



Community Engagement Commission Agenda
Thursday, Sept. 10, 2015
6:30 p.m.
City Council Chambers

- | | |
|-----------|--|
| 6:30 p.m. | 1. Roll Call |
| | 2. Approve Agenda |
| | 3. Approval of July 9 Meeting Minutes |
| | 4. Approval of August 13 Meeting Minutes |
| | 5. Public Comment on Items Not on Agenda |
| | 6. Old Business |
| 6:40 p.m. | A. Plan next steps on neighborhood association priority project |
| 7:20 p.m. | B. Review plan for community listening and learning events |
| 7:30 p.m. | C. Update on Joint Task Force on Zoning Notification |
| 7:35 p.m. | D. Discuss policies and procedures for civic engagement website module |
| 7:55 p.m. | E. CEC Social Gathering |
| 8:00 p.m. | 7. Chair, Committee, and Staff Reports |
| | A. Staff Report |
| 8:05 p.m. | 8. New Business |
| | 9. Commission Communications, Reports, and Announcements |
| | 10. Commissioner-Initiated Items for Future Meetings |
| | 11. Recap of Commission Actions This Meeting |
| 8:20 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.

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

**Community Engagement Commission
Meeting Minutes
DRAFT – July 9, 2015 - DRAFT**

Commissioners: Scot Becker, Gary Grefenberg, Sherry Sanders, Theresa Gardella, Michelle Manke and Ebony Adedayo.

Commissioners Absent: Jonathan Miller.

Staff Present: Garry Bowman

Others Present: Ms. Lisa McCormick ~~(Part of meeting)~~, Ms. Donna Spencer ~~(Part of meeting)~~, Mr. Jerry Stoner ~~(Part of meeting)~~; [Diane Hilden \(all part of meeting\)](#).

Call to Order [test](#)

A quorum of Commissioners being present, the Community Engagement Commission ([CEC](#)) meeting was called to order at 6:30 p.m. by Chair Scot Becker.

Swearing-In of Commissioner Ebony Adedayo

Chair Becker swore-in Commissioner Ebony Adedayo to the Community Engagement Commission.

Approve Agenda

Chair Becker asked if there were any changes or amendments to the Agenda as mailed to the Commission; no one wished to amend the agenda.

Commissioner Grefenberg moved and Commissioner Gardella seconded a motion to approve the agenda as distributed. **Motion passed unanimously.**

Approve Minutes

Chair Becker stated there was one clarification included in the packet for a partial meeting summary prepared by Mr. Gary Bowman prior to a Council ~~d~~Discussion on the Strategic Plan ~~S~~Summary. One of the Councilmembers asked for that summary prior to the minutes being prepared and distributed by the ~~f~~Firm that does it for them. They are included in the packet as a reference but have actually incorporated much of that text into the meeting minutes mostly because they wanted the public record to be somewhat consistent with what was distributed to the Council.

Community Engagement Commission Minutes
July 9, 2015 – *Draft Minutes*
Page 2 of 22

46 Commissioner Gary Grefenberg thought they should approve the minutes pursuant to City
47 Statute because they are responsible for the minutes and since eighty percent of what was written
48 ~~in Bowman's summary is now in the amended minutes as prepared for staff, he thought it would~~
49 ~~be confusing and, duplicative to also include the summary in the minutes, which can be~~
50 ~~discussed. He thought three quarters of the summary were taken verbatim from the minutes and~~
51 ~~the principle of the Commission adopting its own minutes.~~

52
53 Chair Becker was fine with it either way. He asked for other Commissioners opinions.

54
55 The other Commission members gave no opinion either way. Mr. Bowman stated initially ~~there~~
56 ~~was a request that~~ the summary was to be substituted in place of the minutes but because ~~they his~~
57 ~~summary were was~~ not the official minutes, he could not do that ~~but so~~ he ~~could instead~~ put them
58 on as an addendum. Chair Becker ~~indicated clarified that~~ he ~~was letting Mr. Bowman know that~~
59 ~~the revised version of the minute prepared for staff by TimeSaver now included much of Mr.~~
60 ~~Bowman's summary asked that the summary replace that section of the minutes~~ because
61 TimeSaver, ~~the firm that prepares the minutes,~~ sometimes looks for feedback and in ~~that this~~ case
62 the Commission was deferring to Mr. ~~Becker's~~ ~~Bowman's~~ summary because they liked them
63 better and they were also ~~previously~~ submitted officially to the Council. Mr. Bowman indicated
64 it did not matter to him if they had the addendum or not and it was up to the Commission.

65
66 Chair Becker moved and Commissioner Grefenberg, seconded a motion to remove Attachment
67 A from Agenda Item 4. **Motion passed unanimously.**

68
69 Chair Becker asked if there were any other changes to the minutes. Commissioner Grefenberg
70 stated there were a few changes he had. He stated on line 263 and ~~23~~64, they should insert
71 ~~Convelese~~~~Congolese~~ before family and then he had a spelling correction, the word Nepali should
72 be Nepal. He stated at the very beginning they should not delete "part of meeting" in the
73 attendance list because Lisa McCormick was only here for part of the meeting and they should
74 keep it in the minutes.

75
76 Commissioner Grefenberg moved and Commissioner Manke seconded a motion to approve the
77 June 11, 2015 meeting minutes as amended. **Motion passed unanimously.**

78
79 **Public Comment**

80
81 Ms. Lisa McCormick, Wheeler Street, stated at the last meeting she was at, she requested a
82 correction and she did not see it in the packet. She passed out copies of the changes to the Task
83 Force minutes she requested changes to.

84
85 Commissioner Grefenberg indicated it was normally the process of the Task Force to approve its
86 own minutes. Ms. McCormick indicated the Commission was being asked to accept the changes
87 and with all due respect to the Task Force, it was submitted and put into the public record via the
88 Commission packet prior to any Task Force approval of its minutes and because it was submitted
89 to the public record, she would like to add her comments and correction to the public record.

90

91 Commissioner Grefenberg hoped at the Task Force’s next meeting they will discuss this. He
 92 stated he has had communications with Ms. McCormick on this issue and he thought it was best
 93 they should take a look at it and have the Task Force approve it.

94
 95 Chair Becker suggested that as a procedural motion procedure it would be best to not include un-
 96 adopted task force minutes as a task force report in order to avoid this sort of confusion in the
 97 future.

98
 99
 100 **Old Business**

101
 102 **A. Progress Reports on Priority Projects for 2015 (continued)**

103 **i. Priority Projects for 2015**

104 **1. Assist and encourage the formation of Roseville neighborhood associations**

105
 106 Commissioner Grefenberg ~~stated reported that~~ at the last meeting ~~of the seventh meeting~~
 107 of the ~~Community Engagement Commission~~ Neighborhood Association Task Force he
 108 had submitted his resignation as co-chair of that Task Force. Following that, he had
 109 suggested that ~~Mr.~~ Jerry Stoner replace him as co-chair to serve along with the other co-
 110 chair, ~~Ms.~~ Donna Spencer. He indicated he will remain on the Task Force but wanted
 111 someone who would be able to conduct meetings more effectively better than he could.

112
 113 ~~He Grefenberg then~~ asked ~~at this time that Ms.~~ Spencer give an update on the current
 114 Task Force work ~~information on neighborhood associations.~~ He indicated he will remain
 115 on the Task Force but wanted someone who would be able to conduct meetings better
 116 than he could. (Jerry Spencer arrived at the meeting at this time.)

117
 118 ~~Ms. Donna Spencer and Mr. Jerry Stoner updated the Commission on the neighborhood~~
 119 ~~association’s Task Force information.~~ Task Force Co-Chair Donna Spencer distributed a
 120 written report to the Commission, a copy of which is attached and made a part of this
 121 record.

122
 123 ~~Task Force Co-Chair Mr.~~ Task Force Co-Chair Stoner updated the Commission on the
 124 Task Force timeline; ~~he and stated he indicated the Task Force~~ to date they are was on
 125 track to complete by August 6, 2015, ~~which will be~~ the date for packet submission to this
 126 Commission. The Task Force’s -and he thought their last meeting ~~is was~~ August 5th,
 127 2015. He ~~noted they added the Task Force have has~~ two meetings left and ~~feel was of the~~
 128 opinion like they it have had enough time to complete all that they it are was going to
 129 realistically complete within that time.

130
 131 ~~Stoner He stated said they have had there were~~ some difficulties with differences of
 132 opinion within the group, ~~but he and they felt they~~ the group now have had a strategy for
 133 tying that out in a way that is acceptable to everyone. What they are going to do is be
 134 providing footnotes in the final report that will note areas of concern. There are a bunch
 135 of different issues were one or two people have concerns but there is somewhat of a

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 4 of 22

136 majority opinion. They will note that when they come across it. He thought there is
137 likely to be at least one place where they will provide two complete versions of a
138 particular point because the differences are too major to be captured in just a footnote.

139
140 Mr. Stoner stated the goal is to sidestep the fact that they ~~descend-~~ dissent from each
141 other and to ~~really acknowledge capture everything they have talked about because~~ the
142 problems center ~~on almost~~ more on questions of fact, ~~on~~ which they cannot realistically
143 ~~hunt down without consulting with~~ City staff or ~~consult with the~~ Council. They wanted
144 to present the information to the Commission so they can take the time to dissect all of
145 the issues and really know everything they were thinking.

146
147 Ms. Spencer ~~indicated they wanted to update~~ updated the Commission on where ~~they are~~
148 ~~the Task Force was~~ on their topics. ~~Originally they began with~~ ~~She stated two people~~
149 ~~presented at their meeting~~ a multi-page list that included ~~nine-eight~~ topics; this list had
150 been reviewed with the Commission at its May 14th meeting - ~~Since then, S~~ she reported
151 ~~indicated she the Task Force~~ has taken out all of the ~~different~~ sub-points and condensed
152 them into a shorter list. The main thing she wanted to highlight for the Commission was
153 they have condensed all of those issues but one into six topics, which are divided listed
154 by under the ~~Task Force's Commission's~~ two charges ~~of to~~ the Task Force; these charges
155 were: (1)- ~~The Task Force charge are~~ to make recommendations for the City to
156 encourage and facilitate the formation of neighborhood associations; and ~~then (2)~~ to make
157 recommendations on how the City can foster and facilitate neighborhood participation
158 and civic decision making.

159
160 Task Force Co-Chair Spencer continued that ~~T~~ there is only one topic in that original list
161 that their final report in August will not address ~~that was included in that original list.~~
162 That item ~~is concerned~~ ~~T~~ topics that go outside ~~Beyond~~ Neighborhood Associations; ~~and~~
163 other ways neighborhoods could participate in civic decision making. They have
164 narrowed their report to just focus on neighborhood associations and the interaction
165 between the City and the neighborhood associations.

166
167 Ms. Spencer stated ~~what~~ she wanted to highlight to the Commission ~~is~~ where they are at
168 in the current drafting of the report. She thought as a group they are in a decent place
169 with the first topic, “What are the Purposes of a Neighborhood Association” and the
170 second topic, “What are the Benefits of Neighborhood Associations.” Also with Item 4,
171 “How Can the City Encourage and Facilitate Neighborhood Associations,” they have had
172 a lot of discussion and made a lot of progress on clarifying that issue.

173
174 Ms. Spencer stated what they are still working on is Issue 3 “Whether the City Should
175 Adopt Some Kind of Policy around Neighborhood Association.” She indicated this is a
176 very complicated issue for their group. One major subtopic under this is whether the City
177 should somehow recognize neighborhood associations and what the criteria should be.
178 That is one they are still making their way through discussing but will definitely have in
179 their report the different opinions that have come out of that discussion. Also, the Task
180 Force is still working through Items 5 and 6 in their original list ~~they are still working~~

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 5 of 22

181 | ~~through. They~~ The Task Force's focus are has been really around the communication
182 | between the neighborhood association and the City.

183 |
184 | Ms. Spencer stated she also wanted to highlight examples of how they have reported the
185 | Commission feedback. There are four Commission comments they have been
186 | processing. One is the definition of civic engagement, which has been included in the
187 | draft now. There has also been discussion around inclusion of renters and business
188 | owners and they have incorporated text related to that. On this specific issue ~~There~~ will
189 | be a footnote ~~on that~~ because there has been a lot of discussion and differences in opinion
190 | on ~~it, especially~~ whether business owners should be included. They also have already
191 | incorporated the notion of integrating neighborhood associations into the City's
192 | notification process. One thing she added in her handout is she thought the Commission
193 | suggested they be clear that they are not talking about homeowners associations.

194 |
195 | Ms. Spencer stated two areas of Commission feedback ~~that the Commission provided that~~
196 | ~~they which the Task Force has~~ have not addressed was ~~there was commentary about~~
197 | providing a tool kit or resources for how an interested person could form a neighborhood
198 | association. ~~They have not tackled that extensively to date and she was not sure where~~
199 | ~~they would end up on that.~~ Secondly ~~There~~ was ~~also a the Commission's~~ suggestion to
200 | be mindful of outreach to underrepresented groups, ~~but~~ also understood that the
201 | Commission had acknowledged ~~that this~~ was something ~~they it~~ could play a role in.
202 | Right now, their draft report does not explicitly address ~~that this issue~~ but ~~as a the~~ Task
203 | Force, ~~they had~~ discussed the notion that the Commission would be a good body to
204 | proceed with that issue.

205 |
206 | Commissioner Ebony Adedayo asked if ~~they the Task Force have had~~ modeled some of
207 | ~~their its~~ policy making after what ~~they have had been~~ done in ~~the City of~~ Minneapolis
208 | and St. Paul, which have two vibrant neighborhood networks. ~~She thought they might~~
209 | ~~have something that could be modeled after.~~ Ms. Spencer ~~indicated~~ responded that they
210 | had started their actual meetings deliberations by looking at materials from other cities.
211 | She was not sure if they looked at Minneapolis or St. Paul but they did look at other
212 | cities, such as Edina, and ~~they~~ also reviewed a city in West Virginia where her family
213 | lived because ~~they have it had~~ done a lot with neighborhood associations. They did look
214 | at other cities but in no way have they exhausted their ir research. Mr. Stoner indicated
215 | they did look at St. Paul.

216 |
217 | Commissioner Grefenberg, a Task Force member, ~~stated~~ responded that ~~they he had~~
218 | looked at St. Louis Park and ~~in the very beginning, they did look~~ at the City of
219 | Minneapolis. He stated he attended a conference they Minneapolis hosted on
220 | neighborhood associations, at which the issue of and they did look at some core values
221 | for public participation ~~they had developed as well.~~ He concluded that ~~There~~ has been
222 | at least some research done, but commented that ~~He noted the cities of~~ St. Paul and
223 | Minneapolis are so large that ~~they have the Task Force had tried to~~ focused on suburban
224 | examples such as St. Louis Park and Edina.

225

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 6 of 22

226 Ms. Spencer stated it is also really relevant because even in the small number of
227 examples they looked at there was a lot of variation in terms of how formal a city got.
228 Edina has definitions and criteria for what is a neighborhood association but her
229 hometown has no formal policy on it but both of them have vibrant neighborhood
230 associations. There are many different variations and they can see the pros and cons for
231 each of those.

232
233 Commissioner Gardella thought they have already done a tremendous amount of work
234 but the point about pros and cons was interesting. Commissioner Gardella thought there
235 was some way they could be thinking about the pros of a more formal approach and
236 asked what does it limit and who gets excluded if it is a more formal approach. Also,
237 what are the benefits of having it less formal and what do they lose if it is less formal,
238 which may help ~~them~~ the Task Force in ~~their~~ its planning.

239
240 Commissioner Grefenberg indicated they have discussed the pros and cons at great length
241 within the Task Force. Ms. Spencer stated as they spend more time on that section they
242 will work on the pros and cons for the report.

243
244 Ms. Diane Hilden, Bayview Drive, stated she wanted to take this opportunity to apologize
245 publicly to the members of the Task Force for losing her temper at a recent meeting. It
246 was not a great performance and not something she was proud of. She stated it came out
247 of a great frustration of feeling like the Task Force was not representing individual
248 members of the Task Force. She stated there was a struggle and several members left the
249 Task Force and there continues to be a struggle. She stated she started the Lake
250 McCarron's Neighborhood Association, which Ms. Sanders has taken over and done such
251 a gracious job over the last several years. ~~She~~ stated she and was also working on St.
252 Paul on the District Council System as a Community Organizer working with the
253 neighborhood associations so she has some familiarity with this concept and she really
254 felt this was a confused concept and she has a hard time because of making too many
255 rules and regulations.

256
257 There is something interesting about the organic nature of neighborhood associations. .
258 That is when they tend to operate the longest and best and there are really only two in
259 Roseville at present after all of these years and people have talked to her on and off for
260 many years about starting one up and then never doing it. This is a subject that is near
261 and dear to her heart and felt a lot of the disagreement was because from the beginning
262 they did not air whether this was a good idea to impose neighborhood associations or
263 some kind of rules and regulations about them. She understood the new culture in
264 Roseville that they are all talking about, a community engagement and she supported that
265 kind of culture but she felt this is a very complicated topic and represents lots of different
266 avenues and the work that a number of people on the Task Force has done has been
267 outstanding. She stated she did not agree with and would not support, at this time, any
268 regulation of any formal way at this point to be made to the City Council because she felt
269 they needed to investigate more what is already being done in Roseville. She stated they
270 need to look more into the neighborhood watch program, which is kind of a

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 7 of 22

271 | neighborhood association, before they proceed. She thought a lot of ground work has
272 | been done that could be useful for future things.

273 |
274 | Chair Becker stated this report will be coming back to the Commission at the August 6,
275 | 2015 meeting, which they will then discuss in depth and form an opinion before bringing
276 | it forward to the City Council.

277 |
278 | Commissioner Sanders asked how the Task Force came to be made. Chair Becker stated
279 | the Commission created the Task Force. Commissioner Gardella stated it was part of the
280 | recommendations that an earlier task force of the Human Rights Commission had
281 | organized; then the Commission proceeded forward with that earlier recommendation and
282 | included it on their work plan presented to the Council last December. ~~came from them~~
283 | ~~because at one time, the Commission was a Task Force and one of the items on their~~
284 | ~~agenda was to review neighborhood associations.~~ The Council approved it as a list of
285 | ~~priorities~~ priority for the Commission to ~~figure out~~ determine what the City ~~should~~ could
286 | do ~~to encourage and facilitate about~~ neighborhood associations. ~~Subsequently and~~ the
287 | Task Force was formed ~~by the Commission~~ -to help explore that. ~~There seems to be~~
288 | ~~interest at the Council level for neighborhood associations but how to do it and what to~~
289 | ~~do was left up to them.~~

290 |
291 | Commissioner Gardella ~~stated~~ commented that if what comes to them in August
292 | includes ~~are~~ still big, meaty questions, ~~they~~ the Commission will not be forced into
293 | something by the August 24th City Council presentation. She was ~~and they are ok~~ OK
294 | with going to the City Council and explaining ~~they~~ the Commission ~~need~~ needed more
295 | time to review and discuss the issues.

296 |
297 | Commissioner Grefenberg indicated for a correction commented for the record that there
298 | are three neighborhood associations in Roseville, not two.

299 |
300 | Commissioner Gardella stated the Commission should be open to extending their
301 | discussions regarding this topic if need be.

302 |
303 | Commissioner Adedayo stated she was really excited about this; ~~and~~ as a resident ~~in~~
304 | Roseville, she was not aware that ~~did not know~~ neighborhood associations existed in
305 | Roseville. She thought this was a great opportunity to get community members involved
306 | civically in the civic life and happenings of the City.

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

308 |
309 | Chair Becker stated the primary thing they have been talking about is a partnership
310 | proposal with advocates.

311 |
312 | Commissioner Gardella stated she was working on this in partnership with Commissioner
313 | Sanders and they have a meeting with the Advocates for Human Rights next week to
314 |

315 flush out the proposal a little more in light of the City Council’s revised strategic
316 | priorities document. So she hoped there would be more to report at their next meeting.
317

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

320
321 Commissioner Manke ~~stated~~ reported ~~they~~ this joint task force ~~have~~ had their second
322 meeting; and everything is going well and ~~she thought~~ it was ~~very~~ clear that the people
323 involved the members of this Task Force are committed to this. ~~She heard from outside~~
324 ~~that a report had come up, they were all very excited about it, and things were going well.~~
325 She indicated they have not gotten into anything in depth but she thought that they were
326 such short staffed the first time that this time they had more people involved so it was just
327 a catch up meeting. They have another meeting coming up on Thursday, July 16th so she
328 hoped they would get a little further on that.
329

330 Commissioner Grefenberg indicated the July 16th meeting is open to the public and is
331 | held at 6:00 p.m. in the Aspen Conference Room at City Hall.
332

333 **4. Online civic engagement module for city website**
334

335 | Chair Becker indicated this is the module they are adding with the vendor Granicus. The
336 committee has not met since their last Commission meeting but he asked Mr. Bowman
337 for an update.
338

339 Mr. Bowman suggested they have a meeting in the next week to talk about some policy
340 issues, if they want to formalize a policy for submission of topics. He thought they were
341 getting closer, tried to call their Granicus Rep. today, and had to leave a message. One
342 | of their setbacks is the Rep. they were working with left the company so they were
343 shuffled to somebody else, which set them back a little bit. He thought they were back on
344 track now and should be able to formalize everything in the next couple of weeks. He
345 stated they are moving forward but thought they needed to make a policy
346 recommendation to the City Manager.
347

348 Chair Becker asked if they had a go live date for the module. Mr. Bowman stated he
349 thought it would be before the end of the month and felt they were still on target for the
350 month of July.
351

352 Commissioner Sanders asked who would determine the policies. Mr. Bowman thought
353 they would make a recommendation as a committee to the City Manager. Included in
354 there would be staff seeking feedback on certain projects or looking for information and
355 then the other question is how they receive suggestions from outside of staff or Council
356 and is there a review process for that. The module does include an open ideation aspect
357 to it where anyone can suggest anything but he thought they wanted on the more formal
358 | side of it to determine what the process is there.
359

5. Assist in the Resumption of Roseville U Programs

Mr. Bowman stated ~~this Roseville U programs will~~ resumes next week ~~where-when~~ the Police ~~Department and traffic issues~~ are up. ~~next and going to do something on traffic steps.~~

Commissioner Grefenberg asked if there ~~has-had~~ been any new information on attendance ~~numbers~~. Mr. Bowman ~~stated-answered that~~ there are not any new numbers available. The programming had a break during Rose-fest but would be starting up again. He also noted the programming will be available online and they will also contact previous attendees to remind them of the program coming up.

Commissioner Gardella asked whether evaluations were done at the end of each sessions. Mr. Bowman indicated they do send out evaluation forms now, although they were not done in the beginning. Commissioner Sanders ~~stated-added because she has attended some of the programs~~ she knows that the attendees are sent an email evaluation. because she has attended some of the programs

Commissioner Grefenberg asked if the evaluation was sent shortly after the program is concluded. Commissioner Sanders stated it was.

Commissioner Sanders asked if the last program cancelled by the Police was going to be brought up again. Mr. Bowman stated they are not going to bring that back this term and will need to be a part of another Roseville U program.

ii. Implementation of Other Strategic Recommendations

~~Chair Becker asked if there were any other strategic recommendations from the Commission.~~

Commissioner Grefenberg ~~stated-reported that some one~~ of their ~~other series of the Commission's non-priority~~ recommendations dealt with the whole range of Commission and some discussions about a uniform Commission Code. He advised the Commission that he and Scot Becker and some of them met with two Councilmembers who were primarily involved in developing a code that organizes things like absences and a variety of issues and that is coming up for the Council at their next meeting. There may be some feedback. He has done a quick review and it seems to be quite compatible in his opinion with some of their recommendations contained in their seventy--item report to the City Council.

Chair Becker agreed and stated the intent is to consolidate and standardize much of the Commission structure and ordinance in one spot and then have specific variances from that on a Commission by Commission basis. He stated he took a look at the Code and did not see anything obvious red flags in it. The attendance policy, which was one of their recommendations, is in there in a couple of spots. He would encourage everyone to read

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 10 of 22

405 the Council packet to see what is being proposed. When he reviewed the Code, he did
406 not see any big change to the CEC that he could tell.

407
408 Commissioner Gardella asked if Chair Becker recalled when the election of the Chair and
409 Vice-Chair take place because they made a recommendation that it does not necessarily
410 have to happen when a Commission is formed. Chair Becker did not believe it was
411 specified. He believed that they specified the election of a Chair and Vice-Chair for
412 annual terms but he did not believe there was a planned date for the election. He asked
413 the Commission double check that item.

414

415 **b. Other Old Business**416 **i. Strategic Initiatives from 2/17 and 2/18 Council/Staff Workshops**

417

418 Chair Becker stated the Council had discussed this ~~at large~~ and what they ultimately
419 decided to do was remove all but two of the Strategic Initiatives, including to include the
420 Community Engagement section. There were several commissioners who offered
421 testimony both at the Council and Commission levels with some concerns about either
422 the priority projects that they had under Community Engagement or the metrics they used
423 to measure the success of it. Because of that, the Council recognized some of the
424 problems with that, recognized the overlap with the existence of this Commission, and
425 the easiest way to do that was to strike that from the list of Strategic Priorities.

426

427 Chair Becker ~~stated reported~~ several Councilmembers had reached out to him after that
428 and they wanted to clarify with him personally that it did not mean they were devaluing
429 the Community Engagement Commission; rather it was a vote of confidence that this in
430 the Commission ~~is here~~ to do that work charged by so the Council. Becker added that
431 the Council will be looking to the Commission to ~~form~~ achieve those priorities.

432

433 ~~and he thought in addition to forming the priorities the bar has been raised for the work~~
434 ~~that they do and that they ought to be able to measure the success of those priorities and~~
435 ~~they should start to think about that as they adopt those priorities. As far as he was~~
436 ~~concerned, Becker indicated, the Council's decision not to add the staff-recommended~~
437 ~~strategic initiatives was, in his mind, a signal to the Commission that it is was~~ business as
438 usual with perhaps a higher level of expectation from the Council about how professional
439 they are going to be in their recommendations and making sure that they are successful.

440

441 Commissioner Grefenberg hoped the same professionalism would carry over to the Civic
442 Engagement Neighborhood Association Task Force as well in the fact that they are
443 developing an overview of some very specific recommendations to make sure it
444 represents the neighborhoods. He thought this professionalism was a good thing. It is
445 difficult because they do not have staff at the Neighborhood Association meetings.

446

447 Commissioner Gardella wanted to make a note of appreciation that the Council was
448 flexible and more than willing to let that go and that they did recognize the value of this
449 Commission. Commissioner Grefenberg stated they have a Council that is very

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 11 of 22

450 | interested in Civic Engagement and Community Engagement and she would agree with
451 | what Commissioner Gardella stated. From his perspective, they have an opportunity in
452 | the next year or so to do something on the five priority issues they have discussed.

453 |
454 | **ii. Community Engagement Commission Webpage Content**

455 |
456 | Chair Becker thought they talked the last time about a number of things they wanted to
457 | add to it such as photos. He would like to add a photo of the new Commission but since
458 | one Commissioner was absent, recommended they take the photo when all
459 | Commissioners were present. They could also include photos of the [Rosefest](#) parade and
460 | [Rose-the Party in the Parkfest](#).

461 |
462 | Mr. Bowman asked if everyone was ok with the changes he made to the website after the
463 | previous meeting. Commissioner Grefenberg thanked Mr. Bowman for sending the
464 | changes out and he liked them but he indicated they did not discuss the changes as a
465 | Commission.

466 |
467 | Commissioner Grefenberg stated in early December of 2014 the Council approved their
468 | priority projects for 2015 and the change Mr. Bowman sent to them was to contact people
469 | listing specific contact people for each of those priorities. Chair Becker indicated he did
470 | not have any specific objections to the changes and thought it was a good starting point.

471 |
472 | Chair Becker explained to Commissioner Adedayo what the website consisted of and
473 | asked her to review the topic and at some point think about what she, [as a new](#)
474 | [commissioner](#), found useful, what she did not [find useful](#), and bring that back to the
475 | Commission for discussion. Commissioner Adedayo stated she appreciated that and
476 | would make that a priority. Commissioner Gardella stated Commission Adedayo has a
477 | great communication experience and does great communication work for her
478 | organization.

479 |
480 | Commissioner Grefenberg thought it would be good for Commissioner Adedayo to go
481 | back and look through some of their previous minutes ~~also~~ because ~~he thought~~ they were
482 | a ~~very~~-valuable resource.

483 |
484 | **iii. Community Engagement Commission Social Gathering**

485 |
486 | Chair Becker indicated Commissioner Manke has sent out an ~~an~~ [e-doodle electronic](#)
487 | [invitation](#), looking for perspective meeting dates for that social gathering and she may
488 | want to include Commissioner Adedayo to get her input. He encouraged all
489 | Commissioners to fill in their availability

490 |
491 | **Chair, Committee, and Staff Reports**

492 |
493 | **A. Chair's Report**

494 |

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 12 of 22

495 Chair Becker expressed his personal appreciation for the hard work that everyone had in the
496 Rose-fest Parade and at the Party in the Park. He thought everyone came together without a lot
497 of formal discussion at the meeting and he thought it looked pretty good. He thought the booth
498 looked pretty good, he manned it for most of the day, and thought it was ~~good~~ a delight to talk to
499 ~~the~~ a number of people that ~~stopped by~~ came in. Chair Becker noted that Council Member
500 LaLiberte-LaLiberte and Planning Commissioners Boguszewski and Bull also staffed the booth
501 during the day.

502
503 Chair Becker updated the Commission on the Rose-fest booth activities. He stated there
504 appeared to be quite a few people that were not residents of the City stopping at the booth, either
505 they were visiting or worked in the City and he thought for next year when designing the booth
506 they should think about how they can incorporate drawing more people, residents or otherwise,
507 in-to the booth to talk to them.

508
509 Commissioner Manke thought they should open this up to the City Councilmembers as their
510 resting place to come back to during the event. She stated she had sent ~~out a list~~ to all ~~of the~~
511 Commissioners inviting them to stop by; -she added she thought they ~~needed~~ might need to be a
512 little stronger in ~~their recommendation of asking other Commissioners to~~ helping them staff the
513 booth. Commissioner Gardella thought it was a great invitation, stated this was the first year,
514 and now that people have seen the value of the booth she thought it will get increasingly more
515 crowded in the years to come. She thought the Commission being the organizers of the booth
516 was the perfect thing for them. She thought all of the Commissions would benefit being there
517 and listening to what people have to say.

518
519 Chair Becker thought as they include other Commissioners and Representatives they should have
520 some signage to recognize the Commissioners that are in the booth at the time they are there to
521 draw people in who are interested in certain Commissions.

522
523 Commissioner Grefenberg suggested the poster be displayed in the lobby because it speaks
524 advertises of the Civic Engagement module. Chair Becker asked where they thought they get
525 more traffic from interested parties this time of year, City Hall or the Oval. Mr. Bowman stated
526 ~~the Oval is not busy right now because there is not any ice there at this time. The skate center~~
527 ~~still gets some traffic but it is not as much as in the winter but~~ said he thought there would still be
528 more traffic at the Oval than at City Hall because they mostly get contractors at City Hall. If
529 they want to put something at the Oval that might be better. He stated he would talk to the
530 facility managers there to see if there is a place where the Commission could display the poster.

531
532 Commissioner Grefenberg stated the cost of the poster was very reasonable and could have
533 another one made. He stated his second point was they came in under budget at approximately
534 \$270. He stated he really admire how it all came together and especially admire the persistence
535 of Commissioner Manke in securing a rather significant slot in the parade. He was impressed
536 that there were two Planning Commissioners at the Party in the Park and agreed with what has
537 been said and it would be great to involve others. He also thought it would be good to have more
538 of the Commissions participating in the parade.

539

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 13 of 22

540 Commissioner Sanders asked if there were any brochures handed out at the Party in the Park.
 541 Commissioner Manke indicated there were. Mr. Bowman stated they had a hand out card that
 542 they created for the module. Chair Becker added that Council Member Laliberte also provided
 543 copies of the budget feedback form for distribution. Commissioner Manke thought having stuff
 544 to hand out to people that stop by the booth is critical.

545
 546 Chair Becker stated on August 24, 2015 they will be meeting in a joint meeting with the City
 547 Council and therefore on- August 13, 2015 the Commissiony will be discussing what they want
 548 to present to the Council so he would like everybody to think about that so they can have a
 549 fruitful discussion at the Council meeting. He thought they should at a minimum talk about their
 550 progress on the main priority reports and get some feedback and get their suggestions for what
 551 they should incorporate in next year's planning.

552

B. Staff Report**i. Upcoming Items on Future Council Agendas**

554

555

556 Mr.-Staff Liaison Garry Bowman stated-reported the City Manager will present the-his
 557 recommended budget at the next City Council meeting on July 13th, 2015. There may be some
 558 interest in that. The Council will also be having some discussion of the Community Engagement
 559 Commission and Human Rights Commission and discussing the structures of those
 560 Commissions. He thought the Commission would be interested in those. He also stated Mayor
 561 Roe and Councilmember Loliberdie-LaLiberte will be providing an update to the Council on
 562 Community Engagement items they had discussed in-front-of-with their Commission last
 563 February. He stated the only other items before their meeting on August 10, 2015 is a joint
 564 meeting with the Human Rights Commission and that is also the night the Council will be
 565 holding the budget hearing, which is the-only-an opportunity for residents to give their thoughts
 566 on the initial staff recommended budget.

567

568 Chair Becker stated the two CEC-City Council agenda items for its next meeting items-of
 569 relevance to the Commission the Council will be discussing are available in the Council packet
 570 available on line -and he encouraged the Commission to look at it-them. These items are a
 571 discussion on the Community Engagement and Human Rights Commissions structures,
 572 including the possibility of merging them, and a presentation by Mayor Roe and Council
 573 Member Lisa LaLiberte on the topic of Community Engagement.

574

575 On the first item, Chair Becker He stated-explained that City staff has supplied three options to
 576 the Council, including e merging the Human Rights Commission with the Community
 577 Engagement Commission to include its Charter and its Membership. The second option would
 578 be to combine the two Commissions and expand the new Commission's scope, and T the third
 579 option is keeping it-the current status quo of both Commissions. This is somewhat being
 580 prompted by there being three vacancies on the Human Rights Commission. He stated the
 581 Council meeting is more of a workshop meeting and he would be surprised if the Council took
 582 action on the- this item. He indicated he had a brief meeting with the City Manager, and Carrie
 583 Kari Collins who drafted the Request for Council action (RCA), and the Chair of the HRC who
 584 drafted the request for Council action along with the Chair of the HRC. At that meeting staff

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 14 of 22

585 | ~~and they~~ indicated they had five different opinions from the City Council about what they would
 586 | like to see happen. He expected there to be a churning of ideas and perhaps a revision of
 587 | proposals ~~and with~~ this ~~issue will come coming~~ up again over subsequent meetings. He thought
 588 | there would be opportunity for the Commission to respond at later dates if ~~they it~~ cannot make
 589 | the meeting on Monday.

590 |
 591 | Commissioner Gardella stated it was hard to make a recommendation not knowing more about
 592 | the work and exactly what the charge of the Human Rights Commission ~~is, noting some of it~~
 593 | ~~makes sense and some of it doesn't~~. Commissioner Grefenberg stated some of the specific items
 594 | for retention suggestions that were in the staff Recommendation for Council Action (RCA-RCA)
 595 | recommended Council action prepared by Kari Carrie Collins were the student essay contest
 596 | ~~being transferred~~ and ~~he~~ also thought there was some discussion of the Naturalization Ceremony,
 597 | ~~which does not take a lot of work~~. He ~~would~~ encouraged encourage all Commissioners to be
 598 | present at Monday night's meeting because the Council ~~respects that, perceives that as a sign of~~
 599 | Commission interest. He also ~~knew reported~~ that the Chair and Vice Chair of both the Human
 600 | Rights and Community Engagement Commissions were asked to be at that meeting, so he asked
 601 | if Commissioner Gardella could be there because Chair Becker would be out of town. ~~He also~~
 602 | ~~thought it might be an opportunity for them to comment~~.

603 |
 604 | Commissioner Gardella indicated she could be at the meeting but she would not feel comfortable
 605 | making a recommendation to the Council because the Commission has not discussed this and she
 606 | did not feel personally knowledgeable enough about what is within the HRC's body of work.
 607 | She would feel comfortable saying the Commission would appreciate love to discuss this more
 608 | ~~and have~~ the opportunity to discuss it further and the implications for it, but ~~she thought~~ until the
 609 | Commission could talk about it a little more she did not think they had an opinion.

610 | Commissioner Grefenberg thought that once ~~the it was clear what direction the~~ City Council
 611 | ~~went towards a direction was proceeding~~ there would be an opportunity for the Commission to
 612 | provide have feedback.

613 |
 614 | Commissioner Grefenberg ~~said tated~~ it was his understanding based upon discussions ~~in talking~~
 615 | ~~about this~~ with a couple of Councilmembers that the origin of these discussions was was the
 616 | original initiative focused on the HRC, ~~and then there was some of the items that they wanted to~~
 617 | ~~not see disappear such as the essay contest and Naturalization Ceremony~~. He did not think it was
 618 | meant in anyway of being in as a criticism of this Commission.

619 |
 620 | Chair Becker agreed and thought if it was adopted as drafted the Commission would take on
 621 | additional responsibilities. He stated he had some personal opinions on this as well ~~and~~ which
 622 | mirrored ~~what was being the Commission's discussed current discussion~~. He encouraged anyone
 623 | to attend and voice their opinion. He would appreciate it if Commissioner Gardella could be at
 624 | the meeting and report back to the Commission.

625 |

626 | **ii. Other Items**

627 |
 628 | There were no other items to report.

629 |

630 **New Business**

631

632 **A. Definitions of Civic and Community Engagement**

633

634 Chair Becker noted the CEC’s discussion in June in which we agreed to discuss the definitions
 635 and distinctions of community engagement and civic engagement. He pointed to the packet item
 636 8a, which was included by ~~indicated~~ Commissioner Gardella, who was charged at the last
 637 meeting with providing some definitions for the Commission to consider. ~~attached in the packet~~
 638 Item 8a to go along with this item. He indicated she has consolidated some items that they
 639 talked about the last time and felt they needed to have some working definitions for what they
 640 feel is Civic and Community Engagement.

641

642 Commissioner Gardella stated it not uncommon that these two terms are used interchangeably
 643 and yet they are very distinct bodies or work that include.~~They are~~ very distinct strategies. She
 644 did not recommend that the Commission ~~and she thought for them not to say they are going to~~
 645 ~~pick one or the other;~~ it was clear that the work of the Commission ~~she thought it makes~~
 646 perfect sense for their work to involve both community engagement and civic engagement. It is
 647 important, however, but for them to be clear on what they mean or what they want to say is how
 648 they think about this kind of work, ~~she thought would be very important.~~ The definitions
 649 provided are offered as ~~She stated these are offered as they could be~~ potential definitions they
 650 may want to adopt, they could be fodder for conversation, or they could craft something
 651 different. She indicated the list should not be considered exhaustive. She stated based on the
 652 definitions she would like to propose a discussion on the distinction between “community
 653 engagement” and “civic engagement,” and suggest that the Roseville Community Engagement
 654 Commission adopt a working definition of each at the August meeting.

655

656 Commissioner Gardella did not think they wanted to make a decision at the meeting on a
 657 definition. If there is something they all agree with and want to move forward with, that would
 658 be fine. But she thought this was something they could have more conversation about and
 659 should give everyone time to think about it. Chair Becker concurred and stated if there is
 660 something that is universally agreed upon they could note that and then come back with a formal
 661 proposal to take action on at a future meeting.

662

663 Commissioner Gardella stated she had a couple of broad ways to think about the distinctions
 664 between community engagement and civic participation and for most people community
 665 engagement is the broader term and civic participation is a part of that or somewhere along the
 666 continuum of engagement. Often times ~~so a lot of times~~ people will do community engagement
 667 with a purpose of getting people involved in politics, civic participation, getting people involved
 668 in impacting policy, but for others. ~~For some people~~ that is not the goal of community
 669 engagement.

670

671 Commissioner Gardella stated for some people the goal of community engagement is helping
 672 people connect to one another, helping people feel safe and welcome in their community whether
 673 they get involved in City government or politics does not matter.

674

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 16 of 22

675 Commissioner Gardella reviewed with the Commission a sampling of definitions and principles
676 for consideration by the Commission.

677

678 **Community Engagement**

- 679 • Community engagement is connecting with the people who live, work, or do business in
680 St. Paul to identify issues and create equitable, sustainable solutions that improve their
681 quality of life. – *City of St. Paul Emerging Leaders Academy*
682
- 683 • Authentic community engagement is the intentional process of co-creating solutions to
684 inequities in partnership with people who know through their own experiences the barriers
685 to opportunity best. Authentic community engagement is grounded in building relationships
686 based on mutual respect and that acknowledge each person’s added value to the developing
687 solutions. – *Voices for Racial Justice*
688
- 689 • Community engagement is a process that includes multiple techniques to promote the
690 participation of residents in community life, especially those who are excluded and
691 isolated, by engaging them in collective action to create a healthy community. - *Building*
692 *the Field of Community Engagement*
693
- 694 • Community engagement is the process of working collaboratively with groups of people
695 who are affiliated by geographic proximity, special interests or similar situations with
696 respect to issues affecting their well-being. - *The Centers for Disease Control and*
697 *Prevention (CDC)*
698

699

700 **Community Organizing**

- 701 • The process by which people are brought together to act in common self-interest,
702 empowering all community members with the end goal of resolving specific issues and
703 distributing power equally throughout the community. - *adapted from Changemakers*
704

705 **Civic Engagement or Civic Participation**

- 706 • Individual and collective actions designed to identify and address issues of public concern.
707 Civic engagement can take many forms – individual volunteerism, volunteering on city
708 commissions and committees, involvement with neighborhood groups or other non-profit
709 civic organizations, and/or organizational involvement for electoral participation. It can
710 include efforts to directly address an issue, work with others in a community to solve a
711 problem or interact with the institutions of representative democracy. – *American*
712 *Psychological Association*
713

714 **Principles of Authentic Community Engagement**

- 715 • Honoring the expertise in the community. Communities have the knowledge, experience
716 and capacity to identify challenges and to be a part of solutions.
- 717 • Commit to communities. Ensure that engagement efforts leave the community better. Stay
718 in it for the long term.
- 719 • The goal of authentic community engagement is to work WITH communities NOT FOR,
720 on behalf of, or to do things TO communities

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 17 of 22

- 721 • Understand the historical context in which previous attempts of engagement have
722 been occurring. What are the stories of success, lessons learned, barriers, and
723 tensions?
- 724 • Immerse yourself in the community, “establish relationships, build trust, work with
725 the formal and informal leadership, and seek commitment from community
726 organizations and leaders” to co-create (create together) solutions.
- 727 • They should be intentional in addressing power imbalances especially those affecting the
728 ability of the community to act as an equal partner.
- 729 • Recognize, respect and appreciate the diversity/differences within and across communities.
730 Awareness of the factors impacting communities’ ability to exercise their power (like
731 historical trauma, oppression, disenfranchisement, etc.) must be intentionally addressed
732 while co-creating, planning, designing, and implementing approaches to engage a
733 community.
- 734 • Expect tension. Authentic engagement is not necessarily easy or peaceful.
735

736 Commissioner Gardella asked how the Commission would like to proceed and what would be
737 helpful for them to know and do in terms of these definitions.
738

739 Commissioner Adedayo stated she appreciated the distinction between civic engagement and
740 community engagement because they are very similar and she did not realize how distinct they
741 actually are. She really liked how Voices for Racial Justice approaches the definition as well as
742 | Building the Field of Community Engagement, which is an initiative of and not to Nexus
743 Community Partners. Commissioner Gardella stated in full disclosure, Nexus Community
744 | Partners is the organization she works for and Building the Field of Community Engagement is
745 | part of her work, part of her Organization and part of her work. Commissioner Adedayo thought
746 they were both really great.
747

748 Commissioner Grefenberg asked for clarification on which items Commissioner Adedayo liked.
749 Commissioner Gardella indicated the items were 2 and 3.
750

751 Commissioner Adedayo supported moving forward a hybrid of both of those, including language
752 around what communities are traditionally excluded or marginalized. They should get
753 mentioned because then there is an understanding of who it is they really want included.
754 Commissioner Gardella thought that was an excellent point as traditionally, community
755 engagement has been oriented towards under-represented communities and marginalized
756 communities. It has a lot to do with equity and sharing power. She stated naming that and being
757 explicit about that feels right to her.
758

759 | Commissioner Grefenberg ~~stated said on a concurrent way concurrently~~ the Neighborhood
760 Association Task Force has been discussing civic engagement and what it means. Last night it
761 adopted, for working purposes, the definition noted at the bottom of page one, continuing on
762 | page two. That ~~also~~ was the very definition Civic Engagement Task Force, the precursor to the
763 Commission, they had developed a few years ago at an earlier Task Force. This definition was
764 also used when they were considering creating a community engagement commission. He

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 18 of 22

765 | thought ~~it- defining community and civic engagement~~ was primarily the decision of the
766 Commission but the Task Force was using the one at the bottom of the page one.

767
768 Commissioner Adedayo stated her only thought on that is based on the distinction he provided,
769 Community Engagement is more long term relationship building with neighborhood
770 | organizations. ~~They -and~~ are there for forty-fifty or more years and their particular issues they
771 organize around in that time span, such as getting a sidewalk or transit system, after the people
772 are done organizing around that issue the relationship continues because of the aim of the
773 organization.

774
775 Commissioner Grefenberg thought it was also when the Council, over a year ago, discussed the
776 | creation of this group, largely the work of Councilmembers ~~Wilmer-Willmus~~ and ~~Deliberty~~
777 ~~Laliberte~~ and they chose the term Community Engagement. He personally thought it was to
778 | recognize the broader nature of community engagement thought many of their projects would
779 probably fall under civic engagement. He stated during the discussion last year among the Task
780 Force he had done a research on those terms leading up to their decision. He asked to distribute
781 the research to the Commission. He thought Commissioner Sanders would agree that during the
782 discussion at a Council retreat last February, Councilmember use them interchangeably, which
783 he thought caused confusion.

784
785 Commissioner Grefenberg stated his only suggestion is they add something on the background
786 | ~~for this discussion; on this and~~ his only point was he found it easier ninety percent of the time ~~to~~
787 ~~describe;~~ community engagement ~~is- as a~~ broad term which encompasses civic engagement but
788 | he was ~~also~~ open to making the distinction ~~that was in the manner~~ articulated tonight. He
789 indicated he was not sure but for him it would be an easier way of stating what they are doing by
790 saying civic engagement is a form of community engagement.

791
792 | Commissioner Grefenberg thought it might be useful, if and when they ~~develop to~~ recognize that
793 the ~~word/terms~~ are distinct, but he thought it helps with the understanding to see ~~it-as-a~~ civic
794 engagement as a specific type and the additional things on page two ~~of his handout~~ under civic
795 | engagement, the two bullets are not critical. He thought those are more descriptive ~~on-~~ and
796 anecdotal types of things and he did not think they needed to include those. Chair Becker
797 thought they were more rationale for why they would want to do it. Commissioner Grefenberg
798 agreed.

799
800 Commissioner Grefenberg stated his suggested changes are to recognize the confusion, the
801 Council citywide, and in some way recognize that most people use them interchangeably but
802 they are different and civic engagement in some ways is a specific form of community
803 engagement.

804
805 Chair Becker thought if one of those sections was rationale and the beginning part is somewhat
806 of a preamble. He stated the one he found most interesting to talk about is civic engagement
807 being a subset to community engagement.

808

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 19 of 22

809 | Commissioner Gardella stated she was ~~going off working under~~ the assumption that it was
 810 | important for them as a Commission to have a definition or ~~to~~ have some language that
 811 | distinguishes the two considering they are called the Community Engagement Commission and a
 812 | lot of their work is around civic engagement. ~~She saw their role as helping and that they could~~
 813 | ~~help sort of~~ clarify some of ~~current discussion~~ that, not just for the Council, ~~but for they do it~~
 814 | ~~themselves at the Commission table and~~ others ~~do it~~ as well. It is just common and happens all
 815 | of the time. She stated if ~~others agreed with that, and if so, that is agreed that is what it~~ is
 816 | important for them to have ~~then the~~ conversations about what sounds and feels right, given their
 817 | work, what language does not feel right, what questions they have about that and then making
 818 | sure it matches up and aligns with what they are charged with doing. She thought that was
 819 | another important part of the piece.

820

821 | Commissioner Manke thought both Commissioners ~~Adedayo Grefenberg~~ and Gardella had a
 822 | really good handle, being their backgrounds and she would be fine with letting them come up
 823 | with something more definite or formal for the Commission to look at. Commissioner Sanders
 824 | indicated she was taking it all in at this time.

825

826 | Chair Becker agreed with Commissioner Adedayo and liked bullet points two and three because
 827 | they get at the root of the relationships. Bullet points one and four do have value because they
 828 | define a certain amount of scope in that the first bullet point not only talks about people living
 829 | ~~here~~ but also people working here and he thought they should incorporate that somehow in the
 830 | definition. He also thought there is a certain amount of geographic proximity so communities
 831 | are bound not only by social strata or ethnic or racial backgrounds or nationalities but also by
 832 | geography. Whatever definition they do, he would like to see that incorporated into it.

833

834 | Commissioner Grefenberg ~~stated~~ ~~said~~ he saw a distinction from the draft from Commissioner
 835 | Gardella and his background ~~draft~~ and thought both were important. ~~and He~~ would like
 836 | ~~Commission~~ consideration to include the background to show why they are discussing this
 837 | because this will be something eventually the Council will see. The other thing is the definition
 838 | of community because he thought ~~the term community included more than a geographical are,~~
 839 | ~~but groups such as there was the~~ communities of faith and of color ~~and~~ he thought it may be
 840 | useful to recognize that fact. He thought that might be useful to explain that community means
 841 | different things to different people. Commissioner Gardella thought ~~her~~ bullet point four
 842 | covered that item.

843

844 | Commissioner Gardella thought they could make sure there is some kind of sentence about that
 845 | when they come to the point of adoption of the definition. Commissioner Grefenberg agreed.

846

847 | Commissioner Grefenberg stated he was very interested in the item on the second page of
 848 | ~~Gardella's draft~~, the ~~P~~principles of ~~A~~authentic ~~Community Engagement~~; ~~and~~ he thought it has
 849 | some relevance of the work of the Task Force as well.

850

851 | Commissioner Gardella ~~stated what~~ she understood ~~was that~~ it would be helpful to have a
 852 | definition of community engagement and a definition of civic participation, ~~and maybe~~ there
 853 | ~~may be are~~ some bullets of rationale of why those particular pieces of work are important. She

Community Engagement Commission Minutes
July 9, 2015 – *Draft Minutes*
Page 20 of 22

854 stated she was going to disagree with Commissioner Grefenberg on adopting his background
855 piece and did not think for the purposes of their Commission ~~that was relevant, and why they are~~
856 ~~doing it to clarify is not really what their motivation is.~~ She thought ~~what~~ their motivation was
857 this is their work and they need to be clear about what it is that they are saying their work is. She
858 would like to offer some language, a different background or preamble or something.
859 Commissioner Grefenberg ~~stated~~ said he heard her point. He stated he liked the principles and
860 thought it might be useful to include them in the final document.

861
862 Chair Becker asked how much the principles hinge on the definitions they pick or what her
863 motivation was. Commissioner Gardella stated ~~in some ways the motivation was in part some~~
864 ~~ways~~ the principles ~~help articulate~~ ~~think help sort of further articulate~~ the distinctions. That
865 might help give some examples or ways to see the differences. What she would not be very
866 expert at is coming up with a set of principles for civic participation and she would look for help
867 with that.

868
869 Chair Becker thought as they discuss this further they will determine what exactly the
870 relationship between the two definitions is. He stated he did not have an opinion yet but thought
871 at some point this will become more of a living document. Commissioner Gardella imagined
872 this being posted on their webpage.

873
874 Commissioner Manke stated this is originally what the Council came up with and then the
875 Commission has kind of already done this. She wondered how any of those things come into
876 this. Commissioner Gardella stated it is a little tricky and a lot of their priorities are more civic
877 engagement than they are community engagement. She thought there is great possibility with
878 the Advocates for Human Rights proposal, depending on how that is constructed and how that
879 process develops, ~~to.~~ ~~That could~~ be a really good community engagement strategy. The work
880 ~~and~~ could be designed with listening sessions with the community and underrepresented groups
881 to get feedback on specific questions or just to be open to hearing what people have to say. The
882 caveat to that is they have to have some confidence or some assurance that where that
883 information goes in the City, there is some response to it. She did not know how to do that.

884
885 Commissioner Grefenberg ~~stated~~ ~~said in Commissioner Gardella's earlier remarks~~ what he
886 thought was missing in Commissioner Gardella's earlier remarks, which at times, the
887 Neighborhood Association Task Force has addressed, and was included in their original Task
888 Force report from three years ago is was an item she had referred to ~~that as~~ public participation
889 communicates to participants how their input affected the final decision. In a separate document,
890 he would like the Commission to come up with core values of public participation.

891
892 Commissioner Gardella thought what he presented could be the basis for the list of the civic
893 engagement principles. Commissioner Grefenberg indicated that document has been vetted by
894 the City of Minneapolis and this organization and he has seen it in a couple of other cities but he
895 thought it would be useful. He especially liked what she said about ~~out~~ ~~in order to~~ civic
896 participation ~~it~~ requiringes that the deciding body, whether it is County, City or a Commission,
897 communicates back to the participants ~~who gave the original input,~~ how or whether their input
898 had any impact.

Community Engagement Commission Minutes
July 9, 2015 – *Draft Minutes*
Page 21 of 22

899
900 Chair Becker thought they should frame the definitions and make a couple of core principles
901 would make sense to start with but there will be additional work needed to frame out how it is
902 they form their priorities so there will be ample time for the next level down.
903
904 | Commissioner Manke stated if something changes with the other Commission ([Human Rights](#))
905 and they were to combine, it is a constantly moving, evolving thing so she did not know if they
906 could always lock themselves into one thing.
907
908 Commissioner Adedayo stated the Met Council recently revised their public participation plan,
909 which could be a really awesome tool in developing their principles and guidelines as well. She
910 stated she saw the first priority of developing neighborhood associations as more community
911 engagement because they are longer term. She think there are issues neighborhood associations
912 work on but that relationship is established that they do not break apart when the issue goes away
913 so she thought that could be one of the areas where they really infuse some of their community
914 engagement principles definitions.
915
916 Commissioner Gardella thought for the Commission the community and civic engagements are
917 clearly connected so where one supports the other Roseville U could be a wonderful tool to use
918 and there are different ways these two could serve each other.
919
920 Chair Becker agreed most of the items for this year are civic engagement items but they will be
921 coming up with a list for next year so they could change that.
922
923 Commissioner Gardella recapped what the Commission discussed and indicated what the
924 Commission still needed to work on.
925
926 **Commission Communications, Reports, and Announcements**
927
928 Chair Becker indicated he did not have any items to discuss.
929
930 **Commissioner-Initiated Items for Future Meetings**
931
932 Chair Becker stated thought they would have a full agenda in August because they will need to
933 prepare for the Council meeting and he thought it would take up a large block of their meeting
934 depending on discussion. If they are expecting the Neighborhood Association Task Force report,
935 | they may want to [acknowledge-introduce](#) it and [review-digest](#) it at a future meeting.
936
937 Commissioner Adedayo asked for clarification on what the Council joint meeting will include.
938 Chair Becker explained the reason for the joint meeting.
939
940 Commissioner Gardella stated Commissioner Sanders and herself will be meeting with the
941 | Advocates next week and will have a more revised agenda or proposal for the Commissioner to
942 [talk-about-discuss;](#) ~~and~~ then the Neighborhood Association Task Force [Report](#) -will be another

Community Engagement Commission Minutes

July 9, 2015 – *Draft Minutes*

Page 22 of 22

943 | ~~bulk of~~ work [item](#); ~~and~~ it seems like those are the biggest pieces to report to the Council and the
944 | other three are just updates, [she concluded](#):-

945

Recap of Commission Actions This Meeting

947

948 | The Commission recapitulated the Commission actions taken at the meeting.

949

Adjournment

951

952 | Commissioner Manke moved and Commissioner Adedayo seconded a motion to adjourn.

953 | **Motion passed unanimously.** Meeting adjourned at 8:40 p.m.

954

Community Engagement Commission Minutes
 August 13, 2015 – *Draft Minutes*
 Page 2 of 15

47 ~~The Commission accepted the Neighborhood Association Task Force Report~~ Chair Becker noted
 48 ~~that tonight the Commission would be receiving the Task Force Report from a Task Force co-~~
 49 ~~chair of the Task Force, Jerry Stoner. Co-Chair Jerry Stoner would walk the Commission~~
 50 ~~through the report and answer Commission questions, as well as some public comment. He~~
 51 ~~added that that the Commission would have several future meetings to review the Report and~~
 52 ~~decide what recommendations to make to the Council; because of tonight's heavy agenda he~~
 53 ~~encouraged the Commission to simply receive the Report, with subsequent meetings devoted to~~
 54 ~~discussion of the Report's particulars.~~

55
 56 ~~Mr. Task Force Jerry Co-Chair Stoner presented-walked through the various sections of the~~
 57 ~~rReport to the Commission. The first section, the Introduction, was factual with the second and~~
 58 ~~third paragraphs focused on Task Force membership changes during the course of its meetings.~~
 59 ~~He reported that the Task Force spent some time on definitions, the report's second part.~~

60
 61 ~~The two sections which follow, the Purposes and Benefits of Neighborhood Associations,~~
 62 ~~although not necessarily part of the Task Force's original mission, took up a lot of time because~~
 63 ~~it became clear that a lot of our discussion was focused on these two topics; as such the Task~~
 64 ~~Force wanted to capture the content of those discussions. The Task Force discussed the different~~
 65 ~~kinds of groups that people could have, from ~~barely~~fairly informal social groups to~~
 66 ~~Neighborhood Watch all the way to Neighborhood Associations with a 501c3. tax status. The~~
 67 ~~second topic considered the benefits of neighborhood associations. At the end there appeared to~~
 68 ~~be a broad agreement on these topics, Co-Chair Stoner indicated.~~

69
 70 He thought the ~~next -section,~~ *City Recognition of Neighborhood Associations,* was ~~probably~~ the
 71 most controversial section ~~they had~~ in the ~~R~~report. They ended up creating footnotes for this
 72 section ~~in order to show where there was disagreement.~~ ~~What What~~ is now included in the
 73 Report is what the task force finally agreed upon near the end of its work, breaking City
 74 Recognition into two parts, Minimal Standards (on which there was broad agreement) and Other
 75 Neighborhood Association Recognition Criteria considered but not yet agreed upon by the Task
 76 Force. He added that there probably was a lot more to this item than the actual text conveys.

77
 78 Stoner added as an example the issue of an Annual Meeting requirement. The discussion was
 79 not about whether a Neighborhood Association should have an annual meeting, but the point was
 80 how to make sure a neighborhood association not become a paper organization organized by one
 81 person 'in ~~his~~their garage' and once recognized by the City would continue interminably. The
 82 Task Force thus decided to leave this up to the Commission.

83
 84 ~~Mr. Stoner continued reviewing the report with the Commission by -He noted -noting the that~~
 85 ~~probably the~~ most important section was ~~the next section:~~ how ~~do they the~~ City could encourage
 86 and facilitate the creation of more neighborhood associations. This was the core of the original
 87 charge ~~to the Task Force,~~ and a lot of ~~what is in~~ this section comes from ~~the~~ Task Force members
 88 ~~themselves members of the group that who~~ have run neighborhood associations; ~~focused on~~ ~~and~~
 89 what they want, ~~what feel~~ they needed when they first started, and what do they feel they need
 90 today. He felt there were a lot of ~~very~~ strong recommendations there.

91

Community Engagement Commission Minutes

August 13, 2015 – *Draft Minutes*

Page 3 of 15

92 | ~~Mr. Stoner stated there the final were~~ two sections in the report ~~were on that ends up reviewing~~
 93 | how the City can communicate with the neighborhood associations and ~~vice versa and how the~~
 94 | Neighborhood Associations could communicate with the City. ~~A~~ lot of this ends up being how
 95 | do they identify themselves to the City as an association and how do they communicate to the
 96 | City. Some of this needs to be put together because someone who wants to form a neighborhood
 97 | association might not have been on a Commission and know there is a contact form available.

98 |
 99 | Chair Becker thanked the Task Force for all the work they have done on the report, including
 100 | Donna Spencer the other Task Force Co-Chair who could not be present tonight.
 101 | Commissioner Theresa Gardella ~~state added~~ she had no idea on how complicated the charge of
 102 | the task force ~~it~~ could be in the sense that there is so much to think about and she appreciated the
 103 | depth in which the Task Force went into even ~~if it was though it was~~ beyond what the original
 104 | scope was. She thought this was so much more valuable because of the people ~~that are~~ actually
 105 | leading ~~the~~ neighborhood associations were a part of this. She appreciated the thoroughness of
 106 | the Task Force. Mr. Stoner stated he was not aware of all the work when he first volunteered for
 107 | the task force this item entailed either.

108 |
 109 | Commissioner Jonathan Miller stated he was curious if anyone had seen anything about
 110 | requirements ~~the~~ different municipalities might have for bi-laws by-laws or election standards,
 111 | and how the leadership is chosen for different organizations. He stated he would be interested to
 112 | see what other entities have for suggestions regarding this.

113 |
 114 | ~~Mr. Stoner stated they did end up looking at Edina, Morgantown West Virginia, St. Louis Park~~
 115 | ~~and some consideration for Minneapolis.~~ but ~~A~~ lot of those were very top down so unlike in
 116 | Roseville where there were neighborhood associations before the City even knew or cared, the
 117 | other cities reviewed decided to have neighborhood associations before there were any in the
 118 | City. In Edina's case, they set the boundaries for the different neighborhood associations in the
 119 | City. Edina does have a complex system in place with by-laws listed but in Roseville's case the
 120 | Task Force ended up not necessarily prescribing that there needed to be by-laws because what
 121 | ~~they it~~ really focused on was the bare minimums and be able how two-way communication
 122 | between the neighborhood and the the to communicate directly to the City could occur.

123 |
 124 | Mr. Stoner stated they did not go with by-laws because it did not fit in the evolution of the
 125 | associations in the City. Commissioner Gary Grefenberg ~~stated they added~~ he did distribute the
 126 | neighborhood association policy of Edina early on in the discussions and there was some Task
 127 | Force review of that policy; he noted that could be made available to the Commission.

128 |
 129 | Commissioner ~~Sherry Sanders~~ Michelle Manke asked if there was discussion about the selection
 130 | of leadership and their leadership roles in neighborhood associations. Mr. Stoner stated the Task
 131 | Force ~~decided they did would~~ not prescribe that level of detail.

132 |
 133 | Commissioner Michelle Manke asked if there would could be at least annual meetings and -how
 134 | would those be recorded and reported. Without by-laws, Manke said, there could be internal
 135 | problems. Mr. Stoner ~~stated~~ replied that he was glad that Commissioner Manke was thinking
 136 | about that and the Task Force had ~~they have~~ left that issue for issue for the Commission to

Community Engagement Commission Minutes
 August 13, 2015 – *Draft Minutes*
 Page 4 of 15

137 | discuss and decide because the Task Force could not agree on that item. The Task Force pretty
 138 | much decided that it could go into that detail and implode, or come up with a final report.

139 |
 140 | Commissioner Ebony Adedayo stated she really appreciated the organic nature ~~they~~ Task Force
 141 | wanted to give to ~~the~~ neighborhood associations organizations; ~~but~~ one of the drawbacks of this
 142 | approach, however, is the disparity between ~~that~~ an organization that is really passionate,
 143 | organized and has the technical expertise and know-how to form and get funding and do civic
 144 | engagement, and another organization that does not. Commissioner asked if, ~~is~~ there was a
 145 | possibility where there could be some co-learning or teaching other people how to become more
 146 | formal. She would like to know where ~~is~~ are the levels of support that they have within the City
 147 | to provide the neighborhoods that want to be more formal. Mr. Stoner ~~thought~~ responded that
 148 | that was a great idea. He thought that every step of the way in this process would allow ~~there~~
 149 | ~~will be~~ more to be added included in ~~to~~ the report for its improvement.

150 |
 151 | Task Force Co-Chair ~~Mr.~~ Stoner stated there was some discussion about having information
 152 | available on a website but there needs to be someone who can maintain it and add to it.

153 | Commissioner Sanders ~~stated~~ added there ~~was~~ had been discussion about having a volunteer be
 154 | the liaison between the City and the Associations.

155 |
 156 | ~~Mr. Stoner explained why some of the members left the Task Force.~~

157 |
 158 | Commissioner Grefenberg ~~stated~~ asked about the process, indicated that at the last Commission
 159 | meeting there were comments that the Task Force was not representing its individual members,
 160 | of the people at the meetings, there was a lot of unanimity between them. Mr. Stoner responded
 161 | that it was inevitable that there would be conflict on any complicated issue. The charge was two
 162 | sentences, and with a lot of passionate members disagreement was inevitable. attributed a lot of
 163 | that to figuring out why they disagreed and then moving forward. ~~He stated they started putting~~
 164 | ~~in standards of appropriate conduct so the members did not go into ranting about an item for a~~
 165 | ~~long duration during the meetings.~~

166 |
 167 | Commissioner Grefenberg commented that at the end of the Task Force there was a lot of
 168 | ~~unanimity~~ unanimity. ~~Stringer~~ Mr. Stoner attributed that to the members figuring out why they
 169 | disagreed and then deciding to buckle down and move on with the Report. ~~He stated~~ added they
 170 | started putting in standards of appropriate conduct (for neighborhood associations) so the
 171 | members did not go into ranting about an item for a long duration during the meetings.

172 |
 173 | Public Comment: Chair Becker opened the meeting to public comment, indicating that said
 174 | comment would be limited to five minutes or less.

175 |
 176 | Ms. Lisa McCormick, Wheeler Street, stated she was at the meeting as a resident of the City and
 177 | the only one in recent years to her knowledge to start an association. She formed Twin Lakes
 178 | Neighborhood Association last summer at the request of a Councilmember. She stated she is
 179 | also a former Task Member that resigned at the June Community Engagement Commission
 180 | meeting. She indicated that meeting was very uncomfortable and she sited time constraints as
 181 | the reason she quit during that meeting and she did not think it would surprise anyone that it was

Community Engagement Commission Minutes
August 13, 2015 – *Draft Minutes*
Page 5 of 15

182 not entirely true. She stated recently she has been giving a lot of thought to accountability,
183 responsibility and authenticity and she was at the meeting regarding a correction and she felt that
184 what she had to say was being somewhat stifled.
185

186 Ms. McCormick stated she knew going into that meeting that she had some issues with the report
187 and that she may have to speak in opposition to some points and during that meeting it occurred
188 | to her that her ability to speak in opposition could be thwarted by staying on the Task Force, and
189 | that was a consideration that ultimately had her resign. The reality of the situation is that even
190 | though she resigned, she continued to participate and have missed only one meeting. She not
191 | only participated but she actually contributes when asked of her opinion on certain definitions
192 | and such. She stated she wanted to acknowledge the commitment of everyone that participated
193 | and she thought the work product was good. She thought the scope of the work was expanded.
194 | She thought the original charge could have been completed in a meeting or two and she thought
195 | the question that was asked could have been answered rather simply, especially with the amount
196 | of experience and the amount of information available.
197

198 Ms. McCormick stated she did not think, as much as she respects and appreciates Mr. Stoner's
199 | work, she did not remember as much discussion as he indicated occurred during the Task Force
200 | meetings. There were a lot of positions being presented but not a lot of discussion or invitation
201 | for input. At one point she reached out to people who had been absent and got responses back
202 | where they did not feel there was an invitation to speak and she found that to be very
203 | unfortunate.
204

205 Ms. McCormick stated given her experience she was considering forming an umbrella, 501C-3,
206 | for the purpose of sponsorship and other things to allow other neighborhood associations that
207 | were interested in forming to come in under that umbrella and give them that liability protection
208 | because it is expensive to form a 501C-3 and is very time-consuming. She thought if they were
209 | to spread that City wide it would make it all workable. She was excited about the idea of
210 | education, partnership with the City on various projects, grants and other things. She provided
211 | that as a backdrop to what she felt possible when she got involved in this.
212

213 Ms. McCormick stated she was a big proponent of this Task Force. She thought this was great
214 | work and Commissioner Grefenberg did a great job at editing and wordsmithing and polishing
215 | the document but she was not sure this was the right question the Task Force was asked answer.
216 | What she found was the City's Associations are a hybrid of very formal and loose associations
217 | and she cautioned the Commission to look closer at this before approving the document.
218

219 Ms. McCormick requested the Commission pull out the one section on this specific charge and
220 | suggested providing a round table discussion where the Commission could receive more input.
221

222 Ms. Diane Hilden, Bayview Drive, stated she has a lot of passion for the concept for what is
223 | going on and for the discussion of this she has talked to many people over the years who wanted
224 | to start an association. She stated it is very difficult to sustain and keep an association going and
225 | they need to be organized and maintained. She stated she has been on many Task Force and
226 | Associations and she has yet to see the contention that was operating on this Task Force. It was

Community Engagement Commission Minutes
August 13, 2015 – *Draft Minutes*
Page 6 of 15

227 very disturbing and it continues to disturb her that this was the case. While she thought there
228 was lots of great work done by Mr. Stoner but she thought things have been misrepresented from
229 the beginning. She felt they dealt with the wrong problem and she has stated before that she is
230 opposed to this report and she thought they could archive it. She felt there was lot of good
231 information in there but she thought it needs to be really thought out in terms of this community
232 and what is existing and how they enhance what is existing and how they look at this issue.

233

234 Ms. Hilden stated they should not presume that Roseville needs neighborhood associations all
235 over the place. She felt this needs to be reviewed and discussed by a broad array of people from
236 the community. This was seriously reduced by the amount of people not at the Task Force and
237 by the fact that those that have remained. There was a change in leadership and the meetings in
238 the beginning were quite pretentious resulting in the focus of the Task Group becoming the
239 crafting of a neighborhood policy manual that she did not think was the intention of this
240 Commission. She stated she was one of the dissenting voices in the beginning and remained one
241 throughout.

242

243 Ms. Hilden agreed with a number of people that charged the report was vague and confusing
244 which caused a lot of problems early on. One of the things that happened was it assumed that
245 Roseville would spring forth a lot of neighborhood associations and she did not think that was
246 the case and should be the subject of some discussion and should be looked at. The report as
247 currently written suggests a rigidity that she fears would actually discourage the formation of
248 neighborhood associations and she would recommend to the Community Engagement
249 Commission and the City Council that neighborhood associations are typically hard to create,
250 maintain and sustain.

251

252 Ms. Hilden stated she along with a number of other unsuccessfully tried to promote the concept
253 within Roseville for a number of years. She stated she would recommend the Commission to
254 consider this document premature and therefore suggest they convene a subsequent Task Force
255 that is broadly represented throughout the Roseville Community using the resources provided by
256 different committees within Roseville along with the neighborhood watch program. She thought
257 they should use the resources they already have. She strongly encouraged the Commission to not
258 forward this report onto the City Council as crafted at this time or in the near future and did not
259 see any compelling reason that there is any time bound urgency for the City Council to review
260 the document and in fact she has talked to several City Councilmembers who have indicated this
261 is something that can be worked on over time and they are not waiting for it.

262

263 | Ms. Peggy [Riehilan Verkuilen](#), Sexton Avenue, stated she was one of the original block captains
264 in Roseville until last year. She stated when a neighborhood is organized she would like to see
265 every individual whether they agree with their neighborhood association or not will be able to
266 have input into this because they are taking away an individual's rights in her estimation. She
267 stated another thing she had a problem with is they need to have a foundation before the building
268 is started and she felt they needed to have some bullet points of what they hoped to achieve prior
269 to starting the document and would have saved time. She indicated she was one of the members
270 that resigned.

271

Community Engagement Commission Minutes
 August 13, 2015 – *Draft Minutes*
 Page 7 of 15

272 | Ms. [Riehl](#) [Verkuilen](#) stated if they had one go to person they could go for networking would
 273 make things easier for everyone. She felt that the individual is the most important thing in the
 274 community. She indicated she wrote a letter to the Council. She stated this is America and the
 275 citizens should be able to have their input in their Government with officials seriously listening
 276 and considering what the residents are saying and not just vote as one wishes but in consideration
 277 of others.

278
 279 | Commissioner Sanders thought [Marsha ??](#) [Marcia Herrick](#) sent a letter as a part of the public
 280 comments in place of coming to the meeting. Chair Becker stated he received the letter but was
 281 not aware it was to be a part of the public comment and would forward it and have it added to the
 282 minutes.

283
 284 Commissioner Adedayo stated she heard some of the concerns and thought that something that is
 285 formalized like this report will be helpful for people who do not have the longevity or
 286 connections in the City and will allow them to get connected and know where to go to get
 287 involved and become connected to their neighbor.

288
 289 Commissioner Manke stated she was not under the impression that the report would be submitted
 290 directly to the City Council without review by the Commission. Commissioner Gardella stated
 291 after hearing from people tonight she thought there was a lot of conversation to be had and she
 292 wondered how much they can accomplish during their regular meetings. She wondered if they
 293 needed to set a different worksession to just discuss this report or block a set amount of time to
 294 discuss this during the Commission meetings. Commission Grefenberg agreed and thought they
 295 needed to make a concerted effort to invite those who have interest to attend one or two of the
 296 meetings where they have focused public comment.

297
 298 Commissioner Manke stated there is a lot of information in the report and she would like to meet
 299 outside of this meeting in order to go through the report before bringing it forward for additional
 300 public input. Commissioner Grefenberg thought that made sense and thought it would be helpful
 301 for the two co-chairs of the Task Force to be present at the meetings as well.

302
 303 **b. Advocates Partnership Proposal on Promoting Civic Engagement in Diverse**
 304 **Populations**

305
 306 Commissioner Gardella stated they met with Madeline from the Advocates for Human Rights to
 307 | flush out the plan a little bit more and there was some good conversations and she felt they
 308 Advocates are going to be a great partner in terms of their expertise. She noted some of the main
 309 changes are they started plugging in some dates and talked a little bit more about some of the
 310 conversations. She noted in the report “CEC Staff” does not represent Staff Liaison Bowman but
 311 the Commissioners.

312
 313 Commissioner Gardella noted there are still some larger questions that need to be answered but
 314 | ~~at a high level the planning phases are ongoing right now about structuring some of these~~
 315 | ~~conversations that they would have and they are~~ still thinking about three conversations. The
 316 first one being held with the Lake McCarron’s Neighborhood Association and Partnership with

Community Engagement Commission Minutes
August 13, 2015 – *Draft Minutes*
Page 8 of 15

317 | the ~~Kaorean Association Organization~~ of ~~America~~Minnesota, which she thought would be a
318 great partnership event they could do and they would invite either other neighborhood
319 associations or neighborhoods or some of the different groups referenced.

320

321 Commissioner Gardella stated in November the advocates would do some synthesizing of some
322 | of the data from ~~some of~~ the learning events. There would be an event in January with some of
323 the City staff to present some of the learnings and findings to them and discuss what they want to
324 do with this information. What they want to do with the information is really the crux of what
325 they want to figure out for their next steps.

326

327 Commissioner Grefenberg thought one thing that has been missing is official approval of this
328 and he was willing to move that they approve the promoting Civic Engagement and Diverse
329 Populations, the plan presented by Commissioner Gardella and provided in their packet as
330 something the Commission supports and will work on.

331

332 Commissioner Grefenberg moved and Commissioner Manke seconded a motion to approve the
333 Promoting Civic Engagement and Diverse Populations plan presented by Commissioner Gardella
334 and provided in the packet. **Motion passed unanimously.**

335

336 Commissioner Grefenberg thanked Commissioner Gardella and Sanders for the work that has
337 | been done on this. Chair Becker stated he was in support of this ~~item~~motion.

338

339 Commissioner Gardella thought the Commissions role in this was to do the legwork and get and
340 keep the process going but at this point the City really needs to be on board with this. Chair
341 Becker thought this item needed to be brought to the City Council at one of the upcoming
342 meetings for their support and for the buy-in.

343

344 Commissioner Miller wondered if the report should include dates because they are already in
345 August and the Council might be put off by that. Commissioner Gardella stated the reason for
346 the dates was to give them an idea of the timing and processing of the items. She stated the
347 Advocates have a grant and that is where all of the funding is coming from so they will have
348 very little expenses involved.

349

350 Commissioner Grefenberg thought the motion should be just to approve this in general and give
351 | them some leeway on the dates. Commissioner Gardella ~~concurred and added stated and~~ with
352 final confirmation from Lake McCarron's, ~~the~~ KOM₂, and the buy-in from the City.

353

354 Chair Becker restated the motion "Approving this as a general concept with some leeway on the
355 | dates pending approval or buy-in from the City and final confirmation from Lake McCarron's'
356 ~~and~~, KOM. This motion was made by Commissioner Grefenberg and seconded by Commission
357 | Manke if still acceptable as restated. The ~~two~~ Commissioners concurred.

358

359 Commissioner Adedayo asked when the Advocates deadline is and how the outreach for the
360 events will be done. Commissioner Gardella thought this went through the end of 2016 so they
361 have some leeway and the Advocates take the responsibility for a lot of the flyers and

362 notification but she thought they would want to use the established associations networks to get
363 the information out.

364
365 Staff Liaison Bowman asked if this is an outreach priority or a research priority. Commissioner
366 Gardella stated the specific goal is yet to be determined. The broader goal is finding ways to get
367 information from the community in a way that they might not normally get.

368
369 The chair called the motion to a vote. Motion passed unanimously.

370
371

372 **c. Update on Joint Task Force on Zoning Notification**

373

374 Commissioner Manke updated the Commission on the Joint Task Force on Zoning Notification.
375 She noted the minutes in the packet have a June date but they did meet in July.

376

377 Commissioner Manke stated a lot of what held them back from zoning notification was not
378 having addresses and having a database for these things to reside in and by the July meeting that
379 was well underway and they have done a lot of work on getting the database up and going. She
380 stated there is fantastic forward movement on this.

381

382 Commissioner Grefenberg stated as a member of the task force, at the July meeting they received
383 a report on what the City has done and significant progress has already been made. He stated he
384 would like to send that out to all of the Commissioners if there is no objection because some of
385 their ideas have already been put into place. Chair Becker directed Commissioner Grefenberg to
386 send the information to Staff Liaison Bowman for distribution and he would send out the email
387 from Mr. Vaud as well.

388

389 **d. Update on Civic Engagement Module for City Website**

390

391 Staff Liaison Bowman stated he received an update and the nuts and bolts of the module was
392 finished up a couple weeks ago and they received the designated URL
393 www.speakuproseville.org and they also received an email from Councilmember Laliberte that
394 she wanted more information about the module and the policies and procedure for inserting
395 topics on the module. He noted she has a lot of questions and is not in a place of comfort with
396 that and she asked the Commission not to launch it until they go before the Council. City
397 Manager Trudgeon thought they should go ahead and put together a policy. He stated he is
398 working on that and hoped to finish it up. This will not be a part of the joint meeting but
399 adjacent to the joint meeting. He stated City Manager Trudgeon is also trying to set up a
400 meeting with Councilmember Laliberte so staff can answer her questions.

401

402 Commissioner Grefenberg stated the only thing he would want to add for the record is that Staff
403 Liaison Bowman indicated in the very recent email that he would be reviewing draft policies
404 with the sub-committee and he thought it was important to let Councilmember Laliberte and
405 others know that they are playing a part. Staff Liaison Bowman indicated when he finished the
406 policy he would send them a copy of it for review.

407
408 The Commission recessed at 8:00 p.m.

409
410 The Commission reconvened at 8:06 p.m.

411
412 **e. Implementation of Other Strategic Recommendations**

413
414 Commissioner Grefenberg stated at the Council meeting on July 13, 2015 there were two issues
415 before the Council that relate to the Commission's work. The first one was a Councilmember's
416 role and Councilmember Laliberte presented an overview of some of the information they had
417 received at the end of January conference on Community Engagement. The second item was on
418 the issue of the Human Rights Commission and the CAC about the possibility of restructuring
419 both of those. He stated most of these initiatives and ideas were part of the report they gave to
420 the Council in December 2014 and they come from a lengthy review process that the
421 Commission went through. There was Commission involvement and he did state some
422 information in this report but was not mentioned at the meeting. He thought involvement by
423 under-represented groups has begun by the action they took today at this meeting and the action
424 that Commissioners Gardella and Sanders have been working on.

425
426 Commissioner Grefenberg stated on page two of his report, the welcome packet for new
427 residents did not have any changes. The next item and he indicated in that the Next Door Leads
428 have met three times over the last twelve months. The Next Door Leads at their last meeting
429 approved a list of tips and suggestions. They did connect Roseville Neighborhood Leads but
430 have not made much progress but thought they should leave that up to the separate groups of
431 leads which has met a couple of different times.

432
433 Commissioner Grefenberg stated on the item Commission Governance and Practice, also known
434 as the Uniform Commission Code, the Council did adopt a Universal Commission Code, which
435 incorporated three or four of their recommendations. They have made significant progress on
436 three or four of their recommendations. He reviewed some of the codes with the Commission.

437
438 Commissioner Grefenberg stated one of their recommendations was to develop and enforce an
439 absence policy for all Commissions. They recommended that staff report to the City Council
440 when any Commissioner misses more than four meetings in a rolling three month period. That
441 was adopted but they tightened it to three meetings in any rolling twelve month period.

442
443 Commissioner Grefenberg stated they have been working on these over the past three years and
444 he felt they have made some progress.

445
446 Chair Becker stated also in the packet are City Council minutes related to this discussion on page
447 26 under Uniform Commission Code. The Council actually took action on this at a subsequent
448 meeting and those meeting minutes have not been approved so could not be included in the
449 packet but will be available once approved. He stated also at that meeting they discussed the
450 structure of the Human Rights Commission.

451

452 Commissioner Gardella stated they did not need to present or offer any comment because the
453 staff presented their position and their recommendations and invited the HRC Commissioner to
454 present their views. The Council took up a very robust conversation about it that seemed to
455 settle on the fact that there will be no combining of the two Commissions at this point and they
456 see the value in both Commissions. There might be some conversations about merging and HRC
457 and an Ethics Commission. There were further communications, mostly about HRC so there was
458 no call for them to present or offer anything because this was going to remain a standalone
459 Commission.

460

461 Commissioner Grefenberg stated he read that the Council was very satisfied with the
462 Commission work and wanted to give them more time to either fumble or achieve some of their
463 purposes.

464

465 **f. Definitions of Civic and Community Engagement**

466

467 Commissioner Gardella reviewed with the Commission the definitions of Civic and Community
468 Engagement information.

469

470 Commissioner Miller thought it was very interesting reading through the minutes and the
471 documents attached and thought there was a lot of helpful language, which helps to clarify it for
472 him. Some of the concepts he saw and really liked were the notion of co-creation of ideas and
473 solutions rather than just consulting and coming in after the fact.

474

475 Commissioner Grefenberg stated he really liked this and appreciate that on page 2 under
476 Principles of Practices that it was noted that those practitioners need to expect tension. Authentic
477 engagement is not necessarily easy or peaceful. He really appreciated recognition of that. He
478 also wanted to say that the definition of Civic Participation is identical to the definition in the
479 report they received from the Neighborhood Association Task Force.

480

481 Commissioner Grefenberg stated there is currently some discussion raised by Lisa McCormick
482 and others that the Council should develop a core value statement which in their Task Force
483 report they adopted the International Association for Public Participation and he wondered if the
484 Principles of Civic Engagement similar to the Core Values of the IAP2. Commissioner Gardella
485 stated it was. Commissioner Grefenberg wondered if they should add the words “or Core
486 Values” because some people are talking about that and it might be easier for the definition as
487 they go forward to say they have taken a position, once this is passed, on Core Values.

488

489 Commissioner Gardella asked if the suggestion would be to change the heading to
490 “Principles/Core Values of Civic Engagement.” Commissioner Adedayo preferred the word
491 “and” rather than a slash.

492

493 Chair Becker thought this could be a living document that they could choose to tweak over time
494 and right now use it as a 'stake in the ground' and continue to tweak it. He still struggled with
495 volunteering as a civic engagement rather than a community engagement but was willing to let
496 that go because he felt they needed to have definitions that they are going to use as a framework

Community Engagement Commission Minutes
August 13, 2015 – *Draft Minutes*
Page 12 of 15

497 for all of their discussions and felt it was an opportunity for them to lead in this effort and
498 potentially help how City Staff and City Council frames these issues as well. He was biased on
499 wanting to take action on it and adopting it and then knowing that they may choose to tweak it
500 and continue to refine this.

501
502 Commissioner Grefenberg moved and Commissioner Becker seconded a motion to adopt the
503 Roseville Community Engagement Commission Definition of Terms dated August 13, 2015 with
504 the addition of Principles and Core Values in the last paragraph and with the understanding that
505 this is a living document, which can be modified in the future.

506
507 Commissioner Gardella asked if this would be posted on their website. Chair Becker thought
508 that was a great idea.

509
510 Commissioner Grefenberg though they should adopt this because the Council saw this as
511 something useful. Commissioner Gardella stated the assessment tool might be helpful in making
512 distinctions on some of the work.

513
514 Commissioner Adedayo wondered if they could recommend that the City uses that in its outreach
515 as a metric because she thought it was really effective in measuring how they do the work.
516 Commissioner Gardella stated it is helpful in helping people think about where they are, if they
517 are doing more outreach work versus engagement work and if organizations or cities want to
518 shift to doing more of the transformative engagement work they could ask themselves these kind
519 of questions. She thought the City would have to think about how they would want to use this to
520 think about their own work and what they are doing and the Commission could use it for their
521 own work.

522
523 Commissioner Grefenberg stated he was not comfortable at this time adopting this line by line
524 because he has not had the opportunity to review this in its entirety in detail. Commissioner
525 Gardella stated this is not something they would adopt as a process but something to be used for
526 education and help them to understand their own terms and not intended to be anything beyond
527 that.

528
529 **Motion passed unanimously.**

530
531 **g. CEC Social Gathering**

532
533 Commissioner Manke updated the Commission on the CEC Social Gathering.

534
535 **Other Old Business**

536
537 None.

538
539 **Chair, Committee, and Staff Reports**

540
541 **a. Chair's Report**

542
543 No discussion

544

545 **b. Staff Report**

546 **1. Upcoming Items on Future Council Agendas**

547

548 Staff Liaison Bowman stated on August 24th is the Joint meeting with the City Council and also
549 discussion about the module that they previously discussed. September 14th is the Not to Exceed
550 Levy on the Budget so that will be the next big budget item that comes up that the Commission
551 might be interested in.

552

553 **New Business**

554

555 **a. Planning for August 24th Joint Meeting with the City Council.**

556

557 Chair Becker thought they should present a status report on the items that were presented to the
558 Council at the beginning of the year. He would like to report on the current status of the Task
559 Force Commission indicating they have received the report and need to review it. The second
560 item he thought they should report about is the Educational Opportunities and thought the
561 Advocates Partnership proposal serves as part of that as well as part of another. They had a
562 priority for the Joint Task Force and Zoning Notification and he thought they could give an
563 update on that. The fourth item was the Resumption of Roseville U, which he thought Staff
564 Liaison Bowman can update the Council on that. Item five was Civic Engagement Module and
565 he thought the miscellaneous other strategic recommendations bucket can be provided.

566

567 Chair Becker proposed after the status update that the Commission ask for feedback from the
568 Council on what they want the Commission to focus on in 2016.

569

570 Commissioner Grefenberg stated there was a suggestion from Councilmember Laliberte to take a
571 look at recognizing residents of Roseville who have done significant volunteer work. He did not
572 think there should be any action but wanted to follow through and suggest this be an item to look
573 at in the future. Chair Becker thought that was certainly something to look at for review in 2016.

574

575 Commissioner Gardella stated she would like to have a better understanding of the distinction of
576 the role of the Volunteer Coordinator and the Commission because she thought that item would
577 be something that the Volunteer Coordinator would take charge of. Commissioner Manke
578 thought it would be a good idea to have the Volunteer Coordinator come to the meetings or give
579 an update via a report to the Commission. Chair Becker agreed and thought this should be added
580 to their next agenda.

581

582 Commissioner Adedayo asked what a Volunteer Coordinator does. Chair Becker reviewed the
583 role of the Volunteer Coordinator.

584

585 Commissioner Miller stated he liked the framework but he thought the Advocates could be a
586 large discussion because that is addressing a couple of the updates and he did not know how they

Community Engagement Commission Minutes
August 13, 2015 – *Draft Minutes*
Page 14 of 15

587 would frame it. Chair Becker thought they might indicate to the Council that they have an idea
588 but would like to come back to the Council at another meeting and discuss only that. The
589 Commission concurred. Commissioner Grefenberg stated they need to make clear that this item
590 has evolved into further discussion and that they have not added anything. Commissioner
591 Gardella thought they needed to mention the buy-in needed. Commissioner Grefenberg thought
592 they should do the same with the neighborhood association proposal as well.

593
594 Commissioner Grefenberg requested Staff Liaison Bowman to send the draft RCA to the Chair
595 and Vice Chair so they make sure the items are in. Staff Liaison Bowman wondered if anyone
596 would be interested in working on a draft RCA otherwise he would take a stab at it. He indicated
597 the deadline is Wednesday, August 19, 2015.

598
599 Staff Liaison Bowman thought the Commission should make a list of what items should be
600 reviewed with the Council.

601
602 Chair Becker reviewed the agenda for the Joint Council meeting and who would present the
603 different items.

604
605 Commissioner Grefenberg thought they should put the Neighborhood Association Task Force
606 draft report on the website indicating it is a preliminary report, which would be discussed more
607 at future Commission meetings because he would like to get more community involvement.
608 Commissioner Miller stated he did not see a reason for it. It is already in the packet that could be
609 shared if the public wants to read it.

610
611 Staff Liaison Bowman stated they have an itemized list of items they are working on and he did
612 not think it would hurt to have them be more easily accessible than to go back through packets to
613 find the information. Commissioner Sanders thought it was premature at this time.

614 Commissioner Adedayo thought when things are posted people seem to assume they have been
615 adopted or are official and even though they want to be transparent she did not want people to
616 think that was something the Commission has accepted. Commissioner Grefenberg stated there
617 could be a statement indicating the Commission has not adopted the report and is a work in
618 progress. Commissioner Manke agreed that when something is posted some people will still
619 believe it is final and they have not really spent a great deal of time reviewing it and she thought
620 they were a little premature on the association. Commissioner Sanders felt they could add it to
621 the website further down the road once they have had time to review it.

622
623 Chair Becker stated he would not want to have the entire report clickable through a link as the
624 main commission-level topic item but he could see an indented bullet indicating the Task Force
625 has provided this report for the Commission but did not represent the final action of the
626 commission. He felt if properly framed he would not have an objection to it being on the
627 website because it is public record and accessible but he would not want a reference to it being a
628 draft as it was the final work product of the task force to be followed by additional artifacts that
629 are the work product of the commission. Commissioner Grefenberg was agreeable to that and
630 made some sense to him. He suggested this get scoped out when it will be discussed because he
631 felt it needs more public input.

632
633 Chair Becker thought they could highlight areas in the report that needed significant discussion.
634 He indicated he will come up with a rough plan but did not think that this report should be posted
635 at this time. The Commission concurred.

636

637 **Commission Communications, Reports, and Announcements**

638

639 Chair Becker stated the Roseville Human Rights Commission in co-sponsorship with the
640 Roseville Library is hosting the event Civility of Better Choice on Saturday, September 19th
641 from 9:00 a.m. to 1:00 p.m. at the Roseville Library Community Room. The event is free and
642 open to everyone. To register or for more information go to RCLreads.org.

643

644 Commissioner Grefenberg wanted to clarify that the Joint Task Force on Zoning Notification
645 will be on August 25th at 6:00 p.m. at City Hall in the Aspen Room. This is an open meeting and
646 the public is invited to come.

647

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

649

650 There was no discussion.

651

652 **Recap of Commission Actions This Meeting**

653

654 The Commission recapitulated the Commission actions taken at the meeting.

655

656 **Adjournment**

657

658 Commissioner Gardella moved and Commissioner Miller seconded a motion to adjourn. **Motion**
659 **passed unanimously.** Meeting adjourned at 9:15 p.m.

660

Task Force Summary

I was asked to join the Task Force by another member because the thought was, I being in Real Estate I would be able to contribute an opinion to this Task force to help know what New Home owners have are looking for in neighborhoods in general.. After attending the first meeting I felt I was in way over my head with the obvious agenda of one of the Task Force Members. I continued to attend two more meetings and then bowed out.

It was obvious from the first meeting that this Task Force was comprised of a number of people in Roseville that cared about their neighborhoods and wanted to help with communication of the Roseville residents and the City. The majority of members voiced the lack of attention given to the resident's opinions by the City Council and that it really didn't matter what people thought the city council would do it their way or not at all. In formulating the neighborhood associations it would give people a place to give their opinion/vent and hopefully present their ideas so the City would listen.

I have to say that I did not even feel that what I did say at the Task Force meetings was ever heard or even taken in to account by one of the Lead Members who had his own agenda and would pacify with a comment of "Thank you for sharing" and then redirect to his path.

This Task Force was a total waste of time and a complete frustration for me. The conception of a Task Force with a leader that is focused on the real task and is willing to implement the ideas of the other member's on behalf of the Residents of Roseville is what this City needs.

Marcia Hernick

Diane Hilden, Task Force Member

Presented to the CEC August 13, 2015 Meeting

I strongly recommend that the report presented to the Roseville Community Engagement Commission by the Neighborhood Task Force be archived at this time. The charge of this Task Force is deserving of more deliberation from a broad array of members of our community. A significant number of original Task Force members resigned, there was a change in leadership, original meetings were contentious resulting in the focus of this Task Force becoming the crafting of a "neighborhood association policy manual" which was not, in my understanding and that of many others, the charge of this Task Force.

I was as many of you already know one of the dissenting voices on this Task Force early on in the process and remain a dissenter given the tone and admonitions of this report. At the outset of the Task Force deliberations I agreed with a number of persons within the group that the charge of this Task Force as conveyed to the group by the then chair was vague and unclear and assumed without any evidence or affirmation from the various Task Force members that Roseville residents were categorically in favor of neighborhood association formation. It was assumed at the outset of this Task Force that this would be an accepted outcome without evidence and unfortunately, without full group discussion. My experience over many years within the Roseville community, within my own neighborhood association and as a professional community organizer leads me to believe the contrary.

This report as currently written suggests a rigidity that would, I fear, actually discourage the formation of neighborhood associations. I recommend to the Community Engagement Commission and indeed to Roseville's City Council that Neighborhood Associations are typically difficult to create, maintain and sustain. These observations are the result of having founded the 24 year old Lake McCarron's Neighborhood Association in south east Roseville and over 10 years as a community organizer responsible for recruiting and helping to sustain over 100 neighborhood associations in St Paul. I do not consider these considerations to have been addressed within this report.

I along with many others have unsuccessfully tried to promote the concept within Roseville for many years. The Lake McCarron's Neighborhood Association (LMNA) has been very fortunately to steer our course over these many years without any direct assistance from the City of Roseville. LMNA has however cooperated with the City on many issues notable among them the securing of Reservoir Woods for the benefit of the entire city, the path around Lake McCarron's, crime issues at the Ramsey County Lake McCarron's Beach Park and, currently, immigrant issues with the Karen community.

I seriously doubt that LMNA and the new Roseville neighborhood association, The Twin Lakes Neighborhood Association (the only two neighborhood associations within Roseville) would be at all interested in registering our associations in Roseville given the mandates suggested in this document.

I do recommend along with a number of other dissenting voices from the original Task Force, that the Community Engagement Commission considers this document premature and therefore convene a subsequent Task Force that is broadly representative of the Roseville community using the resources network of Next-door Neighborhood Leads and the Roseville Police Department's Neighborhood Watch contacts among others. It was my suggestion (which was not well received by the original chair and therefore nixed) to explore the current network of crime prevention Block Clubs under the former "Neighborhood Watch" program currently managed by Corey Yunke, the Crime Prevention Specialist at Roseville's Police Department. A preliminary meeting with Yunke last fall with Task Force members Sanders and McCormick showed great promise and mutually beneficial outcomes for Yunke's program which as he suggested is in need of revitalization. Collaborating with this program would utilize existing neighborhood contacts and affiliations and help the Roseville Police Department. Lots of other alternatives should of course be explored in the spirit of community engagement.

Notably absent by the way from the listing under "Benefits of Neighborhood Associations" within this report is reference and inclusion of the axiom "Nothing beats getting to know your neighbors for crime prevention, NOTHING", a mantra shared nationally by crime prevention groups and community organizers. This collaboration is deserving of further study. I recommend that the CEC contact Yunke at the Roseville Police Department for his endorsement.

I therefore strongly encourage Roseville's Community Engagement Commission NOT to forward this report as it is currently crafted to Roseville's City Council at this time or in the near future. I know of no compelling reason that there is any time bound urgency for the City Council to review this document. I have been informed by several City Council members that there was no request by the Council for this information. In my estimation this document could/should function as an initial talking paper. More options need exploration along with community input from the greater Roseville community. It is my understanding the Community Engagement Commission commissioned this Task Force as part of a broader inquiry to explore a variety of options to promote civic engagement generally. I also recommend that further investigation into collaboration with Corey Yunke and the Roseville Police Department's Neighborhood Watch contacts be initiated for mutual benefit.

Diane Hilden

Proposed Neighborhood Association Work Plan

- September 2015
 - Plan approach and obtain CEC consensus
- October 2015
 - Define material support (things of monetary value and/or which imply City endorsement) that the City should provide
 - Information gathering from other cities (pending availability)
- November 2015
 - Define minimal requirements for neighborhood associations in order to receive material support from the City
 - Information gathering from other cities (pending availability)
- December 2015
 - Define remaining/non-material support items the city could provide
 - Define "preamble" materials to incorporate in the council proposal
 - Begin drafting proposal to be sent to council
- First Quarter 2016
 - Public comment on draft proposal
 - Finalize draft proposal and obtain CEC approval
 - Send CEC approved proposal to council and set meeting date
 - Meet with council

Listening and Learning in Roseville: Promoting Civic Engagement in Diverse Populations*

(As of September 1, 2015)

The Roseville Community Engagement Commission, in partnership with the Roseville City Council and the Advocates for Human Rights (AHR), will host a series of Learning/Listening Events on community engagement in Roseville. These events will focus on the strategic priorities identified by the Roseville Community Engagement Commission and the Roseville City Council, primarily to foster a climate of public participation, encourage community engagement and civic participation across all demographic lines. Below is a proposed timeline and process. This can be amended in consultation with the City Council.

Planning Phase (July-Aug)

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

Learning Events (Sept-Oct)

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

Priorities Workshop (Nov)

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

Report Release and Celebration (Jan)

CEC Commissioners and AHR will write a draft report of the results from the learning events and present it to the City Council, city staff and the members of city boards and commissions in an informal session that would allow city representatives to respond to the outcomes of the learning events and the CEC analysis. Feedback from city representatives would be incorporated into a final report that would be presented to the city council and released publicly in a community event that would also include participants from the three learning events.

The Advocates can provide the following support free of charge:

- All promotional materials, including flyers, email text, and press releases
- All materials to be used in the learning events and workshop, including agendas, handouts, flip charts, etc.
- Professional and experienced facilitation of all events
- Drafting and editing of the report generated by the learning events and priorities workshop
- On-call advice and support of the CEC's planning and outreach efforts

The Community Engagement Commission would need to undertake the following:

- Securing venues for all events
- Providing refreshments for participants
- Targeting outreach and publicity efforts to attract a diverse group of participants (with guidance from The Advocates)
- Working with city staff to ensure that the learning events and report are relevant and useful, and that the city takes action on issues identified by participants

* A Proposed Collaboration between The Advocates for Human Rights and the Roseville Community Engagement Commission. The Advocates for Human Rights is a nonprofit based in Minneapolis MN. We have worked on human rights issues in local communities, including immigrant and refugee rights, for over 30 years. Last year, we published *Moving from Exclusion to Belonging: Immigrant Rights in Minnesota Today*, a report that centers on the human rights of refugees and immigrants in Minnesota. The report places its findings and recommendations within the context of state, federal, and international human rights law to identify what is working to promote integration and success, what is failing, and what gaps exist in public policy. Released April 2, 2014, the report draws on nearly 200 individual interviews and more than 25 community conversations involving hundreds of people throughout the state. As a follow up to that work, we are collaborating with communities that are working to improve the experiences of potentially marginalized residents such as immigrants and refugees on many issues, including civic engagement, housing, and education. We offer a range of resources to assist communities to meet their self-identified goals.

JOINT TASK FORCE ON ZONING NOTIFICATION

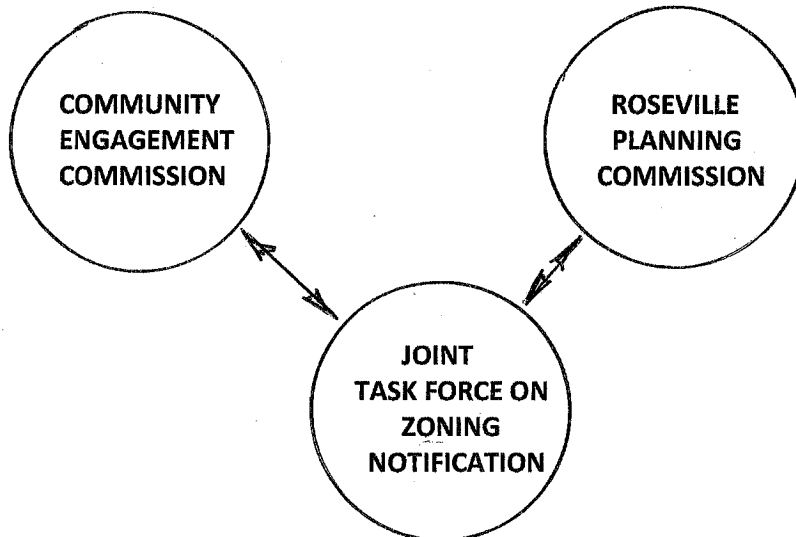
A Joint task force of the Roseville Community Engagement & Planning Commissions

July 16, 2015 Meeting Notes

Members Present: Michelle Manke, Jim Daire, Mike Boguszewski, Gary Grefenberg, (late arrival).

Members Absent: None.

Staff Present: Thomas Paschke.



Michelle Manke opened the meeting at 6:10pm. Gary Grefenberg arrived at 6:14pm.

Historical note: Joint task force (JTF) members were formally appointed by the Community Engagement Commission whereas JTF members from the Planning Commission were volunteers who basically self-appointed.

The JTF members discussed the notification technique that posted a standardized 4'x8' sign on the property seeking a zoning change for the benefit of passers-by. Thomas Paschke thought the idea do-able from a staff point of view.

A discussion of notification by social media revealed that an official process using social media may be fraught with technical and legal problems. The JTF members set aside discussion of the social media notification alternative for the time being.

A discussion of notification for unique (first-of-a-kind) proposals focused on the recent BrewStillery proposal. Up to now, Roseville has had no bars, *per se*, only restaurants serving beer, wine and/or liquor with a meal. The BrewStillery was the first.

The JTF talked about "extraordinary notifications." Thomas Paschke, speaking for staff, doesn't want to identify what proposals might qualify as requiring "extraordinary notification." Thomas explained the technical and legal difficulties in identifying an "extraordinary use" in an objective, non-arbitrary and repeatable manner. Gary asked if the redevelopment of a large property, such as the Har-Mar Mall property or another Walmart-type store might qualify as an "extraordinary proposal?"

Mike suggested an acreage minimum, use change, traffic generation change as a trigger for "extraordinary notification." Jim suggested using the full-occupancy trip generation of the former use as a baseline for comparing the trip generation of the proposed use to approximate traffic impacts.

Mike asked, "What's the mechanism for notification when public input is desired but not specifically required?" Mike stated that he liked the concept of Park Constellations, where affected residents, not only property owners, are solicited for input.

We deferred discussion on Paul Bilotta's 7-15-2015 memo until he could be with us.

Gary moved, Michelle seconded, to approve the 6-18-2015 Notes as corrected/amended. Ayes, 4; Nays, 0; no abstentions.

Thomas suggested that, at the end of our deliberations, we prepare a report and make presentations to the two Commissions, seeking buy-in, with modifications, of the JTF recommendations. Gary totally agrees with Thomas' suggestion.

Gary suggested that someone serve as chair of the JTF, or a chair and co-chair (one person from each Commission) to set an agenda for the next meeting. Mike suggested that the agenda for the subsequent JTF meeting be set at the end of each meeting. Gary Grefenberg and Jim Daire volunteered to serve as co-note-takers; they are to coordinate with City staff on archiving and distribution of JTF meeting notes. It was suggested that the notices of the JTF meetings be posted in City Hall. Gary formally asked City staff present to investigate the possibility of posting notices of JTF meetings in City Hall.

**MEETING AGENDA
JOINT TASK FORCE ON ZONING NOTIFICATION
AUGUST 20, 2015**

Extraordinary Notification discussion

- Define the types of zoning change requests requiring extraordinary notification
- Define impact area to receive notification
- Discuss level of project detail to be included in notification
- Discuss means of notification to be employed (letter, postcard, sign, paper of general circulation, flyers, etc.)

Garry Bowman

From: Paul Bilotta <Paul.Bilotta@cityofroseville.com>
Sent: Monday, August 24, 2015 2:35 PM
To: Gary Grefenberg; Michelle Manke
Cc: Thomas Paschke
Subject: FW: Task force staff update
Attachments: Comm 1.pdf; Comm 2.pdf; Comm 3.pdf; Ind 1.pdf; Ind 2.pdf

Is this the 7/15 staff update you are looking for?

Thanks,

Paul Bilotta, AICP

Community Development Director

paul.bilotta@ci.roseville.mn.us



From: Paul Bilotta
Sent: Wednesday, July 15, 2015 6:12 PM
To: Shannon Cunningham <shannonmariecunningham@gmail.com>; Michelle Manke <mmmanke@aol.com>; Gary Grefenberg <ggrefenberg@comcast.net>; Paul Bilotta <Paul.Bilotta@cityofroseville.com>; Thomas Paschke <Thomas.Paschke@cityofroseville.com>; Michael J. Boguszewski <bogusm@parknicollet.com>; James Daire <jimdaire@centurylink.net>
Subject: Task force staff update

We have been busy since the last meeting. Unfortunately, I will be unable to attend the meeting due to being out of town, but I wanted to pass along an update on some of the things we have been doing.

Extraordinary Notification

There was discussion about whether there might be some sort of "super impact" uses that would trigger a much larger notification radius due to their potential negative impacts. As I mentioned in the meeting, before we create a process to facilitate notification of "super impact" uses, I think we should really step back and look at our land use tables to determine if we even want to allow that type of use in the City. For instance, a stockyard, rendering plant, hide tanning facility, oil refinery, munitions plants, etc. might all be uses that we would want to do extraordinary notification for, but do we think there is really a scenario where the community would want to say "yes"? If I am correct on that, then we should make sure we have prohibited the uses we are concerned about. I have attached the land use tables from the commercial and industrial sections of the code for your review so that we can discuss what those "super impact" uses might be.

I would support an extraordinary notification process if we see uses that we might like in some situations, but think they have a large impact that could be concerning in other situations. I just want to make sure we have done the first step, which is to prohibit the ones the community doesn't want. (Of course, this comment excludes some adult uses, which can have first amendment protections.)

Tenant Notification

I believe we have made a lot of headway on the technical constraints with this issue.

- We have now created a database of all apartment/condo units in the City, so we can address a mailing to a tenant's door
- We have now created a database of all registered 1-4 unit rental properties in the City, so we can address a mailing to the tenant's door for rental houses, etc.
- We are in the process of creating a database for all commercial spaces. We are in the process of creating an online form response tool for property owners/managers to provide feedback. It is still a work in process, but if you would like to see what it looks like at this stage, the link is below:

<https://fs22.formsite.com/RosevilleCommunityDevelopment/Commercial-Addresses/index.html>

We are also working with the St. Paul Area Chamber, GreaterMSP and commercial databases to expand the data coverage. Once we have a reasonably reliable database up on this as well, we'll be able to add in commercial/industrial tenants.

Signage

Most cities that look at this issue end up creating a process where the property to be acted upon must display a sign about the proposed action. They are often large 4' x 8' signs. This picks up virtually everyone who has an interest for most applications because owners, renters, people driving by, parents dropping off kids at school, etc. would all pass by the sign.

St. Louis Park recently started a similar process. We contacted them and they are using 4 x 8 metal signs. The applicant, as part of their application, provides access rights to the city to install the sign and then either public works crews or private contractors install the signs. St. Louis Park had 6 made and it cost a little bit more than \$1700 for creating those 6 signs which could be worked into our fee schedule.

Social Media

The City has a lot of electronic communication tools and we are always trying to balance the potential information value vs. the potential annoyance to citizens that might turn them off of using the communication tools. This is particularly true with NextDoor, which we know would generate negative backlash and potential loss of members if we started dropping in lots of hearing notices. Any direction on this issue that the Task Force may have would be very helpful.

Process

As I mentioned last time, I would rather we implement most changes as "complementary notification procedures" rather than "ordinances". The reason for this is that as we expand the breadth of notification, there increases the potential that errors in databases, process, etc. could open approvals up for legal challenge if they are mandated by ordinance. We are really layering a lot of techniques on top of each other and if, for example, 4 layers of communication are performed flawlessly, but there is an error in the address of a person in communication layer 5 or the sign blows away, or something else unexpected, we potentially open the City/property owner up to a process challenge. Mandating by ordinance would also limit our abilities to expand notification because each new technique would have to be fully vetted to ensure the data processes could survive a legal challenge which might limit our abilities to use some of the tools at the City's disposal, that are good, but maybe not flawless.

I hope this is useful and I think we are very close to being able to satisfy most, if not all, of the initial concerns if some of these changes were made.

If there are any questions or concerns, please let me know. Thomas intends to still attend the meeting on Thursday.

Thanks,

Paul Bilotta, AICP

Community Development Director

651.792.7071

C. Uses marked as “NP” are not permitted in the districts where designated.

D. A “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011 of this Title; standards for conditional uses are included in Section 1009.02 of this Title.

E. **Combined Uses:** Allowed uses may be combined within a single building, meeting the following standards:

1. Residential units in mixed-use buildings shall be located above the ground floor or on the ground floor to the rear of nonresidential uses;
2. Retail and service uses in mixed-use buildings shall be located at ground floor or lower levels of the building; and
3. Nonresidential uses are not permitted above residential uses.

*General retail, such as:

Antiques and collectibles store

Art gallery

Auto parts store

Bicycle sales and repair

Book store, music store

Clothing and accessories sales

Convenience store

Drugstore, pharmacy

Electronics sales and repair

Florist

Jewelry store

Hardware store

News stand, magazine sales

Office supplies

Pet store

Photographic equipment, studio, printing

Picture framing

Second-hand goods store

Tobacco store

Video store

Uses determined by the Community Development Department to be of a similar scale and character

Personal services, such as:

Barber and beauty shops

Dry-cleaning pick-up station

Interior decorating/upholstery

Locksmith

Mailing and packaging services

Photocopying, document reproduction services

Consumer electronics repair

Shoe repair

Tailor shop

Tutoring

Watch repair, other small goods repair

Uses determined by the Community Development Department to be of a similar scale and character

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Office Uses						
Office	P	P	P	P	P	
Clinic, medical, dental or optical	P	P	P	P	P	
Office showroom	NP	P	P	P	P	
Commercial Uses						
Retail, general and personal service*	P	P	P	P	P	
Animal boarding, kennel/day care (indoor)	P	P	P	P	P	Y
Animal boarding, kennel/day care (outdoor)	NP	C	C	C	NP	Y
Animal hospital, veterinary clinic	P	P	P	P	P	Y
Bank, financial institution	P	P	P	P	P	
Club or lodge, private	P	P	P	P	P	
Day care center	P	P	P	P	P	Y
Grocery store	C	P	P	P	P	
Health club, fitness center	C	P	P	P	P	
Learning studio (martial arts, visual/performing arts)	C	P	P	P	P	
Limited production & processing - principal	NP	NP	NP	P	NP	
Limited warehousing and distribution	NP	NP	NP	P/C	NP	Y
Liquor store	C	P	P	P	P	
Lodging: hotel, motel	NP	P	P	P	P	
Mini-storage	NP	P	P	P	NP	
Mortuary, funeral home	P	P	P	P	P	

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Motor fuel sales (gas station)	C	P	P	P	C	Y
Motor vehicle repair, auto body shop	NP	C	P	P	C	Y
Motor vehicle rental/leasing	NP	P	P	P	NP	Y
Motor vehicle dealer (new vehicles)	NP	NP	P	P	NP	
Movie theater, cinema	NP	P	P	P	P	
Outdoor display	P	P	P	P	P	Y
Outdoor storage, equipment and goods	NP	NP	C	C	NP	Y
Outdoor storage, fleet vehicles	NP	P	P	P	NP	Y
Outdoor storage, inoperable/out of service vehicles or equipment	NP	C	P	P	C	Y
Outdoor storage, loose materials	NP	NP	NP	NP	NP	
Pawn shop	NP	C	C	C	NP	
Parking	C	C	C	C	C	
Restaurant, Fast Food	NP	P	P	P	P	
Restaurant, Traditional	P	P	P	P	P	
Residential - Family Living						
Dwelling, one-family attached (townhome, rowhouse)	NP	NP	NP	NP	P	
Dwelling, multi-family (3-8 units per building)	NP	NP	NP	NP	P	
Dwelling, multi-family (upper stories in mixed-use building)	P	P	NP	NP	P	
Dwelling, multi-family (8 or more units per building)	C	NP	NP	NP	P	
Dwelling unit, accessory	NP	NP	NP	NP	C	Y
Live-work unit	C	NP	NP	NP	P	Y
Residential - Group Living						
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	NP	C	Y
Student housing	NP	P	P	P	NP	Y
Nursing home, assisted living facility	C	C	C	C	C	Y
Civic and Institutional Uses						
College or post-secondary school, campus	NP	NP	P	P	P	Y
College or post-secondary school, office-based	P	P	P	P	P	Y
Community center, library, municipal building	NP	NP	P	P	P	
Place of assembly	P	P	P	P	P	Y
School, elementary or secondary	NP	NP	P	P	P	Y
Theater, performing arts center	NP	NP	P	P	P	Y
Utilities and Transportation						
Essential services	P	P	P	P	P	
Park-and-ride facility	NP	P	P	P	P	

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Transit center	NP	P	P	P	P	
Accessory Uses, Buildings, and Structures						
Accessory buildings for storage of business supplies and equipment	P	P	P	P	NP	Y
Accessibility ramp and other accommodations	P	P	P	P	P	
Detached garage and off-street parking spaces	P	P	P	P	P	Y
Drive-through facility	NP	C	C	C	NP	Y
Gazebo, arbor, patio, play equipment	P	P	P	P	P	Y
Home occupation	P	NP	NP	NP	P	Y
Limited production & processing - accessory	P	P	P	P	P	
Renewable energy system	P	P	P	P	P	Y
Swimming pool, hot tub, spa	P	P	P	P	P	Y
Telecommunications tower	C	C	C	C	C	Y
Tennis and other recreational courts	C	C	P	P	P	Y
Temporary Uses						
Temporary building for construction purposes	P	P	P	P	P	Y
Sidewalk sales, boutique sales	P	P	P	P	P	Y
Portable storage container	P	P	P	P	P	Y
(Ord. 1427, 7-9-2012; Ord. 1445, 7-8-2013; Ord. 1446, 7-8-2013; Ord. 1447, 7-8-2013; Ord. 1451, 8-12-2013; Ord. 1469, 6-9-2014)						

1005.04 Neighborhood Business (NB) District

A. **Statement of Purpose:** The Neighborhood Business District is designed to provide a limited range of neighborhood-scale retail, service, and office uses in proximity to residential neighborhoods or integrated with residential uses. The NB district is also intended to:

1. Encourage mixed use at underutilized retail and commercial intersections;
2. Encourage development that creates attractive gateways to City neighborhoods;
3. Encourage pedestrian connections between Neighborhood Business areas and adjacent residential neighborhoods;
4. Ensure that buildings and land uses are scaled appropriately to the surrounding neighborhood; and
5. Provide adequate buffering of surrounding neighborhoods.

Table 1006-1	O/BP	I	Standards
Office and Health Care Uses			
Office	P	P	
Clinic, medical, dental, or optical	P	NP	
Hospital	C	NP	
Office showroom	P	P	
College or post-secondary school, office-based	P	P	
Manufacturing, Research, and Wholesale Uses			
Artisan workshop	NP	P	Y
Asphalt plant, batch or other	NP	NP	
Catering establishment	NP	P	
Concrete plant, batch or other	NP	NP	
Contractor's yard	NP	P	
Crushing of aggregate as a principal use	NP	NP	
Fertilizer plant	NP	NP	
Laboratory for research, development, and/or testing	P	P	
Leather and fur tanning, curing, finishing, and dyeing	NP	NP	
Limited production and processing	P	P	
Limited warehousing and distribution	P/C	P	Y
Manufacturing and processing, no outdoor activities	NP	P	Y
Manufacturing and processing, outdoor activities	NP	C	Y
Manufacturing and processing of clay products, structural such as brick, fire brick, tile, and pipe	NP	NP	
Manufacturing of insecticides, fungicides, disinfectants, and related industrial and household chemical compounds	NP	NP	
Metal casting or foundry	NP	NP	
Metals, precious and rare, reduction, smelting and refining	NP	NP	
Outdoor display	P	P	Y
Outdoor storage, equipment and goods	C	P	Y
Outdoor storage, fleet vehicles	P	P	Y
Outdoor storage, inoperable/out of service vehicles or equipment	C	P	Y
Outdoor storage, loose materials	NP	C	Y
Parking	C	C	Y
Petroleum refinery	NP	NP	
Printing	P	P	
Pulp processing plant (paper mill)	NP	NP	
Recycling center	NP	P	
Salvage or junk yard	NP	NP	
Slaughtering of animals	NP	NP	

Table 1006-1	O/BP	I	Standards
Tire plant or tire recapping plant or facility	NP	NP	
Warehousing and distribution	NP	P	
Wholesale establishment	P	P	
Wood treatment plant	NP	NP	
Commercial Uses, Personal			
General retail sales and personal service***	P	NP	Y
Animal boarding, animal day care, kennel	NP	P	Y
Animal hospital, veterinary clinic	P	NP	Y
Bank, financial institution	P	C	
Building materials sales, lumberyard	NP	P	
Day care center	P	NP	Y
Health club, fitness center	C	NP	
Learning studio (martial arts, visual/performing arts)	P	NP	
Lodging: hotel, motel	P	P	
Mini-storage	NP	P	
Motor fuel sales, gas station (includes repair)	C	P	Y
Motor vehicle repair, large	NP	P	
Motor vehicle dealer, rental/leasing	NP	C	Y
Restaurant, fast food	P	NP	Y
Restaurant, traditional	P	NP	
Utilities and Transportation			
Essential services	P	P	
Park-and-ride facility	C	C	
Transit center	C	C	
Accessory Uses, Buildings, and Structures			
Accessory buildings for storage of business supplies and equipment	P	P	Y
Accessibility ramp and other accommodations	P	P	
Caretaker's dwelling	C	C	
Drive-through facility	C	NP	Y
Off-street parking spaces	P	P	Y
Telecommunications tower	C	C	Y
Renewable energy system	P	P	Y

(Ord. 1427, 7-9-2012; Ord. 1438, 6-10-2013; Ord. 1446, 7-8-2013; Ord. 1447, 7-8-2013)

1006.04 Office/Business Park (BP) District

- A. **Statement of Purpose:** The Business Park District is designed to foster the development of business parks that integrate complementary employment and related uses in an attractive, efficient and functional environment. The district is also intended to:

CITY OF ROSEVILLE

SPEAKUP, ROSEVILLE!

POLICIES AND PROCEDURES



2660 CIVIC CENTER DRIVE
ROSEVILLE, MN 55113

Revised: 8/19/15

Speak Up, Roseville Policy - draft

August 2015

I. Policy

The City of Roseville will determine how its web-based civic engagement module, SpeakUp, Roseville!, will be designed, implemented and managed as part of its overall communication strategy.

II. Purpose

The City has an overriding interest in deciding what is “asked” and “answered” on behalf of the City. This policy establishes guidelines for the use of SpeakUp, Roseville!. The policy ensures the proper use of the civic engagement module by its employees and establishes procedures for operating the module in a positive and informative fashion. Staff tasked with using the module shall have the responsibility to use these resources in an efficient, effective, ethical and lawful manner.

III. Scope

This policy applies specifically to the SpeakUp, Roseville! civic engagement module. The City’s official website, www.cityofroseville.com shall remain the City’s primary online medium for communicating information to the public.

IV. Definition

SpeakUp, Roseville! is a civic engagement module integrated into the City’s website that allows for resident feedback through discussions on selected topics and direct feedback via surveys. The module allows residents to find out about ongoing Projects, create/share/vote on citizen-generated Ideas, and connect with other residents that share their interests.

V. General Conditions & Restrictions**Goals**

The goals of integrating a civic engagement module is:

- To promote the value and importance of civic participation among residents
- To sustain the productive involvement of its residents
- To engage a broader audience and generate fresh ideas
- To better inform residents of new and ongoing projects
- To seek feedback from residents about current and potential projects
- To foster 2-way communications channels and to maintain an open, professional and responsive dialog with residents

VI. Management of Civic Engagement Module

Communications staff will be responsible for day-to-day maintenance of SpeakUp, Roseville! Communications staff may at times rely on the expertise of additional city staff, the city manager, department heads and city councilmembers to assist with interactions.

When using SpeakUp, Roseville! as a representative of the City of Roseville will:

- Adhere to personnel policies
- Use appropriate language

- Not provide private or confidential information
- Not negatively comment on community partners or their services
- Not provide information related to pending decisions that would compromise negotiations
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases

VII. Use

The primary use of SpeakUp, Roseville! will be for the City to better inform residents of new and ongoing projects and to receive feedback from residents about those projects. SpeakUp, Roseville! will also be a place where residents can share their own ideas and receive responses from the City.

VIII. Posting of Topics

City staff will be primarily tasked with generating and moderating topics for inclusion on SpeakUp, Roseville! City Councilmembers will also produce guidance for topics. Commission members may suggest topics for staff to include in discussion or forum section of the module. Inclusion of suggested topics made by commission members shall be determined by the City Manager. Resident's ideas and discussion items shall be posted in the Ideas section of the module; however should staff determine that an idea should be escalated to a discussion or forum item it may choose to do so after consultation with the City Manager. Staff interested in employing the survey function of SpeakUp, Roseville! shall do so only after receiving approval from the City Council. Staff will also make it known that the surveys are for informational purposes and are not meant to serve as scientific measurements of public opinion.

IX. Hosting, Training, and Support

City of Roseville Communications staff will provide basic training to the primary staff members responsible for maintaining SpeakUp, Roseville!

X. Data Retention

The City will comply with the Minnesota General Record Retention Schedule. Routine social media posts and comments by residents are considered "transitory correspondence," as defined by the Minnesota General Records Retention Schedule. These messages are not required to be retained.

XI. Disclaimer

The following disclaimer will be posted as a part of SpeakUp, Roseville!:

SpeakUp, Roseville! is operated by the City of Roseville. The City reserve the right, at our sole discretion, to change, modify, add or delete comments or posts, photos and video at any time.

Comments associated with unlawful activity or that contain offensive or vulgar language or photos, personal attacks on staff or members of the public, political endorsements of any kind, commercial advertisements or any other form of commercial solicitation will be removed.

The City of Roseville has the right to reproduce any pictures or videos to this site in any of its publications or websites or any other media outlets.

The views, postings or opinions expressed on this site do not necessarily reflect those of the City of Roseville.

XII. Advertising

The City of Roseville does not endorse any product, service, company or organization advertising through its civic engagement module.

XIII. Privacy Policy

The City of Roseville does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the city is subject to the Minnesota Data Practices Act. This law classifies certain information as available to the public upon request.

XIV. Moderating Public Comments

City of Roseville staff, with administrative rights, will not edit posted comments, but may remove comments that are abusive; obscene; defamatory; in violation of the copyright, trademark right or other intellectual property right of any third party; or otherwise inappropriate or incorrect. The following may be removed by city staff:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion
- Sexual content or links to sexual content
- Encourage or promote illegal activity
- Promote political campaigns or ballot measures
- Information that may compromise the safety or security of the public
- Posts by individuals using aliases or false names to utilize module

In addition, residents may flag abusive or offensive comments as part of the SpeakUp, Roseville! terms of use. Once a comment has been flagged it is removed from being displayed and placed into a queue for staff review. Should staff determine the comment to have violated the module's terms of conditions the comment will be deleted and the posting member warned. Repeated offensive posts may result in loss of posting privileges for the offending poster.