

Community Engagement Commission Agenda

Thursday, April 14, 2016

6:30 p.m.

City Council Chambers

- 6:30 p.m. **1. Roll Call**
- 2. Approve Agenda**
- 3. Swear in new Commission Members**
- 6:40 p.m. **4. New Commission Member Introductions**
- 6:55 p.m. **5. Public Comment on Items Not on Agenda**
- 6. Approval of March 10 meeting minutes**
- 7. Old Business**
 - 7:10 p.m. a. Approve list of neighborhood association recommendations
 - 7:40 p.m. b. Update on Joint Task Force on Zoning Notification
 - 7:40 p.m. c. Continued discussion on work plan for 2016 priority projects
- 8. New Business**
 - 7:55 p.m. a. Priority Project Update: Assist in the formulation of the 2017 Comprehensive Plan update process
 - 8:05 p.m. b. Priority Project Update: Recommend ways to expand city learning and engagement opportunities
 - 8:15 p.m. c. Priority Project Update: Form strategies for outreach to under-represented groups
 - 8:25 p.m. d. Update on Rosefest Parade and Party in the Park Planning
 - 8:35 p.m. e. Discuss Commission attendance at SE Roseville Interagency Task Force and the Gavel Club
 - 8:45 p.m. f. Discuss and request updates to the Commission's web page
 - 8:50 p.m. g. Annual Election of Commission Chair and Vice Chair
- 9:00 p.m. **9. Chair, Committee, and Staff Reports**
 - a. Chair's Report
 - b. Staff Report
 - i. Upcoming items on future council agendas
 - ii. Other items
- 9:10 p.m. **10. Commission Communications, Reports, and Announcements**
- 11. Commissioner-Initiated Items for Future Meetings**
- 12. Recap of Commission Actions This Meeting**
- 9:15 p.m. **13. Adjournment**

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

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Minutes

Roseville Community Engagement Commission (CEC)

Thursday, February 11, 2016 - 6:30 p.m.

1. Roll Call

Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and City Manager Trudgeon called the roll.

Commissioners Present: Chair Scot Becker; and Commissioners Michelle Manke, Theresa Gardella, and Gary Grefenberg

Commissioners Absent: Jonathan Miller

Staff Present: Staff Liaison/City Manager Patrick Trudgeon

2. Approve Agenda

Commissioner Gardella moved, Commissioner Manke seconded, approval of the agenda as presented.

Ayes: 4

Nays: 0

Motion carried.

3. Public Comment – Non Agenda Items

None.

4. Approval of February 11, 2016 Meeting Minutes

Comments and corrections to draft minutes had been submitted by various CEC Commissioners prior to tonight's meeting and those revisions were incorporated into the draft presented in the tonight's agenda packet.

Commissioner Grefenberg moved, Commissioner Manke seconded, approval of February 11, 2016 meeting minutes as presented.

Ayes: 4

Nays: 0

Motion carried.

5. Old Business

a. Review Draft List of Neighborhood Association Recommendations

Chair Becker summarized action at the last CEC meeting and request to staff for their review of all recommendations considered over the last 3-4 meetings to attempt encapsulating them into one draft document. Chair Becker reported that City Manager Trudgeon had provided that document

45 using background materials pulling out relevant points that included a
46 review of the original Neighborhood Association Task Force report, and
47 CEC meeting minutes and transcripts. This document is entitled,
48 “Community Engagement Commission’s Recommendations regarding
49 Neighborhood Associations (*Attachment 5.a*).”
50

51 Chair Becker thanked City Manager Trudgeon for providing the
52 document; admitting that he hadn’t had time to review it yet or compare
53 several items with recorded meetings. Therefore, Chair Becker proposed
54 discussing the draft tonight, with individual CEC Commissioners bringing
55 forward any additional items, items missing, or obvious revisions to this
56 draft document. At that point, Chair Becker further proposed he and
57 Commissioner Grefenberg incorporating that information into the next
58 iteration of the document over the next month and bringing it back to the
59 April CEC meeting as an action item. Chair Becker noted the eagerness of
60 the CEC to complete these recommendations; and that of the City Council
61 to receive the recommendations from the CEC as soon as possible. Chair
62 Becker suggested that a significant amount of time not be spent tonight on
63 wordsmithing the draft; and opined this draft document from City
64 Manager Trudgeon was a good start for tonight’s discussion.
65

66 Commissioner Grefenberg expressed his eagerness to get these
67 recommendations completed as well; and allow time for the City Council
68 to adjust those recommendations. Commissioner Grefenberg noted his
69 willingness to use City Manager Trudgeon’s document as an example,
70 allowing for additional input and revisions to include things not having
71 found their way into the draft. Commissioner Grefenberg opined that the
72 CEC’s major recommendations could be developed and the operations
73 committee consisting of he and Chair Becker could subsequently fill in the
74 blanks.
75

76 To assist with tonight’s discussion and representing his feedback to the
77 draft document, Commissioner Grefenberg submitted three bench
78 handouts, *requesting that they be attached hereto and made a part hereof*
79 *of the record and respectively entitled:*

- 80 1) *“2014 Community Engagement Commission Report and*
81 *Recommendations regarding Neighborhood Associations as*
82 *suggested by Gary Grefenberg, Commission Member;”*
- 83 2) *“Neighborhood Association Quick Guide as an example of a tool kit*
84 *used by the City of Edina;” and*
- 85 3) *“How to Start a neighborhood Association as another example of a*
86 *tool kit used by the City of St. Louis Park.”*
87

88 City Manager Trudgeon reviewed the upcoming timeframe for CEC and
89 City Council meetings, noting his interest in moving forward, but also
90 ensuring the recommendations are properly vetted by the CEC. As stated

91 by Chair Becker, the City Council is eager to receive the recommendations
92 of the CEC. City Manager Trudgeon noted that the next meeting of the
93 CEC (April 14, 2016) could facilitate finalizing those recommendations,
94 and subsequent presentation could then be made to the City Council at
95 their April 18, 2016 Worksession immediately following that.

96
97 All four individual CEC Commissioners agreed with that schedule as
98 suggested by City Manager Trudgeon.

99
100 City Manager Trudgeon pointed out the last page of Attachment 5.a that
101 represented two unresolved items that neither the Task Force or CEC had
102 left him with a clear final conclusion:

- 103 1) How should geographic boundaries of neighborhood associations be
104 determined?" and
- 105 2) How existing neighborhood associations should be addressed.

106
107 Chair Becker noted that in his first review of Commissioner Grefenberg's
108 rewrite of Attachment 5.a, in general it seemed to add to that document,
109 other than on page 4, lines 126 – 137 and entitled, "Other Provisions." In
110 the interest of time, Chair Becker suggested starting with those items as
111 they may be more germane to the intent of tonight's discussion.

112
113 On pages 3 and 4 of his revised draft, Commissioner Grefenberg asked
114 that the CEC make a decision tonight on his proposed language (lines 103-
115 123) to resolved those items addressed by City Manager Trudgeon and
116 that were considered unresolved at this time. Specifically, Commissioner
117 Grefenberg referenced his revised language for existing neighborhood
118 associations (lines 116 – 123), recommending his version be used,
119 addressing his concerns related to only affiliated neighborhood
120 associations receiving material support of the city.

121
122 **Motion**

123 **Commissioner Grefenberg moved, Chair Becker seconded for**
124 **discussion purposes, approval of lines 104 – 123 of his revised draft**
125 **document as presented.**

126
127 Commissioner Gardella expressed confusion with the revised version (line
128 107) and the intent of this recommendation and designation as "affiliated."

129
130 Commissioner Grefenberg responded that in City Manager Trudgeon's
131 draft, he added "predetermined by the city" to this geographic boundary
132 decision-making. Commissioner Grefenberg opined that he wasn't ready
133 yet to say each association should be divided into 1,000 households
134 maximum; but rather suggested recommending that any neighborhood
135 association wishing to be affiliated and receiving material support, access
136 and benefits should be the language used. Commissioner Grefenberg

137 noted that the option would remain open for any neighborhood association
138 to remain independent and under no requirements as listed on pages 1 or
139 2; or they could choose to become affiliated as noted.

140
141 Chair Becker stated that he still wasn't clear as to Commissioner
142 Grefenberg's intent in crossing out any references to boundaries (line 107)
143 for those associations being "grandfathered in" and questioned what
144 should then occur.

145
146 Commissioner Grefenberg responded that existing neighborhood
147 associations could remain independent or formally affiliate with the city.

148
149 Chair Becker noted that the original section addressed geographical
150 boundaries deferring that determination and providing two recommended
151 options to the City Council for their determination: whether those lines
152 were drawn ahead of time, or done when an association came forward for
153 affiliation. Using Commissioner Grefenberg's revised language, Chair
154 Becker noted that the City would not have any say in the matter.

155
156 Commissioner Grefenberg stated that he felt the CEC recommendation, as
157 found in the original task force report, should include a statement that any
158 applicant's boundaries were subject to City Council review and approval.

159
160 City Manager Trudgeon sought clarification as to whether Commissioner
161 Grefenberg was saying those boundaries should be determined by the
162 specific neighborhood association and not by the city.

163
164 Commissioner Grefenberg clarified that once a neighborhood association
165 had their annual meeting and approved their bylaws, the city then had a
166 right to approve their proposed boundaries at that point.

167
168 City Manager Trudgeon noted that he was under the impression that both
169 options – whether to remain independent and on their own, or become
170 affiliated and recognized by the City Council to receive material support
171 from the city – were available under the language in his draft document.

172
173 Chair Becker concurred with City Manager Trudgeon, noting that the CEC
174 had continued to support both options.

175
176 Commissioner Grefenberg opined that the recommendation as originally
177 provided in City Manager Trudgeon's document didn't sufficiently clarify
178 that to receive material support from the city, a neighborhood association
179 needed to affiliate or be approved by the City Council. Commissioner
180 Grefenberg opined that some level of trust needed to be established and
181 his revised language provided a good start. After the first year or two in
182 operation, Commissioner Grefenberg opined that there may be some

183 revisions indicated. However, Commissioner Grefenberg stated that from
184 his perspective, this clarification was necessary for the City Council to
185 have a say in the boundaries of a neighborhood association to avoid
186 becoming too large or too small.

187
188 **Friendly Amendment**

189 **Chair Becker offered a friendly amendment to the motion, accepted**
190 **by Commissioner Grefenberg, as follows: “Specific to determining**
191 **geographic boundaries, each neighborhood association submitting an**
192 **application seeking affiliation for recognition by the city will declare**
193 **and submit their recommended boundaries to the City Council as**
194 **part of that application, and the City Council will subsequently**
195 **determine whether or not those boundaries are acceptable; at which**
196 **point, lines can be drawn on a map for formal adoption by the City**
197 **Council.**

198
199 Given that language, Chair Becker stated that was his confusion with
200 Commissioner Grefenberg’s original motion, opining that no pre-existing
201 boundaries are being grandfathered in.

202
203 Commissioner Grefenberg referenced page 4, line 111 of his revised
204 document, noting that this section addressed the three existing
205 neighborhood associations.

206
207 Chair Becker clarified that these are only three known to already exist, but
208 also noted that any can and may already exist on their own and without
209 submitting their boundaries for approval; with the caveat that when they
210 seek affiliation by the city to receive material support – via the application
211 process – then those boundaries can and will be addressed and ultimately
212 approved by the City Council. Chair Becker noted that, to be affiliated
213 includes the provision that existing boundaries may not automatically be
214 approved by the City Council and can be modified if they choose to do so.
215 Chair Becker further noted that, at the time of an association’s application,
216 and submission of their current boundaries, they would understand that
217 their existing boundaries are not automatically approved, but if they
218 remain independent they can still exist.

219
220 Given the history of several longstanding neighborhood associations,
221 Commissioner Gardella, with consensus of the body, noted the interest of
222 the CEC and hope that the City Council would respect those existing
223 boundaries as submitted.

224
225 Chair Becker noted that this was one reason the CEC originally avoided
226 addressing this issue in more detail to allow the City Council discretion in
227 adjusting the process by giving them two options. Chair Becker opined
228 that the motion currently on the table was now narrowing that to one

229 option; and further opined that it may prove to be a confusion issue for
230 some of the known longstanding neighborhood associations.

231
232 City Manager Trudgeon referenced page 3 of his draft document, noting
233 that the second unresolved issue he'd highlighted: "How existing
234 neighborhood associations should be addressed;" allowed two options for
235 existing associations as noted. City Manager Trudgeon noted he was
236 hearing two separate recommendations tonight, and questioned the CEC's
237 actual concerns and their intent.

238
239 Chair Becker agreed with the spirit of allowing existing associations to
240 have the choice to either be folded into or affiliated with the city's
241 network and receive material support; or to remain independent; and
242 questioned the need to make that part of the CEC's recommendations.

243
244 Commissioner Grefenberg opined that if not addressed it would raise some
245 unnecessary ire; and asked that it be included. Commissioner Grefenberg
246 accepted City Manager Trudgeon's two separate recommendations as
247 outlined in his draft document and allowing those wishing to affiliate
248 presenting their boundaries, subject to City Council approval.

249
250 **The makers of the motion withdrew their original motion.**

251
252 **Motion**
253 **Chair Becker moved the following alterations to those in City**
254 **Manager Trudgeon's draft (Attachment 5.a) as follows: In the section**
255 **related to geographic boundaries, during the application and City**
256 **Council approval process, the boundaries for pre-existing or**
257 **established neighborhood associations will be determined at the time**
258 **of City Council approval and not pre-determined; and potential**
259 **changes to those boundaries will only be necessary if an existing**
260 **association chooses to affiliate with the city, otherwise their**
261 **boundaries can remain unchanged.**

262
263 Further discussion ensued related to how and when boundaries are
264 necessary in determining material support from the city; reserving the
265 rights of a neighborhood association or neighborhood to address specific
266 issues or concerns that may not be shared by the entire geographic area
267 involved; and how and/or if boundaries can be redrawn.

268
269 Chair Becker withdrew his motion at this time.

270
271 **Motion**
272 **Chair Becker moved, Commissioner Grefenberg seconded, that the**
273 **City will decide the boundaries of a neighborhood association upon**

274 **application and approval, potentially at later dates, in order for an**
275 **association to receive material support from the city.**

276
277 With Commissioner Manke noting that the language of this motion
278 addressed both situations if a smaller neighborhood was withdrawing from
279 a larger association and seeking city affiliation and material support; as
280 well as for those newly forming neighborhood associations.

281
282 Chair Becker concurred, noting this was his rationale for revising the
283 motion accordingly. However, Chair Becker reiterated that the original
284 idea to leave this out of the recommendation provided that the City
285 Council or their delegate (e.g. City Manager) could make those decisions
286 and/or revise them as needed.

287
288 Commissioner Gardella suggested that the CEC not get any more specific
289 in the recommendation until after practical application and use.

290
291 **Ayes: 4**

292 **Nays: 0**

293 **Motion carried.**

294
295 At the request of Chair Becker, Commissioner Grefenberg reviewed his
296 list of “Other Provisions” listed in lines 126 – 137 in his revised document
297 and rationale for including them in draft recommendations.

298
299 Commissioner Gardella recalled that all three provisions had been
300 discussed by the CEC at some point, and expressed her comfort level in
301 including all three.

302
303 **By consensus, the three provisions were adopted as presented by**
304 **Commissioner Grefenberg as follows:**

- 305
306 • **Communication with the neighborhood association will not**
307 **replace the City’s traditional methods of direct outreach to**
308 **residents.**
309 • **Neighborhood Associations are strictly voluntary and no neighbor**
310 **will be required to participate. Each association will determine its**
311 **own priorities and desired level of activity.**
312 • **Neighborhood associations will be included in the public input**
313 **process but will not be assumed by city officials to speak on behalf**
314 **of all neighbors and will not limit the ability of any person or**
315 **entity, including non-recognized neighborhood groups, to**
316 **participate on their own behalf.**

317
318 Commissioner Manke asked that actual identification of the three
319 neighborhood associations known to exist not be specifically names.

320 Commissioner Manke stated her reason was to ensure those three were not
321 specifically designated and any group seeking material support from the
322 city needed to formally apply, whether currently known to exist or
323 unknown.

324
325 Commissioner Gardella opined that the last bullet point on City Manager
326 Trudgeon's draft (page 1) requiring registration with the city covered that;
327 and agreed with not naming those three specific groups.

328
329 By consensus, commissioners agreed to exclude naming specific known
330 neighborhood associations.

331
332 In recognizing the remaining two bench handouts provided by
333 Commissioner Grefenberg entitled, "Neighborhood Association Quick
334 Guide" (City of Edina, MN) and "How to Start a Neighborhood
335 Association" (City of St. Louis Park, MN), Chair Becker noted that these
336 ideas were already approved in general by the CEC as part of their
337 recommendations to the City Council in future development of a "tool
338 kit."

339
340 Commissioner Gardella concurred that the intent of the majority of the
341 CEC was to recommend development of a tool kit, but to not define in
342 detail what should be included unless subsequently so directed by the City
343 Council.

344
345 Commissioner Grefenberg noted that Councilmember Laliberte had
346 repeatedly asked for this type of information and he intended these as
347 examples for the City Council for reference.

348
349 Unless otherwise indicated by the CEC, Chair Becker advised that he and
350 Commissioner Grefenberg would take the draft document and revisions
351 and tonight's discussion to draft the next iteration for approval at the April
352 CEC meeting. Chair Becker encouraged individual commissioners to
353 contact him with other ideas or areas needing further refinement as part of
354 this process.

355
356 Commissioner Gardella asked that, if possible, Chair Becker provide the
357 final draft to the CEC sooner rather than later, and preferably before the
358 next CEC meeting agenda packet to allow sufficient time for review.

359
360 Chair Becker indicated that this was his intent to get it completed as soon
361 as possible, and also to avoid confusing new CEC commissioners coming
362 on board in April.

363
364 At the request of Commissioner Manke, Chair Becker confirmed that any
365 minor changes could be incorporated off-line, but if there remained any

366 major revisions yet to be made, those would need to be addressed at the
367 CEC meeting, possibly deferring adoption of the recommendations until a
368 future meeting.

369
370 City Manager Trudgeon clarified that any comments and emails should be
371 directed to his attention for dissemination to the full CEC and to avoid any
372 perception of a serial meeting.

373
374 Commissioner Grefenberg opined that he still found some concepts
375 missing from City Manager Trudgeon's draft and asked that they be noted
376 and before he and Chair Becker draft the final iteration. As an example,
377 Commissioner Grefenberg referenced his draft (lines 5 – 10) explaining
378 the process in developing these recommendations, and asked that they be
379 included and verifying the City Council's charge to the Neighborhood
380 Association Task Force and minority and majority viewpoints and any
381 areas of disagreement.

382
383 **Chair Becker noted this "authorization background" identified by**
384 **Commissioner Grefenberg could serve as a preamble to**
385 **recommendations if agreed upon by the CEC majority.**

386
387 **Commissioner Grefenberg further referenced lines 22 – 26 in his draft**
388 **document, addressing the benefits of neighborhood associations and**
389 **opined that those should be included. Commissioner Grefenberg**
390 **recalled that this had previously been approved by the CEC, but not**
391 **included in this document.**

392
393 **Commissioner Grefenberg also noted the need to include the full**
394 **discrimination clause (lines 34 – 36) as revised in his draft document.**

395
396 **Commissioner Grefenberg also asked that an "organizing" tool kit for**
397 **neighborhood associations (line 61) of his draft document use his**
398 **revised language as noted.**

399
400 City Manager Trudgeon apologized for this omission, advising that his
401 intent was to include the full language, and volunteered to correct it in the
402 next iteration.

403
404 **By consensus, the CEC approved including these additions in the final**
405 **draft recommendations.**

406
407 At the request of Commissioner Grefenberg, Chair Becker reiterated the
408 "next steps" in finalizing these recommendations; proposing that he and
409 Commissioner Grefenberg divvy up the work and get a finalized draft
410 ready for City Manager Trudgeon to distribute to the full CEC as soon as
411 possible. Chair Becker expressed his hope that this would allow a

412 productive working session at the CEC’s April meeting and vote to
413 forward the recommendations to the City Council and not overwhelming
414 the three new CEC commissioners coming on board at that same time.
415

416 **With Commissioner Grefenberg expressing some concern that the**
417 **language of lines 60-103 as noted in his revised draft document had**
418 **not been fully vetted or the expectations of the city were not clearly**
419 **defined.**

420
421 **Commissioner Gardella suggested, and with consensus of the CEC,**
422 **that Chair Becker and Commissioner Grefenberg could review that**
423 **language one last time and revise as needed to address areas in which**
424 **the CEC’s thinking has evolved.**
425

426 City Manager Trudgeon agreed, and noted that he had no pride of
427 authorship in his document, but was attempting to encapsulate past
428 meeting discussions from various sources to provide this draft set of
429 recommendations to facilitate tonight’s discussion.
430

431 For the record and with consensus of the body, Commissioner Grefenberg
432 thanked City Manager Trudgeon for his efforts, opining this was a critical
433 step to pull everything together.
434

435 **b. Update on Community Listening and Learning Events**

436 At the request of Chair Becker, Commissioner Gardella reported on the
437 presentation given to the City Council at their February 22, 2016 meeting
438 and those involved in that presentation regarding the grant award and
439 process followed in seeking those funds. Commissioner Gardella opined
440 that the City Council received the presentation well. Commissioner
441 Gardella noted one of the comments heard from the City Council was their
442 desire for the CEC to monitor these listening and learning events and
443 glean what worked well, what didn’t and similarities with past events as
444 well as these new opportunities; asking that the CEC report back to the
445 City Council for future reference on those specifics.
446

447 City Manager Trudgeon concurred with Commissioner Gardella’s report,
448 noting the City Council’s interest in having available “best practices”
449 ideas or a “tool kit” of those beset practices. While the City Council is
450 obviously interested in the content of these listening and learning events,
451 City Manager Trudgeon also noted their interest in what community
452 engagement worked or didn’t work well in various situations for future
453 reference.
454

455 Following that presentation to the City Council, Commissioner Gardella
456 further reported that the Roseville Human Rights Commission (HRC) had
457 agreed to partner with the full contingent involved. Commissioner

458 Gardella advised that they will be doing prior publicity and on-site logistic
459 support at the events. Commissioner Gardella noted that meetings were
460 ongoing by the full contingent of partners involved, including HRC Chair
461 Wayne Groff.

462
463 Commissioner Gardella advised that the first community conversation will
464 be held on April 2, 2016 from 12:00 Noon to 2:30 p.m. at Galilee
465 Lutheran Church in Roseville, and will be offered in the Karen language
466 and translated to English, as facilitated by grant funds. Commissioner
467 Gardella noted that the intent was to hold the second and third sessions
468 approximately 3 to 4 weeks apart and introduced at the April 2nd session as
469 a series building on one another. Commissioner Gardella reported that the
470 remaining sessions will be offered in English and translated to Karen, also
471 provided by grant funds.

472
473 At the request of Chair Becker specific to the original grant application,
474 Commissioner Gardella clarified that the CEC was simply assisting the
475 effort and under no obligation to complete grant reports or any further
476 participation, with The Advocates for Human Rights group handling that
477 service and providing note takers for the sessions.

478
479 As former HRC Chair, Commissioner Grefenberg expressed his pride and
480 pointed out that the HRC played a very important role in bringing this
481 opportunity to the City Council's attention and pioneering these efforts for
482 the Karen community and their integration into the broader community.
483 Commissioner Grefenberg further clarified that the CEC would have a role
484 in listening to the issues coming out of these sessions that could be
485 incorporated into future City Council recommendations.

486
487 Commissioner Gardella agreed, noting that the CEC is listed as a support
488 group in the grant language, and were invited to attend all sessions.
489 Commissioner Gardella expressed her hope that individual CEC
490 commissioners would attend the sessions, along with city staff, individual
491 city council members, and other advisory commissioners. Commissioner
492 Gardella advised that a copy of the report drafted by The Advocates for
493 Human Rights and including items pulled from all three sessions would be
494 made available to the CEC and ~~hopefully~~ fed back to the Karen
495 community and city staff, council members and advisory commissions as
496 applicable. Commissioner Gardella noted that the whole purpose of these
497 listening sessions was to help strengthen communications with the Karen
498 community and across Roseville to inform the city on ways they could
499 support those efforts.

500
501 Chair Becker noted that the City would most likely be involved in helping
502 advertise the events.

503

504 Commissioner Gardella advised that the second and third sessions may
505 provide the best opportunity for feedback on the broader SE Roseville
506 areas of focus.

507 Recess

508 Chair Becker recessed the meeting at approximately 7:37 p.m. and
509 reconvened at approximately 7:40 p.m.

510

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

512 Commissioner Manke reported that the CEC-approved recommendations
513 had been forwarded to the Planning Commission for their approval before
514 coming back to the CEC and forwarding to the City Council. However,
515 Commissioner Manke advised that due to other agenda items at the
516 Planning Commission's March 2, 2016 meeting, they were unable to
517 review and act on the report; and had deferred it to their April meeting.

518

519 City Manager Trudgeon noted that the Planning Commission next met on
520 April 6, and would allow the Task Force to report back to the CEC at their
521 April 14th meeting; and subsequently could be forwarded to the City
522 Council at their next available meeting if approved by the CEC.

523

524

524 **6. New Business**

525

526 **a. Adopt Revised 2016 Priority Projects**

527 As he'd presented in a preliminary form at the February CEC meeting,
528 Chair Becker referenced the revised 2016 Priority Projects list he'd drafted
529 (Attachment 6.a) following the most recent City Council feedback on the
530 previous CEC draft.

531

532 Chair Becker reported that he had made no major changes to the CEC
533 draft, but had combined several priorities based on that feedback. Chair
534 Becker noted that this resulted in five priority projects for the CEC in
535 2016; the first four included on the originally proposal but slightly
536 reworked, with the fifth remaining relatively unchanged. Chair Becker
537 noted that "infrastructure work" had previously been listed as a separate
538 priority, but he had merged it with the first item at the direction of the City
539 Council and their interest in the CEC updating the process and tools for
540 vision sections of the upcoming city comprehensive plan update.

541

542 Commissioner Grefenberg opined that he wasn't sure the vision statement
543 was totally included in the 2008-09 comprehensive plan update and
544 whether that was what the CEC was supposed to review.

545

546 City Manager Trudgeon clarified City Council direction based on his
547 recollection of the conversation put forth by Mayor Roe and agreed to by
548 Councilmembers, was that they wanted a check-in on the community
549 vision component before opening up the comprehensive plan process.

550 City Manager Trudgeon reported that they didn't want an effort as big as
551 the previous *Imagine Roseville 2025* community visioning process, and
552 noted that the actual comprehensive plan process itself had yet to be
553 fleshed out by the City Council itself prior to officially kick-off of that
554 process. Therefore, City Manager Trudgeon advised that they were
555 looking to the CEC to recommend to the City Council whether the current
556 vision was still appropriate, needing minor or major tweaks, or was no
557 longer viable.

558
559 City Manager Trudgeon further clarified that the City Council is certainly
560 interested in involving the CEC – along with other advisory commissions
561 – in the comprehensive plan update process, but that involvement
562 remained undefined at this point in the process. However, for outreach
563 ideas and options, City Manager Trudgeon stated that the City Council
564 would be looking to the CEC for input, but any further involvement for
565 advisory commissions would require a more focused conversation by the
566 City Council that he anticipated in the near future.

567
568 Commissioner Grefenberg stated that he had been doing some thinking on
569 that and opined that the City Council should add several lines to the vision
570 statement in the current comprehensive plan specific to “community
571 engagement.” Commissioner Grefenberg opined that this would be a
572 welcome addition and serve to better inform the process.

573
574 Commissioner Grefenberg provided Chair Becker with a copy of a section
575 of the City of Edina's separate vision document from a previous draft, and
576 including one section devoted to “community engagement.”
577 Commissioner Grefenberg stated his preference for that language and the
578 communications driver if provided.

579
580 Revised 2016 Priority Projects Discussion

581 Chair Becker focused discussion back to the revised 2016 priority project
582 document (Attachment 6.a) and sought feedback of the CEC with the
583 intent to seek approval of these revisions or additional changes to move
584 the CEC forward for the remainder of 2016.

585
586 For the record, Commissioner Grefenberg opined that there was no way
587 the CEC could adequately address Items 1.a and 1.b without the assistance
588 of a consultant or further education. Commissioner Grefenberg further
589 opined that if the City Council really wanted to pursue those items in a
590 professional and organized way, they needed to provide the funding for a
591 consultant or additional research or education to make that a legitimate
592 priority for the CEC.

593
594 Commissioner Gardella stated that she had similar concerns with those
595 two items, but for different reasons. Commissioner Gardella opined that

596 she wasn't suggesting a consultant or conference, but expressed concern
597 that this assumed a tool ~~kit for community engagements and set in certain~~
598 ~~strategies depending on the actual circumstances or event; and she found~~
599 ~~those items to be that seemed~~ antithetical to the purpose of ~~the CEC:~~
600 community engagement. Commissioner Gardella noted that this was what
601 her organization did on a daily basis, and for the benefit of the CEC
602 offered to put together some high-level ways to think about engagement
603 and opportunities to interact with the community (e.g. listening and
604 learning sessions). Commissioner Gardella opined that context of each
605 situation or activity mattered; and further opined that the CEC would be
606 unable to create and hand the City Council a book outlining how to do
607 engagement in Roseville. While such a tool doesn't and shouldn't exist,
608 Commissioner Gardella noted that instead, providing various ideas and
609 steps to follow in certain situations could prove beneficial.

610
611 With individual commissioners expressing confusion as to what the City
612 Council was seeking from the CEC, Chair Becker noted it was difficult to
613 define, but he felt their intention was for the CEC to provide ideas of how
614 value could be added to the comprehensive planning process. Chair
615 Becker suggested that may be the "context" part in defining what tools
616 were best, what stakeholders if any were missing from the community
617 engagement process. Chair Becker referenced Item 3.b of the project list,
618 showing stakeholders appearing again (Item 3.b.i) specific to SE Roseville
619 work. Chair Becker opined that the City Council was stressing the
620 importance in representing all stakeholders, as well as the CEC providing
621 some concrete and/or specific recommendations to accomplish that
622 community engagement. Chair Becker suggested this may indicate a
623 variety of tools, but agreed that the goal was not to outline the process for
624 all circumstances, but perhaps provide a common list of those things
625 typically used. Even if the City Council is seeking a specific catalog of
626 types of engagement processes/tools, Chair Becker suggested the CEC
627 could inform the recommendations by providing areas in which one
628 context may work better than another, or what tool per context and make it
629 an iterative process with and for the City Council.

630
631 Commissioner Grefenberg referenced Chair Becker's Item 1.d and the
632 separate *Imagine Roseville 2025* document from the comprehensive plan,
633 opining that much of that had been distilled on the city's website.

634
635 Chair Becker clarified Item 1.d and the City Council's clarity with their
636 comments on organizational structure used for both the *Imagine Roseville*
637 *2025* and comprehensive plan update processes, asking that the CEC not
638 reinvent the wheel, but use those past practices to inform what was good
639 or what needed tweaking based on the experience of those efforts. Chair
640 Becker cautioned that the intent was not to start from a blank slate but

641 look to those existing processes used in the past and recommend changes
642 now when undertaking the new comprehensive plan process in 2017.

643

644

645 As he'd stated previously, Commissioner Grefenberg opined that if the
646 CEC had a part-time intern to gather this information it would be helpful.

647

648 Chair Becker noted that the intent of the work plan would define things
649 needing done for each priority project during the year.

650

651 Commissioner Gardella stated that, if approval of the 2016 priority
652 projects as presented meant discussions could continue, and some sublevel
653 items be removed, she could support the 5 major priorities for the CEC.
654 Commissioner Gardella advised that she had some issues with Item 3.b.i,
655 but was amenable to approving the five priorities with the caveat minor
656 tweaking could subsequently occur.

657

658 Chair Becker clarified that Priority Item 3.b remained a City Council-
659 driven process.

660

661 Commissioner Gardella clarified that she was comfortable with Priority
662 Item 3, but not the subcategories "i" and "ii," preferring that they both be
663 struck out. Commissioner Gardella opined that those subcategories were
664 not within the scope of the CEC and required spelling out a more hefty
665 strategy requiring more effort and not within the CEC's confines.

666

667 While noting the need for the CEC to remain accountable to the City
668 Council and able to justify its efforts, Chair Becker noted that this
669 document was dynamic work plan for the CEC, and not a formal
670 ordinance.

671

672

Motion

673

674 **Commissioner Gardella moved, Commissioner Manke seconded,**
675 **approving the CEC's "Revised 2016 Priority Projects" as presented,**
676 ***further revised to strike Priority 3.b subcategories "i" and "ii" as***
677 ***discussed tonight.***

678

Ayes: 4

679

Nays: 0

680

Motion carried.

681

682 **7. Chair, Committee and Staff Reports**

683

684 **a. Chair's Report**

685

686 Chair Becker reported on recent advisory commission interviews that he'd
viewed and those candidates applying to serve on the CEC. Chair Becker

687 advised that he had submitted his recommendations to the City Council for
688 their anticipated appointment at their March 14, 2016 meeting. Chair
689 Becker briefly reviewed the typical process for appointment and options
690 available to the City Council, since they like twice as many applicants as
691 there are vacancies, and only three candidates applied for three vacancies,
692 allowing for their option to re-advertise the vacancies before filling the
693 positions.

694
695 If the City Council decides to fill all three positions and not re-advertise,
696 Chair Becker advised that he would be working with incoming
697 commissioners between now and the next CEC meeting to bring them up
698 to speed on the 2016 work plan and anticipated processing of the
699 neighborhood association recommendations to the City Council. Chair
700 Becker reported that the new commissioners would also be receiving
701 specific training on their role as advisory commissioners to the City
702 Council and Ethics training over the next month. Chair Becker noted this
703 would allow him to review and gauge the specific skill set and interests of
704 each new commissioner.

705
706 Commissioner Grefenberg reported that one Councilmember had asked for
707 his recommendation on appointments, which he'd provided to them,
708 noting that it mirrored that of Chair Becker.

709 710 **6. New Business**

711 712 **b. Discuss Work Plan for 2016 Priority Projects**

713 Chair Becker advised that since it was already March of 2016, he would
714 like to discuss incorporating the 2016 priority project work plan just
715 adopted along with outstanding or running items to be addressed by the
716 CEC during the year. As part of that, Chair Becker asked for volunteers to
717 preliminarily assign to some of those projects tonight to serve as a team
718 leader for each. Chair Becker noted this would allow sitting
719 commissioners to mentor or shadow new commissioners on major priority
720 projects, perhaps as two-person teams.

721 722 Rosefest Parade and Party in the Park (Priority Project 2.d)

723 Commissioner Manke volunteered to lead this team, and set up paperwork
724 for them. Commissioner Manke noted that some CEC material was
725 already printed and suitable for re-use, suggesting that other materials may
726 need expanding upon (e.g. invitation) and in a more timely fashion.
727 Commissioner Manke expressed her willingness to take this on, but also
728 encouraged interest from any other commissioners, since she only had one
729 year left in serving the CEC.

730
731 Commissioner Grefenberg suggested larger signs.

732

733 Welcome “Packet” (Priority Project 2.b)
734 Commissioner Gardella suggested Commissioner Manke taking on Item
735 #2 as well, with agreement from Commissioner Manke.
736
737 Strategies for Outreach to Under-Represented Groups (Priority Project 3)
738 Commissioner Gardella volunteered for this priority, ~~specifically noting~~
739 ~~her interest in engaging renters.~~
740
741 Assist in Formulation of 2017 Comprehensive Plan Update Process
742 (Priority Project 1)
743 Chair Becker recommended Commissioner Grefenberg for this item.
744
745 Commissioner Grefenberg volunteered to lead and mentor accordingly.
746
747 Commissioner Gardella noted that the CEC discussions to-date indicated
748 more focus on Item 1.c and 1.d versus 1.a and 1.b.
749
750 Commissioner Grefenberg agreed with that focus, and requested input
751 from Commissioner Gardella on Items 1.a and 1.b as previously discussed.
752
753 Based on her viewing of the City Council meeting and their feedback to
754 Chair Becker, Commissioner Gardella stated that ~~the~~ most of the broader
755 umbrella pieces were important to most of the priority projects identified.
756
757 Chair Becker opined that some of those categories may be part of Item 3
758 as well. Chair Becker suggested using the expertise of Commissioner
759 Gardella for Items 1.a and 1.b and leave the bulk of the work to
760 Commissioner Grefenberg and new commissioner(s) as applicable.
761
762 Commissioner Gardella offered to provide a website for Commissioner
763 Grefenberg’s use for further research.
764
765 In his efforts to cut back on his time spent on CEC activities,
766 Commissioner Grefenberg stated he would be focusing on Items 1.c and
767 1.d.
768
769 Implement Additional City Council Suggestions/Advocate for Select 2014
770 CEC Recommendations, Policies and Strategies (Priority Projects 4 and 5)
771 Chair Becker volunteered to take on the remaining priority project,
772 opining that Item 4.a would be easy, he would rely on working with staff
773 for Item 4.b.
774
775 Commissioner Gardella also suggested Chair Becker incorporate Item 2.c
776 as part of his list to review Roseville U.
777

778 Chair Becker deferred to City Manager Trudgeon, who noted that
779 “Roseville U” needed further discussion. City Manager Trudgeon noted
780 that it had been retooled last year, but experienced less and less
781 participation during the year. As one option, City Manager Trudgeon
782 noted the City Council’s consideration of an Open House with all city
783 departments and advisory commissions represented, perhaps held on a
784 weekend day, with thoughts that it may prove more effective and reach
785 more people.

786
787 Chair Becker noted that was referenced as Item 2.a; and City Manager
788 Trudgeon advised that nothing had been planned for holding a Roseville U
789 in 2016. Chair Becker opined that Items 2.a and 2.c were linked from his
790 perspective.

791
792 Commissioner Gardella clarified that this item would not be something the
793 CEC would take the lead on but receive input from the City Manager and
794 then make recommendations to the City Council accordingly.

795
796 Commissioner Manke noted her experience in the past with successful
797 ventures in putting together a similar huge open house with smaller events
798 happening as part of it and during certain times of the day. Commissioner
799 Manke noted that this provided a “come and go” nature for the community
800 as well as specific events at certain times providing others with a more
801 structured event. Commissioner Manke suggested a similar
802 recommendation and structure and volunteered to put that together as a
803 recommendation to the City Council for the CEC to consider.

804
805 Commissioner Grefenberg opined that Item 2.a involved a part for the
806 CEC to play under staff’s leadership; not hosting the event but to circulate
807 among those attending, providing name tags and engaging people. Based
808 on past experience, Commissioner Grefenberg opined that sometimes
809 individual council members became “wall flowers” and stayed in the
810 background. Therefore, Commissioner Grefenberg opined that if the CEC
811 circulated and encouraged people to interact, it would prove beneficial in
812 enhancing community engagement.

813
814 Chair Becker cautioned that the CEC needed to be cognizant of their role
815 as volunteers and their level of participation; and clarified that it didn’t
816 involve the CEC deciding the logistics of such an event.

817
818 Commissioner Grefenberg agreed, but opined he thought it would be
819 useful for the CEC to engage people.

820
821 Commissioner Gardella spoke in support of advisory commissions serving
822 in a role similar to that used by Commissioner Manke during “[Day-Party](#)
823 in the Park.”

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In summary, Chair Becker reviewed 2016 Priority Project assignments for current commissioners:

- **Commissioner Grefenberg will serve as point person for Item 1, with the assistance of Commissioner Gardella specific to the engagement process (Items 1.a and 1.b)**
- **Commissioner Manke will serve as point person for Item 2.**
- **Commissioner Gardella will serve as point person for Item 3.**
- **Chair Becker will serve as point person for Items 4 and 5.**
- **As incoming commissioners are seated, Chair Becker advised that they would be incorporated for their additional assistance and input.**

During his remaining tenure as CEC Chair, Chair Becker advised that he would include those priority projects as standing agenda items for a report by the lead person each month.

Commissioner Grefenberg offered his support with the exception of Item 2.b specific to the welcome packet. Commissioner Grefenberg opined that the CEC's time was too precious and he didn't see this as a critical priority in increasing the city's civic engagement efforts.

Chair Becker clarified that he had been intentionally vague in highlighting the welcome "packet" in quotations, opining that he intended that any efforts would be simple to start with.

While he was open to one being made available through the city's website, Commissioner Grefenberg referenced the comments of Communications Manager Garry Bowman and experiences referenced with other communities and their efforts with an online or hard copy welcome packet.

Since it remained a City Council charge, Commissioner Manke agreed that it may prove that one option or the other, or both, are the end recommendation. However, Commissioner Manke opined that trying to define the end recommendation at this point in a broader priority project document was not necessary.

Commissioner Gardella noted that the 2016 Work Plan had already been approved as revised; and while it could be revised further in the future, that was not currently the point of this discussion.

At the request of Chair Becker, the CEC approved the assignments as noted above.

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c. Overview of the Comprehensive Planning Process

7. Chair, Committee and Staff Reports

a. Chair’s Report (continued)

Chair Becker, with concurrence by CEC colleagues, recognized and publically thanked outgoing CEC Commissioner Jonathan Miller for his work and participation during his tenure.

b. Staff Report

i. Upcoming Items on Future Council Agendas

City Manager Trudgeon reported on upcoming items on future Council agendas of interest to the CEC, including items on the March 14th agenda related to finalizing 2016 community survey questions; and efforts by the City in working with different agencies and the Karen population with one outcome being the production of the ECHO video affiliated with Twin Cities Public Television (TPT) and future pre-screening and broadcast schedules.

City Manager Trudgeon reported that he had been tasked to appear on the TPT Almanac program on April 1 to represent the City of Roseville to highlight their leadership in interesting other non-profits and agencies to become involved in the ECHO project.

City Manager Trudgeon reviewed the most recent copy of the *City News* newsletter, and represented community engagement opportunities, and highlighted some of those efforts. City Manager Trudgeon noted that, when he was involved in those efforts from a staff perspective it was easy to take them for granted, however he noted this served as a good example in recognizing the many things happening in Roseville.

Specific to the upcoming community survey, Commissioner Grefenberg expressed how much he valued many of the questions asked and repeating them from year to year to determine areas of growth or those items needing attention. Commissioner Grefenberg noted one of those questions was how residents received city information and asked that this question be repeated to provide measurement for communication efforts.

City Manager reported that the City Council and staff remained interested in measuring that as technologies and demographics continued to shift. In an effort to keep the random survey measurable over a period of time, City Manager Trudgeon advised that

915 approximately 95% of the questions would remain the same as the
916 previous survey.

917
918 At the request of Chair Becker, City Manager Trudgeon reviewed
919 some of the items that would be removed from the last survey, pending
920 final review and action by the City Council, including: park renewal
921 project questions with additional questions added specific to use of
922 new park buildings; organized trash collection questions removed at
923 this time; with other items highlighted in the online City Council pre-
924 packet materials possibly receiving more tweaking, but he anticipated
925 remaining substantially the same as presented.

926
927 Chair Becker clarified that the Speak Up! Roseville communication
928 option was added to this survey.

929
930 Commissioner Manke noted the need for updating the CEC staff
931 liaison on the city's website, duly noted by City Manager Trudgeon.

932

933 ii. Other Items

934

935 8. Commission Communications, Reports, and Announcements

936

None.

937

938 9. Commissioner-Initiated Items for Future Meetings

939

A brief discussion was held on items for next month's agenda, including:

940

- 941 • Zoning Notification Recommendations
- 942 • Neighborhood Association Recommendations
- 943 • Revisit the 2016 Work Plan and Monthly Reports
- 944 • Possible meeting with the City Volunteer Coordinator
- 945 • Annual election of a Chair and Vice Chair in accordance with the Uniform
946 Commission Code

946

947

At the request of Commissioner Grefenberg, Chair Becker confirmed that he
948 would be willing to continue serving as CEC Chair.

949

950

Commissioner Gardella stated she would be willing to serve as Vice Chair,
951 but was open to someone else taking on that role if interested.

952

953

- 954 • Commissioner Gardella suggested building in time for all commissioners at
955 the April meeting to introduce themselves to each other; and for those sitting
956 commissioners to give a brief synopsis of what they'd learned and what they
957 found of most value in serving on the CEC.

957

958

Commissioner Grefenberg expressed interest in a CEC Social in early summer
959 2016 to orientate incoming commissioners and meet in a less formal setting.

959

960

961 Chair Becker expressed interest in getting a current picture on the city's
962 website of the full CEC as other areas of that web page are updated; with
963 Commissioner Manke reporting that she and Commissioner Gardella were
964 currently working on that CEC web page update.

965
966 Commissioner Grefenberg expressed interest in getting the CEC's
967 neighborhood association report and recommendations to the City Council on
968 a link to the CEC website now that it had been approved.

969
970 Councilmember Gardella suggested, as a courtesy, all members of the
971 Neighborhood Association Task Force should be made aware of the adoption
972 of those recommendations after City Council approval but before it was
973 posted on the website.

974
975 **10. Recap of Commission Actions This Meeting**
976 Commissioner Gardella briefly reviewed those action items tonight as referenced
977 in these meeting minutes.

978
979 **11. Adjournment**
980 Commissioner Gardella moved, Commissioner Grefenberg seconded,
981 adjournment of the meeting at approximately 8:40 p.m.

982
983 **Ayes: 4**

984 **Nays: 0**

985 **Motion carried.**

986
987 **Next Meeting – Thursday, April 14, 2016 at 6:30 p.m.**
988

1 Community Engagement Commission's 2 Report and Recommendations Regarding 3 Neighborhood Associations 4

5 [Introduction: Authorization and Background](#)

6 This report is the Community Engagement Commission's response to the Council's charge to the
7 Community Engagement Commission (CEC) to advise it on "how the City could assist and encourage the
8 formation of Roseville neighborhood associations."

9 As discussed with the City Council, the CEC decided to establish a task force to advise it on how the
10 aforementioned charge could be achieved. This task force, advisory to the CEC, was established to be an
11 initial, short-term effort related to advancing neighborhood associations in the city of Roseville.

12 The task force held nine meetings over the course of five months, between March 11, 2015 and August
13 5, 2015. The task force, at its initiative, checked in with the CEC at its May 2015 meeting to confirm that
14 it had correctly understood its charge from the CEC and to clarify that it was to recommend how the
15 City—not the CEC—could:

- 16 1) Encourage and facilitate the formation of neighborhood associations, and
- 17 2) Foster and facilitate effective and authentic neighborhood participation in civic decision-making.

18 This advisory task force at its last meeting unanimously approved its final report to the CEC. The task
19 force chairs, Donna Spencer and Jerry Stoner, presented the task force's report to the CEC at its August
20 13th meeting. (See attached task force report). Task force members did not necessarily agree on all
21 topics and, for this reason, the task force report indicated areas where it recommended further
22 consideration by the full CEC.

23 The CEC spent the next few months reviewing and analyzing these recommendations and assessing
24 those issues the task force had not resolved and left to the CEC for their resolution. It also
25 independently reviewed Edina and St. Louis Park's policies and guidelines for their neighborhood
26 associations, the only two inner ring suburbs in the Minnesota metropolitan area which have "official"
27 neighborhood associations. The CEC also received a presentation from the St. Louis Park Community
28 Liaison Breanna Freedman, who assists St. Louis Park neighborhood associations in applying that city's
29 association guidelines.

30 [Primary Recommendation](#)

31 The Roseville Community Engagement Commission recommends to the City Council that the City assist,
32 foster, and support the creation and effective functioning of neighborhood associations in ways as
33 follows in this report.

34 It should be noted that while these recommendations are based on the work of the Neighborhood
 35 Association Task Force, the task force recommendations have been subsequently reviewed and, in many
 36 cases, altered. Thus, in other words, the specific recommendations below are those of the CEC itself.

37 Finally, it is important to note that this CEC report does not go beyond neighborhood associations and
 38 address other ways that the City of Roseville could facilitate neighborhood participation in civic decision-
 39 making.

40 [Benefits and Purposes of Neighborhood Associations](#)

41 The purposes of a particular neighborhood association are determined by an association. Generally
 42 speaking, the following are purposes commonly identified by many neighborhood associations. The
 43 listing herein is not meant to be prescriptive or exhaustive but to serve as guidelines for existing or
 44 future Roseville neighborhood associations.

45

46 Neighborhood associations:

- 47 1. Build a sense of community and a culture of neighborliness
- 48 2. Involve residents in their democratic forms of government
- 49 3. Promote social activities of varied interest to residents
- 50 4. Maintain and enhance the quality of neighborhood life and safety
- 51 5. Provide the means by which issues and concerns of a neighborhood can be more effectively
 52 expressed and communicated, thus serving as a vital link between local government (City
 53 Council, departments, and City Commissions, as well as school district and county government)
 54 and the neighborhood
- 55 6. Promote community and civic engagement by presenting opportunities for resident involvement
- 56 7. Assist staff in disseminating timely and understandable information to provide for informed
 57 resident participation in government decision-making and planning, thus gaining better
 58 acceptance and understanding of government decisions
- 59 8. Function as a liaison enabling two-way communication between neighborhoods and
 60 government entities on matter of interest such as zoning changes, redevelopment projects and
 61 their neighborhood impact, park projects and Comprehensive Plan amendments as well as other
 62 planning efforts

63 Neighborhood associations are one of many ways in which the City connects with its residents in the
 64 development and implementation of policies, programs, and services. Neighborhood associations also
 65 encompass the process of communicating and working collaboratively with citizens and other
 66 stakeholders in balancing various interests and issues affecting their lives and neighborhood.

67

68 We recommend that the City recognize that neighbors can sometimes better understand and
 69 communicate their neighborhood's issues and concerns to City Hall, especially in a suburb that does not
 70 have ward representation.

71

72 Neighbors are often in a better position for raising the right issues and asking the relevant questions
 73 concerning a neighborhood. Their involvement and collaboration in civic decision-making provide City
 74 staff and officials an opportunity to answer their concerns and address their issues. Community
 75 members can also provide a valuable source of expertise to influence government decisions that
 76 improve neighborhood quality of life and delivery of public services.

77 Neighborhood associations are an important means to facilitate and encourage neighbors to become
 78 involved in their community and engaged in local government and to improve communications between
 79 residents and their government.

80
 81 Potential benefits of neighborhood associations and their involvement in a collaborative decision-
 82 making process include:

- 83
- 84 1. Provides residents a means to express a unified and collective voice
 - 85 2. Increases residents' overall awareness of issues, decisions, and other issues that affect the
 86 neighborhood and the City
 - 87 3. Offers opportunities for local government officials, developers, and residents to prioritize
 88 important projects, development, and planning and for the City and developers to solicit input
 89 from residents before development plans are finalized and before City approval is secured
 - 90 4. Allows the development of better and more creative ideas and solutions and encourages
 91 thinking 'outside the box'
 - 92 5. Instills a climate of respect and acknowledgement of the interests of various participants, staff,
 93 and decision-makers
 - 94 6. Facilitates the resolution of neighborhood issues within the neighborhood: provides City officials
 95 and staff a better understanding of what are the issues neighborhood residents are concerned
 96 about
 - 97 7. Improves buy-in and acceptance of outcomes and improves confidence in the process leading to
 98 an increase in sustainable decisions and greater resident satisfaction with the City's decision-
 99 making process
 - 100 8. Engenders trust between citizens and local government
 - 101 9. Improves the City's access to the expertise of its citizens and expands the capabilities of existing
 102 city staff
 - 103 10. Nurtures the potential pool of informed and engaged candidates for Commissions and other
 104 volunteer efforts in the city
 - 105 11. Assists seniors and elderly desiring to age in place an additional sense of connectedness and
 106 support
- 107

108 Detailed Recommendations

109 In order to effectively achieve the primary recommendation, the Community Engagement Commission
 110 has created specific recommendations under two categories; 1) *Criteria for "Affiliated" Neighborhood*
 111 *Associations*; and 2) *Neighborhood Association Expectations of the City*.

112 Criteria for "Affiliated" Neighborhood Associations

- 113 • Neighborhood associations shall register with the City in order to be "affiliated". (*Not all existing*
 114 *neighborhood associations or other organizations need to register, of course, but "affiliation" is*
 115 *required in order to be integrated into the city's notification system and communications*
 116 *networks, and to receive most of the material support listed below). Neighborhood associations*
 117 *wishing to "affiliate" with the City shall provide the following information to the City (in writing)*
 118 *upon registration:*
 - 119 ○ Neighborhood association name and contact information
 - 120 ○ Recommended geographic boundaries as approved at the neighborhood
 121 association's most recent annual meeting

- 122 ○ **Note:** The process to establish the boundaries of individual
 123 neighborhood associations upon “affiliation” needs to be
 124 determined by the council.
 125 ○ The specific CEC recommendation was: In order to ensure
 126 neighborhood association *boundaries are of reasonable size and*
 127 *non-overlapping*, the City of Roseville shall approve their boundaries
 128 as part of the “affiliation” process.
 129 ○ Identification and description of the methods of communication of
 130 neighborhood associations to its members
 131 ○ Association bylaws (or other organizational structures and procedures)
 132 approved by the members at the neighborhood association’s most recent
 133 annual meeting
 134 ○ An “affiliated” neighborhood association shall have bylaws,
 135 approved by City, that will among other things, include a statement
 136 of purposes, the process of governance and election, membership
 137 requirements, standards of appropriate conduct, and require annual
 138 meetings open to public attendance (albeit possibly with voting
 139 rights restricted to its membership).
 140 ● An “affiliated” neighborhood association’s membership shall be inclusive to all residents (i.e.
 141 both home owners and renters). It is up to individual neighborhood associations to
 142 determine if businesses and/or non-home property owners within their boundaries can be
 143 members.
 144 ● An “affiliated” neighborhood associations shall not discriminate on the basis of race, creed,
 145 color, and national origin, place of residence, disability, marital status, status with regard to
 146 public assistance, gender, sexual orientation, veteran status, pregnancy, age, or any other
 147 class protected by local, state, or federal law.

148 Neighborhood Association Expectations of the City

- 149 ● The City will provide a “how-to” document or tool-kit which supplies a neighborhood that is
 150 looking to form an association with an explanation of how to form and organize a neighborhood
 151 association, how to register their neighborhood association with the city for “affiliation”, and
 152 otherwise provides best practices that neighborhoods can utilize when exploring and organizing
 153 to form a neighborhood association. The CEC recommends that the City reference similar
 154 materials developed by Edina and St. Louis Park (see attachments) for potential inclusion into
 155 the City’s materials. The CEC also recommends that these materials be made available primarily
 156 online but also as printed materials.
 157 ● The City will provide space on the City website offering further details of “affiliated”
 158 neighborhood associations with relatively static information such as links to their website;
 159 contact names, email addresses, and phone numbers; a map of geographical boundaries; one or
 160 two relatively static paragraphs of descriptive information; and the date, time, and location of
 161 their next meeting.
 162 ● The City will feature “affiliated” neighborhood association news in the City Newsletter of
 163 upcoming events and activities, as requested by individual associations.

- 164 • The City will allow “affiliated” neighborhood associations to reserve City Hall meeting rooms and
165 City park buildings at no cost based on availability and compliance with rental policies.
- 166 • The City will pay for and coordinate one (e.g. initial, upon formation and/or “affiliation”) mailing
167 on behalf of each “affiliated” neighborhood association to all residences within the approved
168 boundaries of the neighborhood association.
- 169 • The City will reasonably make staff and other officials available to speak and provide
170 information to “affiliated” neighborhood associations on issues of concern and interest to the
171 “affiliated” neighborhood association.
- 172 • The City will provide a staff liaison to assist neighborhoods in forming an “affiliated”
173 neighborhood association and to assist residents seeking to join existing “affiliated”
174 neighborhood associations.
- 175 • The City will develop, maintain and provide information to neighborhood associations regarding
176 grant and other funding opportunities for neighborhood associations. The CEC recommends
177 considering and deciding whether this information is basic, static, and included as a part of the
178 above “tool-kit” or otherwise be separately made available and continually maintained by
179 someone on city staff and/or representatives from “affiliated” neighborhood associations.
- 180 • When appropriate, the City will consider the establishment of grants or other funds to be used
181 by neighborhood associations in City-approved projects, activities, and outreach.

182

183 Additional Possible Neighborhood Associations Expectations of the City (Not Yet Adopted by the 184 Community Engagement Commission)

185

- 186 1) The City will formally integrate “affiliated” neighborhood associations into the normal
187 notification process for significant City activities and proposed development projects occurring
188 within its approved boundaries.
- 189 2) The City will send out broadcast emails to “affiliated” neighborhood associations of upcoming
190 City Council agendas
- 191 3) The City will acknowledge notification of “affiliated” neighborhood associations in RCAs and
192 include “affiliated” neighborhood associations comments within the RCA if feasible and staff
193 time permitting.
- 194 4) The City shall host annual meetings between the City Manager and designated staff and the
195 leadership of “affiliated” neighborhood associations. The City Manager at her/his discretion may
196 invite other City staff to attend. The City Manager will develop the agenda after consulting with
197 the leadership of each “affiliated” neighborhood association.
- 198 5) The City Council will, to the extent possible, explain how and why the “affiliated” neighborhood
199 association’s public comments influenced the decision making process.
- 200 6) The City Council will duly consider information provided to them and will consider additional
201 discussion on topic as is warranted.

202 Other Provisions:

- 203 • Communication with the neighborhood association will not replace the City’s traditional
204 methods of direct outreach to residents.

- 205 • Neighborhood associations are strictly voluntary and no resident shall be required to
206 participate. Each neighborhood association shall determine its own priorities and desired
207 level of activity.
- 208 • Neighborhood associations will be included in the public input process but will not be
209 assumed by City officials to speak on behalf of all residents in any given geographical area
210 and will not limit the ability of any person or entity, including “non-affiliated” neighborhood
211 groups, to otherwise participate in the public input process.

212 [Attachments to be included in the RCA](#)

- 213 1) Roseville Neighborhood Association Task Force Final Report to the Community Engagement
214 Commission - August 5, 2015
- 215 2) Excerpt from the minutes approved by Community Engagement Commission of its Feb11, 2016
216 meeting with St. Louis Park Community Liaison Officer Breanna Freedman
- 217 3) Example ‘How-to’ Organizing Kits from Edina and St. Louis Park Minnesota



Roseville Neighborhood Association Task Force Final Report to the Community Engagement Commission August 5, 2015

Introduction

This report summarizes the deliberations and recommendations of the Roseville Neighborhood Association Task Force. The Task Force was formed under the Roseville Community Engagement Commission (CEC). The charge of the Task Force, revised and finalized at the May 15, 2015 Commission Meeting, was to explore ways and make recommendations for the City to 1) encourage and facilitate the formation of neighborhood associations and 2) foster and facilitate effective and authentic neighborhood participation in civic decision making. The Task Force was established to be an initial, short-term effort related to advancing neighborhood associations in the city of Roseville. Ultimately, the Task Force held nine meetings over the course of five months, between March 11, 2015 and August 5, 2015.

The Task Force began with ten members with Gary Grefenberg, a member of the CEC, serving as convener. At the second Task Force meeting, Gary Grefenberg asked the Task Force to confirm his role as a co-chair and add another Task Force member as co-chair. The Task Force selected Gary Grefenberg and Donna Spencer as its co-chairs. At the seventh meeting of the Task Force on July 10, 2015, Gary Grefenberg voluntarily resigned as co-chair and was replaced by Jerry Stoner.

One Task Force member, Kody Thurnau, attended only the first two meetings, and over time, three people resigned from the Task Force. The final members of the Task Force and contributors to this report include: Gary Grefenberg, Diane Hilden, Sherry Sanders (CEC member), Donna Spencer, Jerry Stoner, and Amy Zamow. Members who resigned include Marcia Hernick, Lisa McCormick, and Peggy Verkuilen. Following her resignation, Lisa McCormick continued to attend meetings and provided public comment on this report. This document was approved by all five members present at the final August 5, 2015 meeting.

This report is divided into seven sections. First, it provides definitions that informed the discussions of the Task Force. The report then includes sections on the purposes and benefits

of neighborhood associations, city recognition of neighborhood associations, ways in which the city can encourage and facilitate neighborhood associations, and two-way communication between the city and neighborhood associations. Task Force members did not necessarily agree on all topics and, for this reason, this report indicates areas where further consideration by the CEC is recommended. Also, it is important to note that this report does not go beyond neighborhood associations and address other ways that the City of Roseville could facilitate neighborhood participation in civic decision-making.

General Definitions Informing Task Force Deliberations

What is Civic Engagement: Three years ago, the Civic Engagement Task Force (precursor of the CEC) defined Civic Engagement as follows:

*"Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms— volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy."*¹

What is a Neighborhood Association? A voluntary neighborhood-based group of residents within a specific geographic area who come together to protect, preserve, and enhance the livability of their neighborhood.²

Who is a Neighbor? Residents who either own or rent within a neighborhood. Some neighborhood associations may choose to include local business owners who operate businesses within the designated neighborhood area.³

Purposes of Neighborhood Associations

The purposes of a particular neighborhood association are determined by an association. Generally speaking, the following are purposes commonly identified by many neighborhood associations. The listing herein is not meant to be prescriptive or exhaustive but to serve as guidelines for existing or future Roseville neighborhood associations.

Neighborhood associations:

1. Build a sense of community and a culture of neighborliness;
2. Involve residents in their democratic forms of government;
3. Promote social activities of varied interest to residents;
4. Maintain and enhance the quality of neighborhood life and safety;

¹ American Psychological Association: <http://www.apa.org/education/undergrad/civic-engagement.aspx>

² NOTE: A neighborhood association should not be confused with a homeowner's association (often referred to as a HOA). A neighborhood association is a voluntary association formed around a particular community issue or interest. In contrast, a homeowner's association requires mandatory membership and arises out of ownership in a common-interest community, e.g., condominium, townhome, or other planned development. Such homeowner's associations deal primarily with financial obligations relating to the common property interest, e.g. maintenance and repairs, provided services, etc.

³ There was a public comment in disagreement with whether business owners should be included in neighborhood associations.

5. Provide the means by which issues and concerns of a neighborhood can be more effectively expressed and communicated, thus serving as a vital link between local government (City Council, Departments, and City Commissions, as well as School District and County government) and the neighborhood;
6. Promote community and civic engagement by presenting opportunities for resident involvement;
7. Assist staff in disseminating timely and understandable information to provide for informed resident participation in government decision-making and planning, thus gaining better acceptance and understanding of government decisions; and
8. Function as a liaison enabling two-way communication between neighborhoods and government entities on matter of interest such as zoning changes, redevelopment projects and their neighborhood impact, park projects and Comprehensive Plan amendments as well as other planning efforts.

Benefits of Neighborhood Associations

Neighborhood associations are one of many ways in which the City connects with its residents in the development and implementation of policies, programs, and services. Associations also encompass the process of communicating and working collaboratively with citizens and other stakeholders in balancing various interests and issues affecting their lives and neighborhood.

We recommend that the City recognize that neighbors can sometimes better understand and communicate their neighborhood's issues and concerns to City Hall, especially in a suburb that does not have ward representation.

Neighbors are often in a better position for raising the right issues and asking the relevant questions concerning a neighborhood. Their involvement and collaboration in civic decision-making provide City staff and officials an opportunity to answer their concerns and address their issues. Community members can also provide a valuable source of expertise to influence government decisions that improve neighborhood quality of life and delivery of public services. Neighborhood associations are an important means to facilitate and encourage neighbors to become involved in their community and engaged in local government and to improve communications between residents and their government.

Potential benefits of neighborhood associations and their involvement in a collaborative decision-making process include:

1. Provides residents a means to express a unified and collective voice;
2. Increases residents' overall awareness of issues, decisions, and other issues that affect the neighborhood and the City;
3. Offers opportunities for local government officials, developers, and residents to prioritize important projects, development, and planning and for the City and developers to solicit input from residents before development plans are finalized and before City approval is secured;
4. Allows the development of better and more creative ideas and solutions and encourages thinking 'outside the box';
5. Instills a climate of respect and acknowledgement of the interests of various participants, staff, and decision-makers;

6. Facilitates the resolution of neighborhood issues within the neighborhood: provides City officials and staff a better understanding of what are the issues neighborhood residents are concerned about;
7. Improves buy-in and acceptance of outcomes and improves confidence in the process leading to an increase in sustainable decisions and greater resident satisfaction with the City's decision-making process;
8. Engenders trust between citizens and local government;
9. Improves the City's access to the expertise of its citizens and expands the capabilities of existing city staff;
10. Nurtures the potential pool of informed and engaged candidates for Commissions and other volunteer efforts in the city; and
11. Assists seniors and elderly desiring to age in place an additional sense of connectedness and support.

City Recognition of Neighborhood Associations

The Task Force recommends that Neighborhood associations *have the opportunity to register with and be recognized by* the City. Further, the Task Force recommends that standards for Neighborhood association recognition be limited to a set of minimal requirements to allow for variation in associations across the City. It is important to note that the Task Force believes that not all Neighborhood groups should be required to be recognized. Instead recognition is suggested for groups that want to participate in the communication expectations and/or receive support from the City as described below.

While each recognized Neighborhood association will determine its own purpose, priorities, structure, level of formality, and level of activity, this Task Force recommends the following minimal standards for associations recognized by the City:

- Association name and contact information: The association will provide the City with the name of the association and the contact information (name, phone number, email address) for the primary association contact(s) to facilitate efficient two-way communication between the City and the neighborhood association.
- Association geographic boundaries: Each association will work with the city to recommend and determine its own geographic boundaries. The association will provide the City with an adequate description of the neighborhood. This description will identify the specific streets that form the boundaries of the neighborhood. The Task Force recommends that further consideration be given to the appropriate size of neighborhood associations when determining boundaries.
- Communication to members: The association must identify at least one pre-determined approach for communicating to its members (e.g., email, postal mail, phone) and will commit to communicating with its members when the City sends notices to the neighborhood association.
- Inclusiveness: The association will commit to being inclusive of residents within the neighborhood, with voluntary membership open to both home owners and renters in the area. The association will determine whether it would like to include businesses as part of its association.⁴

⁴ Supported by all five members present at the July 22nd meeting.

- Anti-Discrimination: The neighborhood association does not discriminate on the basis of race, creed, color, national origin, place of residence, disability, marital status, status with regard to public assistance, gender, sexual orientation, veteran status, pregnancy, age or any other class protected by local, state or federal law.⁵

Other neighborhood association recognition criteria considered by the Task Force but not yet agreed upon are the following:

- Communications about the City: The association will commit to encouraging its membership to become involved in community engagement and civic activism.
- Association Organization: The association will submit with its application its bylaws or a statement of its purposes, a description of its process including any membership requirements and standards of appropriate conduct, its structure, and its method of governance.
- Annual meeting: The association will hold at least one meeting of the general membership per year.

One advantage of requiring recognition criteria is that they facilitate awareness and understanding of the association by the City, they facilitate city/neighborhood two-way communication, and they can promote important City values (e.g., inclusiveness). A disadvantage is that too many criteria or too strict of criteria could unnecessarily inhibit the formation and variation in neighborhood association purposes, priorities, formality, structure, and activity level. The Task Force recommends that further consideration be given to recognition standards for neighborhood associations by the CEC, including whether only one association per geographic area is recognized.

Recognized neighborhood associations and unrecognized neighborhood groups are not administrative or legislative bodies. Both types of entities will not be assumed to speak on behalf of all residents in its neighborhood. Both types of entities are voluntary, and no resident will be required to participate. Both types of entities will not limit the ability of any individual resident or group to participate in the local civic process on their own. Communication with a recognized neighborhood association will not replace the City's methods of communicating with City residents.

How the City of Roseville Can Encourage and Facilitate Neighborhood Associations

To **encourage** the formation of neighborhood associations and other neighborhood groups, the Task Force recommends that the City of Roseville provide the following:

1. Space on City website in "Resident Resources" under "Neighborhood Associations" offering a list of associations with contact names, email addresses, phone numbers, and an interactive map of geographical boundaries of each association along with the lead of each association;

⁵ Supported by all five members present at the July 22nd meeting. This text is modified from Roseville's official non-discrimination commitment.

2. Neighborhood association news featured in City News and on the City website of upcoming events and activities, as requested by individual associations; and
3. A how-to document or tool kit which supplies a neighborhood that is looking to form an association with an explanation of how to form a recognized neighborhood association.

To **facilitate** neighborhood associations that choose to be recognized (see above) by the City of Roseville, the Task Force recommends that the City provide the following:

1. Neighborhood associations can reserve and use space for meetings with scheduling of city and park buildings at no charge.⁶
2. Upon the request of a neighborhood association, the City will pay for and coordinate a neighborhood mailing notifying residents of information about the association at least once a year.
3. The City will develop and maintain a list of City resources such as Staff and Officials who can speak on community policing, safety issues, fire safety, common ordinances, city codes, building applications, land use applications, and other issues of neighborhood interest for the purpose of community education.
4. The City will designate a staff liaison to serve as a source of information available for residents interested in forming or joining a neighborhood association and for existing neighborhood associations.
5. The City will develop, maintain, and provide information about existing funding and grants for neighborhood associations.
6. The City will establish funds or grants available to neighborhood associations to assist in City-approved projects for neighborhood improvement, beautification, education, community-wide events, and other neighborhood activities.⁷
7. The City will provide a website or similar function to which the neighborhood association can provide content.

The above recommendations are an outgrowth of the City of Roseville's renewed commitment to community and civic engagement. Further study is recommended to explore how the City can continue to cultivate a change in culture that promotes community and civic engagement. Topics for further study include how to consult on upcoming projects, policies that increase transparency, and notifying associations of relevant documents relating to particular community issues.

City Expectations of Communications from Neighborhood Associations

A Neighborhood association, as any resident, has a variety of methods of communicating with the city. They can visit City Hall to meet with staff members. The City website also includes the phone numbers and email addresses for all City staff, and neighborhood associations can schedule meetings with staff. Neighborhood associations can also communicate with the City Council and Commissioners, directly by offering public comment at Council or Commission meetings or by sending emails. Members of the City Council and all Commissions have contact information, typically email addresses, available on the City website. There are also contact forms that can be filled out which will be communicated to the Council members or

⁶ Priority scheduling should be given to the association where appropriate.

⁷ One Task Force member had reservations about this item in its final form.

Commissioners. Last, a Civic Engagement Module, developed by the CEC, will soon be online and will provide another method of contact.

In communicating with the City on behalf of a neighborhood association, the association will:

1. Clearly identify that communication is coming from the neighborhood association;
2. Acknowledge that some communications to the city are considered Public Record;
3. Allow their opinions and comments to be incorporated into the Request for Council Action, to be included in the Council meeting packet prior to the Council meeting at which the relevant agenda item will be discussed; and
4. When providing public comment during a City meeting as a representative of a neighborhood association, be allowed additional time beyond the customary 5 minutes allotted per resident.

Neighborhood Association Expectations of Communications from the City

1. When a department or individual is communicating with a neighborhood association they shall:
 - a. Clearly identify itself/themselves and
 - b. Provide clear contact information.
2. The Task Force recommends that the City integrate the neighborhood associations into its normal notification process. Some suggestions for points of integration are (but not limited to):
 - a. Neighborhood associations shall be added to the City's database of parties requesting notifications.
 - b. When sending out communication based on geographic boundaries, the City should send that communication to any neighborhood association which covers at least a part of that geographic area.
 - c. The city should communicate regular broadcast emails with City Council agendas for upcoming meetings to the neighborhood associations.
 - d. Requests for Commission/Council Action shall be modified to include a checkbox to indicate notification of neighborhood association of a particular proposal (i.e. development proposal, land use application, etc.), as well as provision for inclusion of the association's position on an agenda item of relevance to the neighborhood association.
3. The Task Force recommends that the city look to organize group meetings between the City Manager and all neighborhood associations. These meetings should be at least quarterly or at the request of one or many neighborhood associations. The intent is to allow neighborhood associations to gather information to disseminate to their residents to improve the efficiency of public comment and more widely distribute information to the public. The CEC and the Council should assess the effectiveness of these meetings at regular intervals.
4. The Task Force believes that the City must more clearly communicate how public comments influenced the decision making process. The Task Force is concerned that too often public comment is solicited and accepted but not referenced. When a final decision has been made, the decision maker should indicate how public and neighborhood association comments affected the decision. If the eventual action differs

from the desire of the neighborhood association, some explanation should be made as to why.

5. If a neighborhood association gathers information from their members and presents it to the Council, the Task Force recommends that the information should warrant an opportunity for discussion.

Conclusion

The Task Force appreciates the opportunity to work on the important topics of neighborhood associations and neighborhood participation in civic decision-making and to provide these recommendations to the CEC. We are available to address questions and provide additional clarifications if requested. We recommend that the CEC continues to focus on neighborhood associations and ways in which the City of Roseville can better foster neighborhood engagement.

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274 Specific to a potential timeframe, Mr. Bilotta responded that each
275 community's visioning process for its comprehensive plan update differed,
276 with some having a process and others not having one. From that
277 perspective, Mr. Bilotta expressed the need to not get bogged down with
278 the details of the comprehensive plan, but utilize a visioning process
279 where everyone sits back and thinks where the community will be in the
280 future, not specifically reviewing individual lots citywide.

281
282 Mr. Bilotta noted that eventually the comprehensive plan process will get
283 into that level of detail, but after the foundational visioning and public
284 understanding and agreement with the vision. Mr. Bilotta noted that this
285 may be as simple as one paragraph or up to a few pages in length.

286
287 Mr. Bilotta suggested the first step would be reviewing the existing vision
288 and determining if it remained relevant and adequate enough to allow the
289 Comprehensive Plan update to be built on that same vision, if it needed
290 tweaking, or needed to be totally revised. Mr. Bilotta opined that was a
291 key decision point to determine if the community wanted to stick with the
292 previous vision or pursue an entirely separate process.

293
294 Chair Becker referenced the City Council's suggestion on Monday night
295 to simply refresh the vision and keep it relatively short via a bulleted list.

296

297 **6. Old Business**

298

299 **a. Continue Discussion on Neighborhood Associations**

300 Since the St. Louis Park presenter was not yet present, Chair Becker
301 adjusted the agenda accordingly.

302

303 **ii. Discussion of Next Steps**

304 Chair Becker briefly reported on his meeting with the City Council on
305 Monday night, and his sense that they were eager to get pending
306 recommendations from the CEC sooner rather than later. Specific to
307 the neighborhood association recommendation, Chair Becker asked
308 commissioners what if anything they felt was still missing; what
309 additional learning was needed by the CEC; and whether or not the
310 CEC was prepared to complete its analysis before making its final
311 recommendation to the City Council.

312

313 At the request of Commissioner Manke, Chair Becker noted that the
314 CEC had reviewed the minimum requirements expected by the city
315 from neighborhood associations receiving city support or assistance.
316 Chair Becker noted that the Commission has covered a lot of
317 information to-date; but anticipated a concise and fluid set of
318 recommendations rather than a rigid recommendation in a long,

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319 drawn-out report. Chair Becker suggested a set of recommendations
320 and context for them in order to guide the City Council on this effort
321

322 Chair Becker clarified that it was the charge to the CEC to provide the
323 recommendations, whether or not the City Council nixed some right
324 away, sought additional input, or tweaked some items at its initial
325 review.
326

327 Chair Becker noted City Manager Trudgeon's offer to sort out the first
328 cut of those recommendations.
329

330 City Manager Trudgeon concurred, stating that he was happy to help
331 assemble the document and get it into the appropriate format for the
332 full CEC to look at prior to their presentation to the City Council.
333 Given the amount of time the City Council had been awaiting this
334 recommendation, Mr. Trudgeon suggested that review, including
335 looking at old reports, meeting minutes and other background
336 information and materials, could be helpful to the Commission in
337 making their final decision as well as moving the process along.
338

339 Commissioner Grefenberg thanked City Manager Trudgeon for that
340 offer, recognizing that it represented a time-consuming on his part.
341 Commissioner Grefenberg asked that both he and Chair Becker be
342 allowed to participate in that review since both had been directly
343 involved in in bringing the Neighborhood Association
344 recommendations this far.
345

346 Chair Becker asked commissioners if they were aware of any further
347 analysis or discussion needed, remembering that the focus was to
348 remain at a higher level rather than providing details. Chair Becker
349 asked if commissioners felt the CEC was ready to compile its
350 recommendations for review as a complete set.
351

352 Commissioner Manke opined she was ready to compile the
353 recommendations in order to have something tangible in front of the
354 CEC and tweak it as necessary; and then move onto the next project.
355

356 Commissioner Grefenberg cautioned that there may be some
357 additional issues raised with the St. Louis Park presentation that
358 needed to be addressed. Therefore, Commissioner Grefenberg stated
359 that he wasn't yet ready to provide a final answer to Chair Becker
360 since St. Louis Park provided an excellent example of how
361 neighborhood forums are held, an issue that remained unclear to him,
362 and how to deal with the issue of determining neighborhood
363 association boundaries

364 Discussion ensued regarding how the city's website would be
365 available to existing neighborhood associations or affiliated
366 associations. It was clarified that this issue had been covered in the
367 material support discussion at the last Commission meeting.

368
369 Chair Becker added that at the last CEC meeting the initial
370 recommendations had been that the boundaries could not overlap nor
371 could they be too large or too small. Chair Becker reiterated that the
372 specific method should remain a City Council decision as they discuss
373 their approval of boundaries and the process depending on the specific
374 situation. Chair Becker noted that the City Council could determine if
375 they wanted to delegate that to the City Manager or make that decision
376 as an elected body and suggested that the CEC not get bogged down in
377 those details.

378
379 Depending on how quickly staff is able to view background materials,
380 and assist the working group of Becker and Grefenberg in developing
381 the initial draft recommendations followed by full Commission
382 review, Chair Becker opined that conservatively he anticipated that the
383 final version could come to the CEC by April of 2016 and be placed
384 on the next available City Council agenda. Chair Becker noted his
385 impression that the City Council was more than eager to see the
386 recommendation; and expressed his eagerness to move onto other
387 work for 2016.

388

389 **i. Presentation from St. Louis Park**

390 Chair Becker welcomed St. Louis Park Community Liaison Breanna
391 Freedman who provided brief personal biography and a history of
392 neighborhood associations in St. Louis Park. Ms. Freedman
393 distributed numerous handouts during the discussion and referenced
394 that material as well as other items she volunteered to provide city
395 staff for dissemination to the Commission if not available on the St.
396 Louis Park website.

397

398 Ms. Freedman touched upon how neighborhood associations were
399 initiated in St. Louis Park by citizens who found the City Council in
400 favor of and open to their formation; a map (trail map) identifying and
401 highlighting boundaries for those associations, how they started and
402 where the process was at now; and the geographic area and the number
403 of dwelling units in each neighborhood. St. Louis Park had originally
404 been divided into 35 areas during previous neighborhood revitalization
405 efforts. Now there were 26 associations whose boundaries were
406 determined by using major highways, natural boundaries, or
407 commercial areas, resulting in each unique and specific neighborhoods
408 Additional discussion included the St. Louis Park Community
409 Development Department initially partnering with and hosting

410 neighborhood meetings based on the relationship within the
411 community; drawing of neighborhood boundaries after they were
412 surveyed, and the huge engagement part of that process.

413

414 At the request of Commission members, Ms. Freedman reviewed the
415 type and frequency of support offered associations by the city: funding
416 and city staff performing the first initial post card mailing expressing
417 interest of the neighborhood in organizing mailed to every household
418 and apartment in that identified boundary without releasing that
419 mailing list, but providing information on the meeting (e.g. time, date,
420 etc.) with a representative usually working with Ms. Freedman; space
421 provided for that meeting at city hall or a park building at no charge;
422 and continued meeting space at no fee for all future meetings.

423

424 Ms. Freedman reviewed the City of St. Louis Park's use of grants
425 through its Neighborhood Revitalization Grant Program, funded by
426 city tax dollars from housing rehabilitation monies, and in place since
427 1996. This grant program provided up to \$30,000 in grant funds
428 distributed among neighborhoods. The grant application process ran
429 from May through April of the following year; the process included
430 eligibility requirements which served to help determine if a
431 neighborhood is a valid association and eligible for city grant funds.

432

433 Chair Becker asked Ms. Freedman to summarize what hadn't worked
434 as if St. Louis Park could start the program over again; and what
435 challenges she saw or what her city had learned.

436

437 Ms. Freedman prefaced her comments by acknowledging that she had
438 not been employed by the City of St. Louis when the program was
439 initiated. However, Ms. Freedman opined that she found the key was
440 communication and maintaining a supportive role to continuously
441 encourage each association as it got going. Ms. Freedman also noted
442 the need for all parties to have clear expectations of what is expected
443 and their role and place in the City.

444

445 Ms. Freedman added that her staff role was huge in keeping that daily
446 communication going, attending a number of meetings as needed; and
447 while not seeing it necessarily as a challenge, it required that the staff
448 position have some flexibility that could be depended upon as a
449 consistent resource to keep associations on track and answer their
450 questions.

451

452 At the request of Chair Becker, Ms. Freedman advised that she was
453 full-time in this role; but also served as Human Rights Commission
454 liaison for the St. Louis Park Police Department, part of their
455 community outreach efforts. By having the Police Department

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456 involved, Ms. Freedman noted that it helped keep them involved in
457 neighborhoods and what was happening in each area of the
458 community. Ms. Freedman advised that her outreach team attended
459 various events and tried to maintain as much public contact as possible
460 by spending face-to-face time with the community, including working
461 with annual National Night Out efforts, with 139 different registered
462 parties in 2015 requiring a considerable amount of coordination in
463 having a Police or Fire Department presence in each neighborhood.

464
465 Commissioner Grefenberg asked if St. Louis Park required a set of
466 bylaws for each neighborhood and whether it had examples bylaws to
467 help associations get started.

468
469 Ms. Freedman advised that the City of St. Louis Park provided two
470 model bylaw templates for developing an association's specific
471 bylaws, not specifying if one or the other needed to be used, but
472 providing options of what those bylaws could look like. Ms.
473 Freedman noted that it was helpful if a neighborhood had organized in
474 the past, with those bylaws being provided and the association
475 membership voting on changes for new bylaws going forward versus
476 starting from scratch.

477
478 Commissioner Manke asked what type of structure St. Louis Park
479 asked of associations.

480
481 Ms. Freedman responded that at a minimum the City of St. Louis Park
482 required a Chair or President, and a Vice Chair, basically two roles;
483 with some deciding they wanted a Secretary or Treasurer office as
484 well; Others may choose a detailed programming committee, others
485 may wish to have a volunteer coordinator. Thus the organizational
486 structure could range anywhere from 3 to 10 officers or leaders,
487 depending on the size, function, and kind of neighborhood involved.

488
489 Commissioner Grefenberg noted the population of St. Louis Park is
490 45,000; and noted that the population couldn't determine the average
491 size of neighborhood associations. Commissioner Grefenberg opined
492 that was one issue the CEC was grappling with: should there be a
493 maximum size for a neighborhood. He sought input from Ms.
494 Freedman on this issue of whether there was an optimal minimal and
495 maximum size of neighborhood population.

496 Ms. Freedman responded that they had no size requirements; and had
497 found that the sizes or membership didn't change with boundaries in
498 place; even though some neighborhoods may be more densely
499 populated than others, advising that the city may then try to balance
500 things out based on that density level.

501

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502 As addressed by Chair Becker, Ms. Freedman recognized that most
503 associations resulted from block parties or smaller block groups
504 naturally coalescing and not city dictated. Ms. Freedman advised that
505 the City of St. Louis Park had a sworn Community Outreach Officer
506 who worked directly with block captains, often someone who has
507 stood out as a natural neighborhood leader and their desire to be
508 involved in their neighborhood.

509
510 Chair Becker asked if Ms. Freedman was aware of any other free-
511 standing organizations not identified as an official neighborhood, who
512 attempted to receive free city website space or free mailings.

513
514 Ms. Freedman advised that this was not a problem; and that the
515 incentive for becoming an official neighborhood association was the
516 availability of City grant monies, opining that it didn't make sense to
517 have an organization if not applying for support to fund it. However,
518 Ms. Freedman noted that, even without that grant funding, a lot of
519 those neighborhoods would continue to thrive as an informal
520 association.

521
522 Commissioner Manke asked what the grant funds could be used for.

523
524 Ms. Freedman responded that the City allowed considerable flexibility
525 and each neighborhood association varied, with some used for
526 environmental efforts (e.g. compostable products, park improvements,
527 park clean-up supplies) or insurance component for volunteers, among
528 other uses.

529
530 Ms. Freedman advised that until recently, they hadn't seen many
531 businesses typically involved in neighborhood associations, but
532 clarified that the city didn't have any policies in place if a
533 neighborhood chose to be inclusive to businesses and left it up to them
534 to determine the extent they wanted to be. However, Ms. Freedman
535 advised that the city didn't encourage businesses being part of the
536 neighborhood's steering committee, and preferred that be left to
537 residents, whether single-family home owners or those in rental units.

538
539 Chair Becker asked how and when renters participated in St. Louis
540 Park.

541
542 Ms. Freedman advised that typically they saw renters involved in
543 organizing neighborhood associations, even though it could be
544 challenging to get their involvement.

545
546 City Manager Trudgeon asked how city businesses, land use decisions,
547 street projects and other issues flowed into neighborhoods and how

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548 those neighborhoods plugged into the City Council decision-making
549 process. City Manager Trudgeon also asked how their city handled
550 automatic mailing notifications and how that worked.

551
552 Ms. Freedman advised that neighborhood meetings were a big deal for
553 the City of St. Louis Park for those impacted; with the neighborhood
554 association contact or chairperson used as the main point of contact to
555 alert their neighbors. However, Ms. Freedman clarified that city staff
556 ran those informational meetings, and sought input from the
557 appropriate association as to the best location to hold these meetings
558 and other logistics. The City's Planning Department hosted these
559 meetings on a regular basis, and thus significantly involved
560 neighborhoods, with attendance varying depending on how
561 controversial an issue is.

562
563 Ms. Freedman advised that City staff took those meetings very
564 seriously and assured appropriate staff representation was available.
565 For instance, Ms. Freedman noted that the Police Department was
566 undertaking its second year of meeting with all neighborhoods, in its
567 four different police districts (similar to wards) and inviting
568 appropriate staff depending on what's happening in their neighborhood
569 to respond to questions. Ms. Freedman noted that, as much as
570 possible, the City used team resources to touch base with
571 neighborhoods at every opportunity to gather their input and feedback.
572 Ms. Freedman further noted that the City of St. Louis Park had a ward
573 and at-large system for electing their six council members, with four
574 wards and two at-large positions.

575
576 Discussion continued regarding whether or not neighborhoods
577 advocated for their residents at the City Council level or leaders
578 spearheaded the efforts on various issues through listening sessions
579 and direct engagement efforts, or through engaged individuals active
580 in their neighborhood taking the initiative to pursue various concerns.
581 Ms. Freedman added that attendance by St. Louis Park Council
582 members at public open forums allowed them to hear directly from
583 their residents which input often influenced their decision-making
584 Commissioner Grefenberg asked Ms. Freedman if the City of St. Louis
585 Park placed any specific expectations or responsibilities on
586 neighborhood associations beyond an annual meeting and adopting
587 bylaws, such as requiring annual election of officers to avoid the
588 associations becoming insular with the same people getting elected
589 repeatedly.

590
591 Ms. Freedman responded that the City did require each association to
592 had some method of transferring leadership from one year to the next
593 in order to provide an opportunity for new leadership to step forward.

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594 Ms. Freedman noted that it didn't have to occur at their annual
595 meeting, but typically that made the most sense. As part of their
596 requirements, Ms. Freedman also noted that the City of St. Louis Park
597 requires that the City be advised of the annual meeting date, which
598 was part of each association's grant application that serves to verify
599 the date and also questions how they plan to encourage new residents
600 to become involved in the steering committee. Ms. Freedman noted
601 that one association's bylaws require election of a new president
602 annually, which has proven successful for them; in her opinion, this
603 provision allowed those associations and neighborhoods to thrive
604 without the City dictating their governance model.

605
606 At the request of Commissioner Manke, Ms. Freedman noted that
607 there were also some associations that kept the same president year
608 after year; and others that rotated that office among their steering
609 committee.

610
611 Commissioner Manke expressed her preference for term limits, which
612 Ms. Freedman agreed with as more advantageous.

613
614 Ms. Freedman further reported that, as part of the grant application and
615 program, the City required neighborhood associations to provide
616 evidence of how they engaged and incorporated neighborhood input;
617 and to report on how their grant funds had been and were intended to
618 be used. Ms. Freedman noted that this information could be obtained
619 by each association in a variety of ways, including a suggestion box,
620 paper surveys, online surveys, other broad and creative ways to help
621 ensure all residents are given an opportunity to be engaged in the
622 decision-making process as they desire. Ms. Freedman noted that this
623 helped keep one person or group from monopolizing or taking over the
624 neighborhood association.

625
626 At the request of Commissioner Grefenberg, Ms. Freedman answered
627 that she personally reviewed and approved each association's bylaws
628 in her position as the St. Louis Park community liaison. Ms.
629 Freedman noted that the current bylaws had to be submitted annually
630 with the grant application; but were more closely scrutinized when a
631 group was first organizing.

632
633 Ms. Freedman advised that she retained a master contact list for each
634 neighborhood association and/or their steering committee, and
635 whenever a big event was coming up in St. Louis Park of interest to
636 them, an email was provided to all steering committee members, not
637 just the president, to ensure that everyone was included and invited.

638

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639 Ms. Freedman further noted the annual leadership forum to which all
640 neighborhood leaders were invited to attend, with an annual theme and
641 speakers that may involve particular grant options or city leaders. Ms.
642 Freedman advised that grant awards are presented and monies
643 distributed at that meeting.

644
645 Commissioner Grefenberg referenced the task force report suggesting
646 setting up meetings of all affiliated neighborhood chairs or presidents
647 with the City Manager 2-3 times each year.

648
649 Chair Becker expressed his appreciation for Ms. Freedman's reference
650 to emailing the entire steering group as their point of contact rather
651 than only one person (e.g. the president) filtering information. Chair
652 Becker asked if Ms. Freedman was aware of any neighborhood
653 associations violating rules or excluding renters, or any other
654 problematic issues.

655
656
657 Ms. Freedman reported that she actually had neighborhood leaders
658 coming to her seeking suggestions for contacting renters and getting
659 them included, which always was a challenge. Ms. Freedman advised
660 that she frequently referred them to property managers for posting
661 event flyers to advertise their activities and encouraging them to
662 become part of the process by providing input and ideas. Ms.
663 Freedman noted that grant funds help further the community
664 engagement attempt.

665
666 Ms. Freedman reported only one problem she was aware of regarding
667 Chair Becker's concern regarding contacts and control of associations.
668 Ms. Freedman noted a recent instance when a neighborhood resident
669 asked that all email communications be sent to her directly, which
670 raised flags whether her intent was to filter information. Ms.
671 Freedman noted a neighborhood association may provide a sign-up
672 sheet for email communications, with another role in having a
673 newsletter editor and having them email any city communication from
674 and to the editor and the city, or from the city to the steering
675 committee to disseminate that information to their full email list. Ms.
676 Freedman noted that the City of St. Louis Park also used
677 NextDoor.com to disseminate that information.

678
679 Commissioner Grefenberg asked Ms. Freedman to report on how the
680 City of St. Louis Park ensured accountability beyond requiring an
681 annual meeting per year or whether there were other ways to hold
682 neighborhood associations accountable to their neighbors.
683 Ms. Freedman stated that she hadn't seen any issues with
684 neighborhoods wanting to keep information to themselves, since a

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685 required goal of each Association’s steering committee was to bring
686 people in, adding that each association governing entity was advised to
687 seek as many options as possible to engage their neighbors.
688

689 Ms. Freedman noted that there hadn’t been that tension or need for the
690 city to get involved if there were issues over an association’s
691 accountability; she anticipated that could be part of her role as liaison
692 if that problem ever became evident. In her conversation with peers
693 and colleagues, Ms. Freedman reported that she had not heard of that
694 being a problem elsewhere, especially when neighborhood
695 associations aren’t necessarily formed around issues but created for the
696 purposes of maintaining quality relationships between residents and
697 allowing access to the City Council, city staff, and city resources. Ms.
698 Freedman noted that this purpose, rather than issue-based, allowed
699 promotion to be a good neighbor and addressed the general upkeep of
700 neighborhoods and personal investment in their communities.
701

702 Commissioner Grefenberg noted, as a recent example: The Twin
703 Lakes Redevelopment Area where local impact seemed to be a
704 sensitive issue overriding a citywide impact.
705

706 Ms. Freedman referenced a similar situation when the City of St. Louis
707 Park was redeveloping citywide, and the decision-making included
708 how to establish project boundaries. Ms. Freedman suggested that one
709 way to avoid negative issues was to recognize and highlight that each
710 neighborhood was unique and different, while all may be experiencing
711 similar issues. Ms. Freedman offered to do further research from
712 meeting minutes from their city’s neighborhood revitalization
713 committee and send that information to the Roseville CEC for their
714 reference.
715

716 Commissioner Grefenberg referenced his favorable impression with
717 the City of St. Louis Park’s website which had information available
718 on each neighborhood association and its organization, beyond just a
719 map and contact people, but providing neighborhood characteristics
720 and information on the association itself. Regarding authorship of that
721 information, Commissioner Grefenberg asked Ms. Freedman if there
722 were any problems or if she reviewed that input before it was added to
723 the City’s website.
724

725 Ms. Freedman reported that this information was in place before she
726 was employed as by St. Louis Park as community liaison less than
727 three years ago; and as referenced by Commissioner Grefenberg,
728 provided neighborhood demographics and characteristics, and if in
729 organized neighborhoods, their consent was sought before publication
730 by the City. Ms. Freedman advised that she was only aware of minor

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731 and infrequent issues with newsletter content, since the City supplied
732 printing costs for newsletters, even though most are being done
733 electronically now or gone from 4 pages to a single page and
734 distributed more frequently. Ms. Freedman reported that the problem
735 had been with some neighborhoods advertising political campaigns,
736 creating a conflict of interest with the city supplying that resource and
737 the neighborhood supplying the newsletter, and creating local political
738 issues in wards. However, after the City created some newsletter
739 policies, Ms. Freedman reported that these problems had been
740 squelched.

741
742 Ms. Freedman also noted that some associations used advertising as a
743 revenue source for their newsletters, and of course, that was being
744 taken advantage of at times, requiring the city to put a cap on some of
745 those practices. Ms. Freedman further noted that local businesses had
746 an opportunity to advertise, however, and this allowed neighbors to
747 support those important resources in their community, and develop
748 relationships with those businesses, thus allowing them to become
749 involved and engaged with neighborhood associations, frequently by
750 donating goods or services to the association for a special event.

751
752 At the request of Commissioner Manke, Ms. Freedman advised that
753 each neighborhood association put together their individual
754 newsletters, which were in turn reviewed by her according to city
755 policy; but clarified that the city did not mail it out. Ms. Freedman
756 reported that typically the block captains or volunteers commit to
757 distribute the newsletters. Ms. Freedman noted that this was part of
758 the grant application process, with the neighborhood associations
759 reporting on their in-kind match of city grant funds.

760
761 Commissioner Manke asked if neighborhood associations had a link
762 on city websites to their own websites if available.

763
764 Ms. Freedman reported that she had seen that done, but noted that
765 most neighborhood associations don't have a website, but typically use
766 Facebook or shift to NextDoor.com.

767
768 Commissioner Grefenberg noted that NextDoor.com had its own
769 national prohibitions regarding political postings that was not subject
770 to municipal authority. Mr. Grefenberg reported that approximately
771 15% of Roseville residents were involved in NextDoor.com; leaving
772 85% of its residents needing informed of decisions through another
773 method of communication.

774
775 Ms. Freedman stated that the City of St. Louis Park used every
776 available social media to promote and inform residents about

777 neighborhood meetings. She recognized that a good portion of its
778 residents didn't depend on social media; and therefore if possible
779 meeting information was also included in the local newspaper or city
780 newsletter, depending on timing. Ms. Freedman emphasized the
781 importance of communication as the key to make contact with
782 residents and encourage their involvement, further noting the
783 importance of community and neighborhood leaders in assisting with
784 those opportunities.

785
786 Chair Becker thanked Ms. Freedman for the information; and Ms.
787 Freedman offered to provide any other information as requested by the
788 CEC.

789

790 **b. Update on Community Listening and Learning Events**

791 With Commissioner Gardella unable to attend tonight's meeting, Chair
792 Becker asked City Manager Patrick Trudgeon to report on her behalf
793 subsequent to his meeting last week with Commissioner Gardella, a
794 representative from the Advocate for Human Rights and Lake McCarrons
795 Neighborhood Association President Sherry Sanders.

796

797 City Manager Trudgeon reported on that meeting and discussion on how
798 the recently-awarded grant award could be incorporated into the larger
799 vision of the working group and residents in SE Roseville. City Manager
800 Trudgeon noted that this discussion led to clarification that the proposed
801 listening/learning sessions intended for funding from grant funds was
802 more about welcoming new arrivals into the area and their interaction
803 directly with the neighborhood association, the Karen Organization of
804 Minnesota (KOM), and School District No. 623. Mr. Trudgeon noted that
805 while there may not be a direct role for the City of Roseville, there
806 remained a definite interest by them.

807

808 Given the broader timeframe required for SE Roseville efforts from the
809 City's perspective and partnering agencies and stakeholders, Mr.
810 Trudgeon advised that those efforts would be more long-term and much
811 more expansive than just targeting a specific population, such as the Karen
812 community. Keeping that in mind, Mr. Trudgeon expressed appreciation
813 for these background opportunities that would certainly serve to inform
814 the broader process. Mr. Trudgeon recognized that, due to timelines and
815 grant deadlines, the process may have been more convoluted and while not
816 falling within city grant application procedures, it was still a great step to
817 build relationships and connections or systems that would become the
818 foundation for future needs.

819

820 Commissioner Grefenberg enquired whether Mr. Trudgeon knew that the
821 Commission itself was neither aware of this specific proposal nor had it

How to Start a Neighborhood Association



Experience **LIFE** in the Park

A neighborhood association is a group of neighbors who work together to make a stronger neighborhood.

Why should my neighborhood organize?

Before you ask your neighbors to organize, you have to be able to explain to them the benefits and value of forming a neighborhood group.

Organizing is mostly about developing relationships with each other, the city government, and other neighborhoods.

When deciding whether or not to organize as a neighborhood, ask yourself and others the following questions.

- Do you know how to get in touch with neighbors in case of an emergency?
- Would you like to address some problems in your neighborhood that need to be corrected?
- If your children needed to reach someone nearby for help when you're not home, would they know who to call?
- In the case of a neighborhood emergency would neighbors know how to get in touch with you?
- Could your neighborhood be friendlier?
- Would you enjoy more planned activities in your neighborhood for children and adults?

Did you answer "yes" to a majority of these questions?

If so, let's work together to organize your neighborhood!



Andrew Tilman/SLP Friends of the Arts

Vision: St. Louis Park is committed to being a connected and engaged community.

Getting Started—Build a Core Group

The first thing to do is meet with the neighbors who want to form a neighborhood group. Create a core group that will serve as the temporary steering committee until you

decide the formal structure of your neighborhood association and officers are elected. The core group, three or four are enough, handles arranging and advertising the first few meetings.

Often the core group is made up of all the people who have decided to form a neighborhood group.

Inside:

Hold Core Group Meetings	2
Plan a General Meeting	2
Reach Out to the Community	3
Bylaws	4
City Services and Resources	4

Experience **NEIGHBORHOODS** in the Park



Adjo Habia/SLP Friends of the Arts

“To catch the reader’s attention, place an interesting sentence or quote from the story here.”

Hold Core Group Meetings

As the temporary steering committee, the core group will be the one that picks the first issues to discuss (not necessarily to act on!), selects the location and time for the first general meeting, and gathers information that will help the whole group begin to work on issues that people care about. Here is what your core group should work on during the first few meetings:

- Come up with some ideas for kick-off projects. Start with fairly simple activities like a block clean-up or a potluck. This will give the people who come to the first general meeting a list of projects to get involved in and think about. Remember, when you have other people on board, they may come up with other sug-

gestions. It’s always a good idea to make the first project one that is visible and gets quick results. This shows people that your group means business and can get things done. People are more likely to join a group that works on issues they care about and that can really make some changes.

- Decide who you want to tell about your new organization. Which neighborhood organizations, businesses, etc. can you involve to help you spread the word? Make a list of organizations with contact names and phone numbers. You’ll want to start contacting them after the first general meeting.
- Start to divide up tasks based

on people’s interests. Keeping people interested is the best way to keep them involved. Some of the tasks that the core group will take on are:

- * Contacting other groups within the neighborhood.
- * Recruiting residents to be general members of the neighborhood association.
- * Creating the agenda and arranging for future core group meetings.
- * Researching specific issues in depth so you have all of the information you need when it’s time for the general membership to meet.

Plan a General Meeting



Max Bentley/SLP Friends of the Arts

As soon as you are ready, your core group should decide on a time, date and place for a general membership meeting. Choose a time that is convenient for the largest number of people to increase your chances of a good turnout. An evening during the week or a day during the weekend generally works best. Church buildings,

community centers, schools, and public libraries are usually easy for neighborhood residents to get to and will often provide the room without charge. Do you really want to get people to come? Have some local teenagers provide babysitting and make sure you put that on your outreach flyer!

Simple rules to remember to have a good first neighborhood association meeting: 1) All ideas should be given fair consideration. 2) People need to be treated with respect. 3) No one should leave the meeting without a task. 4) Everyone should sign in. Collect contact information.

How to Start a Neighborhood Association

General Meeting—continued

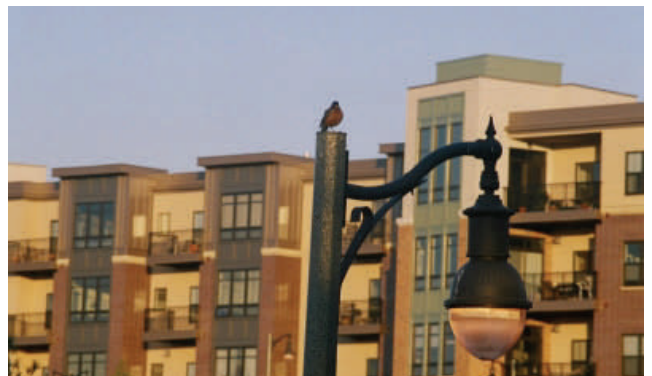
When you prepare an agenda for your first general meeting, keep in mind that the purpose of this meeting is to lay the groundwork for the organization. Your goal is to come out of this meeting with an agreement on the goals for the organization and the issues that it will take on. A good agenda should look something like the one below. Note—the information in parentheses is for your reference only and should not be on the agenda.

1. **Introduction**
 - Meet the core group (The core group should introduce themselves and someone from this group should explain the purpose of the meeting.
2. **Discussion of issues and challenges** (At this point in the meeting, everyone should have the chance to voice their opinions and make suggestions. You may have to work hard to make sure everyone has this chance and keep the agenda moving.)
 - Meet everyone in the room (Everyone should share who they are, where they live, and what they would like to see happen in our neighborhood.)
3. **Setting priorities**
 - Brainstorm (based on the challenges discussion, help everyone brainstorm their interest in helping the community as a neighborhood association.)
 - Top priorities selected (Prioritize one or two areas of interest that your group can work on first.)
4. **Creating the structure**
 - Project ideas developed (Develop projects or ideas based on areas of interest that were top priorities.)
 - Volunteers assigned (Break project ideas down into a series of tasks. Assign volunteers to be responsible for the tasks that need to be done. If the work is complicated or if there are a lot of people involved, ask someone to head a committee on each issue.)
 - Leadership team (ask the general members to approve the current core group as the steering committee or to choose new leaders for a temporary period of time)
 - By-laws and elections (The structure should be kept simple. Samples by-laws are available)
 - Time and date of next meeting



Marcie Murray/SLP Friends of the Arts

Neighborhoods can be made up of single-family homes, condominiums, apartments, townhouses, or all of the above!



Ruth Rasmussen/SLP Friends of the Arts

Reach out to the Community

Outreach is the one job that never stops for a block or neighborhood association. Getting the word out and bringing in new participants will ensure that your group is well balanced and fully representative of its community. After every meeting and event, and between meetings, you will want to have people talking to their neighbors and community organizations to let them know what you're planning and doing to try to get them involved. Don't give up too

soon. Once neighbors start coming together and making changes, more people will get involved and then, the possibilities are endless.

Here are some tips to reach out to your neighbors and recruit them to come to the general meeting:

- **Flyers:** Print flyers listing time, date, place and purpose of the first general meeting. Post them in apartment buildings, lobbies, coffee shop or grocery store bulletin boards, etc.
- **Door-to-door visits**—take the flyers you created and distribute them door to door in your neighborhood.
- **Survey**—conduct a survey of neighborhood needs and issues
- **Attendance**—your first meeting may be large or very small, low attendance is common for organizations just starting out, so stay positive and work with the people in attendance to reach more neighbors.



Experience **LIFE** in the Park

Bylaws

Bylaws explain the purpose of your organization and spell out the rules and procedures for how your group will function. Each neighborhood group should have its own bylaws to make its operation more predictable and less confusing. The core group or other subcommittee should develop bylaws, and then present them to the general membership for modification and approval. Final approval of bylaws should come after your neighborhood

group has met several times and you have a good idea about where the group is heading.

Bylaws do not have to be complicated. Bylaws should include the following items:

- Name and purpose of your group
- Requirements for membership (living in the neighborhood is the only requirement for most St. Louis Park neighborhood associations)
- Structure of your group (including terms of officers)
- Membership dues (if any, most St. Louis Park neighborhoods do not have dues)
- How often the group plans to meet
- How decisions are made
- Process by which bylaws are approved and changed.

Use the sample bylaws as a guide and adapt them to your neighborhood.

City Services and Resources

The City of St. Louis Park values strong neighborhoods and has set aside limited funds to assist neighborhoods.

Each year the city offers Neighborhood Grants for organized neighborhoods. These grants can be used for community building activities, communications such as newsletters, and service projects in the neighborhoods.

In addition to Neighborhood Grant there are several other

ways the City supports Neighborhood Associations. Included in this organizing kit are the following resources to help you get started and to learn what the City has to offer:

- Neighborhood Support
- Sample Bylaws
- Sample Start-Up Letter
- Sample Survey
- Park Volunteer Opportunities

The St. Louis Park Community Liaison is here to help you organize your neighborhood or re-organize if your neighborhood association has not been active for awhile.

Congratulations on taking the first step to organize your neighborhood!

For more information contact:

Marney Olson
Community Liaison
(952) 924-2184
molson@stlouispark.org
3015 Raleigh Ave S
St. Louis Park, MN 55416

Sources:

"Yes we can! How to Start a Neighborhood Association" Battle Creek, MI

"RNeighborhood Association Toolkit" Rochester, MN

St. Louis Park Organizing Book

Experience **NEIGHBORHOODS** in the Park



Experience **LIFE** in the Park

Neighborhood Support

Updated: April 2008

The City of St. Louis Park has set aside limited funds to assist neighborhoods in need of the following services. *This list is not intended to be all inclusive of the services that may be provided to a neighborhood. Therefore if a neighborhood is interested in a service not listed please contact the Community Liaison at 924-2184.*

1. The City will copy neighborhood newsletters and fliers. Neighborhoods should provide their copying projects to the Community Liaison at 924-2184. Copying projects usually take two to four days.
2. The City will provide postage for mailing notices for a neighborhood's initial organizing meeting. Additional mailings will need to be covered by the neighborhood via dues, donations or with grant funds. Many neighborhoods utilize block captains or other volunteers to deliver newsletters or fliers. Contact the Community Liaison office located in the Police Department, 3015 Raleigh Ave S, or call 924-2184.
3. Meeting space is available at the City and school buildings free of charge. For City meeting space please contact the City Operator at 924-2500. For meeting space at a school or community center, contact the school district at 928-6060.
4. The City will assist newly organized neighborhoods in designing neighborhood identification signs. The organized neighborhood must submit a rendering of a logo. The City will have the logo adapted to the established sign format. Neighbors will be responsible for funding the production of the signs and the city public works staff will install them. Contact the Community Liaison at 924-2184.
5. The City offers a Neighborhood Revitalization Grant Program that is available at the beginning of each year to organized neighborhoods. A neighborhood may receive funding for activities or projects that are targeted to enhance or build community within their neighborhood. Grants range up to \$2000 per neighborhood. Contact the Community Liaison at 924-2184.

Experience **Neighborhoods** in the Park

6. The City will provide additional resources for organizing upon request. Contact the Community Liaison with any questions and for help with the initial neighborhood organization start-up.
7. Other services provided to neighborhoods by City Departments:
 - a. City Park and Recreation Department provides a variety of items for parties and information on park services. Associations may have tables & chairs delivered for their outdoor picnics for a small delivery fee. Contact the Park and Recreation Department at 924-2540.
 - b. City Fire Department is pleased to meet with neighborhoods to discuss fire in general, home safety, fire prevention, and careers in fire service. Contact the Fire Department at 924-2595.
 - c. City Police Department is committed to neighborhood policing and will meet with neighborhoods on issues relating to safety, block clubs, crime watch, etc. Contact the Community Policing Officer at 924-2661.
 - d. City staff will meet with neighborhoods to provide assistance and information, which may help to keep your association active and successful. Contact the Community Liaison at 924-2184.



Experience **LIFE** in the Park

Park Volunteers Wanted

Do you have a special neighborhood park? If so, here is your chance to volunteer in your special park. The Volunteer Office is looking for people who are interested in volunteering as individuals, families or civic groups for the following programs which are all designed to help keep the parks beautiful:

Pick-up the Park: Volunteer to give your neighborhood park a good spring cleaning during the month of April. Volunteers are assigned a neighborhood park and will receive a kit from the Volunteer Office with garbage bags and a form for reporting any needed repairs to the maintenance department. Time commitment: about 2-3 hours during the month of April.

Adopt a Park: Volunteer to adopt your neighborhood park. Help the maintenance department by patrolling the park at least once a week, helping to keep the park clean and reporting any vandalism or needed repairs. Park volunteers report to the Manager of Grounds and Natural Resources. Volunteers may adopt the park of their choice. Time commitment: about 1-3 hours a week during the summer.

Park Gardener: Do you enjoy beautiful gardens and have a green thumb? If so, please consider volunteering to tend your neighborhood park's annual garden. Volunteers will be responsible for maintaining their annual garden by weeding and pruning as needed. All the flowers are provided. Volunteers may request a garden in the park of their choice. All gardening volunteers will report to the Manager of Grounds and Natural Resources. The time commitment is about 1 hour a week during the summer.

Note: If you take a summer vacation, we will work around your schedule.

To volunteer or receive more information, please call Sarah in the Volunteer Office for the City and Schools of St. Louis Park at 928-6790

Experience **NEIGHBORHOODS** in the Park

Sample Neighborhood Association

Bylaws

- Purpose:** To promote and maintain our neighborhood through group action representing the interests of our residents; to represent neighborhood interests to city and county affairs; to work for the improvement and beautification of our neighborhood, and; to promote a sense of community in our neighborhood.
- Membership:** Membership is open to all residents and property owners of the neighborhood who are at least 18 years of age.
- Steering Committee:** The Steering Committee and committee chair persons shall comprise the Steering Committee. They will be elected by the membership. Elections will be held during the annual neighborhood meeting, to which all members of the neighborhood are invited.
- Executive Officers:** The officers of the association including Chair or Co-Chairs, Treasurer, and/or Secretary will be appointed by the Steering Committee Members and will be members of the Steering Committee.
- Officers:** The officers will manage the day to day business of the association. They hold all duties and responsibilities for the association including chairing all general meetings, taking action between meetings (as instructed by the membership) and dealing with emergency problems.
- Committees:** Committees will be formed on the basis of neighborhood interest and volunteer action.
- Meetings:** Steering committee meetings will be held as needed. Special meetings of the members may be called at any time by the Executive Officers. Members will be notified of special meetings and the annual meeting.
- Newsletter:** The Executive Committee will keep the membership notified of progress and upcoming events by publishing newsletters or event announcements.
- Amendments:** Amendments to the bylaws may be made by a majority vote of the members present at the annual meeting.

SAMPLE NEIGHBORHOOD ASSOCIATION BYLAWS

Adopted December 5

Name: The name of the association is the Sample Neighborhood Association.

Purpose: The purpose of the association is to promote a better community through group action, representing the interests of residents and institutions in the neighborhood, with particular attention to strengthening community spirit and connectedness, enhancing safety, and maintaining the climate of quality and affordability of living.

Membership: All residents, businesses and non-profit institutions located within the Neighborhood, which is defined as _____.

Meetings: Meetings will be held at locations to be announced. General Membership Meetings will be held at least semi-annually on the second Monday of the months of April and October. Special Meetings may be called by the Steering Committee, as needed, or also may be called by collective action of at least twelve (12) members who must each sign the meeting notice with their membership class address.

All members will be notified of any General or Special Membership Meeting prior to the scheduled meeting date.

Officers: The Association shall have four officers (a President, Vice President, Secretary and Treasurer), each holding office for the term of one year beginning in January. Officers will be elected at the October meeting, and a transitional meeting for both old and new officers shall be held during the two months following the election.

Committees: A Steering Committee shall consist of all officers and Committee Chairs. Other committees shall include, initially, a Newsletter Committee, which shall be responsible for publication of a newsletter periodically; and a Social Committee, and a Neighborhood Development Committee, which shall define issues, concerns or needs worthy of action by the Neighborhood Association and bring them, with appropriate research, to the attention of the Steering Committee and the General Membership. Additional committees may be recruited and organized at the initiative of the General Membership Meeting. The Steering Committee may create and recruit task forces for short-term purposes or to purpose to the General Membership as new committees.

Quorum: The Quorum required for action at any General Membership of Committee Meeting of the Association shall consist of a majority of the members present at the meeting.

Voting: At any General or Committee Meeting, each member (of the Association, for General Meeting; of the Committee, for a Committee meeting) present is entitled to one vote.

Amendments: Amendments to the Bylaws may be made by a 2/3 vote of those members present at General Membership Meetings.

Sample Letter



Experience *LIFE* in the Park

Greetings Neighbors,

Our neighborhood has the opportunity to form a neighborhood association. The first part to getting started involves finding out the interests of all neighbors. Please complete the enclosed survey and mail the survey back to the address on the back of the postcard or email your response to the email address listed on the bottom of the card.

What Is A Neighborhood Association?

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities. You can see some of the ideas for activities listed on the postcard survey. Unlike a condo association or an historic preservation district, our city neighborhood associations have no governing authority and cannot implement ordinances or regulations.

What Assistance Is Available?

The City of St. Louis Park has a program to support neighbors who want to form associations. While we are getting started, the city will pay for the postage for a couple of mailings. After we officially form our association, we are eligible for neighborhood signs of our own design and grant money for neighborhood activities or capital improvements. Community Liaison Marney Olson is available to assist us as we get started. You can reach Marney at the police department, 952-924-2184 or email molson@stlouispark.org.

Next Steps

After the survey is completed, a second meeting of the start-up committee will gather. The start-up committee will analyze the results of the survey, draft organizational bylaws and plan the next neighborhood wide meeting. At the neighborhood wide meeting, neighbors will be asked to elect officers to guide the organization. Elected officers will then work to apply for a neighborhood grant and decide what activities to host over the next year.

Thank you for your time and interest. I encourage you to take part in our new Neighborhood Association.

Neighborhood Start-up Committee

Experience **NEIGHBORHOODS** in the Park

Sample Neighborhood Survey

Attachment 7a

What Is A Neighborhood Association?

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities.

Please take a few moments to complete the survey below regarding your interest in a Fern Hill Neighborhood Association.

	Interested in seeing	Willing to Help	
Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Assoc. Start-Up Committee
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>	Youth Activities/Play Groups
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
	<input type="checkbox"/>	<input type="checkbox"/>	Crime Watch & Block Captains
	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising
	<input type="checkbox"/>	<input type="checkbox"/>	Helping out Neighbors (raking leaves, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Beautification
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Please return survey to your neighborhood steering committee by mail or email. If you have any questions, please contact the steering committee chair.

Sample Neighborhood Survey

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A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities.

Please take a few moments to complete the survey below regarding your interest in a Fern Hill Neighborhood Association.

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Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
	<input type="checkbox"/>	<input type="checkbox"/>	Crime Watch & Block Captains
	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising
	<input type="checkbox"/>	<input type="checkbox"/>	Helping out Neighbors (raking leaves, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Beautification
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Please return survey to your neighborhood steering committee by mail or email. If you have any questions, please contact the steering committee chair.



St. Louis Park

MINNESOTA

Experience **LIFE** in the Park

St. Louis Park Neighborhood Association Ideas

There are a lot of great things you can do as a neighborhood association. Be creative and have fun! Here are some examples from other neighborhoods:

- Neighborhood Picnic
- Winter Party (& ice skating)
- Volleyball, Frisbee, Kickball game and BBQ
- Family Bike Event
- Ice Cream Social
- Halloween Party
- Oktoberfest
- Family Camp Out
- Spring Egg Hunt
- Hayride
- Movie Night
- National Night Out
- Garage Sale
- Pizza Night
- Neighborhood Signs
- Adult Gathering
- New Neighbor Welcome

Service Projects such as:

- Trail Beautification
- Earth Day Event
- Pond or Marsh Clean-Up
- Flowers and Tree Planting
- Sign Planting
- Park Pick-Up after your dog signs & bags
- Environmental Service Project
- Community Garden
- Plant sale/exchange
- Service exchange such as shoveling, painting, raking, babysitting, etc.

Other Ideas:

- Neighborhood Newsletter
- Dedicated Park Bench



For more information, contact
 Marney Olson
 Community Liaison
 Phone: 952-924-2184
 E-mail: molson@stlouispark.org

Experience **NEIGHBORHOODS** in the Park

Twelve Ways to Improve Your Neighborhood *Right Now*

*Adapted from training materials for:
Community Involvement Training: A course in community renewal
Copyright 1999-2000 © Campbell DeLong Resources, Inc.*

The following list is intended to introduce the neighbor who has never participated in a crime prevention effort to simple steps that can be taken now to make a difference.

1. Report crime promptly. Neighbors sometimes don't report criminal activity because they don't want to bother the police, they assume police are too short-staffed to respond, or they believe that there isn't much an officer can (or will) do about a given problem anyway. Whether the issue is graffiti, petty vandalism, or something much more serious, police cannot act without first hearing about the problem from you. Calling won't guarantee that police can fix the problem, but failing to call can guarantee that they won't. Also, don't assume someone else has called. Make the call yourself.

2. Report nuisances and other non-criminal problems promptly. Examples: Junked cars on front lawns, abandoned autos in the streets, old mattresses left to rot in a backyard, garbage dumped illegally in a vacant lot. When you find yourself thinking, "someone ought to *do something*," *do something*. Call code enforcement, non-emergency numbers, landlords, residents, local business owners, or any other person or agency that may have influence on the issue. Then call your neighbors and ask those who are also concerned about the issue to call and report as well. Then keep calling until the issue is resolved.

3. Take away the opportunity for crime. Think about your home, your car, and even your lifestyle and ask what you could change to take away the opportunity for crime. Lock your car and never leave valuables, even for a few minutes, in the car where would-be thieves might see them. Trim bushes or trees on your property that offer too-convenient hiding places. Also trim where trees and

bushes block a clear view of your front door and address from the street or make it difficult for a person to see out of windows in your home. In short, make your front porch visible and make sure your home looks like it has its "eyes" (windows) open.

4. Meet the youth who live on your block and greet them by name. This is one of the simplest steps an adult can take, yet it can make a profound difference should there be a future need for adults and young people to speak to each other in the midst of a neighborhood crisis. Also, it is difficult to help form a safe and supportive community for children without the adults and children knowing each other. Even those without children should know to whom the various children in the neighborhood belong. In this way, each adult is better able to help in an emergency and is better prepared to discuss problems immediately as they arise.

5. Make a list of the names and phone numbers of every neighbor on your block. Not just two neighbors — set a goal of at least 10 and preferably 20 or 30. Find almost any citizen who has turned around a problem block and you will find a citizen who really knows the people who live there. Did you grow up in a neighborhood where "everyone knew each other" and find that today your neighborhood isn't like that? That's true for many people. That's not "society's" fault. Instead, think of it as your own fault, and you can fix it. Unless you know neighbors' names and numbers, you can't call them about a concern or let them know about a neighborhood problem. Learn the names and phone numbers of your neighbors this weekend.

6. Make a list of landlords in your area as well. As owners of property in the community, landlords are responsible to the neighborhood

and most are rightly concerned about the health of the community in which their properties stand. You can find out the name and address of the person or organization that owns any property, including the rental house next door, by contacting your county tax assessor's office. Do it today.

7. Turn your porch light on. Do this every night at dusk and keep it on till dawn. Crime tends to decline in neighborhoods that are well lit. Turning on porch lights is a simple way to start this process. It also makes the street feel more "welcome" to good residents who are out for a walk in the evening. It communicates a higher level of caring for the neighborhood by residents. This can become a daily routine or it can be accomplished by installing a timer. It is also immediate — while you wait for local government to install that new street light that everyone is asking for, go ahead and add a little more light yourself. Then encourage other neighbors to do the same.

8. Walk around the block. It sounds simple enough, but neighbors benefit over time when more responsible citizens walk about more, particularly for those who are comfortable doing it, at night, every night around their block. At minimum walk around the block, once every day, preferably at night *if* you feel comfortable doing so. Take a moment to chat with neighbors, including youth, when the opportunity arises.

9. Drive *slowly* on neighborhood streets. While we often call for stop signs, lights, and speed bumps, we often forget that we can organize a means to slow down neighborhood traffic sooner. Remember that it is legal to drive a few miles per hour *below* the speed limit in your neighborhood. For example, if the speed limit is 25, try 20 instead. Regular, slower driving on neighborhood side streets

by multiple neighbors will dampen the desire of racers to use your street — it isn't as fun to cut through a neighborhood if the likelihood of being stuck behind a car traveling at a more respectful pace has increased. Also, do it on every side street in the neighborhood, not just the one near your home.

10. Pick up the litter near your home, even if you didn't put it there. Most people are less likely to litter where they don't see litter already. You can help stop the growth of trash in your neighborhood by taking away the existing litter that attracts it.

11. Stay where you are. Stable neighborhoods are built on the commitment of long term residents who would rather live in a healthy community than move to a bigger house. Communities reach stability when conscientious citizens allow their roots to grow deep and help transform a geographic area that exists as a "neighborhood" in name only into a real community of involved people. Please, stay and help.

12. Help your neighborhood association or similar groups. If you are willing, decide what greater contribution you would like to make — then take the lead and do it. If leadership isn't your desire, at least make sure someone in your household attends local neighborhood association meetings. You'll be kept better informed of the issues facing the neighborhood and how you can help and, perhaps more importantly, you'll have the chance to shape, guide, and participate in the future of your neighborhood.

Finally, *don't stop at 12 tasks:* Do whatever else you can to make your neighborhood a safe and enjoyable place to live, work, go to school, and raise a family. Remember: living in a good neighborhood isn't a right; it's a responsibility.



Neighborhood Association Quick Guide

Why Organize YOUR Neighborhood?

- Neighborhood Associations build community through cooperative action
- The City of Edina recognizes Neighborhood Associations to provide direct, effective communication
- Recognized Neighborhood Associations receive many benefits from the City of Edina
- Neighborhood Associations make Edina a better place to live, learn, raise a family, and do business!

Background

- The City of Edina adopted the **Neighborhood Association Policy** in 2013.
- The Neighborhood Association Policy identifies the purpose, expectations, bylaw requirements, recognition process, support, benefits, and other information for Edina's Neighborhood Associations.
- The City of Edina adopted **Neighborhood Association Map** that outlines the geographic area of each neighborhood. Every property in the city resides in only one neighborhood association area.

Organizing Checklist

- ✓ *Establish organizing team*
- ✓ *Postcard sent to all residents in neighborhood*
- ✓ *Neighborhood-wide Informational Meeting*
- ✓ *Neighborhood Association Incorporation Meeting*
- ✓ *Submit recognized neighborhood association application including approved bylaws and meeting minutes*
- ✓ *Edina City Manager Reviews & Approves Neighborhood Association's application*

Steps to Organize



Available Assistance from the City

- Sample bylaws
- Organizing strategies and tips
- Meeting planning resources and information
- Annual Neighborhood workshop with topical information and resources
- Meeting Space
- City experts to speak at community events
- Annual copying services

Communication Information

- Free services provided to Neighborhood Association by the City of Edina:
 - Initial Mailing
 - Available on a **one-time basis** for initial neighborhood notification of association meeting
 - Includes printing and mailing of postcard to every household in neighborhood
 - **Content MUST be provided to City's Communication and Technology Services Department 21 days in advance of meeting**
 - Copying
 - Available **once per calendar year**
 - Total number of copies equals neighborhood est. population
 - Double-sided, 8.5" by 11"
 - Submit Content to City's Communication and Technology Services Department and expect 2-3 day turnaround
 - Maximize service by using half sheets
 - Website
 - Each Association will have a designated "landing page" under City's Neighborhood Association main webpage
 - Information on designated webpage includes:
 - **Name**
 - **Boundaries**
 - **Notable features**
 - **Bylaws**
 - **Regular meeting place and time**
 - **Association contact info**
 - **Links to association website or other online resources**
 - About Town Listing
 - City will recognize Neighborhood Associations and contact info
 - **Occurs annually**

Staff Contacts:

MJ Lamon, Neighborhood Liaison

mlamon@EdinaMN.gov

952-826-0360



Neighborhood Association SAMPLE Bylaws

There are certain requirements that bylaws must meet in order for a neighborhood association to be recognized by the City of Edina. This sample meets those requirements and can be edited to meet the neighborhood's needs.

The text under red section headers requires a decision from the neighborhood association or the general principle is required by the City for recognition.

The text under blue section headers may be edited, altered or removed by your association. These sections are for consideration but are not a requirement for recognition.

For more information on neighborhood associations, bylaws or the recognition process, contact MJ Lamon, Neighborhood Liaison, at neighborhoods@edinamn.gov or 952-826-0360.



SAMPLE: [Name] Neighborhood Association Bylaws

NAME

This section may be edited, altered or removed by your association. This is only a suggestion not a requirement for recognition.

- The name of the Association is the [Name] Neighborhood Association (abbreviation here).
-

PURPOSE

This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.

The Neighborhood Association is organized to:

- Enhance the livability of the neighborhood and Edina by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.
 - Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
 - Perform such other objectives as are approved by Leadership or membership.
-

NEIGHBORHOOD BOUNDARY

Neighborhood Associations seeking recognition are required to comply with the outline of Neighborhood boundaries as defined by the City's approved neighborhood map. The map can be located on the Edina Neighborhoods website (www.edinamn.gov/neighborhoods) or contact the Neighborhoods Liaison.

- The boundaries of the [Name] Neighborhood Association are as follows: (insert description)
-

MEMBERSHIP

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

- Membership in the Association is open to all neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within a neighborhood. Residents are defined as anyone who lives in the boundaries of the city.
 - Membership in the Association is strictly voluntary. No neighbor will be required to participate.
 - Membership fees, when established by the bylaws of a neighborhood organization, shall be voluntary and shall not bar any neighbor from Association membership or voting privileges.
-

VOTING & QUORUM

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

Voting

- A Voting Member shall be an 18 year old Neighbor in attendance at an association meeting.
- Each resident will be entitled to one vote.
- Any legal entity that owns or rents a parcel is entitled to one vote.

Leadership Quorum

- A quorum consists of ____ or more Leadership members (must be a fixed number or number that can be calculated from a clear formula).

Membership Quorum

- The majority of members present at the meeting, there is no minimum quorum.
-

LEADERSHIP

Neighborhood Associations are required to provide procedures for election and removal of leadership. Leadership is a broad term and may be met with a multitude of organizational options (for example an executive board or steering committee). Below is designed with a steering committee and executive offices. You are not required to keep this leadership structure but must have a leadership section of your bylaws. You are required to describe how leadership will be nominated, leadership's terms, and removal of a leadership member.

Steering Committee

- Members of [Name] Neighborhood Association will form a Steering Committee of no fewer than ____ (insert number) members.
- All members of the Steering Committee must be xxx Neighborhood resident (owning or renting), property or business owner within the neighborhood boundaries.
- In the case of a Steering Committee vacancy, the remaining members of the Steering Committee are authorized to recruit and replace the committee member.

Executive Officers

- The officers of the association including Chair or Co-Chairs, Treasurer, and/or Secretary will be appointed by the Steering Committee Members and will be members of the Steering Committee.

Nomination

- Election of Leadership shall be held at the annual neighborhood meeting on the same day as the nominations.
- All members of the neighborhood will be notified of the annual meeting.
- The term of office shall begin at the close of the Annual Meeting or upon appointment.
- In the case of a Steering Committee vacancy occurring during the term of any Officer can be filled by appointment by the remaining members of the Steering Committee.

Term

- The Leadership of the Association shall serve for a term of one (1) year or until successors are elected.

Removal

- Any Leadership member can be removed from office by a two-thirds majority vote of the Voting Members present at a meeting.
-

COMMITTEES

This section may be edited, altered or removed by your association. These are only suggestions not requirements for recognition.

- Leadership shall have the power to appoint committees.
 - Committees will be formed on the basis of the neighborhood interest and volunteer action.
-

MEETINGS

Neighborhood Associations are required to hold an annual meeting with notice to all addresses within the geographic boundaries. Regular and Special Meetings may be edited.

Regular and Special

- Steering committee meetings will be held as needed.
- Special meetings of the members may be called at any time by the Executive Officers.
- Members will be notified of special meetings and the annual meeting.

Annual Meeting of Membership

- An annual meeting shall be held during the month of _____ at a time and place designated by the Leadership.
 - The first priority item of business at the annual meeting is the annual election of the steering committee.
 - A copy of the annual meeting minutes and if amended, bylaws will be forwarded to the City of Edina Neighborhoods Liaison.
-

AMENDMENT OF BYLAWS

Neighborhood Associations are required to provide changes or amendments to bylaws to the Neighborhood Relations Staff Liaison.

- These bylaws may be amended by a majority vote by the neighbors present at the annual meeting, general neighborhood meeting, or a meeting called for that purpose.
-

NON-DISCRIMINATION

Neighborhood Associations seeking recognition are required to include a non-discrimination clause in their bylaws.

- The [Name] Neighborhood Association shall not discriminate against any person on the basis of race, color, religion, gender, sexual orientation, gender expression, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

2016 CEC Priority Projects

1. Assist in the formulation of the 2017 Comprehensive Plan update process
 - a. Catalog types of engagement processes/tools and advise as to which to use in what circumstances
 - b. Define process for how to identify stakeholders
 - c. Evaluate community vision section(s) and suggest areas where it is “out of date” and could be updated
 - d. With an eye towards replicating what has worked in the past (i.e. not “reinventing the wheel”), evaluate Comprehensive Plan/Roseville 2025 organization and processes to recommend any needed changes
2. Recommend ways to expand city learning and engagement opportunities
 - a. Investigate (and potentially recommend) the implementation of a City "Open House" (e.g. in part a replacement of the Living Smarter Fair), including opportunities for learning about commissions, volunteering, the budget process, and other civic/community engagement topics
 - b. Recommend ways to re-establish some form of a welcome "packet"
 - c. Evaluate format/content of Roseville U, especially with respect to what is adopted via the above and recommend any changes
 - d. Drive additional engagement via the Rosefest Party in the Park
3. Form strategies for outreach to under-represented groups
 - a. Recommend ways the city can engage renters
 - b. Engage with the City Council’s ongoing SE Roseville strategic project(s)
4. Implement additional Council suggestions
 - a. Conduct periodic check-ins with Volunteer Coordinator with respect to engagement, what has worked, and what hasn’t
 - b. Drive additional engagement “infrastructure” work, as needed
5. Advocate for select items from 2014 Community Engagement Commission Recommended Policies and Strategies (no changes from previously adopted version)
 - (Those that are not otherwise aligned with the above priorities)
 - 1.1: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.
 - *b) The City Council should hold one regularly scheduled town-hall style meeting each year, with topics solicited from the eight City commissions.*
 - 2.1: The City should foster public participation at both the council and commission level.
 - *a) Encourage each commission to hold community meetings.*

- 4.1: The City should make available administrative support to foster more effective volunteerism and public participation.
 - *a) Repurpose an existing or create a new City position to support effective community and civic engagement across all departments. This position would coordinate neighborhood and community relations; he/she could develop procedures and methods to improve, track, and provide clear and consistent two-way communication between City government and residents and businesses, and find opportunities for more effective civic engagement. We recommend that this position also work with the Community Engagement Commission.*

- 6.3: The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.
 - *a) Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one (1) week of approval.*
 - i) If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.
 - *b) Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.*
 - *c) Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda*