
259 | Vice Chair Gardella stated the purpose of the neighborhood associations goes beyond just civic
260 | engagement and includes community engagement.

261 |
262 | Chair Becker suggested the Task Force also address the inclusion of businesses in neighborhood
263 | associations and the issue of fees for belonging to a neighborhood association.

264 |
265 | Ms. Hilden stated if these associations are not 501C3 and they collect fees from members there
266 | are accounting requirements and obligations. The choice is up to the individual associations but
267 | the tool kit could include information that once fees or dues are collected there is a fiduciary
268 | responsibility.

269 |

270 | Commissioner Grefenberg **moved, seconded** by Commissioner Miller, [the resolution that](#) the
271 | Community Engagement Commission has reviewed and accepts the Task Force list of
272 | issues/questions under consideration with the addition of consideration of boundaries, inclusive
273 | not exclusive language, ~~including~~ [the inclusion of](#) neighborhood businesses, ~~providing~~ [the](#)
274 | [provision of](#) guidance for association fees, ~~creating~~ [the creation of an](#) ~~neighborhood~~ [association](#)
275 | formation template, and other items as discussed by the Commission. **Motion passed**
276 | **unanimously.**

277 | **2. Assist in the resumption of Roseville U program**

278 |
279 |
280 | Staff Liaison Bowman provided an update on the first Roseville U session (Government 101)
281 | that had occurred on May 7, 2015. There had been 23-24 people signed up but due to weather
282 | there were 11 attendees. There will be 15 sessions put together by Roseville Staff. Registration
283 | has been 20-30 per class. The PowerPoint presentation used for the session was provided to the
284 | Commission.

285 |
286 | Chair Becker stated he had received feedback [from session participants](#) that the City's decision
287 | to break the course into sessions that residents could opt in or out of had been good.

288 |
289 | Commissioner Manke asked if the benefits of volunteering would be included in each session.

290 |
291 | Staff Liaison Bowman stated the curriculums for the other sessions have not been finalized and
292 | he would make the request from the Commission to include a section on volunteering if possible.

293 |
294 | [Chair Becker supported Commissioner Manke's idea and said it was an interesting idea given](#)
295 | [that there is a targeted, interested audience who might be more likely to want to volunteer.](#)

296 |
297 | Commissioner Grefenberg stated he especially noted the first three (3) key tenants of community
298 | engagement (inclusive planning, transparency, and authentic intent) and he would agree with
299 | these definitions but he does not see this manifested in proposals the City Council gets. It is his
300 | position that the first three (3) key tenants clearly say that residents should participate in the
301 | design of the engagement process. He is not sure that this occurred with the proposals the City
302 | Council received at their meeting on Monday, May 11, for strategic initiatives.

303 |
304 | Staff Liaison Bowman stated the strategic initiatives were generated by the Council.

305 |
306 | Ms. Hilden stated she had attended the first session of Roseville U and she recommended
307 | including some interaction with those attending the session so they are more involved. She did
308 | like that there was a copy of the PowerPoint for people to take away from the event. She also
309 | agrees that volunteering should be included in all the sessions so people know that there are
310 | opportunities. She would suggest having evaluations forms at the end of the session.

311 |
312 | Staff Liaison Bowman stated evaluation forms would be sent out later in the process.

313 |

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

316

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

319

320 Ms. Hilden stated she liked Chair Becker's presentation because he was more informal and
321 engaging than Staff Liaison Bowman and City Manager Trudgeon.

322

323 Chair Becker said that he appreciated Ms. Hilden's feedback and appreciated her taking the time
324 to talk to the commission.

325

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

328

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

331

332 **3. Create Learning Events on community engagement in Roseville**

333

334 Vice Chair Gardella provided a follow-up from her meeting with Madeline Lohman from
335 Advocates for Human Rights and Commissioner Sherry Sanders. Advocates has funding to
336 work with cities on ways to better engage underrepresented communities. ~~do training on~~
337 underrepresented groups for communities. ~~She stated~~ Advocates ~~had~~ provided a draft proposal
338 that outlines a series of ~~offered~~ community conversations/learning sessions over the course of a
339 year. The target groups would be ~~underrepresented groups such as~~ seniors, renters, youth or the
340 Karen population. The content could be as broad as people's experiences of living in Roseville
341 or as targeted as their experience with City government and services. Currently ~~†~~ They are
342 looking considering up to ~~at~~ three (3) listening/learning sessions with topics that would align with
343 the charge of the Commission and the Councility. She stated she would verify how long the
344 funds would be available for these sessions.

345

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

349

350 Commissioner Manke expressed concern if the City waits too long to schedule these sessions they
351 would miss the City's prime get together events such as Rosefest and Party in the Park.

352

353 Vice Chair Gardella explained these would be more formal gatherings that would have a format
354 and be more planned.

355

356 Commissioner Manke stated the Commission could promote these sessions as something to
357 "watch for" during Rosefest and Party in the Park.

358

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

363
364 Vice Chair Gardella stated she would talk with Advocates for Human Rights to ensure they
365 could wait until August to plan these sessions and she would like the Commission to be clear on
366 what they want to do.

367
368 Commissioner Grefenberg recommended Staff Liaison Bowman forward the proposal from
369 Advocates for Human Rights to the City Council as a possible compliment with one of their
370 strategic initiatives.

371
372 Chair Becker stated there would be an opportunity to provide public feedback on a broad
373 strategic initiative at the June 8 City Council meeting. He suggested the proposal be brought up
374 at that time so the Council has an opportunity to discuss it. This ~~would-could~~ provide immediate
375 council feedback to the Commission and the Commission may be able to act on the proposal at
376 their next meeting later that same week.

377
378 Vice Chair Gardella agreed with Chair Becker to bring up this proposal at the June 8 City
379 Council meeting.

380
381 Chair Becker asked to have the proposal added to the Commission meeting packet that would be
382 available online.

383
384 Vice Chair Gardella stated she would provide an electronic copy of the proposal marked “draft”
385 and have it added to the Commission meeting packet as a bench handout. She stated she would
386 also review the strategic initiatives information from the City Council and work on bringing
387 these items together for the June 8 City Council meeting.

388
389 Commissioner Grefenberg ~~requested-suggested that~~ Madeline attend the June 11 Commission
390 meeting. ~~(not sure about this)~~ Chair Becker recommended that Vice Chair Gardella use her
391 judgment whether to invite Madeline to that meeting.

392
393 **4. Joint Task Force with Planning Commission to study notification**
394 **issues and formats**

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

398
399 Staff Liaison Bowman stated the meeting is not required to be noticed but that the City Council
400 would like them suggested they to be noticed to the public. Chair Becker said that as far as he
401 was concerned “the more the merrier” and that the public was certainly welcome to attend any
402 task force meeting.

403

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

405

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

408

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

411

412

5. Online civic engagement module for new City website

413

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

419

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

422

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

427

428

~~6. Assist in the resumption of Roseville U program~~

429

430 | [Moved to [Agenda](#) Item 2.]

431

432

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

433

434

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

437

438

ii. Implementation of Other Strategic Recommendations

439

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

441

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

444

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

448

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

451

452 **b. Rosefest Parade and Party in the Park Planning**

453

454 Commissioner Miller stated he and Commissioner Manke have come up with some ideas for the
455 Commission's participation in the Rosefest Parade based on the Commission's discussion last
456 month. They recommend having a smaller vehicle for those that cannot walk the whole time and
457 for storage of items such as water. ~~The vehicle could have a banner that shows who they are, and~~
458 ~~have the Commissioners should~~ wear the Community Engagement Commission t-shirts and walk
459 with the vehicle. They ~~would also~~ recommend a business card sized handout that highlights the
460 civic engagement module rollout, along with ~~and~~ candy.

461

462 Commissioner Manke suggested the Commission's spot in the parade -be strategically placed
463 near by the Council's parade slot, being in line close to the City Council so that residents know
464 ~~they are part of the City. The vehicle could have a banner that shows who they are.~~

465

466 Commissioner Grefenberg stated a vehicle would be needed and he asked how many
467 Commissioners would be present.

468

469 Commissioner Miller suggested opening it up to family members as well so there are more
470 people.

471

472 Commissioner Grefenberg asked if the Neighborhood Association Task Force could also be
473 invited to walk with the Commission. It was the consensus of the Commission that this would be
474 acceptable.

475

476 ~~The Commission agreed this would be acceptable.~~

477

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

481

482

483 ~~Commissioner Grefenberg suggested having additional t-shirts made and requested an extra 5-10~~
484 ~~t-shirts made for others to wear at events.~~

485

486 Chair Becker agreed that having a few extra t-shirts would be appropriate for when there are
487 Commissioner changes. He asked what the dimensions were for the Commission sign. Staff
488 Liaison Bowman explained it was the size of a real estate sign and was light.

489

490 ~~Staff Liaison Bowman explained it was the size of a real estate sign and is light.~~

491

492 | Chair Becker recommended forming a sub-committee to resolve the details for the parade
493 including having additional signs or a banner made, getting a cost estimate on additional t-shirts,
494 procuring a vehicle, and how to promote the module rollout.

495
496 | Commissioner Grefenberg ~~stated~~ said the [Neighborhood Association](#) Task Force might want to
497 participate in the parade ~~carry signs~~ as well.

498
499 | Commissioner Manke ~~stated~~ commented that this would start to mix the message of the
500 Community Engagement Commission and all the things they are working on. People can go to
501 the website and see what the Commission is working on and explore those items they are
502 interested in.

503
504 It was the consensus of the Commission that Commissioner Miller and Commissioner Manke
505 would gather the requested information and prepare a recommendation for the Rosefest Parade
506 including any cost estimates that would need to be approved.

507
508 | Chair Becker and Commissioner Manke stated they would be available for the [July 4th](#) Party in
509 the Park event.

510
511 | Chair Becker suggested the sub-committee look at what can be reused from the Rosefest Parade
512 for the Party in the Park event and what other items may be needed for this event.

513
514 | Commissioner Manke suggested inviting members from other City Commissions to join them in
515 the Party in the Park booth.

516
517 Commissioner Grefenberg suggested including the members of the Neighborhood Association
518 Task Force.

519
520 | Vice Chair [Gardella](#) agreed they could help staff the booth and hand out information.

521
522 **c. Update on Welcome Packet**

523
524 Chair Becker stated with the resignation of Ms. Mueller there has not been much done with this
525 topic, that is, the development of a packet welcoming new Roseville residents. He asked if there
526 were any volunteers to work on this or if the Commission would like to postpone ~~working on~~ this
527 item.

528
529 | Commissioner Manke ~~stated she would~~ agreed to work on the Wwelcome Ppacket but it would
530 not be at a fast pace at this time due to other obligations; she also noted that there ~~but there is also~~
531 would soon be a new ~~one Commissioner missing and a new Commissioner to be named that~~
532 appointed who may be interested in working on this item.

533
534 | Chair Becker appointed Commissioner Manke the point person for the Wwelcome Ppacket and
535 clarified the item would not be on the agenda until Commissioner Manke indicated that she was
536 ready to discuss it.

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d. Other old business

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

Chair, Committee, and Staff Reports

a. Chair’s Report

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

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

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

Chair Becker noted that one of the five 5-key items of the strategic plan was Community Civic Engagement, which was then broken down into several initiatives and key operating indicators (often also called key performance indicators or metrics) to measure success.

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

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

581 | Commissioner Grefenberg stated that the Neighborhood Association Task Force should also -be
582 | brought to ~~their~~ the Council's attention as a priority and a way to achieve civic engagement.

583
584 | Vice Chair Gardella ~~stated~~ agreed the Task Force and other items the Commission has been
585 | working on are implementation strategies for some of the priorities listed in the strategic plan.

586
587 | Chair Becker stated he has requested Commissioner Grefenberg to continue to keep the list of
588 | Commission accomplishments up to date as a progress report for the Commission.

589

590 | **b. Operations Committee Report**

591

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

596

597 | **c. Staff Report**

598 | **i. Upcoming Items on Future Council Agenda**

599

600 | Staff Liaison stated the priority planning and interviewing for a new Community Engagement
601 | Commissioner are the related items on upcoming City Council agendas. The City Council has
602 | special meetings scheduled for May 27 and June 1 for Department presentations for the budget
603 | and June 8 the City Council would be discussing Twin Lakes standards and definitions. Budget
604 | Goals and Priorities would be discussed on June 15 and the City Manager recommended budget
605 | presentation is scheduled for July 13.

606

607 | Commissioner Grefenberg asked if there were plans to establish a formal budget for the
608 | Community Engagement Commission for 2016.

609

610 | Staff Liaison stated this would need to be answered by the City Manager but at this time there
611 | has not been discussions to change the way funding for the this Commission's operations
612 | ~~currently operates~~.

613

614 | **ii. Other Items**

615

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

617

618 | **New Business**

619

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

621

622

623 | **Commission Communications, Reports, and Announcements**

624

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

627

628

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

630

631 | Commissioner Grefenberg [noted his](#) requested [for](#) discussion on the [community strategic](#)
632 initiatives being proposed to the City Council by Staff.

633

634 Chair Becker asked the Commissioners to look at the Community Engagement Commission
635 | [website](#) page of the City's website and consider what other key items could be included.

636

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

643

644 Chair Becker requested Commissioner Grefenberg write up his recommendations for the next
645 meeting.

646

647 | [Chair Becker noted that](#) [it](#) was the consensus of the Commission to add a link to the
648 recommendations document that had been presented to the City Council December 8, 2014.

649

650

651 **Recap of Commission Actions this meeting**

652

653 Chair Becker stated Vice Chair Gardella would continue working on learning events on
654 | community engagement in Roseville and work with Advocates for Human Rights, [-](#)and possibly
655 | offer a preview of this to the City Council on June 8; [Commissioners](#) [Manke](#) [and Grefenberg](#)
656 would continue to work with Planning Commission to study notification issues and formats and
657 provide an update, the Parade Committee would work on a plan for the Rosefest parade and
658 present this at the next Commission meeting, Commissioner Manke will assume the lead role for
659 working on the welcome packet, and Commissioner Grefenberg would provide further details on
660 language for the website and update the progress reports.

661

662

663 **Adjourn**

664

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

667

668 Meeting adjourned at 8:59 p.m.

669

670 Respectfully submitted,
671
672 Tina Borg
673 *TimeSaver Off Site Secretarial, Inc.*

Neighborhood Association Task Force
of the Community Engagement Commission



Neighborhoods & Community Building

June 4, 2015

To: Community Engagement Commission

**From: Gary Grefenberg
Commission Member and Task Force Co-Chair**

Re: Update on Neighborhood Association Task Force

Please find attached the notes of the last Task Force meeting held after our last Commission meeting. The main item discussed was the recommendations and comments from the Commission at our last meeting on May 14th.

The intent of this communication is to keep you apprised of the Task Force's work and provide you a basis for asking any questions at our June Commission meeting. The opportunity to discuss this item will occur during our standard progress review of our 2015 priority projects.

Attachment: May 20, 2015, Task Force Agenda and Meeting Notes

Cc: Donna Spencer, Task Force Co-Chair

Neighborhood Association Task Force

Neighborhoods & Community Building

May 20, 2015 at City Hall

6:00pm-7:30pm

Agenda for Meeting #5 and Notes



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Members Present:

Gary Grefenberg, Co-Chair (SW Roseville & Community Engagement Commission)

Diane Hilden (Lake McCarron) part of meeting

Lisa McCormick (Twin Lakes)

Sherry Sanders (Lake McCarron & Community Engagement Commission)

Donna Spencer, Co-Chair (SW Roseville)

Jerry Stoner (Northeast Roseville)

1) Welcome

- a) Task Force Meeting Posting Requirement Imposed
- b) Commission Vacancy – **This is the Community Engagement Commission; due date for application is June 10**

2) Discussion of Community Engagement Meeting and Revisions (35 minutes)

3) Discussion of July Task Force Report Outline and Assignments (30 minutes)

Process for drafting and finalizing **Gary Grefenberg recommended that we strive to find common ground and near consensus until it was clear that near consensus was not achievable; then we could decide how to proceed. We agreed to proceed in this way.**

Draft Outline

- a) Background (including working definitions of Community and Civic Engagement) **Also include mention of existing Roseville NAs**
- b) Introduction to Task Force (purpose, membership, process, etc.)
- c) Purpose of Neighborhood Associations
- d) Issues Considered by Task Force and Recommendations **(see accompanying document)**
- e) Conclusion or Epilogue **(includes further study, considerations that Task Force didn't get to)**
- f) Appendix (example materials from other cities)

Discussion: Lisa McCormick asked for a show of hands on whether those present agreed with the redrafted Core Values document she and Diane had produced over a month ago. Three of those present indicated they did not support the redraft, especially its reference to 'deference given to Citizens' requests'.

In response to an issue raised by Diane Hilden that the criteria for Neighborhood

Associations were very excessive, Jerry Stoner and Donna Spencer agreed there should be some criteria in neighborhood association recognition but criteria should not be overly excessive to allow for some flexibility in associations.

4) City Council Strategic Plan: Civic Engagement Strategic Initiatives (10 minutes)

The group had concerns about the City's strategic initiatives not including the current work and future recommendations of our Task Force. We discussed reviewing the document and contacting the City Council with concerns/comments as individuals by the June 8 City Council Meeting.

5) Remaining Task Force Meeting Schedule (5 minutes)

- Wed, June 10, 6-7:30pm
- Wed, June 24, 6-7:30pm

6) Next Steps and Assignments Volunteered (10 minutes)

We made writing assignments for the section of the report addressing Issues Considered by Task Force and Recommendations (see above). These assignments are found on the accompanying document.

We agreed to drafts of these issues and recommendations being developed for receipt by June 7. We discussed the length of the final report is to-be-determined but approximately 10 or so pages. For this reason, each issue write up should be generally ½ page to 1 page in length. Please send drafts to Donna. Donna will compile into one document and then send to Jerry who agreed to review and format the different sections into a unified document.

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.

DRAFT

June 3, 2015

To: Community Engagement Commission

**From: Gary Grefenberg
Commission Member**

**Re: Revision to Commission's Web Description
On the City Website**

As discussed at our last Commission meeting I was asked to present some revisions to the Commission's description as found on our City web page.

These changes are proposed to make this description more closely adhere to the city ordinance establishing our commission (City Ordinance 1462), and to distinguish between what the Commission must do and may do. (These distinctions were discussed at the Commission's August 14th meeting, and a copy of the meeting packet item discussing that agenda item is attached.)

Following are the revisions to our current website description. The changes recommended are in **blue** font and underlined.

Community Engagement Commission

Overview & Functions

The commission has seven members. The Commissions scope, duties and functions of the commission are:

Commission Scope: The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding

- ~~Serve in an advisory capacity regarding~~ the effective and meaningful involvement of Roseville residents in their community; and
- To make recommendations, review policies and suggest strategies that will help to improve city communication and increase a sense of community.

Commission Duties and Functions: The Commission may

- Review and recommend opportunities to collaborate with neighborhood, community, educational, business and social services groups and organizations
- Recommend strategies for and actively promote and encourage effective and meaningful volunteerism and participation on advisory boards, task forces, commissions and with other participatory civic activities

- Review and recommend ways to improve the city's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents (both homeowner and rental populations), businesses, community and neighborhood organizations
- Review and recommend ways to improve the city's communications efforts, both printed and electronic, so as to facilitate effective two way communication between the city and all its residents, businesses, community and neighborhood organizations, including making information available in multiple languages.
- Collaborate with city staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods and information used to facilitate community engagement, communications and volunteer efforts.
- Advise the City Council on the community's visioning process.

Attachment: August 14, 2014, Meeting Packet Enclosure for Agenda Item 5a



Community Engagement Commission



What the Community Engagement Commission **Must Do's** and **May Do's** *As Excerpted from City Ordinance 1462*

WHAT THE COMMISSION **MUST DO** ACCORDING TO CITY ORDINANCE

THE CITY OF ROSEVILLE ORDAINS:

208.02: Organization:

The Commission **shall** annually elect one member to serve as chairperson and one member to serve as vice chairperson.

208.03 Meetings and Reports:

The Commission **shall** annually adopt a regular meeting schedule...

The Commission **shall** keep a record of its meetings and actions.

The commission **shall** request a joint meeting with the City Council when deemed necessary and a minimum of once a year.

208.04 Scope, Duties and Functions:

The City Council has created the Community Engagement Commission to **serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community.**

The Commission **shall** make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

WHAT THE COMMISSION MAY DO ACCORDING TO CITY ORDINANCE

The duties and functions of the Commission **may** include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective **two-way** communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

In Addition, at the All-Commissions Orientation in April 2014 the Department of Administration gave us the following advice as follows:

Role of Commission Members

(From in the Handbook for Roseville Councilmembers, Advisory Commission Members..., page 8-9)

Citizens Advisory Commission members are residents and community volunteers who help the Council by making recommendation regarding certain important issues.

1) Commissioners Act as a Group

You work with your fellow commission members on the issues the City Council as a body has assigned to your commission. The Council has assigned issues to us through the City Code (Chapter 208).

As an individual commission member you should work cooperatively with your fellow commissioners. Staff do not work with individual commissioners but for the commission as a body....

- At its discretion a Commission may form committees and/or task forces which report to the Commission any recommended actions or programs. (A committee is an organizational entity whose majority of members are Commissioners; a task force is an entity whose majority are not sitting Commissioners.)
- At its July 10, 2014, meeting the Commission formed Work Groups to assess the 2012 Task Force Policies and recommended strategies and consider new Commission initiatives. (A work group is an internal short-term entity focused on a specific task, and as such falls under the category of Task Forces as outlined in the Department of Administration's Guidelines for Commissions.)

2) Commissioners are a Link to the Community

Citizen advisor commissions are an important link between the City Council and City Residents. Individual commission members can be the eyes and ears of the Council, helping Councilmembers understand the perspective of City residents on City issues.

3) Commission Members May Have Special Expertise in a Subject

In addition certain commission members may have special training or experience regarding some aspect of City operations. Their service on a commission, therefore, brings informed insight to bear on the important issues facing the City.