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48

49 **Public Comments**

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

53

54

55 **Old Business**

56

57 **a. Progress Reports on Priority Projects for 2015 (continued)**

58 **i. Priority Projects for 2015**

59 **1. Assist and engage the formation of Roseville neighborhood**  
60 **associations**

61

62 Commissioner Grefenberg reported the Task Force has met six (6) times and there are several  
63 meetings scheduled. The Commission meeting packet includes the /draft meeting notes from the  
64 last meeting; he emphasized the meeting notes were a draft. The Task Force is beginning to draft  
65 recommendations but these may not be ready to be presented at the July Commission meeting.  
66 The Task Force will have been in existence for 4-months in mid-July. They are expecting to  
67 have a final report prepared by the August Commission meeting.

68

69 The reason this discussion on timing is pertinent is that the Commission is going before the  
70 Council on August 24<sup>th</sup>, Chair Becker noted. He also noted that the Task Force is working to  
71 have their report to the Commission by the August meeting so the Commission can review and  
72 discuss the report prior to discussing it at the joint meeting with the City Council.

73

74 Vice Chair Gardella suggested adding some time on the next agenda to prepare for our  
75 presentation to the Council.

76 Commissioner Sanders asked if it was customary to require draft notes from the Task Forces that  
77 are established and if there was a specific deadline.

78

79 Vice Chair Gardella stated the Commission does not request draft notes. Grefenberg added that  
80 this format was how the Task Force Co-Chairs Donna and himself had decided to use this format  
81 in updating the Commission on the Task Forces current discussions

82 Commissioner Grefenberg also noted that the Commission meets with the City Council only  
83 once or twice a year and the Task Force would like to have their recommendations presented at  
84 the August meeting because the Commission may not meet with the City Council again until  
85 March of next year.

86

87 Staff Liaison Bowman stated if the Commission wanted to bring something to the City Council  
88 for consideration this could be added to any Council agenda.

89

90 Vice Chair Gardella stated this is an important project and she does not want to see the project  
91 rushed because of a deadline.

92

93 Commissioner Grefenberg said the decision on whether the Task Force needed more time should  
94 be up to the Task Force; he is of the opinion that the Task Force could be ready soon. The Task  
95 Force may have preliminary drafts available for the Commission to review at their July meeting.

96

97 Chair Becker stated the joint meeting with the City Council in August is an opportunity for the  
98 Commission to update the Council on what they are working on and the progress that has been  
99 made with these projects. It is not necessary to have a formal proposal ready for the Council at  
100 this meeting.

101

102 Ms. Lisa McCormick, CEC Task Force member, stated she had a correction to the draft Task  
103 Force minutes being presented.

104

105 Commissioner Grefenberg stated changes to the draft minutes should be discussed at the Task  
106 Force meeting, and that he had already advised the Commission that what was in their packet  
107 was a draft.

108

109 Ms. McCormick stated she had been unaware that the Commission would be receiving this draft  
110 at this time and there would be corrections made to her comments. She wanted the Commission  
111 to be aware so there would not be confusion when reading through the minutes. She stated if any  
112 Commissioners had questions they were welcome to talk to her about this.

113

114 Commissioner Grefenberg said in the spirit of transparency, an on-going issue, the Task Force is  
115 encouraged to be transparent and control its own minutes. Therefore, he would suggest if there  
116 were any concerns from various Commissioners, to direct these to Donna Spencer or himself.  
117 This is the normal way the Commission works with Task Forces.

118

119 Ms. McCormick stated in honor of transparency, her comments hold and her invitation holds.  
120 She stated she would go through Commissioner Grefenberg and the Task Force. She stated she  
121 appreciates that Commissioner Grefenberg feels the Task Force can finish this project but she  
122 would like to be sure that the Task Force and/or Commission have vetted the final product and  
123 recommendations before they are presented to the City Council. She clarified that the public  
124 comments regarding the project taking 4 months had been made in December with the idea that it  
125 would be completed by May. With the time of year now, there are different time constraints  
126 people are working with.

127

128 Commissioner Grefenberg clarified the discussion on the deadline had been at the CEC's  
129 February meeting and the Task Force's first meeting had been March 11.

130

131 Vice Chair Gardella said the presentation to the Council in August would not need to be a final  
132 recommendation but rather an update of progress. She would support flexibility with the  
133 timeline in order to have a final product that the Commission can stand behind. The  
134 Commission would be able to provide a progress report to the City Council based on the work  
135 that has already been done by the Task Force.

136

137 Ms. McCormick stated due to the time constraints she is withdrawing from the Task Force at this  
138 time. She will continue to support the Task Force, but in the interest having things move  
139 forward she is withdrawing.

140

141 Chair Becker thanked Ms. McCormick for her work on the Task Force.

142

## 143 **2. Create Learning Events on community engagement in Roseville**

144

145 Vice Chair Gardella stated at the last Commission meeting the proposal with Advocates for  
146 Human Rights had been provided as a bench handout and the Commission had requested time to  
147 review this. The Commission had requested she review the City's Strategic Planning document  
148 to determine if the proposal from Advocates for Human Rights would align with any of these  
149 strategic priorities and the timeline for using the funds available. Ms. Gardella determined that  
150 their grant is flexible and so is the timeline. The current round of funding is available through  
151 next August and there is potential for them to receive additional funding. The Advocates  
152 proposed programs do align with several priorities from the City's Strategic Plan. She is hesitant  
153 to move forward on the proposal at this time because the City has not determined how their  
154 strategic planning document will be used and what programs they would like to move forward  
155 with. The listening/learning sessions being proposed by Advocates could be powerful for both  
156 the City and the Commission. She recommended the Commission discuss the Strategic Planning  
157 document then determine where the proposal from Advocates could fit in.

158

159 Commissioner Sherry Sanders stated as a Neighborhood Association Chair for her community,  
160 when she met with Madeline she had offered for her community to be involved in this program  
161 and participate.

162

163 Vice Chair Gardella stated this would be a great place to start since it is a group that is already  
164 formed, organized, and meeting.

165

166 Commissioner Grefenberg asked if they were merging the original conference/learning event(s)  
167 into the issue of promoting civic engagement amongst diverse groups.

168

169 Vice Chair Gardella stated this was correct. She stated the Commission should be clear between  
170 civic engagement and community engagement. Advocates for Human Rights has an expertise  
171 around civic engagement but also does community engagement. Depending on how a  
172 listening/learning session is structured within the community is could be a great community  
173 engagement tool. The Commission would need to be clear about their objectives. She believes  
174 the conference idea should be transitioned into listening/learning sessions as an initial start.

175

176 Commissioner Sanders stated she had outlined a three (3) part project that could be incorporated  
177 into one of the listening/learning sessions. These would include an introduction to the Karen  
178 culture to educate established residents, followed by a dialogue between established and new  
179 residents so the City can see how they can help and then have a community fair for neighbors to  
180 come together including members of the law enforcement. This would be more community  
181 engagement but it would also have some civic engagement components.

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**3. Joint Task Force with Planning Commission to study notification issues and formats**

Commissioner Manke stated the first meeting had been held last week. They have decided to meet June 17 and then the first Monday of every month after that. The three members that met had started to draft some things and this will be brought forward to the entire Task Force at the June 17 meeting for additional discussion.

Commissioner Grefenberg said he was pleased at the last meeting at how quickly everyone, including the Planning Commission chair, had agreed that renters should be included in the zoning notification process; this should move forward quickly. He suggested the Task Force work to have summary report prepared for the Commission’s August 13<sup>th</sup> meeting. The Commission can then present this progress to the City Council at the joint meeting on August 24.

**4. Online civic engagement module for new City website**

Chair Becker stated the Website Design Committee had met prior to the Commission meeting to discuss ideas for the first five (5) topics for the module. This is expected to launch prior to the Rosefest Parade on June 29. Staff Liaison Bowman has a task list to work on to pull everything together. The Commission will be reviewing draft topics with City staff and City Manager Trudgeon. The Commission should be able to promote this module during the Rosefest Parade and Party in the Park. There will also be a front page article in the City newsletter in July.

Commissioner Grefenberg stated he had made a request to participate in a conversation with the consultant Granicus and this can be further discussed with Staff Liaison Bowman. City Councilmember McGehee stated she would like to have an insert in the City newsletter regarding the City Budget and budget deadlines. Grefenberg would like to see the City Budget and Budget deadlines also included on the website.

In response to a request for clarification from Commissioner Sanders, Chair Becker stated the module itself was for civic engagement and it would be an add-on to the City’s website. There will be an icon to click on and this will include discussion areas for key topics such as the Budget, Park Development, and a free form area for residents to make suggestions.

**5. Assist in the resumption of Roseville U program**

Staff Liaison Bowman reported that Roseville U had resumed and attendance has been disappointing. Signups are 20-30 people with only 11-12 attending. This does not justify the staff time involved with these programs but those that have attended are engaged and interested in the topics being discussed.

Commissioner Sanders stated she had attended all of them but one due to it being on a Sunday. Those that were present at the K-9 session thought it was done very well and Finance Director Miller was engaging during the finance sessions. She suggested 3-hour sessions were too long

227 for people to commit to. She would recommend having the sessions on a regular day at a regular  
228 time and keep it consistent to increase attendance.

229

230 Chair Becker stated he had attended Roseville U prior to the format change and found those to  
231 be well attended. The format change may be causing some of the problems that the program is  
232 experiencing.

233

234 Commissioner Sanders stated when she organizes events she does not expect 100% participation  
235 but as word of mouth spreads about the events attendance increases. She encouraged the City to  
236 continue hosting Roseville U because the quality will only improve.

237

238 **ii. Implementation of Other Strategic Recommendations**

239

240 **1. Involvement of Underrepresented Groups – Interagency Task  
241 Force and the Karen**

241

242 Commissioner Sanders provided an update on the Interagency Task Force working with the  
243 Karen Community. She stated Community Relations Coordinator Corey Yunke spoke about  
244 police youth activity with Tamarck Park, City Manager Pat Trudgeon provided an update about a  
245 pathway or partial sidewalk along Larpenteur to connect the apartments on the southeast corner  
246 and the trail that goes to Reservoir Woods. It was meant to connect community gardens but that  
247 may not be an ideal location. The International Institute reported that they have recently  
248 accepted a Congolese family and they are not getting many Nepali families. There was a report  
249 that there are still lawsuits pending with the Karen and their landlords. There are plans to have a  
250 lemonade stand for the kids to participate with the Police League.

251

252 Commissioner Grefenberg indicated he had difficulty attending these Interagency meetings and  
253 he would appreciate if Commissioner Sanders would agree to be the Commission's liaison with  
254 this task force. Sanders agreed.

255

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

257

258 Commissioner Jonathan Miller stated they had developed a 5-point plan. They discussed who  
259 could march with the CEC and they had decided Commissioners and their family members  
260 would be invited.

261

262 It was the consensus of the Community Engagement Commission to invite the members of the  
263 associated Task Forces to walk with the Commission in the Rosefest Parade. Commissioner  
264 Grefenberg would talk to the Task Force at the next meeting.

265

266 Commissioner Miller stated they had been decided the Commission would not hand out business  
267 cards or brochures during the parade; it would be easier and more effective to have a banner  
268 made. They had a quote for \$60 and one for \$8.00 a foot.

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270 Commissioner Manke stated the \$60 quote was from Vista Print and they would be able to have  
271 the banner shipped in time for the parade.

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Commissioner Miller stated the t-shirts would be \$14 to \$18 per shirt and they would like to have 10 additional ones made.

Commissioner Grefenberg reported that he had found 2-medium and 2-extra large at his home. One of these would be reserved but the others would be available. He suggested using the same person the Commission had used last year because he was local, the Commission had a good experience with him, and he was about the cheapest they could find. The price break would be at 12 shirts and it would drop to \$9.50 per shirt. He asked if there had been a budget set for the parade.

Chair Becker stated there had not been a budget set for the parade. Commissioner Grefenberg asked if there should be a maximum budget recommendation for purchase of shirts and candy because this is what had been done in the past.

Commissioner Manke stated the Commission would have the choice between a small pickup truck or convertible. She has asked that the owner of the vehicle be the driver. The primary reason for having a vehicle would be to carry the candy and water, if Commissioners need to sit during the parade, and store the personal belongings of Commissioners.

Commissioner Sanders asked if bicycles were allowed in the parade. Commissioner Manke stated bicycles may be difficult because parades speed up and slow down continuously.

Commissioner Miller sated the last item they should decide is funding for candy to hand out during the parade. He asked if there were any other ideas. He stated they would need about a week for the banner and a few days for the t-shirts.

Chair Becker stated when he had been on the Human Rights Commission they had an annual budget so the Commission knew what they had to work with. He asked Mr. Bowman for guidance since the Commission does not have a budget at this time.

Staff Liaison Bowman suggested the Commission move forward as fiscally responsibly as possible.

Commissioner Grefenberg stated with 10 t-shirts they are looking at about \$140 plus the cost of candy.

Vice Chair Gardella suggested the Commission purchase 5 t-shirts since Commissioner Grefenberg had found 4 in his closet. Commissioner Miller stated he could email the Commission and get a count of t-shirts that would be needed.

Chair Becker asked if they would have everyone wearing t-shirts. Staff Liaison Bowman suggested only Commissioners wear the CEC t-shirts and families wear a similar color shirt.

316 Vice Chair Gardella suggested purchasing 5 t-shirts to keep on hand for new Commissioners as  
317 they are appointed. Commissioner Grefenberg stated this would be a fair amount.

318

319 Commissioner Manke suggested purchasing a minimum of 6 large bags of candy for the parade.

320

321 Vice Chair Gardella suggested approving a budget of up to \$250 for the parade. Commissioner  
322 Manke suggested adding the expenses for Party in the Park because they would be handing out  
323 candy and other items at this event as well.

324

325 **Vice Chair Gardella made a motion, seconded by Commissioner Manke**, approving a budget  
326 up to \$300 for expenses related to the Rosefest Parade and the Party in the Park events.

327

328 Commissioner Grefenberg asked if there was a registration fee for the Party in the Park event.

329 Commissioner Manke responded that from what she has found out, there is no charge for Party in  
330 the Park and she would be able to get chairs and a tent.

331 Commissioner Grefenberg suggested having more than candy to provide to people during this  
332 event. Commissioner Manke explained this event would be a good opportunity to hand out  
333 information to people and talk to them about the Commission. She suggested working with the  
334 City to get a postcard with the website on it. The Commissioners could promote the website and  
335 the module. The Task Force or other Commissions could join them and provide literature as  
336 well.

337 Chair Becker suggested if they wanted to sign people up to receive the City newsletter they  
338 should do it directly on the website rather than write down email addresses and enter them later.

339

340 Chair Becker called the motion to a vote. **Motion passed unanimously.**

341

342 Commissioner Grefenberg stated it would require someone to organize having other  
343 Commissions attend the Party in the Park event. He asked who would be doing this.

344

345 Commissioner Manke volunteered she could send out an email to the other Commissions and  
346 invite them to attend. Commissioner Grefenberg stated he would be willing to help  
347 Commissioner Manke and he would invite the Planning Commission at their next joint meeting.

348

349 Commissioner Grefenberg said he would not be able to attend the Party in the Park event. He  
350 asked who would be staffing this event. Commissioner Miller responded that Chair Becker and  
351 Commissioner Manke were available for this.

352

### 353 **c. Other old business**

354

355 There being no further old business to discuss, Chair Becker moved to the next agenda item.

356

357

358

359

360



361 **Chair, Committee, and Staff Reports**

362

363 **a. Chair’s Report**

364

365 Chair Becker stated the deadline for applications for the open Commission seat created by  
366 Desiree Mueller’s recent resignation had been June 10. There were two applicants and they are  
367 scheduled for interviews on Monday, June 15. The applications are included in the City Council  
368 packet.

369

370 Becker noted it is customary for the Chair to sit with the Council and ask a single question. He  
371 would be traveling during this and would not attend so he has asked Vice Chair Gardella to  
372 attend these interviews. Vice Chair Gardella has tentative travel plans as well. Although she is  
373 working to rearrange these plans there may be a need to ask another Commissioner to attend.  
374 Chair Becker said anyone who is interested in participating in the Council interviews of the  
375 applicants should contact him after the meeting. He stated he would be watching the interviews  
376 in order to provide an assessment for the Council. The Council will make a final decision at  
377 their June 22 meeting.

378

379 **b.** Commissioner Grefenberg suggested one of the other Commissioners volunteer for this  
380 since he has done it several times in the past. Commissioner Manke stated she would be  
381 able to attend if needed. **Operations Committee Report**

382

383 There being no report from the Operations Committee, Chair Becker moved to the next agenda  
384 item.

385

386 **c. Staff Report**

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

388

389 Staff Liaison Bowman stated the next Council meeting would be in a workshop format and  
390 contain budgetary items. This leads up to the City Manager Budget presentation on June 13.

391

392 Commissioner Grefenberg added the Council would be holding a public hearing on the Strategic  
393 Initiatives on June 22.

394

395

396 **ii. Other Items**

397

398 There being on other items to discuss, Chair Becker moved to the next item on the agenda.

399

400

401 **New Business**

402 **a. Strategic Initiatives from 2/17 and 2/18 Council/Staff Workshops**

403

404 Chair Becker opened the discussion by reviewing the City of Roseville Strategic Plan Summary  
405 disseminated by City Manager Trudgeon to all Commission members, noting the five strategic

406 priorities, including the prominent position given to civic engagement. Becker went on to point  
407 out the key outcome indicators or metric and targets for measuring success. Becker also noted  
408 that a further hearing on the topic would be held at the June 22 City Council meeting. He  
409 concluded by indicating that it had been requested the Commission add this item to the agenda  
410 for discussion and possible action.

411  
412 Commissioner Grefenberg provided a bench handout of the City of Roseville Strategic Plan  
413 Summary for 2016-2018, a copy of which is attached and hereby made a part of this record.  
414

415 Commission member Grefenberg reported on his public comment during the previous priority  
416 planning discussion held by the City Council. He said that he, Sherry Sanders, Diane Hilden,  
417 Lisa McCormack and Donna Spencer testified at the first priority planning discussion on May 11  
418 in opposition to the report using business terms to describe citizens, specifically referring to them  
419 as “customers”. Grefenberg added that during the most recent priority planning discussion on  
420 June 8 he had testified that the Community Engagement Commission had gone to the City  
421 Council in December of 2014 with a list of four initiatives, with the Council adding two more.  
422 Grefenberg relayed to the Council that the commission was doing a lot of work with each of the  
423 initiatives and wanted to know if the Council was interested in hearing the Commission’s  
424 reactions. Grefenberg said that his concern was that the Commission would be wasting it’s time  
425 if, considering the priority planning document, it was not going to have the opportunity to follow  
426 through on the commitment the Council made in December of 2014 to work on the initiatives it  
427 had then proposed.

428  
429 Commission member Sanders said that Grefenberg’s comments before the City Council  
430 resonated with a lot of people who felt similarly and that she wholly supported them.

431  
432 Grefenberg said the entire reason for the commission’s existence was to advise the Council on  
433 civic engagement and community engagement, and that in his opinion the Commission should  
434 recommend to the Council that it only take action on the strategic priority column of the priority  
435 planning document and that the Council should further refine the rest of the indicators and  
436 targets at a later date during which the Commission could offer its advice pursuant to the city  
437 statute establishing the Community Engagement Commission.

438  
439 Commissioner Grefenberg continued that of the five areas the Council was considered as  
440 priorities, Civic Engagement was listed first. The three (3) key initiatives identified under this  
441 category were: create regular community surveys, create strategy for use of volunteers, and  
442 establish a community oriented outreach program. The City will be asking for public comment  
443 again at its June 22 Council meeting.

444  
445 Grefenberg said that it was commendable that civic engagement was clearly a priority item with  
446 the Council, but that the three specific initiatives listed as civic engagement were not. He also  
447 said that the third initiative dealing with engagement had little to do with what the commission’s  
448 priorities were, which is to engage people on a two-way level and that since it was the  
449 commission’s role to give advice on these types of issues it should do so.

450

451 Commissioner Sanders stated that during the workshop sessions she noticed that civic  
452 engagement and community engagement were being used interchangeably and thought it was  
453 important to clear up the difference between the two for those that may not have an  
454 understanding.

455

456 Commission member Manke asked if the priority planning document at this stage was still a  
457 rough draft and was still being fine-tuned.

458

459 Grefenberg said that the way it was presented by staff was that staff wanted Council action soon.  
460 He said that he did not believe that the Council was prepared to agree to the document in its  
461 current stage and that the Council had not yet taken a position. Regardless, it was his belief that it  
462 was staff's intent to get approval for this plan through the year 2018. Grefenberg added that he  
463 did not know what that means for the Commission's initiatives.

464

465 To clarify, Staff Liaison Bowman asked Grefenberg whether it was his concern that the  
466 document would limit the Commission's scope and that it would not be permitted to work on  
467 initiatives outside of the document that it may bring forward.

468

469 Grefenberg said that was one concern, but that he had others, including that no one on city staff  
470 understands civic engagement, much less community engagement. He added the need to clarify  
471 that at least two of the initiatives in the priority planning document don't even approach  
472 community or civic engagement. Grefenberg then referred to Chair Becker's written comments  
473 to the City Council of June 8 regarding the priority planning document, noting that one was  
474 primarily a measure of success – the community survey – and that the second was to strategize  
475 on volunteer strategies. He said that the opportunity to be included in developing strategies was  
476 the same thing the Commission was asking for.

477

478 Commission member Miller then asked if the priority planning document was to be the guiding  
479 document for City staff.

480

481 Becker said that it was his understanding that it was to be determined whether or not it gets  
482 approved and to what extent if approved it would become the guiding documents for staff.

483

484 Miller said that his concern was that the document seemed more like the initial thoughts of a  
485 strategy session rather than a final plan and that he did not believe the plan was finished enough  
486 to be become the guiding document for the City for the next three years.

487

488 Commissioner Sanders stated during the Council retreat in February many members had been  
489 using civic and community engagement interchangeably and a lot of the discussion had been  
490 around community engagement. She would like to be sure the City is clear on the difference.  
491 She agreed with Commissioner Grefenberg on the Plan's strategic initiatives.

492

493 Commissioner Manke stated the plan summary could be considered a draft and the first strategic  
494 priority should read civic/community engagement.

495

496 Commissioner Grefenberg commented that the way it is presented by Staff was that Council  
497 action would be requested at the next meeting; he added the Commission does not know what  
498 this would mean in terms of the initiatives it had presented to the Council last December.  
499

500 Vice Chair Gardella said that if staff was interested in coming up with priorities that have to do  
501 with civic engagement or community engagement that it would behoove the process to involve  
502 the Commission. She added that there was a level of expertise in reference to these issues on the  
503 Commission and that it had something valuable to offer.  
504

505 Gardella went on to clarify her concerns that if decision on these topic were made outside of  
506 consultation and if strategic priorities would be created for a year, or three years, the topics the  
507 Commission was created to discuss then she would have to question what the role and purpose of  
508 the Commission is.  
509

510 Grefenberg then suggested making a motion recommending that the City Council consider the  
511 Community Engagement Commission's desire to take part in the discussion and provide advice  
512 on the decision of the specific civic engagement initiatives (right had column of the document)  
513 included in the City of Roseville Strategic Plan Summary.  
514

515 Chair Becker then discussed his written comments submitted to the City Council for the June 8  
516 meeting regarding the priority planning document proposal. Chair Becker stated he had thanked  
517 the Council for providing an opportunity for public comment and the comments he had provided  
518 to the Council had been his own and not from the Commission, as the Commission had not had  
519 an opportunity to discuss the plan. He was glad to have civic engagement as one of the top five  
520 (5) priorities for the City and it backs-up the Council's commitment to civic and community  
521 engagement.  
522

523 Becker clarified he does have reservations regarding the specifics in the Plan document. In sum  
524 his recommendation is that Council take action only on the strategic priority column of the  
525 (priority planning) document and further refine the rest of it – the specific initiatives, indicators  
526 and targets – at a later date. He also said that he was disappointed with the specifics of the  
527 document's targets and indicators and was concerned that if they become the guiding document  
528 that what new ideas the Commission brings forward in the future may be disadvantaged due to  
529 the fact that an existing work plan already exists.  
530

531 Commissioner Sanders stated she had attended the Council meeting and Mayor Roe had pointed  
532 out that this was a working draft but many people fear that the City and Commissions would be  
533 locked into this plan.  
534

535 Chair Becker noted Mayor Roe had also stated the City could choose to make the initiatives in  
536 the plan the only things the City is working on.  
537

538 Commissioner Miller asked if other Commissions have been involved and provided public  
539 comments.  
540

541 Chair Becker stated at the last meeting the only comments provided had been from the CEC and  
542 the Neighborhood Association Task Force.

543

544 Staff Liaison Bowman stated there had not been much feedback on the Strategic Plan and the  
545 primary concerns have come from the CEC. Commissioner Grefenberg stated there is no other  
546 Commission that is so specifically identified except the Housing and Redevelopment Authority.

547

548 Commissioner Miller said there seemed to be consensus on the Commission's role to advise the  
549 Council around issues of civic and community engagement and the Commission would like the  
550 opportunity to do so with a document like the Strategic Plan. He suggested the Commission also  
551 ask for clarification on the impacts this Plan would have on the current work of the Commission.

552

553 Gardella **moved** and Grefenberg **seconded a motion** stating that the Commission request that the  
554 Council and or staff involve the Community Engagement Commission in the formation of the  
555 strategic initiatives, key outcome indicators and targets related to the strategic priority of civic  
556 engagement. The Commission also requests clarification of the relationship between its current  
557 strategic priorities, approved by the Council in December 2014, and how they relate to the  
558 priorities laid out in the priority planning document.

559

560 Commissioner Grefenberg asked if Commission Gardella would agree to a friendly amendment  
561 adding the words *whereas we appreciate and are thankful to find civic engagement among the*  
562 *five selected strategic priorities*, to the beginning of her motion. Commissioner Gardella agreed  
563 to accept this as a friendly amendment.

564

565 Commissioner Miller stated it was important for the Commission to be able to weigh in on a  
566 guiding document pertaining to civic engagement.

567

568 Chair Becker reread the complete motion: *whereas we appreciate and are thankful to find civic*  
569 *engagement among the five selected strategic priorities, we request that the Council and or staff*  
570 *involve the Community Engagement Commission in the formation of the strategic initiatives,*  
571 *key outcome indicators and targets related to the strategic priority of civic engagement. The*  
572 *Commission also requests clarification of the relationship between its current strategic priorities,*  
573 *approved by the Council in December 2014, and how they relate to the priorities laid out in the*  
574 *priority planning document.*

575

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

578

579 Commissioner Grefenberg stated one of the issues coming up that the Commission may want to  
580 help would be to define community engagement and civic engagement. Vice Chair Gardella  
581 suggest this discussion be added to the next meeting and she would take the lead on drafting  
582 these definitions.

583 Commissioner Greenberg stated he would forward the working definitions the Task Force had  
584 developed.

585

586 Vice Chair Gardella added that there are also tools that help to distinguish between outreach and  
587 engagement.  
588

589 Chair Becker suggested the Commission consider a future discussion on recommending to the  
590 City that when there are public input opportunities on the agenda, the agenda be adjusted so that  
591 these items remain on schedule. This would allow the public to can plan accordingly and  
592 encourage public input.  
593

594 **b. Community Engagement Commission Webpage Content**  
595

596 Chair Becker stated the Community Engagement Commission has a webpage with the ability to  
597 add items and documents they feel would be beneficial. Staff Liaison Bowman has added the  
598 Recommendations document to the website. Commissioner Grefenberg does have specific  
599 adjustments he would like to make. He asked if there was any other input of what the  
600 Commissioners would like to see on the webpage.  
601

602 Commissioner Miller suggested adding a photo of the Commission. Vice Chair Gardella  
603 suggested also adding photos from the parade.  
604

605 Chair Becker stated they would take an updated group photo at the next Commission meeting.  
606

607 Commissioner Manke stated they could also include photos of the Task Force groups.  
608

609 Commissioner Grefenberg stated his proposed changes to the Commission's web page are  
610 proposed to make the description more closely adhere to City Ordinance 1462, which established  
611 the CEC and to distinguish between what the Commission must do and may do. He clarified he  
612 would suggest adding a bullet item: "Advise the City Council on the community's visioning  
613 process." Under Commission Duties and Functions: The Commission may.  
614

615 It was the consensus of the Commission to request Staff Liaison Bowman to make the changes to  
616 the website as recommended by Commissioner Grefenberg's memo.  
617

618 Commissioner Grefenberg stated once the Commission has approved a Task Force  
619 recommendation report, these should be added to the website.  
620

621 Chair Becker suggested also including a report when the priority projects are completed that  
622 outlines what the Commission did and how they did it.  
623

624 Commissioner Grefenberg clarified this should be designated as the priority projects as approved  
625 by the City Council in December 2014.  
626

627 Vice Chair Gardella stated sharing progress reports on the priority projects would be more  
628 relevant content and front page than the Ordinance language. She would suggested changing the  
629 Commission Overview to just a broad statement about the Commissions purpose then outline  
630 what they are working on and opportunities for residents to participate.

631  
632 Commissioner Grefenberg clarified that Vice Chair Gardella is suggesting including a priority  
633 list statement for the priorities approved by the City Council last December.

634  
635 Chair Becker suggested adding a section to the website called Current Priority Projects and list  
636 the Commissions seven (7) current priority projects. Vice Chair Gardella suggested including  
637 the name of the lead contact for each project.

638  
639 **It was the consensus** to add “Current Priority Projects” with a list of the projects and lead  
640 contact person information to the Commission’s webpage.

641  
642 **c. Community Engagement Commission Social Gathering**

643  
644 Chair Becker stated the Commission had talked about potentially having a social gathering and  
645 he would like to have Commissioners think about this for discussion at the next meeting. He  
646 stated he would support a social gathering for Commissioners to get to know each other. During  
647 the Commission’s election of chairs and vice-chairs it had been noted that Commissioners would  
648 like to see less formality. Such a social gathering should be noticed and in an area that would be  
649 open to the public.

650  
651 Commissioner Grefenberg stated other Commissions have had a buffet type gathering prior to  
652 the start of a meeting. He would like to see this social gathering include the members of the  
653 various task forces. This would be an event paid for by the City.

654  
655 Commissioner Manke stated Commissioner Grefenberg’s suggestion would be more of an  
656 introduction to the public of the Commission. What this event is proposed to be is for the  
657 Commissioners to have a potluck social gathering for Commissioners to get a chance to know  
658 each other in a less formal setting. This would not be something the City would pay for.

659  
660 Commissioner Grefenberg stated unlike other Commissions, the CEC did not have a gathering  
661 paid for by the City but he would be agreeable to what the consensus would be.

662  
663 Commissioner Manke stated she would take the lead in organizing this event.

664  
665  
666 **Commission Communications, Reports, and Announcements**

667  
668 Commissioner Grefenberg stated on June 22 there would be another City Council meeting  
669 regarding the Strategic Plan and there would be an opportunity for public comment.

670  
671  
672 **Commissioner-Initiated Items for Future Meetings**

673  
674 Chair Becker stated the July meeting would include discussions and preparation for the August  
675 joint meeting with the City Council.

676  
677 Vice Chair Gardella included discussions on the definitions for civic engagement and community  
678 engagement.

679  
680 Commissioner Grefenberg stated there would be a swearing of for the new Commissioner at the  
681 next meeting.

682

683

684 **Recap of Commission Actions this meeting**

685

686 Chair Becker stated they would be coordinating all the printing for the banner and t-shirts for the  
687 Rosefest Parade and Party in the Park events.

688

689 Vice Chair Gardella stated Commissioner Manke would take the lead on inviting other  
690 Commissions to the Party in the Park event and Commissioner Grefenberg would take the lead  
691 on inviting the Task Force members to the parade.

692

693 Staff Liaison Bowman stated he would forward the Commission's recommendation on the  
694 Strategic Plan.

695

696 Commissioner Grefenberg asked if this would be brought to the City Council.

697

698 Staff Liaison Bowman stated this would go to City Manager Trudgeon and he would decide.

699

700 Commissioner Grefenberg noted that in the past, recommendations have gone directly to the  
701 Council.

702 Chair Becker instructed Staff Liaison Bowman to take the motion to the City Manager Trudgeon  
703 and if he has any problems with forwarding this to the City Council to contact him.

704

705 Vice Chair Gardella stated Commissioner Manke would be available as a backup if she is unable  
706 to attend the interviews for the open Commission seat.

707

708 Staff Liaison Bowman stated the website would also be updated as requested by the  
709 Commission.

710

711 Commissioner Manke asked Staff Liaison Bowman to send out the information on the parade so  
712 Commissioners knew when and where to be.

713

714 Commissioner Grefenberg stated the Commission would be close to the City Council in the  
715 lineup for the parade. He stated he would work with the contact person he has for the t-shirts.

716

717

718

719

720



721 **Adjourn**

722

723 Commissioner Grefenberg made a motion, seconded by Commissioner Manke to adjourn the  
724 meeting. **The motion carried unanimously.**

725

726 Meeting adjourned at 8:35 p.m.

727

728