



Minutes

Roseville Community Engagement Commission (CEC)

Thursday, March 10, 2016 - 6:30 p.m.

1
2
3
4 **1. Roll Call**

5 Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and
6 City Manager Trudgeon called the roll.
7

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

10
11 **Commissioners Absent:** Jonathan Miller

12
13 **Staff Present:** Staff Liaison/City Manager Patrick Trudgeon
14

15 **2. Approve Agenda**

16 Commissioner Gardella moved, Commissioner Manke seconded, approval of the
17 agenda as presented.
18

19 **Ayes: 4**

20 **Nays: 0**

21 **Motion carried.**
22

23 **3. Public Comment – Non Agenda Items**

24 None.
25

26 **4. Approval of February 11, 2016 Meeting Minutes**

27 *Comments and corrections to draft minutes had been submitted by various CEC*
28 *Commissioners prior to tonight's meeting and those revisions were incorporated*
29 *into the draft presented in the tonight's agenda packet.*
30

31 Commissioner Grefenberg moved, Commissioner Manke seconded, approval of
32 February 11, 2016 meeting minutes as presented.
33

34 **Ayes: 4**

35 **Nays: 0**

36 **Motion carried.**
37

38 **5. Old Business**

39
40 **a. Review Draft List of Neighborhood Association Recommendations**

41 Chair Becker summarized action at the last CEC meeting and request to
42 staff for their review of all recommendations considered over the last 3-4
43 meetings to attempt encapsulating them into one draft document. Chair
44 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 fed back to the Karen community and city
495 staff, council members and advisory commissions as applicable.
496 Commissioner Gardella noted that the whole purpose of these listening
497 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 **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 that seemed
598 antithetical to the purpose of community engagement. Commissioner
599 Gardella noted that this was what her organization did on a daily basis,
600 and for the benefit of the CEC offered to put together some high-level
601 ways to think about engagement and opportunities to interact with the
602 community (e.g. listening and learning sessions). Commissioner Gardella
603 opined that context of each situation or activity mattered; and further
604 opined that the CEC would be unable to create and hand the City Council
605 a book outlining how to do engagement in Roseville. While such a tool
606 doesn't and shouldn't exist, Commissioner Gardella noted that instead,
607 providing various ideas and steps to follow in certain situations could
608 prove beneficial.

609
610 With individual commissioners expressing confusion as to what the City
611 Council was seeking from the CEC, Chair Becker noted it was difficult to
612 define, but he felt their intention was for the CEC to provide ideas of how
613 value could be added to the comprehensive planning process. Chair
614 Becker suggested that may be the "context" part in defining what tools
615 were best, what stakeholders if any were missing from the community
616 engagement process. Chair Becker referenced Item 3.b of the project list,
617 showing stakeholders appearing again (Item 3.b.i) specific to SE Roseville
618 work. Chair Becker opined that the City Council was stressing the
619 importance in representing all stakeholders, as well as the CEC providing
620 some concrete and/or specific recommendations to accomplish that
621 community engagement. Chair Becker suggested this may indicate a
622 variety of tools, but agreed that the goal was not to outline the process for
623 all circumstances, but perhaps provide a common list of those things
624 typically used. Even if the City Council is seeking a specific catalog of
625 types of engagement processes/tools, Chair Becker suggested the CEC
626 could inform the recommendations by providing areas in which one
627 context may work better than another, or what tool per context and make it
628 an iterative process with and for the City Council.

629
630 Commissioner Grefenberg referenced Chair Becker's Item 1.d and the
631 separate *Imagine Roseville 2025* document from the comprehensive plan,
632 opining that much of that had been distilled on the city's website.

633
634 Chair Becker clarified Item 1.d and the City Council's clarity with their
635 comments on organizational structure used for both the *Imagine Roseville*
636 *2025* and comprehensive plan update processes, asking that the CEC not
637 reinvent the wheel, but use those past practices to inform what was good
638 or what needed tweaking based on the experience of those efforts. Chair
639 Becker cautioned that the intent was not to start from a blank slate but
640 look to those existing processes used in the past and recommend changes
641 now when undertaking the new comprehensive plan process in 2017.

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

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

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

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

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

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

Motion

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

Ayes: 4

Nays: 0

Motion carried.

7. Chair, Committee and Staff Reports

a. Chair's Report

Chair Becker reported on recent advisory commission interviews that he'd viewed and those candidates applying to serve on the CEC. Chair Becker advised that he had submitted his recommendations to the City Council for their anticipated appointment at their March 14, 2016 meeting. Chair

688 Becker briefly reviewed the typical process for appointment and options
689 available to the City Council, since they like twice as many applicants as
690 there are vacancies, and only three candidates applied for three vacancies,
691 allowing for their option to re-advertise the vacancies before filling the
692 positions.

693
694 If the City Council decides to fill all three positions and not re-advertise,
695 Chair Becker advised that he would be working with incoming
696 commissioners between now and the next CEC meeting to bring them up
697 to speed on the 2016 work plan and anticipated processing of the
698 neighborhood association recommendations to the City Council. Chair
699 Becker reported that the new commissioners would also be receiving
700 specific training on their role as advisory commissioners to the City
701 Council and Ethics training over the next month. Chair Becker noted this
702 would allow him to review and gauge the specific skill set and interests of
703 each new commissioner.

704
705 Commissioner Grefenberg reported that one Councilmember had asked for
706 his recommendation on appointments, which he'd provided to them,
707 noting that it mirrored that of Chair Becker.

708

709 **6. New Business**

710

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

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

720

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

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

729

730 Commissioner Grefenberg suggested larger signs.

731

732 Welcome "Packet" (Priority Project 2.b)

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

779 participation during the year. As one option, City Manager Trudgeon
780 noted the City Council’s consideration of an Open House with all city
781 departments and advisory commissions represented, perhaps held on a
782 weekend day, with thoughts that it may prove more effective and reach
783 more people.

784
785 Chair Becker noted that was referenced as Item 2.a; and City Manager
786 Trudgeon advised that nothing had been planned for holding a Roseville U
787 in 2016. Chair Becker opined that Items 2.a and 2.c were linked from his
788 perspective.

789
790 Commissioner Gardella clarified that this item would not be something the
791 CEC would take the lead on but receive input from the City Manager and
792 then make recommendations to the City Council accordingly.

793
794 Commissioner Manke noted her experience in the past with successful
795 ventures in putting together a similar huge open house with smaller events
796 happening as part of it and during certain times of the day. Commissioner
797 Manke noted that this provided a “come and go” nature for the community
798 as well as specific events at certain times providing others with a more
799 structured event. Commissioner Manke suggested a similar
800 recommendation and structure and volunteered to put that together as a
801 recommendation to the City Council for the CEC to consider.

802
803 Commissioner Grefenberg opined that Item 2.a involved a part for the
804 CEC to play under staff’s leadership; not hosting the event but to circulate
805 among those attending, providing name tags and engaging people. Based
806 on past experience, Commissioner Grefenberg opined that sometimes
807 individual council members became “wall flowers” and stayed in the
808 background. Therefore, Commissioner Grefenberg opined that if the CEC
809 circulated and encouraged people to interact, it would prove beneficial in
810 enhancing community engagement.

811
812 Chair Becker cautioned that the CEC needed to be cognizant of their role
813 as volunteers and their level of participation; and clarified that it didn’t
814 involve the CEC deciding the logistics of such an event.

815
816 Commissioner Grefenberg agreed, but opined he thought it would be
817 useful for the CEC to engage people.

818
819 Commissioner Gardella spoke in support of advisory commissions serving
820 in a role similar to that used by Commissioner Manke during “Party in the
821 Park.”

822
823 **In summary, Chair Becker reviewed 2016 Priority Project**
824 **assignments for current commissioners:**

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

834

835 **During his remaining tenure as CEC Chair, Chair Becker advised**

836 **that he would include those priority projects as standing agenda items**

837 **for a report by the lead person each month.**

838

839 Commissioner Grefenberg offered his support with the exception of Item

840 2.b specific to the welcome packet. Commissioner Grefenberg opined that

841 the CEC’s time was too precious and he didn’t see this as a critical priority

842 in increasing the city’s civic engagement efforts.

843

844 Chair Becker clarified that he had been intentionally vague in highlighting

845 the welcome “packet” in quotations, opining that he intended that any

846 efforts would be simple to start with.

847

848 While he was open to one being made available through the city’s website,

849 Commissioner Grefenberg referenced the comments of Communications

850 Manager Garry Bowman and experiences referenced with other

851 communities and their efforts with an online or hard copy welcome

852 packet.

853

854 Since it remained a City Council charge, Commissioner Manke agreed

855 that it may prove that one option or the other, or both, are the end

856 recommendation. However, Commissioner Manke opined that trying to

857 define the end recommendation at this point in a broader priority project

858 document was not necessary.

859

860 Commissioner Gardella noted that the 2016 Work Plan had already been

861 approved as revised; and while it could be revised further in the future,

862 that was not currently the point of this discussion.

863

864

865 At the request of Chair Becker, the CEC approved the assignments as

866 noted above.

867

868 **c. Overview of the Comprehensive Planning Process**

869

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

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

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

924
925 Chair Becker clarified that the Speak Up! Roseville communication
926 option was added to this survey.

927
928 Commissioner Manke noted the need for updating the CEC staff
929 liaison on the city's website, duly noted by City Manager Trudgeon.

930

931 ii. Other Items

932

933 8. Commission Communications, Reports, and Announcements

934

None.

935

936 9. Commissioner-Initiated Items for Future Meetings

937

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

938

- Zoning Notification Recommendations

939

- Neighborhood Association Recommendations

940

- Revisit the 2016 Work Plan and Monthly Reports

941

- Possible meeting with the City Volunteer Coordinator

942

- Annual election of a Chair and Vice Chair in accordance with the Uniform Commission Code

943

944

945

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

946

947

948

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

949

950

951

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

952

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956

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

957

958

959

Chair Becker expressed interest in getting a current picture on the city's website of the full CEC as other areas of that web page are updated; with

960

961 Commissioner Manke reporting that she and Commissioner Gardella were
962 currently working on that CEC web page update.

963
964 Commissioner Grefenberg expressed interest in getting the CEC's
965 neighborhood association report and recommendations to the City Council on
966 a link to the CEC website now that it had been approved.

967
968 Councilmember Gardella suggested, as a courtesy, all members of the
969 Neighborhood Association Task Force should be made aware of the adoption
970 of those recommendations after City Council approval but before it was
971 posted on the website.

972
973 **10. Recap of Commission Actions This Meeting**
974 Commissioner Gardella briefly reviewed those action items tonight as referenced
975 in these meeting minutes.

976
977 **11. Adjournment**
978 Commissioner Gardella moved, Commissioner Grefenberg seconded,
979 adjournment of the meeting at approximately 8:40 p.m.

980
981 **Ayes: 4**
982 **Nays: 0**
983 **Motion carried.**

984
985 **Next Meeting – Thursday, April 14, 2016 at 6:30 p.m.**
986

How to Start a Neighborhood Association



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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

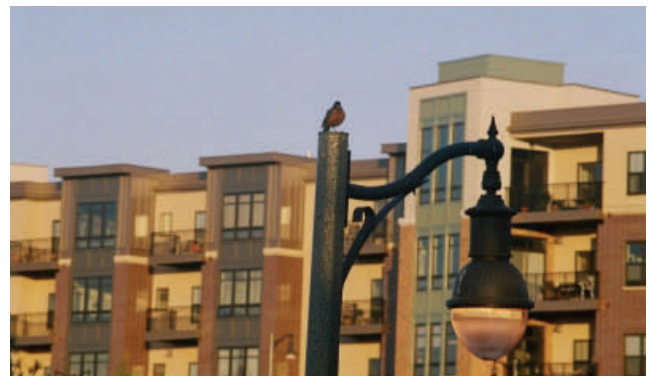
When you prepare an agenda for your first general meeting, keep in mind that the purpose of this meeting is to lay the groundwork for the organization. Your goal is to come out of this meeting with an agreement on the goals for the organization and the issues that it will take on. A good agenda should 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.



St. Louis Park

MINNESOTA

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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

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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

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.

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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.

1 2014 Community Engagement Commission's
2 Report and Recommendations regarding Neighborhood Associations
3 As suggested by Gary Grefenberg, Commission Member
4

5 **Authorization Background:** *Include here two or three paragraphs explaining that this report was*
6 *authorized by the Council when they reviewed and approved the Commission's Work Plan in early*
7 *December 2014. And it's important to use the exact charge we followed, both in the Task Force and*
8 *in our 2014 presentation to the Council. I would also advise the Council that the Neighborhood*
9 *Association Task Force requested an opportunity to meet with the Commission to make sure it had*
10 *the charge correctly. This meeting occurred in May of 2015.*

11 **Primary recommendation:** The Roseville Community Engagement Commission
12 recommends to the City Council that the City assist, foster, and support the creation and
13 continuance effective functioning of neighborhood associations in the following ways. This
14 primary recommendation is the result of the Council's charge to the Commission to Assist
15 and Encourage the formation of Roseville Neighborhood Associations. ~~support is proposed to~~
16 ~~occur with the City providing staff assistance and financial resources towards creating and~~
17 ~~supporting Neighborhood Associations.~~

18 This recommendation is based on the work of the Neighborhood Association Task Force and
19 the ~~review and recommendation of the Community Engagement Commission~~. (See full
20 report ??) The Specific Recommendations below, however, are those of the Commission
21 itself.

22 **Benefits of Neighborhood Associations: include**

23 ~~Based on~~ In order to effectively achieve the primary recommendation, the Neighborhood
24 Association Task Force and the Community Engagement Commission have created specific
25 recommendations under two categories; 1) *City Expectations of Neighborhood Associations*;
26 and 2) *Neighborhood Associations Expectations of the City*.

27 **City Expectations of Neighborhood Associations:**

28 *GRG Note: I'm a little troubled by the use of the term City Expectations in the above heading.*
29 *Some of what follows is not an expectation but requirements for those neighborhood associations*
30 *who wish to formally affiliate with the City.*

- 31 • Neighborhood Associations' membership shall be inclusive to all residents (home
32 owners and renters). It is up to individual Neighborhood Associations to determine if
33 businesses within their boundaries can be members.
- 34 • Neighborhood Associations shall not discriminate on the basis of race, creed, color,
35 and national origin, place of residence, disability, marital status, status with regard to
36 public assistance, ~~income~~, gender, sexual orientation, veteran status, pregnancy or
37 age, or any other class protected by local state or federal law.

- 38 • Neighborhood Associations shall have bylaws, approved by City, that will among
39 other things, include ~~in its~~ a statement of purposes, the process of governance and
40 election, membership requirements, standards of appropriate conduct, and a
41 requirement of annual meetings of Neighborhood Associations.
- 42 • Neighborhood Associations shall hold annual meetings open to the public with only
43 Association members eligible to vote.
- 44 • Neighborhood Associations shall register and affiliate with the City in order to be
45 officially affiliated ~~recognized~~. (Not all existing Neighborhood Associations need to
46 register, but registration is required to receive communications directly from the City
47 in order to be integrated into the City's notification system and communications
48 networks, and to receive material support). Those associations wishing to officially
49 ~~affiliate~~ with the City ~~Neighborhood Associations~~ shall provide the following
50 information to the City in writing:
 - 51 ○ Association name and contact information
 - 52 ○ Recommended and Approved at the association's most recent annual meeting a
53 specific description of the Association's geographic boundaries (~~process to~~
54 ~~establish boundary TBD~~)
 - 55 ○ Identification and description of method of communication to members of each
56 neighborhood association.
 - 57 ○ Draft bylaws or organizational structure and procedures approved by its members
58 at its annual meeting for approval by City.

60 Neighborhood Associations Expectations of the City:

- 61 • The City will provide for an best practices organizing tool kit that neighborhoods can
62 utilize when exploring and organizing to form a Neighborhood Association. (*See*
63 *sample examples attached.*)
- 64 • The City will provide space on City website with list of all Neighborhood
65 Associations, their boundaries, and contact information.
- 66 • The City will feature news on of affiliated Neighborhood Association news in the
67 City Newsletter. The leadership of each such neighborhood associations will provide
68 recommendations as to what issues, programs, or projects should be covered.
- 69 • The City will allow affiliated Neighborhood Associations to reserve City Hall and
70 park buildings at no cost based on availability and compliance with existing rental
71 policy.
- 72 • The City will pay for and coordinate one (~~initial or annual!~~) mailing to ~~members of~~
73 ~~each Neighborhood Association~~ households within the boundaries of each affiliated
74 neighborhood association for their annual meetings.

- 75 • The City will reasonably make staff and staff time permitting officials available to
76 speak and/or provide information to a Neighborhood Associations, ~~staff time~~
77 permitting, on issues of concern and interest to the Neighborhood Associations,.
- 78 • ~~The City will provide a staff liaison to assist neighborhoods in forming an association.~~
- 79 • The City will develop, maintain and provide information to Neighborhood
80 Associations regarding grant and other funding opportunities for Neighborhood
81 Associations.
- 82 • The City will establish grants or other funds to be used by affiliated Neighborhood
83 Associations in City-approved projects and outreach.
- 84 • The City will provide a website page on the City's website or similar function where
85 affiliated Neighborhood Associations can provide content.
- 86 • The City will formally integrate affiliated Neighborhood Associations into the normal
87 notification process for significant City activities and proposed development projects
88 occurring within its boundaries.
- 89 • The City will send out broadcast emails to Neighborhood Associations of upcoming
90 City Council agendas.
- 91 • The City will acknowledge notification of Neighborhood Associations in staff-
92 prepared Recommendations to the Council RCAs and include Neighborhood
93 Associations comments within the RCA if ~~applicable d~~ feasible and staff time
94 permitting.
- 95 • The City shall host ~~(quarterly or annual?)~~ two or three meetings each year between
96 the City Manager ~~(and other staff?)~~ and the leadership of the affiliated Neighborhood
97 Associations. The City Manager at her/his discretion may invite other City staff to
98 attend. The City Manager will develop the agenda after consulting with the chief
99 officers of each association.
- 100 • The City Council will, to the extent possible, explain the Neighborhood Association's
101 public comments influenced the decision making process or why they did not.
- 102 • The City Council will duly consider information provided to them and will consider
103 additional discussion on topic as is warranted.

104 There were two unresolved items that the Neighborhood Association Task Force nor the
105 Community Engagement Commission could make a final conclusion on. They were:

106 How Should Geographic Boundaries of Neighborhood Associations Be Determined?

- 107 • Recommended by the Neighborhood Association wishing to be affiliated with the
108 City and approved by the City. Pre-determined by City (approx. 1000 households in
109 each area).

110 ~~-or- Grass roots creation by interested persons in self-defined neighborhood~~

111 The following How Existing Neighborhood Associations Should Be Addressed should
112 be?

113 ○ Lake McCarrons Neighborhood Association

114 ○ Twin Lakes Area Neighborhood Association

115 ○ Southwest Area of Roseville Neighborhood Association

116 • Existing neighborhood associations may remain, independent of the City
117 Neighborhood Association Network, or exercise the option of formally affiliating
118 with the City as outlined above.

119 •

120 • ~~○ What is level of support by City for existing Neighborhood Associations? or~~

121

122 • ~~Existing Neighborhood Associations are folded into City Neighborhood Association~~
123 ~~Network~~

124

125

126 Other Provisions:

127 • Communication with the Neighborhood Association will not replace the City's
128 traditional methods of direct outreach to residents.

129

130 • Neighborhood Associations are strictly voluntary and no Neighbor will be required to
131 participate. Each Neighborhood Association will determine its own priorities and
132 desired level of activity.

133

134 • Neighborhood Associations will be included in the public input process but will not
135 be assumed by City officials to speak on behalf of all Neighbors and will not limit the
136 ability of any person or entity, including non-recognized Neighborhood groups, to
137 participate on their own behalf.

138