

Community Engagement Commission Agenda
Thursday, July 9, 2015
6:30 p.m.
City Council Chambers

- 6:30 p.m. **1. Roll Call**
2. Swearing-In of Commissioner Ebony Adedayo
3. Approve Agenda
4. Approval of June 11 Meeting Minutes
5. Public Comment on Items Not on Agenda
- 6:45 p.m. **6. 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
- 7:30 p.m. **B. Other Old Business**
i. Strategic Initiatives from 2/17 and 2/18 Council/Staff Workshops
ii. Community Engagement Commission Webpage Content
iii. Community Engagement Commission Social Gathering
- 8:00 p.m. **7. Chair, Committee, and Staff Reports**
A. Chair's Report
B. Staff Report
i. Upcoming Items on Future Council Agendas
ii. Other Items
- 8:10 p.m. **8. New Business**
A. Definitions of Civic and Community Engagement
9. Commission Communications, Reports, and Announcements
10. Commissioner-Initiated Items for Future Meetings
11. Recap of Commission Actions This Meeting
- 8:40 p.m. **12. 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.

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49 **Public Comments**

50

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

69

70 The reason this discussion on timing is pertinent is that the Commission is going before the
71 Council on August 24th, Chair Becker noted. He also noted that
72 Chair Becker stated the Commission meets with the City Council on August 24, 2015, and the
73 Task Force is working to have their report to the Commission by the August meeting so the
74 Commission ~~can~~and review and ~~discuss~~see ~~what direction to take with~~ the report prior to
75 discussing it at the joint meeting with the City Council.

76

77 Vice Chair Gardella suggested adding some time on the next agenda to prepare for our
78 presentation to the Council. planning for the City Council joint meeting to the next Commission
79 meeting agenda.

80

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

83

84 Vice Chair Gardella stated the Commission ~~does id~~ not request draft notes. Grefenberg added
85 that this format was how the Task Force Co-Chairs Donna and himself had decided to use this
86 format in updating the Commission on the Task Forces current discussions~~this format but this is~~
87 ~~how the Task Force has chosen to keep the Commission informed of what they are working on~~
88 ~~their discussions.~~

89

90 Commissioner Grefenberg also noted that ~~clarified~~ the Commission meets with the City Council
91 only once or twice a year and ~~the joint meeting is scheduled in August and~~ the Task Force would

92 | like to have their recommendations presented at the August meeting because that time because
93 | the Commission may not meet with the City Council again until March of next year.

94

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

97

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

100

101 | Commissioner Grefenberg ~~stated~~ said the decision on whether the Task Force needed more time
102 | should be up to the Task Force; he is of the opinion that the Task Force ~~is~~ could be ready soon
103 | ~~except for the discomfort of some people.~~ The Task Force may have preliminary drafts
104 | available for the Commission to review at their July meeting.

105

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

110

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

113

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

117

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

122

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

127

128 | Ms. McCormick stated in honor of transparency, her comments hold and her invitation holds.

129 | She stated she would go through Commissioner Grefenberg and the Task Force. She stated she
130 | appreciates that Commissioner Grefenberg ~~is getting tired and~~ feels the Task Force can finish
131 | this project but she would like to be sure that the Task Force and/or Commission have vetted the
132 | final product and recommendations before they are presented to the City Council. She clarified
133 | that the public comments regarding the project taking 4 months had been made in December
134 | with the idea that it would be completed by May. With the time of year now, there are different
135 | time constraints people are working with.

136

137 | Commissioner Grefenberg ~~stated~~ clarified the discussion on the deadline had been at the CEC's
138 | February meeting and the Task Force's first meeting had been March 11.

139 |
140 | Vice Chair Gardella ~~stated~~ said the presentation to the Council in August would not need to be a
141 | final recommendation but rather an update of progress. She would support flexibility with the
142 | timeline in order to have a final product that the Commission can stand behind. The
143 | Commission would be able to provide a progress report to the City Council based on the work
144 | that has already been done by the Task Force.

145 |
146 | Ms. McCormick stated due to the time constraints she is withdrawing from the Task Force at this
147 | time. She will continue to support the Task Force, but ~~and her comments.~~ In the interest
148 | having things move forward she is withdrawing.

149 |
150 | Chair Becker thanked Ms. McCormick for her work on the Task Force.

151 |
152 | **2. Create Learning Events on community engagement in Roseville**

153 |
154 | Vice Chair Gardella stated at the last Commission meeting the proposal with Advocates for
155 | Human Rights had been provided as a bench handout and the Commission had requested time to
156 | review this. The Commission had requested she review the City's Strategic Planning document
157 | to determine if the proposal from Advocates for Human Rights would align with any of these
158 | strategic priorities and the timeline for using the funds available. Ms. Gardella determined that
159 | Madeline, from Advocates, stated their grant is flexible and so is the timeline. re is flexibility
160 | because they are being funded to provide these opportunities to underserved communities. The
161 | current round of funding is available through next August and there is great potential for them to
162 | receive additional funding. ~~This will allow for Advocates to be flexible with the timing.~~ The
163 | Advocates proposed programs do align with several priorities from the City's Strategic Plan.
164 | She is hesitant to move forward on the proposal at this time because the City has not determined
165 | how their strategic planning is document will ~~could~~ be used and what programs they would like to
166 | move forward with. The listening/learning sessions being proposed by Advocates could be
167 | powerful for both the City and the Commission. She recommended the Commission discuss the
168 | Strategic Planning document then determine where the proposal from Advocates could fit in.

169 |
170 | Commissioner Sherry Sanders stated as a Neighborhood Association Chair for her community,
171 | when she met with Madeline she had offered for her community to be involved in this program
172 | and participate.

173 |
174 | Vice Chair Gardella stated this would be a great place to start since it is a group that is already
175 | formed, organized, and meeting.

176 |
177 | Commissioner Grefenberg ~~stated~~ asked if they were merging the original conference/learning
178 | event(s) into the issue of promoting civic engagement amongst diverse groups.

179 |
180 | Vice Chair Gardella stated this was correct. She stated the Commission should be clear between
181 | civic engagement and community engagement. Advocates for Human Rights has an expertise

182 around civic engagement but also does community engagement. Depending on how a
183 listening/learning session is structured within the community is could be a great community
184 engagement tool. The Commission would need to be clear about their objectives. She believes
185 the conference idea should be transitioned into listening/learning sessions as an initial start. ~~She~~
186 ~~does not believe the City should use resources to create something that the residents may not~~
187 ~~want.~~

188
189 Commissioner Sanders stated she had outlined a three (3) part project that could be incorporated
190 into one of the listening/learning sessions. –These would include an introduction to the Karen
191 culture to educate established residents, followed by a dialogue between established and new
192 residents so the City can see how they can help and then have a community fair for neighbors to
193 come together including members of the law enforcement. This would be more community
194 engagement but it would also have some civic engagement components.

195
196 **3. Joint Task Force with Planning Commission to study notification**
197 **issues and formats**
198

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

203
204 Commissioner Grefenberg ~~stated~~ said he was pleased at the last meeting at how quickly
205 everyone, including the Planning Commission chair, had agreed that renters should be included
206 in the zoning notification process; the Chair of the Planning Committee was open to including
207 renters in the zoning notifications and this should move forward quickly. He suggested the Task
208 Force work to have summary report prepared for the Commission's August 6 13th meeting. The
209 Commission can then present this progress to the City Council at the joint meeting on August 24.

210
211 **4. Online civic engagement module for new City website**
212

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

220
221 Commissioner Grefenberg stated he had made a request to participate in a conversation with the
222 consultant developer Granicus and this can be further discussed with Staff Liaison Bowman.
223 City Councilmember McGehee stated she would like to have an insert in the City newsletter
224 regarding the City Budget and budget deadlines. ~~He~~ Grefenberg would like to see the City
225 Budget and Budget deadlines also included on the website.
226

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

231
232 **5. Assist in the resumption of Roseville U program**

233
234 | Staff Liaison Bowman ~~stated-reported that~~ Roseville U ~~has-had~~ resumed and attendance has been
235 disappointing. Signups are 20-30 people with only 11-12 attending. This does not justify the
236 staff time involved with these programs but those that have attended are engaged and interested
237 in the topics being discussed.

238
239 Commissioner Sanders stated she had attended all of them but one due to it being on a Sunday.
240 Those that were present at the K-9 session thought it was done very well and Finance Director
241 Miller was engaging during the finance sessions. She suggested 3-hour sessions were too long
242 for people to commit to. She would recommend having the sessions on a regular day at a regular
243 time and keep it consistent to increase attendance.

244
245 | Chair Becker stated he had attended Roseville U the session prior to the format change them
246 being stopped and found those had-beento be well attended. The format change may be causing
247 some of the problems that the program is experiencing.

248
249 Commissioner Sanders stated when she organizes events she does not expect 100% participation
250 but as word of mouth spreads about the events attendance increases. She encouraged the City to
251 continue hosting Roseville U because the quality will only improve.

252
253 **ii. Implementation of Other Strategic Recommendations**

254 **1. Involvement of Underrepresented Groups – Interagency Task**
255 **Force and the Karen**

256
257 | Commissioner Sanders provided an update on the Interagency Task Force working with the
258 Karen Community. She stated Community Relations Coordinator Corey Yunke spoke about
259 police youth activity with Tamarck Park, City Manager Pat Trudgeon provided an update about a
260 pathway or partial sidewalk along Larpenteur to connect the apartments on the southeast corner
261 and the trail that goes to Reservoir Woods. It was meant to connect community gardens but that
262 may not be an ideal location. The International Institute reported that they have recently
263 accepted a family and they are not getting many Napali families. There was a report that there
264 are still lawsuits pending with the Karen and their landlords. There are plans to have a lemonade
265 stand for the kids to participate with the Police League.

266
267 | Commissioner Grefenberg ~~stated-indicated~~ he had difficulty ~~not-attended-attending-~~ these
268 Interagency meetings and he would appreciate if Commissioner Sanders would agree to be the
269 Commission’s liaison with this task force. Sanders agreed.

270
271 **b. Rosefest Parade and Party in the Park Planning**

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Commissioner Jonathan Miller stated they had developed a 5-point plan. They discussed who could march with the CEC and they had decided Commissioners and their family members would be invited. ~~They had not discussed in associated Task Force members would be invited.~~

It was the consensus of the Community Engagement Commission to invite the members ~~on~~^{of} the associated Task Forces to walk with the Commission in the Rosefest Parade. Commissioner Grefenberg would talk to the Task Force at the next meeting.

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

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

~~Commissioner Grefenberg stated he liked the idea of using a local business but this would not be a requirement.~~

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 ~~stated~~^{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 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 ~~the~~ 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.

316 | ~~Commissioner Manke stated bicycles may be difficult because parades speed up and slow down~~
317 | ~~continuously.~~

318 |
319 | ~~Commissioner Grefenberg asked if he could bring his dog.~~

320 |
321 | ~~Commissioner Manke stated dogs were permitted.~~

322 |
323 | Commissioner Miller stated the last item they should ~~be included in the parade~~ decide is funding
324 | for candy to hand out during the parade. He asked if there were any other ideas. He stated they
325 | would need about a week for the banner and a few days for the t-shirts.

326 |
327 | Chair Becker stated when he had been on the Human Rights Commission they had an annual
328 | budget so the Commission knew what they had to work with. He asked Mr. Bowman for
329 | guidance since the Commission does not have a budget at this time.

330 |
331 | Staff Liaison Bowman suggested the Commission move forward as fiscally responsibly as
332 | possible.

333 |
334 | Commissioner Grefenberg stated with 10 t-shirts they are looking at about ~~\$220~~ \$140 plus the
335 | cost of candy.

336 |
337 | Vice Chair Gardella suggested the Commission purchase 5 t-shirts since Commissioner
338 | Grefenberg had found 4 in his closet. ~~Commissioner Miller stated he could email the~~
339 | ~~Commission and get a count of t-shirts that would be needed.~~

340 |
341 | ~~Commissioner Miller stated he could email the Commission and get a count of t-shirts that~~
342 | ~~would be needed.~~

343 |
344 | Chair Becker asked if they would have everyone wearing t-shirts. Staff Liaison Bowman
345 | suggested only Commissioners wear the CEC t-shirts and families wear a similar color shirt.

346 |
347 | ~~Staff Liaison Bowman suggested only Commissioners wear the CEC t-shirts and families wear a~~
348 | ~~similar color shirt.~~

349 |
350 | Vice Chair Gardella suggested purchasing 5 t-shirts to keep on hand for new Commissioners as
351 | they are appointed. Commissioner Grefenberg stated this would be a fair amount.

352 |
353 | ~~Commissioner Grefenberg stated this would be a fair amount.~~

354 |
355 | Commissioner Manke suggested purchasing a minimum of 6 large bags of candy for the parade.

356 |
357 | Vice Chair Gardella suggested approving a budget of up to \$250 for the parade. Commissioner
358 | Manke suggested adding the expenses for Party in the Park because they would be handing out
359 | candy and other items at this event as well.

360 |

361 ~~Commissioner Manke suggested adding the expenses for Party in the Park because they would~~
362 ~~be handing out candy and other items at this event as well.~~

363
364 **Vice Chair Gardella made a motion, seconded by Commissioner Manke,** approving a budget
365 up to \$300 for expenses related to the Rosefest Parade and the Party in the Park events.

366
367 Commissioner Grefenberg asked if there was a registration fee for the Party in the Park event.
368 Commissioner Manke stated responded that from what she has found out, there is no charge for
369 Party in the Park and she would be able to get chairs and a tent.

370
371 ~~Commissioner Manke stated from what she has found out, there is no charge for Party in the~~
372 ~~Park and she would be able to get chairs and a tent.~~

373
374 Commissioner Grefenberg suggested having more than candy to provide to people during this
375 event. Commissioner Manke explained this event would be a good opportunity to hand out
376 information to people and talk to them about the Commission. She suggested working with the
377 City to get a postcard with the website on it. The Commissioners could promote the website and
378 the module. The Task Force or other Commissions could join them and provide literature as
379 well.

380
381 ~~Commissioner Manke explained this event would be a good opportunity to hand out information~~
382 ~~to people and talk to them about the Commission. She suggested working with the City to get a~~
383 ~~postcard with the website on it. The Commissioners could promote the website and the module.~~
384 ~~The Task Force or other Commissions could join them and provide literature as well.~~

385
386 Chair Becker suggested if they wanted to sign people up to receive the City ~~news~~-newsletter they
387 should do it directly on the website rather than write down ~~peoples~~ email addresses and enter
388 them later.

389
390 Chair Becker called the motion to a vote. **Motion passed unanimously.**

391
392 Commissioner Grefenberg stated it would require someone to organize having other
393 Commissions attend the Party in the Park event. He asked who would be doing this.

394
395 Commissioner Manke ~~stated~~ volunteered she could send out an email to the other Commissions
396 and invite them to attend. Commissioner Grefenberg stated he would be willing to help
397 Commissioner Manke and he would invite the Planning Commission at their next joint meeting.

398
399 ~~Commissioner Grefenberg stated he would be willing to help Commissioner Manke and he~~
400 ~~would invite the Planning Commission at their next joint meeting.~~

401
402 Commissioner Grefenberg ~~sated~~ said he would not be able to attend the Party in the Park event.
403 He asked who would be staffing this event. Commissioner Miller stated responded that during
404 the last conversations Chair Becker and Commissioner Manke were available for this.

405

~~Commissioner Miller stated during the last conversations Chair Becker and Commissioner Manke were available for this.~~

c. Other old business

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

Chair, Committee, and Staff Reports

a. Chair's Report

Chair Becker stated the deadline for applications for the open Commission seat created by Desiree Mueller's recent resignation had been June 10. There were two (2) applicants and they are scheduled for interviews on Monday, June 15. The applications are included in the City Council packet.

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

Commissioner Grefenberg suggested one of the other Commissioners volunteer for this since he has done it several times in the past. Commissioner Manke stated she would be able to attend if needed.

~~Commissioner Manke stated she would be able to attend if needed.~~

b. Operations Committee Report

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

c. Staff Report

i. Upcoming Items on Future Council Agenda

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

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

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ii. Other Items

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

New Business

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

Chair Becker opened the discussion by reviewing the City of Roseville Strategic Plan Summary disseminated by City Manager Trudgeon to all Commission members, noting the five strategic priorities, including the prominent position given to civic engagement. Becker went on to point out the key outcome indicators or metric and targets for measuring success. Becker also noted that a further hearing on the topic would be held at the June 22 City Council meeting. He concluded by indicating that it had been requested the Commission add this item to the agenda for discussion and possible action.

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

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

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

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

496 ~~Commissioner Grefenberg provided a bench handout of the City of Roseville Strategic Plan~~
497 ~~Summary for 2016-2018. He stated coming out of these key workshops had been five (5)~~
498 ~~strategic priorities. Civic Engagement is up front. The City has identified key performance~~
499 ~~indicators and a target value to measure success. Commissioner Grefenberg continued that -of~~
500 ~~the five areas the Council was considered as priorities, Civic Engagement was listed first. The~~
501 ~~three (3) key initiatives identified for civic engagement were: under this category were: create~~
502 ~~regular community surveys, create strategy for use of volunteers, and establish a community~~
503 ~~oriented outreach program. The City had a meeting last month for public comments and will be~~
504 ~~asking for public comment again at its opening up the June 22 Council meeting for discussions~~
505 ~~on these initiatives. During the meeting last month the Council did not have subtenant~~
506 ~~substantive discussions on the plan so the at this time the Commission does not have direction on~~
507 ~~what the Council would want.~~

508
509 Grefenberg said that it was commendable that civic engagement was clearly a priority item with
510 the Council, but that the three specific initiatives listed as civic engagement were not. He also
511 said that the third initiative dealing with engagement had little to do with what the commission's
512 priorities were, which is to engage people on a two-way level and that since it was the
513 commission's role to give advice on these types of issues it should do so.

514
515 Commissioner Sanders stated that during the workshop sessions she noticed that civic
516 engagement and community engagement were being used interchangeably and thought it was
517 important to clear up the difference between the two for those that may not have an
518 understanding.

519
520 Commission member Manke asked if the priority planning document at this stage was still a
521 rough draft and was still being fine-tuned.

522
523 Grefenberg said that the way it was presented by staff was that staff wanted Council action soon.
524 He said that he did not believe that the Council was prepared to agree to the document in its
525 current stage and that the Council had not yet taken a position. Regardless, it was his belief that it
526 was staff's intent to get approval for this plan through the year 2018. Grefenberg added that he
527 did not know what that means for the Commission's initiatives.

528
529 To clarify, Staff Liaison Bowman asked Grefenberg whether it was his concern that the
530 document would limit the Commission's scope and that it would not be permitted to work on
531 initiatives outside of the document that it may bring forward.

532
533 Grefenberg said that was one concern, but that he had others, including that no one on city staff
534 understands civic engagement, much less community engagement. He added the need to clarify
535 that at least two of the initiatives in the priority planning document don't even approach
536 community or civic engagement. Grefenberg then referred to Chair Becker's written comments
537 to the City Council of June 8 regarding the priority planning document, noting that one was
538 primarily a measure of success – the community survey – and that the second was to strategize
539 on volunteer strategies. He said that the opportunity to be included in developing strategies was
540 the same thing the Commission was asking for.

541
542 Commission member Miller then asked if the priority planning document was to be the guiding
543 document for City staff.

544
545 Becker said that it was his understanding that it was to be determined whether or not it gets
546 approved and to what extent if approved it would become the guiding documents for staff.

547
548 Miller said that his concern was that the document seemed more like the initial thoughts of a
549 strategy session rather than a final plan and that he did not believe the plan was finished enough
550 to be become the guiding document for the City for the next three years.

551
552 Commissioner Sanders stated during the Council retreat in February many members had been
553 using civic and community engagement interchangeably and a lot of the discussion had been
554 around community engagement. She would like to be sure the City is clear on the difference.
555 She agreed with Commissioner Grefenberg on the Plan’s strategic initiatives.

556
557 Commissioner Manke stated the plan summary could be considered a draft and the first strategic
558 priority should read civic/community engagement.

559
560 Commissioner Grefenberg ~~stated~~ commented that the way it is presented by Staff is was that
561 Council action would be requested at the next meeting; he added ~~and~~ the Commission does not
562 know what this would mean in terms of the initiatives ~~they have set-it~~ had presented to the
563 Council last December.

564
565 Vice Chair Gardella said that if staff was interested in coming up with priorities that have to do
566 with civic engagement or community engagement that it would behoove the process to involve
567 the Commission. She added that there was a level of expertise in reference to these issues on the
568 Commission and that it had something valuable to offer.

569
570 Gardella went on to clarify her concerns that if decision on these topic were made outside of
571 consultation and if strategic priorities would be created for a year, or three years, the topics the
572 Commission was created to discuss then she would have to question what the role and purpose of
573 the Commission is.

574
575 Grefenberg then ~~discussed~~ suggested making a motion recommending that the City Council
576 consider the Community Engagement Commission’s desire to take part in the discussion and
577 provide advice on the decision of the specific civic engagement initiatives (right had column of
578 the document) included in the City of Roseville Strategic Plan Summary.

579
580 Chair Becker then discussed his written comments submitted to the City Council for the June 8
581 meeting regarding the priority planning document proposal. Chair Becker stated he had thanked
582 the Council for providing an opportunity for public comment and the comments he had provided
583 to the Council had been his own and not from the Commission, as the Commission had not had
584 an opportunity to discuss the plan. He was glad to have civic engagement as one of the top five

585 (5) priorities for the City and it backs-up the Council’s commitment to civic and community
586 engagement.

587
588 He Becker clarified he does have reservations regarding the specifics in the Plan document. In
589 sum his recommendation is that Council take action only on the strategic priority column of the
590 (priority planning) document and further refine the rest of it – the specific initiatives, indicators
591 and targets – at a later date. He also said that he was disappointed with the specifics of the
592 document’s targets and indicators and was concerned that if they become the guiding document
593 that what new ideas the Commission brings forward in the future may be disadvantaged due to
594 the fact that an existing work plan already exists.

595
596 Commissioner Sanders stated she had attended the Council meeting and Mayor Roe had pointed
597 out that this was a working draft but many people fear that the City and Commissions would be
598 locked into this plan.

599
600 Chair Becker stated noted Mayor Roe had also stated the City could choose to make the
601 initiatives in the plan the only things the City is working on.

602
603 Commissioner Miller asked if other Commissions have been involved and provided public
604 comments.

605
606 Chair Becker stated at the last meeting the only comments provided had been from the CEC and
607 the Neighborhood Association Task Force.

608
609 Staff Liaison Bowman stated there had not been much feedback on the Strategic Plan and the
610 primary concerns have come from the CEC. Commissioner Grefenberg stated there is no other
611 Commission that is so specifically identified except the Housing and Redevelopment Authority.

612
613 Commissioner Miller stated said there seemed to be consensus on the Commission’s role to
614 advise the Council around issues of civic and community engagement and the Commission
615 would like the opportunity to do this-so with a document like the Strategic Plan. He suggested
616 the Commission also ask for clarification on the impacts this Plan would have on the current
617 work of the Commission.

618
619 Gardella **moved** and Grefenberg **seconded a motion** stating that the Commission request that the
620 Council and or staff involve the Community Engagement Commission in the formation of the
621 strategic initiatives, key outcome indicators and targets related to the strategic priority of civic
622 engagement. The Commission also requests clarification of the relationship between its current
623 strategic priorities, approved by the Council in December 2014, and how they relate to the
624 priorities laid out in the priority planning document.

625
626 Commissioner Grefenberg asked if Commission Gardella would agree to a friendly amendment
627 adding the words *whereas we appreciate and are thankful to find civic engagement among the*
628 *five selected strategic priorities*, to the beginning of her motion. Commissioner Gardella agreed
629 to accept this as a friendly amendment.

630
631 Commissioner Miller stated it was important for the Commission to be able to weigh in on a
632 guiding document pertaining to civic engagement.

633
634 Chair Becker reread the complete motion: whereas we appreciate and are thankful to find civic
635 engagement among the five selected strategic priorities, we request that the Council and or staff
636 involve the Community Engagement Commission in the formation of the strategic initiatives,
637 key outcome indicators and targets related to the strategic priority of civic engagement. The
638 Commission also requests clarification of the relationship between its current strategic priorities,
639 approved by the Council in December 2014, and how they relate to the priorities laid out in the
640 priority planning document.

641
642 There being no further discussion, the motion was called to a vote. **Motion passed**
643 unanimously.

644
645 ~~Commissioner Grefenberg stated at a previous meeting, five (5) members of the Task Force and~~
646 ~~Commissioner Sanders and himself had testified.~~

647
648 ~~Chair Becker stated it had been requested the Commission add this item to the agenda for~~
649 ~~discussion and possible action.~~

650
651 ~~Commissioner Grefenberg stated at the first meeting Diane Hilden, Lisa McCormick,~~
652 ~~Commissioner Sanders, Donna Spencer, and he had provided testimony in opposition to the~~
653 ~~construct the report had of using business terms to describe citizen. Citizens are not customers.~~
654 ~~At the meeting last week he had testified primarily that the Commission had gone to the Council~~
655 ~~in early December with a list of four (4) initiatives. The Council added two (2) more to this list.~~
656 ~~The Commission has been doing a lot of work on all of these initiatives. He let the Council~~
657 ~~know that the Neighborhood Association Task Force would be coming forward with~~
658 ~~recommendation late this summer. He had asked if the Council wanted to hear reactions he~~
659 ~~stated he personally would not want to continue if the Commission and/or Task Force would not~~
660 ~~have the opportunity to follow through on the initiatives the Council had committed to in~~
661 ~~December.~~

662
663 ~~Commissioner Sanders stated even though Commissioner Grefenberg had been speaking for~~
664 ~~himself, his comments did resonate with several others in attendance.~~

665
666 ~~Commissioner Grefenberg stated his opinion was the Commission is suppose to advise the City~~
667 ~~on civic and community engagement and he would recommend at this time the Council take~~
668 ~~action on the Strategic Priority column that includes: civic engagement, housing and~~
669 ~~redevelopment, effective governance, organizational effectiveness, and infrastructure~~
670 ~~sustainability, and at a later date further define the key outcome indicators, targets, and strategic~~
671 ~~initiatives. The Commission would then be able to offer advice on community and civic~~
672 ~~engagement. He does not believe that the three (3) initiatives identified under civic engagement~~
673 ~~are truly civic engagement initiatives and establishing a community-oriented outreach program~~

674 ~~emanates from the Police Department. It is the Commissioner role to give advice to the Council~~
675 ~~on these types of issues.~~

676
677 ~~Commissioner Sanders stated during the retreat many members had been using civic and~~
678 ~~community engagement interchangeably and a lot of the discussion had been around community~~
679 ~~engagement. She would like to be sure the City is clear on the difference. She agreed with~~
680 ~~Commissioner Grefenberg on the strategic initiatives.~~

681
682 ~~Commissioner Manke stated the plan summary could be considered a draft and the first strategic~~
683 ~~priority should read civic/community engagement.~~

684
685 ~~Commissioner Grefenberg stated the way it is presented by Staff is Council action would be~~
686 ~~requested at the next meeting and the Commission does not know what this would mean in terms~~
687 ~~of the initiatives they have set.~~

688
689 ~~Staff Liaison Bowman clarified commissioner Grefenberg's concern was that these initiatives~~
690 ~~would be all the City would work on and not take action on anything the CEC brings forward.~~

691
692 ~~Commissioner Grefenberg stated his other concerns include City Staff not understanding what~~
693 ~~civic and community engagement are. The Commission needs to clarify that at least two (2) of~~
694 ~~the initiatives do not approach community or civic engagement. The first initiative, conduct~~
695 ~~regular community surveys, is a measure of success and is something the City does every other~~
696 ~~year. The second initiative, volunteer strategies, is the same thing the Community Engagement~~
697 ~~Commission is asking for and this is to strategize with the Commission and various Task Forces.~~
698 ~~There is not a firm opinion but Staff would like Council action on this plan.~~

699
700 ~~Chair Becker stated it has not been determined to what extent what impact this plan would have~~
701 ~~on the Commissions if the plan were approved.~~

702
703 ~~Commissioner Miller stated the plan proposed at this time does not seem complete but rather~~
704 ~~more of a starting document.~~

705
706 ~~Vice Chair Gardella stated she does not know Staff and would not say that none of the Staff~~
707 ~~know what civic and community engagement are. If the Council is interested in setting priorities~~
708 ~~for a year or three (3) years, for either civic engagement or civic and community engagement,~~
709 ~~then the Commission should be involved in this discussion. If these things are decided outside of~~
710 ~~the Commission then she would ask what the role of the Commission is.~~

711
712 ~~Commissioner Grefenberg stated he did not want to discuss these issues and advise the Council~~
713 ~~if the Council was not interested in hearing these recommendations because these are not part of~~
714 ~~the City's Strategic Plan.~~

715
716 ~~Commissioner Grefenberg moved to recommend the Commission take a position asking the~~
717 ~~Council to consider the Community Engagement Commission's desire to take part in discussions~~
718 ~~and provide advice on the decisions for the specific strategic initiatives.~~

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~~Chair Becker stated he had thanked the Council for providing an opportunity for public comment and the comments he had provided to the Council had been his own and not from the Commission, as the Commission had not had an opportunity to discuss the plan. He was glad to have civic engagement as one of the top five (5) priorities for the City and it backs up the Council's commitment to civic and community engagement. He clarified he does have reservations regarding the specifics in the Plan document. In his experience you start with a vision, then this vision becomes a strategy, you then form tactics, then you measure the success of the tactics. The ordering of the Plan from left to right is problematic because it starts with the priority, then looks at the key outcomes and target to come up with projects. His recommendation to the Council had been the Council only take action on the strategic priority column of the Strategic Plan and further define the key indicators, targets, and strategic initiatives at a later date. When looking at the specifics he is disappointed. Measuring satisfaction of residents with City services would not considered civic engagement. The target of increasing volunteer opportunities would not be a clear indicator of civic engagement. Looking at the number of new people are volunteering would provide a more accurate measurement of engagement. Civic and community engagement are muddled in the document. He has not gotten a clear indication from the City if these would be the only work plan for the Council for the next couple of years or if other recommendations, such as neighborhood associations, would be considered. He also stated the metrics should have more time and thought in them to ensure that other areas are not negatively impacted by shifting priorities. He had also questioned how the priorities the Council had approved for the Commission and any new initiatives would fit into the Strategic Plan. He clarified that the strategic initiatives listed appeared to be programs or projects that already existed and there were no new programs or initiatives.~~

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

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

~~Commissioner Miller asked if other Commissions have been involved and provided public comments.~~

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

~~Commissioner Grefenberg stated there is no other Commission that is so specifically identified except the Housing and Redevelopment Authority.~~

~~Staff Liaison Bowman stated there had not been much feedback on the Strategic Plan and the primary concerns have come from the CEC.~~

763 ~~Commissioner Grefenberg stated he wanted to be sure it was clear in the record that the~~
764 ~~statements that had been provided up to this point have been individual statements and not from~~
765 ~~the Commission.~~

766
767 ~~Commissioner Miller stated there was consensus on the Commission's role to advise the Council~~
768 ~~around issues of civic and community engagement and the Commission would like the~~
769 ~~opportunity to do this with a document like the Strategic Plan. He suggested the Commission~~
770 ~~also ask for clarification on the impacts this Plan would have on the current work of the~~
771 ~~Commission.~~

772
773 ~~Vice Chair Gardella stated she had understood that the list the Council had approved for the~~
774 ~~Commission in December was essentially a list of strategic priorities for community and civic~~
775 ~~engagement. She would like to know where these priorities are in relation to the initiatives~~
776 ~~identified in the Strategic Plan.~~

777
778 ~~Vice Chair Gardella made a motion, seconded by Commissioner Grefenberg, to ask the City~~
779 ~~Council and/or Staff to seek input from the Community Engagement Commission regarding key~~
780 ~~indicators, targets, and strategic initiatives as they related to the civic engagement strategic~~
781 ~~priority, and request clarification on the impact the Strategic Plan would have on the~~
782 ~~Commissions currently approved strategic initiatives.~~

783
784 ~~Commissioner Grefenberg offered a friendly amendment to the motion and start with: "the~~
785 ~~Commission appreciates that civic engagement was selected among the five (5) strategic~~
786 ~~priorities."~~

787
788 ~~Vice Chair Gardella stated she would accept this friendly amendment.~~

789
790 ~~Commissioner Miller stated it was important for the Commission to be able to weigh in on a~~
791 ~~guiding document pertaining to civic engagement.~~

792
793 ~~Chair Becker stated the Strategic Plan that is being presented is a good starting point for the City.~~

794
795 ~~Chair Becker read the motion: Whereas the Commission is appreciative and thankful to be~~
796 ~~among the five (5) strategic priorities, the Commission requests that the Council and/or Staff~~
797 ~~involve the Community Engagement Commission in the formation of the strategic initiatives,~~
798 ~~key outcome indicators, and targets related to the strategic priority of civic engagement and~~
799 ~~request clarification of how these strategic priorities relate to the previously approved strategic~~
800 ~~priorities for the Commission.~~

801
802 ~~The motion was called to a vote. **Motion passed unanimously.**~~

803
804 Commissioner Grefenberg stated one of the issues coming up that the Commission may want to
805 help would be to define community engagement and civic engagement. Vice Chair Gardella
806 suggest this discussion be added to the next meeting and she would take the lead on drafting
807 these definitions.

808 |
809 | ~~Vice Chair Gardella suggest this discussion be added to the next meeting and she would take the~~
810 | ~~lead on drafting these definitions.~~

811
812 Commissioner Greenberg stated he would forward the working definitions the Task Force had
813 developed.

814
815 | Vice Chair Gardella ~~stated~~ added that there are also tools that help to distinguish between
816 outreach and engagement.

817
818 Chair Becker suggested the Commission consider a future discussion on recommending to the
819 City that when there are public input opportunities on the agenda, the agenda be adjusted so that
820 these items remain on schedule. This would allow the public to can plan accordingly and
821 encourage public input.

822
823 **b. Community Engagement Commission Webpage Content**

824
825 Chair Becker stated the Community Engagement Commission has a webpage with the ability to
826 add items and documents they feel would be beneficial. Staff Liaison Bowman has added the
827 Recommendations document to the website. Commissioner Grefenberg does have specific
828 adjustments he would like to make. He asked if there was any other input of what the
829 Commissioners would like to see on the webpage.

830
831 | Commissioner Miller suggested adding a photo of the Commission. Vice Chair Gardella
832 | suggested also adding photos from the parade.

833
834 | ~~Vice Chair Gardella suggested also adding photos from the parade.~~

835
836 Chair Becker stated they would take an updated group photo at the next Commission meeting.

837
838 Commissioner Manke stated they could also include photos of the Task Force groups.

839
840 | Commissioner Grefenberg stated his proposed changes to the Commission's web page are
841 proposed to make the description more closely adhere to City Ordinance 1462, which established
842 the CEC and to distinguish between what the Commission must do and may do. He clarified he
843 would suggest adding a bullet item: "Advise the City Council on the community's visioning
844 process." Under Commission Duties and Functions: The Commission may.

845
846 It was the consensus of the Commission to request Staff Liaison Bowman to make the changes to
847 the website as recommended by Commissioner Grefenberg's memo.

848
849 Commissioner Grefenberg stated once the Commission has approved a Task Force
850 recommendation report, these should be added to the website.

851

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

854

855 Commissioner Grefenberg clarified this should be designated as the priority projects as approved
856 by the City Council in December 2014.

857

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

862

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

865

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

869

870 ~~Vice Chair Gardella suggested including the name of the lead contact for each project.~~

871

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

874

875 **c. Community Engagement Commission Social Gathering**

876

877 Chair Becker stated the Commission had talked about potentially having a social gathering and
878 he would like to have Commissioners think about this for discussion at the next meeting. He
879 stated he would support a social gathering for Commissioners to get to know each other. During
880 the Commission’s² election of chairs and vice-chairs it had been noted that Commissioners
881 would like to see less formality. Such a social gathering ~~This~~ should be noticed and in an area
882 that would be open to the public.

883

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

887

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

892

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

895

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

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Commission Communications, Reports, and Announcements

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

Commissioner-Initiated Items for Future Meetings

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

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

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

Recap of Commission Actions this meeting

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

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

Staff Liaison Bowman stated he would forward the Commission’s recommendation on the Strategic Plan.

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

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

Commissioner Grefenberg noted that stated in the past, recommendations have gone directly to the Council. ~~and he would send this recommendation to the entire Council as well.~~

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

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

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June 11, 2015 – *Draft Minutes*

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942 Staff Liaison Bowman stated the website would also be updated as requested by the
943 Commission.

944

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

947

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

950

951

952 **Adjourn**

953

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

956

957 Meeting adjourned at 8:35 p.m.

958

959 | ~~Respectfully submitted,~~

960

961 | ~~Tina Borg~~

962 | ~~TimeSaver Off Site Secretarial, Inc.~~

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

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

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

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

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

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

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

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

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

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

95
96 Gardella went on to clarify her concerns that if decision on these topic were made outside of
97 consultation and if strategic priorities would be created for a year, or three years, the topics the
98 Commission was created to discuss then she would have to question what the role and purpose of
99 the Commission is.

100
101 Grefenberg then discussed making a motion recommending that the City Council consider the
102 Community Engagement Commission’s desire to take part in the discussion and provide advice
103 on the decision of the specific civic engagement initiatives (right had column of the document)
104 included in the City of Roseville Strategic Plan Summary.

105
106 Chair Becker then discussed his written comment submitted to the City Council for the June 8
107 meeting regarding the priority planning document proposal. In sum his recommendation is that
108 Council take action only on the strategic priority column of the (priority planning) document and
109 further refine the rest of it – the specific initiatives, indicators and targets – at a later date. He
110 also said that he was disappointed with the specifics of the document’s targets and indicators and
111 was concerned that if they become the guiding document that what new ideas the Commission
112 brings forward in the future may be disadvantaged due to the fact that an existing work plan
113 already exists.

114
115 Gardella **moved** and Grefenberg **seconded a motion** stating whereas we appreciate and are
116 thankful to find civic engagement among the five selected strategic priorities we request that the
117 Council and or staff involve the Community Engagement Commission in the formation of the
118 strategic initiatives, key outcome indicators and targets related to the strategic priority of civic
119 engagement. The Commission also requests clarification of the relationship between its current
120 strategic priorities, approved by the Council in December 2014, and how they relate to the
121 priorities laid out in the priority planning document.

122
123 There being no further discussion, the motion was called to a vote. **Motion passed**
124 **unanimously.**

125
126 Respectfully submitted,

127
128 Garry Bowman
129 *Communications Manager/Community Engagement Commission Staff Liaison*
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**Community Engagement Commission
Partial Meeting Summary
June 11, 2015**

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

Commissioners Absent: None.

Staff Present: Garry Bowman

New Business

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

Chair Becker opened the discussion by reviewing the City of Roseville Strategic Plan Summary disseminated by City Manager Trudgeon to all Commission members, noting the five strategic priorities, including the prominent position given to civic engagement. Becker went on to point out the key outcome indicators or metric and targets for measuring success. Becker also noted that a further hearing on the topic would be held at the June 22 City Council meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

95
96 Gardella went on to clarify her concerns that if decision on these topic were made outside of
97 consultation and if strategic priorities would be created for a year, or three years, the topics the
98 Commission was created to discuss then she would have to question what the role and purpose of
99 the Commission is.

100
101 Grefenberg then discussed making a motion recommending that the City Council consider the
102 Community Engagement Commission’s desire to take part in the discussion and provide advice
103 on the decision of the specific civic engagement initiatives (right had column of the document)
104 included in the City of Roseville Strategic Plan Summary.

105
106 Chair Becker then discussed his written comment submitted to the City Council for the June 8
107 meeting regarding the priority planning document proposal. In sum his recommendation is that
108 Council take action only on the strategic priority column of the (priority planning) document and
109 further refine the rest of it – the specific initiatives, indicators and targets – at a later date. He
110 also said that he was disappointed with the specifics of the document’s targets and indicators and
111 was concerned that if they become the guiding document that what new ideas the Commission
112 brings forward in the future may be disadvantaged due to the fact that an existing work plan
113 already exists.

114
115 Gardella **moved** and Grefenberg **seconded a motion** stating whereas we appreciate and are
116 thankful to find civic engagement among the five selected strategic priorities we request that the
117 Council and or staff involve the Community Engagement Commission in the formation of the
118 strategic initiatives, key outcome indicators and targets related to the strategic priority of civic
119 engagement. The Commission also requests clarification of the relationship between its current
120 strategic priorities, approved by the Council in December 2014, and how they relate to the
121 priorities laid out in the priority planning document.

122
123 There being no further discussion, the motion was called to a vote. **Motion passed**
124 **unanimously.**

125
126 Respectfully submitted,

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128 Garry Bowman
129 *Communications Manager/Community Engagement Commission Staff Liaison*

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**Roseville Community Engagement Commission
Definition of Terms for Consideration
July 1, 2015**

Preface:

The definitions and principles below are offered for discussion at the July meeting of the Community Engagement Commission. This list contains a sampling of definitions and should not be considered exhaustive.

Based on the definitions below, I would like to propose a discussion on the distinction between “community engagement” and “civic engagement”, and suggest that the Roseville Community Engagement Commission adopt a working definition of each at our August meeting.

Community Engagement

- Community engagement is connecting with the people who live, work, or do business in St. Paul to identify issues and create equitable, sustainable solutions that improve their quality of life. – *City of St. Paul Emerging Leaders Academy*
- Authentic community engagement is the intentional process of co-creating solutions to inequities in partnership with people who know through their own experiences the barriers to opportunity best. Authentic community engagement is grounded in building relationships based on mutual respect and that acknowledge each person’s added value to the developing solutions. – *Voices for Racial Justice*
- Community engagement is a process that includes multiple techniques to promote the participation of residents in community life, especially those who are excluded and isolated, by engaging them in collective action to create a healthy community. - *Building the Field of Community Engagement*
- Community engagement is the process of working collaboratively with groups of people who are affiliated by geographic proximity, special interests or similar situations with respect to issues affecting their well-being. - *The Centers for Disease Control and Prevention (CDC)*

Community Organizing

- The process by which people are brought together to act in common self-interest, empowering all community members with the end goal of resolving specific issues and distributing power equally throughout the community. - *adapted from Changemakers*

Civic Engagement or Civic Participation

- Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms – individual volunteerism, volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly

address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy. – *American Psychological Association*

Principles of Authentic Community Engagement

- Honoring the expertise in the community. Communities have the knowledge, experience and capacity to identify challenges and to be a part of solutions.
- Commit to communities. Ensure that engagement efforts leave the community better. Stay in it for the long term.
- The goal of authentic community engagement is to work WITH communities NOT FOR, on behalf of, or to do things TO communities
- Understand the historical context in which previous attempts of engagement have been occurring. What are the stories of success, lessons learned, barriers, and tensions?
- Immerse yourself in the community, “establish relationships, build trust, work with the formal and informal leadership, and seek commitment from community organizations and leaders” to co-create (create together) solutions.
- They should be intentional in addressing power imbalances especially those affecting the ability of the community to act as an equal partner.
- Recognize, respect and appreciate the diversity/differences within and across communities. Awareness of the factors impacting communities’ ability to exercise their power (like historical trauma, oppression, disenfranchisement, etc.) must be intentionally addressed while co-creating, planning, designing, and implementing approaches to engage a community.
- Expect tension. Authentic engagement is not necessarily easy or peaceful.