



Community Engagement Commission Agenda

Thursday, May 12, 2016
6:30 p.m.
City Council Chambers

- 6:30 p.m. **1. Roll Call**
- 2. Approve Agenda**
- 3. Public Comment on Items Not on Agenda**
- 4. Approval of April 14 meeting minutes**
- 6:40 p.m. **5. Receive update from Volunteer Coordinator Kelly O'Brien**
- 6. Old Business**
 - 7:00 p.m. a. Priority project update: Assist in the formulation of the 2017 Comprehensive Plan update process
 - 7:15 p.m. b. Priority project update: Recommend ways to expand city learning and engagement opportunities
 - 7:30 p.m. c. Priority project update: Form strategies for outreach to under-represented groups
 - 7:45 p.m. d. Update on Rosefest Parade and Party in the Park Planning
- 7. New Business**
 - 8:00 p.m. a. Discuss and elect/appoint Ethics Commission representative
- 8. Chair, Committee, and Staff Reports**
 - 8:10 p.m. a. Chair's Report
 - b. Staff Report
 - i. Upcoming items on future council agendas
 - ii. SE Roseville strategic priority update
 - iii. Other items
- 8:25 p.m. **9. Commission Communications, Reports, and Announcements**
- 10. Commissioner-Initiated Items for Future Meetings**
- 11. Recap of Commission Actions This Meeting**
- 8:40 p.m. **12. Adjournment**

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

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Minutes

Roseville Community Engagement Commission (CEC)

Thursday, April 14, 2016 - 6:30 p.m.

1. Roll Call

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

Commissioners Present: Chair Scot Becker; and Commissioners Michelle Manke, Theresa Gardella, Gary Grefenberg, and newly-appointed Commissioners Erik Tomlinson, Amber Sattler and Chelsea Holub

Staff Present: Staff Liaison/City Manager Patrick Trudgeon

2. Approve Agenda

Commissioner [Erik](#) Tomlinson moved, Commissioner [Gary](#) Grefenberg seconded, approval of the agenda as presented.

Ayes: 7

Nays: 0

Motion carried.

3. Swear in new Commission Members

Chair Becker administered the Oath of Office to each of the three newly-appointed commissioners: Erik Tomlinson, Amber Sattler and Chelsea Holub; with Commissioners welcoming their new colleagues.

4. Commission Member Introductions

Each CEC commissioner introduced themselves and provided a brief personal biography and their reasons for serving on this particular advisory commission for the City of Roseville.

5. Public Comment on Items Not on Agenda

None.

6. Approval of March 10, 2016 Meeting Minutes

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

Commissioner [Theresa](#) Gardella moved, Commissioner [Michelle](#) Manke seconded, approval of March 10, 2016 meeting minutes as amended.

Correction:

Page 1, Heading, Date Correction from February 11 to March 10, 2016

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Ayes: 7

Nays: 0

Motion carried.

7. Old Business

a. Approve List of Neighborhood Association Recommendations

Chair Becker introduced this report for finalization at tonight’s meeting and for submission to the City Council as the recommendations of the CEC regarding Neighborhood Associations in Roseville (Attachment 7.a).

Chair Becker noted the content of the report as recommendations receiving majority approval by the CEC over a number of meetings and discussions. Chair Becker then noted that lines 183 through 201 with that section entitled, “Additional Possible Neighborhood Associations Expectations of the City (Not Yet Adopted by the Community Engagement Commission) needed additional vetting by the CEC as to whether they should be incorporated into the final report to the City Council.

Commissioner Grefenberg provided a background of this process as well as the work initiated by the Roseville Neighborhood Association Task Force, and their final report dated August 5, 2015 included as an appendix to this CEC report. For the benefit of newly-appointed commissioners, Commissioner Grefenberg reviewed the next steps after approval by the CEC.

Chair Becker reviewed the draft report and recommendations section by section and line by line seeking input from his colleagues.

During the review, Commissioner Grefenberg observed that lines 46 – 105 consisted of verbatim language from the Roseville Neighborhood Association Task Force report and recommendations.

Detailed recommendations (page 3, line 108)

Chair Becker referenced the word “affiliated” that he attempted to consistently highlight throughout this document to distinguish formal and non-formal neighborhood associations for their receipt of material support from the city and the city’s expectations of those recognized neighborhood associations. Chair Becker noted his ongoing concern with that term, and explained his purpose in using quotes for the term simply intended by him as a placeholder throughout the document, hoping that the City Council and/or their Communications Manager would refine the name “affiliated.”

Commissioner Grefenberg noted that the original neighborhood task force had used “recognized” which also caused some consternation as they in turn struggled to come up with a better term.

Criteria for “Affiliated” Neighborhood Associations (page 3, line 112)

Commissioner Grefenberg noted a clear statement from a recent city public hearing was that residents and businesses with concerns need not go through a neighborhood association in order to address the City Council.

In line 114, Commissioner Gardella questioned if this was a limiting statement specific to integrating people into the city’s notification system and communications networks, and whether if and when zoning issues or other issues of concern came up, the intent was that the community was notified, not just neighborhood associations and their members.

Chair Becker clarified that that intention was addressed in the recommendations and suggested that further discussion may be needed as to whether or not to leave it in this section as well.

City Manager Trudgeon noted that a considerable amount of notification is built in, whether to individuals or to groups, such as official notification for a public hearing to those within 500’ of the subject parcel or activity. Mr. Trudgeon noted that the neighborhood association may be on that notification list as well as individual residents within that geographic area.

Commissioner Grefenberg clarified that this would be true even if the home of the Chair of a neighborhood association was outside that immediate 500’ notification area.

Commissioner Gardella noted that the City Attorney would know what this meant.

Commissioner Tomlinson stated that he initially had the same concern, but was reassured when he got to language in “Other Provisions” section on page 5, line 203-204 indicting that communication with the neighborhood association would not replace the city’s traditional methods of direct outreach to residents.

Chair Becker suggested changing the language in line 115 to read: “...required in order to be integrated into the city’s *[neighborhood association specific]* notification system and communications...” By consensus, commissioners agreed to that additional language to ensure clarity.

Considerable discussion was held, with several revisions, to the first two bullet points in lines 122 – 124 and lines 125-128 (page 4). Chair Becker noted his intent was that the City Council, or its delegate for the City of Roseville, ultimately determines the boundaries of each “affiliated” neighborhood association.

Commissioner Grefenberg questioned if the two bullet points were either/or or both.

141 Commissioner Gardella opined that she found both similar in wording.

142
143 Chair Becker responded that the first was intended to paraphrase the intent, with
144 the second bullet point new language that he had added based on his intent to
145 capture previous conversations of the CEC.

146
147 Commissioner Grefenberg suggested combining the two bullet points into one
148 and specific CEC recommendations to be determined by the City Council.

149
150 Commissioner Gardella suggested removing the first bullet point “note” (lines
151 122 – 124) in its entirety.

152
153 Chair Becker agreed that the second bullet point was redundant; and suggested,
154 if lines 122 – 124 are struck, wording should be changed in the second bullet
155 point to state that “The specific CEC recommendation *“is”* rather than *“was.”*”

156
157 If both bullet points were combined, Commissioner Grefenberg opined that line
158 125 could be struck.

159
160 Commissioner Tomlinson noted the differences in the note (line 122) and the
161 second bullet point (line 125) were that one said “City Council, while the other
162 said “City of Roseville.”

163
164 Chair Becker agreed, noting that the note talked about how the boundary is
165 established, with line 125 stating that the City had to approve boundaries (either
166 the City Council or their delegate such as the City Manager) but leaving that
167 process up to the City Council. With that in mind, Chair Becker noted his intent
168 in calling out that the City Council would need to take action on that.

169
170 Commissioner [Chelsea](#) Holub observed that the note referred to [neighborhood](#)
171 [association](#) the boundaries ~~for neighborhood associations~~.

172
173 Chair Becker reiterated the intent of the CEC that the City Council makes that
174 decision on ~~how it determined~~ [determining](#) boundaries.

175
176 Commissioner Gardella suggested not designating if the City Council or City
177 Manager made that determination, but to leave that detail up to the City Council
178 as their decision. Commissioner Gardella opined that the neighborhood
179 association could make a recommendation to the City Council, at which point
180 the City Council could defer that to whoever is the keeper of that approval
181 within the city government’s structure.

182
183 Commissioner Holub opined that she found the term “establish” in the note
184 sounded like the City Council was setting up each boundary rather than
185 approving boundaries.

186
187 Commissioner Tomlinson noted the emphasis on the “process” in line 123.

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Commissioner Holub suggested language such as “process to approve boundaries” in the note bullet point.

Chair Becker clarified that his concern had been to use the City Council process as an example in case the boundaries of a neighborhood association were excessive. Chair Becker suggested revising language from “establish” for the note in line 122 to replace it with “approve” or “amend.”

Commissioner Grefenberg agreed with Chair Becker’s suggestion to replace “establish” with “approve” or “amend” in line 122, but expressed his preference to retain the second bullet point and asked that the previously agreed-upon change tonight be rescinded accordingly.

By consensus, Chair Becker noted the following changes:

Page 4, Lines 122 – 124
“**Note:** the process to ~~establish~~ *approve or amend* the boundaries of individual neighborhood associations upon “affiliation” needs to be determined by the council.”

Page 4, Lines 125 – 128
“The specific CEC recommendation ~~is~~ *was*: In order to ensure neighborhood association boundaries are of reasonable size and non-overlapping, the City of Roseville shall approve their boundaries as part of the “affiliation” process.”

As Chair Becker proceeded with review of the document, Commissioner Grefenberg asked if “approved by City,” (Page 4, line 135) was a new concept or new language due to Chair Becker’s underlining of the phrase.

Chair Becker responded that he had underlined it for emphasis to call it out to the City Council as part of the by-law related recommendations.

Commissioner Grefenberg opined that it was clear without the underlining, and that the city council would pick up on it without the underlining.

Chair Becker consented to removing the underlining of “approved by city” on line 135.

At the request of Chair Becker, City Manager Trudgeon confirmed that the language was appropriate in bullet points at line 140 and 144 as shown.

Neighborhood Association Expectations of the City (page 4-5, lines 148 – 181)
Chair Becker noted examples of such “how-to” documents were included as part of the appendices of the report and were examples of material available for any neighborhood association, not only those formally affiliated.

233 Commissioner Grefenberg sought a change to line 154 related to the City of
234 Roseville referencing similar materials developed by the Cities of Edina and St.
235 Louis Park by adding the word “example” to emphasize that they were simply
236 intended as examples and not as he read this statement as now written that the
237 City Council was asked to adopt those examples word for word.

238
239 City Manager Trudgeon suggested language after the parentheses on line 154
240 to read: “... (see attachments) *[as examples]* for potential inclusion...”
241 Consensus of the CEC was to approve this revised language.

242
243 As Chair Becker reviewed the bullet point beginning on line 157,
244 Commissioner Grefenberg expressed his concern with the word “static” on line
245 158. Commissioner Becker stated that the CEC had previously agreed to the
246 language “static,” and his only revision had been to add the word “relatively”
247 before “static,” to allow some reasonable flexibility.

248
249 City Manager Trudgeon noted the concern was if there were multiple
250 neighborhood associations forming, with multiple meeting or event dates and/or
251 date changes, and suggested that could be resolved by suggesting that the
252 neighborhood associations meet on a specific day of the month (e.g. 2nd
253 Thursday of each month) without city staff required to modify multiple websites
254 daily.

255
256 Chair Becker agreed, noting this would allow for perhaps several changes each
257 year without becoming cumbersome or time-consuming for city staff.

258
259 As an example, Commissioner Gardella noted pertinent changes such as the
260 contact person for the association or other relevant information.

261
262 Commissioner Grefenberg referenced the intent of the Task Force’s
263 recommendation, noting that “relatively static” was not considered. Instead,
264 Commissioner Grefenberg suggested this potential situation not be addressed
265 until it actually ~~becomes~~ became a problem.

266
267 Chair Becker reiterated that the consensus of the CEC in this recommendation
268 was to allow for some level of updates without becoming burdensome for city
269 staff.

270
271 Commissioner Grefenberg opined that the changes only require one person to
272 accomplish, and he still considered “static” too strong of a word. Commissioner
273 Grefenberg further opined that he wanted the neighborhood associations to feel
274 free to even post their agendas and any changes to those agendas.

275
276 Commissioner Manke asked that her colleagues recall her initial and continuing
277 disagreement with this option from the beginning of these discussions. Based
278 on her experience working with websites, Commissioner Manke stated her
279 awareness that the wording of this bullet point could evolve from “relatively

280 static” to posting meeting minutes of associations. Instead, Commissioner
281 Manke opined that city staff be tasked with providing basic neighborhood
282 association information; and allowing those individual associations to get as
283 fancy or as simple as they want on their own by developing a more dynamic
284 website at their discretion.

285
286 Commissioner Grefenberg opined that he was not aware that was the idea for
287 this bullet point; and as long as a neighborhood association was not involved
288 in lobbying on their portion of the city’s website made available to them, their
289 officers, meeting schedules and other information could be provided, as well as
290 highlighting their major projects without requiring them to develop their own
291 separate association website. Commissioner Grefenberg based this on his
292 experience in attempting to develop a neighborhood association website that
293 was found not to work; and instead expressed his interest in providing one place
294 for people to go for information.

295
296 Chair Becker reiterated his preference and intent for this statement to allow each
297 neighborhood association – current ones and those yet to develop in the future
298 – to use the city’s website to provide a little information about theme and a link
299 to their neighborhood association website; with all of that extraneous
300 information done somewhere outside the city’s web property. Chair Becker
301 noted this would allow the city to provide consistent descriptive information for
302 each association and a link outside the city to obtain more detailed information.
303 Chair Becker noted that this had been discussed as some length by the CEC
304 previously; and were all in agreement with “static” and the only question was
305 if the CEC majority supported his addition of “relatively” to “static” to allow
306 for some flexibility.

307
308 Commissioner Grefenberg suggested language state “with relatively the same
309 information.”

310
311 Commissioner Manke concurred that the city’s web page for each association
312 should look relatively the same, listing their officers, but he overall structure of
313 that content consistent. Again, Commissioner Manke stated the need for
314 anything over and above that for associations needed to be done through their
315 own means of expression.

316
317 Commissioner Grefenberg reiterated that this was not the original intent of the
318 task force recommendation.

319
320 Commissioner Gardella recognized that this entire concept is new and also that
321 the City Council may be open to changes in the future ~~as staff resources may~~
322 ~~change.~~ However, in these initial recommendations ~~and expectations,~~
323 Commissioner Gardella suggested starting small and as easy as possible ~~for the~~
324 ~~City Council to initiate and be open to as the effort proceeded.~~ Commissioner
325 Gardella spoke in support of the language, including ~~“~~“relatively static” at this
326 time and since no one could predict what the future would look like. However,

327 Commissioner Gardella noted that the CEC and City Council were always open
328 to new information and revisions if and when they were indicated.

329
330 Chair Becker reiterated his recollection that this bullet point had been discussed
331 by the CEC and other than adding “relatively” before “static,” sought consensus
332 to proceed.

333
334 Commissioner Gardella concurred with Chair Becker’s recollection and [the](#)
335 language “relatively static.”

336
337 Commissioner Grefenberg expressed his disagreement with the bullet point
338 language and apparent intent of the CEC compared to that of the task force.

339
340 Chair Becker stated his recollection that Commissioner Grefenberg had been
341 and continued to advocate that the same general information and categories be
342 consistent from one neighborhood association web page to another. Chair
343 Becker opined that this advocacy differed from trying to limit the number of
344 times an association was calling staff to change their web page text.

345
346 Commissioner Grefenberg heard the intent of Chair Becker and Commissioner
347 Gardella, agreeing that it made some sense. However, Commissioner
348 Grefenberg suggested the language in this bullet point be revised from
349 “relatively static” to “same general information.”

350
351 Chair Becker reiterated that the bullet point language was intended to allow for
352 each neighborhood association to provide some descriptive information that
353 would not change frequently.

354
355 Commissioner Grefenberg expressed his understanding of that intent; however,
356 he reiterated his preference that the neighborhood association page has more
357 flexibility to highlight or promote specific events or projects undertaken by an
358 association (e.g. clean-up week). Commissioner Grefenberg opined that, if and
359 when it becomes a problem for city staff, it could then be changed but he would
360 prefer more ~~initial~~ flexibility to allow associations to make their web pages
361 more relevant and up-to-date. Commissioner Grefenberg, [however](#), expressed
362 his willingness to proceed with the guidelines as currently written, and if found
363 not to work [in the future](#), they could then be revised.

364
365 Specific to the use by neighborhood associations of city meeting rooms and/or
366 park buildings at no charge (line 164), Chair Becker, with consensus of his
367 ~~fellow commissioners, colleagues~~ agreed that this language protected private
368 party reservations and use of “existing rental policies” based on a first-come,
369 first-served status.

370
371 Discussion ensued related to the bullet point concerning the city absorbing the
372 cost and coordination of one mailing per “affiliated” association (lines 166 –

373 168). Chair Becker sought to clarify ~~that~~ whether this was intended for after
374 an association's affiliation.

375
376 Commissioner Gardella questioned if that was intended for one mailing as the
377 association was formed or after their affiliation.

378
379 Commissioner Grefenberg opined that it was ~~first~~-intended for the first annual
380 meeting of the neighborhood association.

381
382 Commissioner Gardella opined that, while that had indeed been discussed, the
383 CEC ended up supporting the mailing as part of the association's formation.

384
385 Commissioner Grefenberg opined that he considered it important, as indicated
386 in the examples from the Cities of Edina and St. Louis Park, for the city to do
387 one mailing and agreed with that concept. However, Commissioner Grefenberg
388 stated that ~~his recollection was that this~~ it was intended before the first meeting
389 to organize as an association; ~~but since the city has a comprehensive list of~~
390 ~~addressed, he supported that the one mailing should apply to their annual~~
391 ~~meeting instead.~~

392
393 Chair Becker clarified that the details of which mailing should be left up to
394 individual neighborhood association, but that this recommendation was specific
395 to alert associations and make them aware that the city would not pay for any
396 and all association mailing, only those who desired to becoming become
397 affiliated and had submitting their boundaries and proposed bylaws to the
398 city, ~~and holding at least one meeting per year.~~

399
400 Commissioner Grefenberg opined that all residents of a neighborhood ~~—not just~~
401 ~~the initial organizers~~ -should have the opportunity to have some say in their
402 boundaries and bylaws before they're formulated finalized and submitted to the
403 city.

404
405 Chair Becker clarified that this would have already taken place by a
406 neighborhood association submitting their application for formation, including
407 their bylaws, to the city for recognition as an affiliated association.

408
409 Commissioner Grefenberg questioned potential results if those bylaws had been
410 formulated by a minimal and small group of ~~ten~~ people as an example, ~~who's~~
411 whose purpose was may be to promote ~~for~~ a specific cause or issue rather than
412 hearing and recognizing the wishes of the entire neighborhood. Commissioner
413 Grefenberg also noted that this was ~~an item of material support and~~ intended
414 for affiliated neighborhood associations.

415
416 Commissioner Manke noted that the annual meeting would be posted by the
417 city on each association's website and therefore requires no additional postage.
418

419 Commissioner Gardella recognized the concerns of Commissioner Grefenberg
420 if a small group of people submitted their application with bylaws and
421 boundaries to the city, and then at a later date presented those bylaws to those
422 showing up ~~versus~~ rather than having a larger group of ~~the~~ neighborhood
423 residents formulating those bylaws for the benefit of the whole. However,
424 Commissioner Gardella clarified that this bullet point was intended to allow
425 each neighborhood association as an individual organization to choose how
426 they wanted to use the benefit of that one mailing at the expense of the city.

427
428 Chair Becker agreed with Commissioner Gardella’s synopsis. Grefenberg
429 disagreed that this was never the intent of the Task Force for affiliated
430 neighborhood association.

431
432 At the request of Commissioner Holub, Commissioner Gardella confirmed that
433 she believed an association’s bylaws could be amended and resubmitted to the
434 city. Commissioner Grefenberg stated that he found that confirmation helpful.

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438 ~~Commissioner Grefenberg stated that he found that confirmation helpful.~~

439
440 Commissioner Gardella stated her preference for keeping lines 166 – 168 as
441 written.

442
443 Commissioner Grefenberg expressed his preference for Commissioner Holub’s
444 suggestion to clarify language such as: “...confirmation of the bylaws at the first
445 organizational meeting of a neighborhood association.”

446
447 Chair Becker agreed, but noted that language is already provided on page 4,
448 line 131. Commissioner Grefenberg disagreed, opining that line 131 stated,
449 “the most recent annual meeting,” and didn’t serve to avoid issues both he and
450 Commissioner Holub were trying to address.

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453
454 ~~Commissioner Grefenberg disagreed, opining that line 131 stated, “the most~~
455 ~~recent annual meeting,” and didn’t serve to avoid issues both he and~~
456 ~~Commissioner Holub were trying to address.~~

457
458 Chair Becker opined that this level of detail was getting into the “chicken²
459 and the “egg” issue. Chair Becker ~~reiterated the intent was that said~~ the CEC
460 was attempting to address the city not getting into paying for every mailing for
461 every fledgling group, but to use that mailing assistance concept to get at the
462 idea of neighborhood inclusive discriminatory meetings and groups; and it was
463 intended to serve ~~as the~~ as a minimum criteria for a neighborhood association
464 to receive materials support from the eCity.
465

466 Commissioner Grefenberg opined that it seemed to him that there was a
467 distinction between organizational and annual meetings with the organizational
468 meeting requiring a group of people to come up with bylaws rather than holding
469 an annual meeting. Commissioner Grefenberg recognized that the CEC
470 meeting minutes will show this ~~dissenting; dissension, adding that and opined~~
471 it may be an issue later on that the CEC may wish to address.

472
473 Chair Becker stated that the intent of the CEC is not to recommend that the
474 Ceity be overly-proscriptive about bylaws, incorporation and other
475 organizational issues for a neighborhood association. However, Chair Becker
476 noted that the recommendation was to require their development of some type
477 of bylaws or other organizational structure that may be somewhat looser than
478 the sample bylaws submitted by the Task Force-

479
480 Chair Becker noted that an association may also find the need to change their
481 form of governance from meeting to meeting. However, Chair Becker opined
482 that neither the CEC, nor the C-city necessarily, should be overly concerned
483 about that governing structure, adding ~~er~~ that the CEC recommendations go
484 into too much detail, but rather leaves that up to individual organizations and
485 allows them to govern themselves with a minimum amount of city intrusion.

486
487 Commissioner Sattler ~~agreed~~ noted that an association would always have the
488 right to change their bylaws, and if that hypothetical group of ten didn't like
489 those revisions, they could go off on their own.

490
491 Commissioner Grefenberg suggested a stipulation that at the first meeting after
492 city mailed and paid notice occurs, residents have the authority to change their
493 bylaws. However, Commissioner Grefenberg noted, as an example, -that could
494 mean that if an association's initially proposed bylaws stated that an 80%
495 majority was needed to revise bylaws, then in effect ~~the~~ 20% could still control
496 the association.

497
498 Commissioner Gardella stated that neither the CEC, nor the eCity could or
499 should ~~get into that or~~ dictate it. Commissioner Gardella noted that the CEC
500 makes recommendations to the City Council on high level pieces, with
501 neighborhood associations forming, governing, reforming and doing what they
502 needed to do. Commissioner Gardella expressed her caution in getting too
503 much into these type of details, opining that the CEC had done its job as tasked
504 by the City Council and should let individual neighborhood associations figure
505 thing out for themselves.

506
507 Chair Becker agreed with Commissioner Gardella, opining that the ~~CEC~~ Ceity
508 needed to learn to crawl before learning to walk, and these nuances were too
509 detailed when making recommendations on a broader scale.

510
511 Commissioner Grefenberg ~~expressed-reiterated~~ his ~~desire-intention was~~ to make
512 this report serve all neighbors in an actual ~~real~~-neighborhoods associations, not

§13 only those who are most vocal, but what neighborhoods ~~themselves~~ themselves decided is
514 needed.

§15
§16 At a minimum, Commissioner Grefenberg also asked that one word in line 166
517 be changed from “initial” to “initial/annual.”

§18
§19 Discussion ensued, with the resulting consensus for the bullet point on lines 166
520 – 168 to be revised as follows: “The City will pay for and coordinate one
521 mailing on behalf of each “affiliated” neighborhood association to all
522 residences within the approved boundaries of the neighborhood association.”

§23
524 On lines 175 – 179, Chair Becker noted the intentionality of leaving this up to
525 the City Council to decide how often this information is provided to
526 neighborhood associations.

§27
528 On line 180, Commissioner Grefenberg requested, and it was approved by
§29 consensus of the CEC, to change the word “?” “When” to “If.”

530
531 Comments in General

532 Commissioner Holub questioned whether there was a mechanism or potential
533 mechanism for neighborhood associations to interact with each other, such as
534 an opportunity to interact with each other to build community.

§35
536 Commissioner Gardella agreed, opining that she found line 194 in additional
537 expectations yet to be considered (#4) to address that in holding an annual
538 meeting intended for the leadership of neighborhood associations inclusive of
539 all, and spoke in support of that item as a possible expectation.

§40
541 Commissioner Holub stated that she had read Item #4 as each neighborhood
542 association meeting with the City Manager.

§43
544 Chair Becker stated that was different than his interpretation of Item #4, but
545 suggested adding that during discussion of that section by including language
546 such as: “... annual meeting of neighborhood associations to share experiences,
547 etc.”

§48
549 Commissioner Tomlinson opined that this came back to the bylaws and each
550 annual meeting “approved by the city,” (line 135) and subsequent changes.
551 Commissioner Tomlinson questioned if the intent was that the city approve
552 annually, including any amendments to those bylaws, and if not submitted or
553 resubmitted, the city could pull their charter, should the bylaws.

§54
§55 Chair Becker ~~admitted- said~~ he wasn’t sure the CEC had addressed that.

§56
557 Commissioner Grefenberg opined that was a good point, and suggested adding
558 “amendments” to that line to address bylaws and bylaw amendments being
§59 approved by the city. Commissioner Grefenberg ~~opined- said that~~ he understood

560 the intent of the CEC was for the city council -or its delegate (e.g. City Manager)
561 ~~or someone outside the neighborhood association itself~~, approve those bylaws.

562
563 Chair Becker suggested a revision to the bullet point starting on line 134 to read
564 as follows: “An “affiliated” neighborhood association shall have bylaws [*and*
565 *bylaw amendments*] approved by the city, ...” By consensus of the CEC, this
566 revision was approved.

567
568 Commissioner Grefenberg reported that he found one thing still missing as part
569 of a concluding statement that the CEC would like to meet with the City Council
570 in a Work sSession format to review this report and receive their responses.
571 Commissioner Grefenberg asked that this request be included as part of the
572 cover letter or added at the end of the RCA.

573
574 Chair Becker stated that, from his perspective that was always intended as the
575 next step, but admitted he hadn’t specifically considered the meeting format for
576 presentation, whether during a Council Work Ssession or other ~~City Council~~
577 meeting meeting format.

578
579 Commissioner Grefenberg stated that, based on his experience, the Work
580 sSession format provided better opportunities for dialogue ~~between an advisory~~
581 group and with the City Council; and therefore asked that the request be
582 incorporated into the cover letter.

583
584 Chair Becker then suggested that the next step would be for the CEC to request
585 a meeting with the City Council at an upcoming Worksession.

586
587 Commissioner Gardella suggested that the CEC indicate that they were
588 available for a Worksession without dictating the time and place to the City
589 Council.

590
591 Commissioner Grefenberg said he wasn’t dictating but asking the Council for a
592 work session; he opined that when an advisory ~~group~~ commission appeared
593 before the City Council when ~~they were~~ it was seated at the dais, it didn’t ~~allow~~
594 encourage for a ~~the~~ more proactive dialogue provided around the table in
595 Worksession format.

596
597 Chair Becker suggested that the first step should be for the CEC to get the
598 Council’s approval ~~by the City Council~~ of their recommendations.

599
600 Additional Possible Neighborhood Associations Expectations of the City (Not
601 Yet Adopted by the CEC, page 5, lines 183 – 201)

602 Chair Becker noted that this section was included from those ~~areas~~ items not
603 yet adopted by the CEC and taken verbatim from the Neighborhood Association
604 Task Force recommendations.

605
606 **Motion**

607 Chair Becker moved, Commissioner Manke seconded, adding Items 1, 2 and 4
608 to the “Neighborhood Association Expectations of the City” (page 4-5, lines
609 148 – 181) as written.

610
611 ~~At the request of~~ Commissioner Gardella asked for Chair Becker’s ~~motion~~
612 reason to not include all six additional items, Chair Becker stated that he wasn’t
613 supportive of all of the six additional expectations.

614
615 Commissioner Grefenberg stated his preference to change line 194 of Item #4
616 to delete “annual” meeting, opining that these meetings should be hosted more
617 often, not seeing them as an undue burden on the city manager. Commissioner
618 Grefenberg opined this was important to the city and by including the word
619 “annual” set that meeting as one and served as a significant departure from the
620 intent of the original task force recommendations.

621
622 Chair Becker opined that he found an annual meeting to be sufficient, as noted
623 the language of lines 169 – 171 and lines 182 – 174 more than sufficient to
624 cover any other special cases. Chair Becker clarified that line 194 was about
625 dedicating one annual meeting, with those other lines as referenced above used
626 to address additional meetings, or allowing for other issues or projects, whether
627 driven by the city or an association.

628
629 Commissioner Manke concurred, opining that Item #4 guaranteed a minimum
630 of one meeting annually.

631
632 Commissioner Tomlinson sought a point of clarification, questioning if this
633 annual meeting was intended for meeting individually with each neighborhood
634 association (e.g. ten separate meetings), or was a meeting of all associations
635 together.

636
637 Commissioner Gardella also wondered if that was very efficient, or if it would
638 be better, as previously suggested by Commissioner Holub, for the city to host
639 an annual gathering of numerous neighborhood associations.

640
641 Chair Becker opined that Item #4 provided that the city manager could develop
642 that agenda, and suggested there may be more difficulties in accomplishing that
643 if more than one neighborhood association was involved.

644
645 City Manager Trudgeon stated that, from his interpretation, he would consider
646 it to be a gathering of all of the leaders of all neighborhood associations,
647 allowing them all to hear the same ~~and~~-consistent information at one time.

648
649 Commissioner Grefenberg clarified that it would be the leadership of each
650 affiliated neighborhood association.

651

652 Commissioner Gardella spoke in support of City Manager Trudgeon’s idea, and
653 while individual neighborhood associations can still be included to work with
654 their staff liaisons, a full gathering, structured for sharing and leaning, and to
655 hear city-relevant information, was a great idea.

656

657 As a result of this discussion, Chair Becker withdrew his motion.

658

659 **Motion**

660 Chair Becker then moved, Commissioner Tomlinson seconded, to adopt Items
661 1 and 2; with removal on line 189 (#2) of the word “broadcast.”

662

663 **Ayes: 7**

664 **Nays: 0**

665 **Motion carried.**

666

667 **Motion**

668 Commissioner Gardella moved, Chair Becker seconded, to adopt Item #4 as
669 revised to include the word “ALL” on line 195, to host an annual meeting of
670 the leadership of “all” affiliated neighborhood associations..

671

672 **Amendment to the Motion**

673 Commissioner Grefenberg moved an amendment to delete the word “annual”
674 from Item #4 (line 194) to avoid limiting the frequency in case, as an example,
675 another asphalt plant situation should occur.

676

677 Commissioner Manke clarified that the intent of Item #4 was not for that
678 purpose, but to ensure a minimum of one annual meeting was hosted by the city
679 with leaders of neighborhood associations and the city manager.

680

681 Commissioner Gardella concurred with Commissioner Manke, noting that line
682 169 served to address such a concern.

683

684 Chair Becker also referred to line 169, clarifying [in response to](#) ~~for~~
685 Commissioner Grefenberg’s continued ~~expressed~~ concerns that it referred to
686 additional meetings as needed, while Item #4, line 194 was about leadership.

687

688 Chair Becker ruled Commissioner Grefenberg’s motion failed due to lack of a
689 second.

690

691 **Original Motion (Items #1, 2 and 4 as amended)**

692 **Ayes: 7**

693 **Nays: 0**

694 **Motion carried.**

695

696 Commissioner Grefenberg expressed his strong support for including Items #3
697 and 5.

698

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Motion

Commissioner Grefenberg moved, Commissioner Becker seconded for discussion purposes, to adopt Items #3 and 5.

Commissioner Grefenberg asked for division of the question for separate votes.

Chair Becker then withdrew his second from the original motion. [Motion failed for lack of a second.](#)

Motion

Commissioner Grefenberg moved, Chair Becker seconded for discussion purposes, adoption of Item #3 (page 5, lines 191 – 193).

At the request of Commissioner Grefenberg, Chair Becker explained his lack of support, opining that he found the language too vague. Chair Becker opined that he found no need to add additional input into the process, and that neighborhood associations could add their own information without any official opinion being considered as part of that standard process and additional wait to get to a City Council meeting for neighborhood association comments and their input. Chair Becker questioned how that was even enforceable on a broad scale.

Commissioner Grefenberg noted the language was to include those comments within the [staff-prepared RCA which then became part of the Council’s meeting packet prior to Council action](#) if feasible, ~~including addressing concerns if a neighborhood association chair was on vacation or out of the country during that time.~~ Based on his personal experience, Commissioner Grefenberg noted that the City Council [usually](#) preferred to have everything included in one packet.

~~–and~~ ~~If~~ there are [neighborhood association](#) comments ~~of a neighborhood association~~ that could be included in the RCA [in a timely manner](#), it would make ~~that the RCA~~ information more comprehensive for the City Council. Commissioner Grefenberg further opined that this was one way to change the structure; and since it is a major process change he considered it to be important.

Commissioner Grefenberg ~~also~~ ~~–~~noted that the language “if feasible” was intended to address some of the concerns expressed by Chair Becker. However, Commissioner Grefenberg opined that the city had a ~~well-paid~~ staff that could address ~~the timing problems;~~ ~~and further opined~~ ~~he added~~ that he didn’t think it would become burdensome. If it does, Commissioner Grefenberg noted it could be changed, but to make a rule ~~for assuming there would be problems what could happen~~ ~~and avoiding them~~ was the wrong way to ~~go about it to develop procedures.~~

Commissioner Gardella suggested that all of the recommendations be included as part of the CEC’s recommendation to the City Council, or at least those three

745 remaining be kept in this same category and included with the City Council
746 recommendation. Commissioner Gardella noted this should include a statement
747 that these remaining three recommendations of the Neighborhood Association
748 Task Force, for expediencies sake, were not adopted by the CEC for City
749 Council consideration, but presented to the City Council for their ~~aye or nay~~
750 support. determination.

751
752 €Commissioner Manke agreed with leaving the remaining three as options,
753 allowing the City Council to make that determination for programming them in
754 or removing them.

755
756 Commissioner Grefenberg agreed with Commissioners Gardella and Manke to
757 leave the remaining three as an option.

758
759 **Motion**

760 Grefenberg moved an additional paragraph to the report, showing Items #3, 5
761 and 6 seeking City Council consideration of them.

762
763 **Friendly Amendment**

764 Chair Becker moved, seconded by Commissioner Gardella seconded, a friendly
765 amendment striking the word “yet” from the section title (line 183).

766
767 With the additional deletion of the word “Possible” from the section title (line
768 183), Commissioner Grefenberg agreed to the friendly amendment.

769
770 **Motion as Amended:**

771 Section Title “(lines 183 – 184) “Additional Neighborhood Associations
772 Expectations of the City (Not Adopted by the CEC).”

773
774 **Ayes: 7**

775 **Nays: 0**

776
777 **Motion carried.**

778
779 Discussion ensued regarding the next meeting of the City Council at which
780 these recommendations could be presented by the CEC; with recommendations
781 by City Manager Trudgeon that this and the Joint Task Force on Zoning
782 Notification be presented at the April 25th or May 9th City Council meetings,
783 both occurring before the next meeting of the CEC. While recognizing the
784 CEC’s interest in dialogue between them and the City Council, City Manager
785 Trudgeon noted the next available Worksession would not occur until May 16th,
786 with the April 18th Worksession already processed with a full agenda.

787
788 Commissioner Gardella opined it was most important to get the items before
789 the City Council, whether or not that initially allowed for dialogue.

790

791 Commissioner Grefenberg disagreed, opining that direct dialogue was vitally
792 important for advisory commissions and the City Council, and opined that if
793 necessary, [the](#) presentation of these recommendations be held until the May 16th
794 Worksession, or at a minimum come back up before the City Council at that
795 time allowing for that interactive dialogue.

796
797 Chair Becker opined that the goal of the CEC was to get the recommendations
798 before the City Council, and suggested that the CEC request their preference to
799 put them before a Work [S](#)session. However, Chair Becker questioned the
800 necessity or value in attempting to dictate to the City Council, and while asking
801 that it be put before them at a Worksession, suggested leaving that at their
802 discretion.

803
804 City Manager Trudgeon advised that he would attempt to add these CEC
805 recommendations to the April 25, 2016, at which time the Joint Task Force on
806 Zoning Notification recommendations were scheduled.

807
808 Chair Becker suggested it was probable that the City Council wouldn't adopt
809 the recommendations at their first hearing of them, and opined that future
810 discussions may be appropriate after initial presentation, perhaps working into
811 the May 16th Worksession. Chair Becker supported City Manager Trudgeon
812 attempting to get both the Zoning Notification Task Force recommendations
813 and the CEC's Neighborhood Association recommendations before the City
814 Council at their April 25, 2016 meeting.

815
816 City Manager Trudgeon duly noted that preference and support.

817
818 **Motion**

819 Chair Becker moved, Commissioner Grefenberg seconded, approval of the final
820 Community Engagement Commission's Report and Recommendations to the
821 City Council Regarding Neighborhood Associations as amended.

822
823 **Ayes: 7**

824 **Nays: 0**

825 **Motion carried.**

826
827 Chair Becker thanked past, present and newly-appointed commissioners for
828 completing this accomplishment, noting it had been a very long and arduous
829 process.

830
831 **b. Update on Joint Task Force on Zoning Notification**

832 Commissioner Manke, [a member of the Joint Task Force](#), noted the Planning
833 Commission's recent ratification of the Zoning Notification Task Force Report,
834 now set to move forward to the City Council at their April 25, 2016 meeting, as
835 previously noted by City Manager Trudgeon.

836

837 Chair Becker expressed his appreciation for the Task Force’s completion of this
838 task.

839
840 ~~In his viewing of the Planning Commission,~~ Commissioner Grefenberg, another
841 Task Force member, ~~indicated that he had watched the TV broadcast of the~~
842 Planning Commission, ~~and~~ noted ~~some discussion had been raised by~~ Interim
843 Community Development Director Kari Collins had raised a concern, ~~related~~
844 to the open-endedness of references to extraordinary events for extension of the
845 notification area beyond the typical 500’. Commissioner Grefenberg noted that
846 her concerns seemed to be how staff was tasked in making a determination on
847 what constituted an extraordinary event, and how to determine the notification
848 area. However, Commissioner Grefenberg stated that the ~~intent of the~~ Task
849 Force’s recommendations had been intentional in not setting a specific footage
850 requirement for extraordinary zoning requests.

851
852 City Manager Trudgeon advised that Ms. Collins and he had since the Planning
853 Commission meeting had then discussed that each extraordinary event would
854 be identified on a case by case basis, depending on the geography, and footage
855 for notification would be determined for each case.

856
857 For the benefit of new CEC commissioners, Chair Becker reviewed the intent
858 of the joint notification report, with two members serving from each of the
859 Planning Commission and CEC serving on the Task Force and now that the
860 CEC and the Planning Commission had approved those recommendations, ~~and~~
861 ~~reviewed by the Planning Commission,~~ it was ~~not~~ ready to go before the City
862 Council without any further CEC ~~action of the CEC at tonight’s meeting.~~

863
864 Commissioner Grefenberg suggested to Chair Becker that ~~he have~~ Planning
865 Commission Chair and Task Force member Michael Boguszewski be present
866 at that Council meeting. Chair Becker responded that that had been his intent
867 that Commissioners Grefenberg and Boguszewski present the document and
868 respond to any questions for the Task Force from the City Council.

869
870 Commissioner Manke also recognized city staff members assisting the Task
871 Force, former Community Development Director Paul Bilotta and City Planner
872 Thomas Paschke.

873
874 **c. Continued Discussion on Work Plan for 2016 Priority Projects**
875 For the benefit of newly-appointed commissioners, Chair Becker briefly
876 reviewed the background of the proposed CEC Work Pwork plan, and those
877 areas of interest already expressed by their colleagues. Chair Becker asked
878 Commissioners Holub, Sattler and Tomlinson to select their preferences as
879 well, as outlined in Attachment 7.c.
880

881 Based on his resume and experience in working with comprehensive plans,
882 Commissioner Grefenberg suggested Commissioner Tomlinson volunteer for
883 Item #1.

884
885 Commissioner Tomlinson expressed appreciation to Commissioner Grefenberg
886 for his comment, and admitted this was an area in which some of his interest
887 [liedlay](#). While not having written comprehensive plans, Commissioner
888 Tomlinson noted his familiarity with and reading of many and his contributions
889 to some of their appendices. Given his experience with the planning process,
890 Commissioner Tomlinson expressed his interest in Item #1.

891
892 Commissioner Sattler expressed interest in several of the items.

893
894 Commissioner Holub noted her understanding of Commissioner Sattler's
895 interest in the SE Roseville process (Item #3.b); and also noted her expertise in
896 working with renters (Item 3.a).

897
898 Commissioner Sattler agreed that was of interest to her, as well as having some
899 input in getting new residents involved (Item #3) and redevelopment of
900 welcome packet options (Item 2.b).

901
902 Commissioner Grefenberg expressed his interest in working with Chair Becker
903 on Item #4.

904
905 Chair Becker noted that Item #4.b would be similar to the work of the CEC last
906 year in identifying definitions that needed more formalization.

907
908 Commissioner Grefenberg suggested this would involve less structure and more
909 policy recommendations.

910
911 Chair Becker concurred, also noting it would mean pulling in other resources
912 to ensure that aspect of the CEC's charge was not being ignored.

913
914 With concurrence by Chair Becker, Commissioner Grefenberg asked to be
915 included on Item 4.b, noting that as previously addressed, City Manager
916 Trudgeon would be mostly responsible for Item 4.a.

917
918 Commissioner Tomlinson sought involvement in several subheadings in the
919 work plan based on his interest level, including Items 2.b and 3.b in a limited
920 capacity.

921
922 Chair Becker noted that all members of the CEC would be involved with the
923 Rosefest Parade and Party in the Park, but this work plan addressed specific
924 leadership on the planning for CEC involvement in those events.

925
926 Chair Becker reviewed the assignments as outlined:

927 Item 1
928 Commissioners Grefenberg and Tomlinson, with assistance by Commissioner
929 Gardella with subcategories a and b.

930 Item #2
931 Commissioners Manke and Holub, with assistance from Commissioner
932 Tomlinson on subcategory 2.b and specific leadership by Commissioner Manke
933 on subcategory d.

934 Item #3
935 Commissioners Gardella and Sattler, with assistance by Commissioner
936 Tomlinson on subcategory b.

937 Item #4
938 Chair Becker, with assistance from City Manager Trudgeon for subcategory a
939 and assistance from Commissioner Grefenberg with subcategory b.

940 Item #5
941 Chair Becker.

942
943 **8. New Business**

944
945 **a. Priority Project Update: Assist in the Formulation of the 2017**
946 **Comprehensive Plan Update Process**

947 Chair Becker noted that this item, and the following two project updates would
948 appear as standing items on each agenda going forward.

949
950 City Manager Trudgeon reported on initial conversations scheduled toward the
951 end of May of this year by city staff with the City Council with a planning
952 meeting anticipated in June of 2016. City Manager Trudgeon advised that he
953 would meet with the subcommittee in June and report back to the CEC at that
954 time. Mr. Trudgeon reported that this planning would involve the Request for
955 Proposals process and other logistics and serve as the initial touch by the City
956 Council, anticipating that at that point they would seek assistance with those
957 suggestions from the CEC.

958
959 Commissioner Grefenberg asked for an additional component based on his
960 preliminary recommendations that the comprehensive plan be brought back to
961 neighborhoods, since it often represented significant changes for them, and if
962 no objection asked that he be allowed to put this in writing and include it for
963 the next CEC meeting.

964
965 Chair Becker clarified that with Commissioner Grefenberg assigned as part of
966 the subcommittee along with Commissioner Tomlinson and City Manager
967 Trudgeon, that request be included as part of next month's update from the
968 subcommittee.

969
970 City Manager Trudgeon noted that the comprehensive plan process was a big
971 process.
972

973 At the request of Commissioner Gardella, Mr. Trudgeon reviewed the proposed
974 timeframe by December of 2018 for completion, approval by the City Council,
975 and submission and approval by the Metropolitan Council. City Manager
976 Trudgeon noted that it was an expansive and massive undertaking, with many
977 opportunities to engage the public and identify issues.
978

979 Chair Becker reminded the CEC that their work was needed upfront of the
980 comprehensive plan update process itself.
981

982 **b. Priority Project Update: Recommend Ways to Expand City Learning and**
983 **Engagement Opportunities**

984 Commissioner Manke reported that there was no report at this time.
985

986 **c. Priority Project Update: Form Strategies for Outreach to Under-**
987 **Represented Groups**

988 Commissioner Gardella provided two bench handouts, *attached hereto and*
989 *made a part hereof*, Commissioner Gardella noted that there were
990 approximately 60 Karen in attendance and reported that a robust discussion had
991 occurred. For the benefit of newly-appointed commissioners, Commissioner
992 Gardella explained the partnership for these sessions, and supporting role of the
993 CEC in the sessions. Commissioner Gardella reported that it was hoped that
994 the CEC could use these listening sessions to inform future community
995 engagement opportunities going forward, perhaps for the comprehensive plan
996 update or other options.
997

998 Commissioner Gardella noted future sessions, and while this first one had been
999 held in the Karen language, advised that the next sessions would be in English,
1000 with additional sessions added. Commissioner Gardella noted that the Karen
1001 community had asked for an explanation of the Midwest Minnesota culture in
1002 order to better integrate with and understand their neighbors (scheduled for May
1003 4th). Commissioner Gardella noted that The Advocates for Human Rights
1004 would include the CEC, as well as the City Council and city staff, on their final
1005 report. Commissioner Gardella noted that City Manager Trudgeon has assisted
1006 in keeping these efforts aligned with the SE Roseville work to-date, and she
1007 expressed her hope that these themes and recommendations would prove
1008 helpful for the city and their own strategies going forward.
1009

1010 Commissioner Gardella noted that all residents and commissioners were
1011 welcome to attend, and especially encouraged individual CEC commissioners
1012 to attend.
1013

1014 Commissioner Grefenberg asked if the CEC would be able to make additional
1015 comments upon receipt of the report.
1016

1017 While she clarified that the report would be authored by The Advocates for
1018 Human Rights and shared with those partners in the group (e.g. Lake McCarrons

1019 Neighborhood Association and the Karen Organization of Minnesota),
1020 Commissioner Gardella stated that given the interest of the City and supporting
1021 role played by the CEC, she anticipated the report would serve to inform the CEC
1022 and City Council. However, Commissioner Gardella noted that the report would
1023 not be authored by the CEC and therefore didn't think it was something for them
1024 to vet and approve.

1025
1026 Commissioner Grefenberg suggested the CEC would advise the City Council on
1027 the specific community engagement part.

1028
1029 Commissioner Gardella noted that the lessons for the CEC are those of
1030 community engagement tools and processes used for these listening sessions, and
1031 how it could flow into and support the city's efforts in SE Roseville.
1032 Commissioner Gardella reiterated that the CEC would see the report and digest it
1033 to determine what it said about its own specific work as an advisory commission.
1034

1035 Chair Becker agreed, noting that the report would be received as information for
1036 the CEC and if there was any action taken by the CEC stemming from this work,
1037 it would be separate from this work itself.

1038
1039 Commissioner Grefenberg stated his understanding of that and expressed his
1040 hope that the report would inform the CEC's agenda.

1041
1042 Commissioner Gardella noted that the desired outcome for all partners in the
1043 listening sessions would be that some type of implementation came out of it.

1044
1045 Commissioner Grefenberg opined that he saw the report as informing the CEC's
1046 recommendations to the City Council.

1047
1048 **d. Update on Rosefest Parade and Party in the Park Planning**
1049 For newly-appointed commissioners, Chair Becker noted the annual Rosefest
1050 Parade scheduled for Monday, June 27, 2016 and the CEC's participation last
1051 year until the event had been rained out.

1052
1053 Commissioner Manke advised that, after consulting with City Manager
1054 Trudgeon before tonight's meeting, she would be submitting the CEC's
1055 application later tonight.

1056
1057 City Manager Trudgeon opined that the city didn't need to charge its advisory
1058 commissions an entry fee for the parade.

1059
1060 As for the Party in the Park planning, Commissioner Manke reported that there
1061 had been some confusion in filling out last year's application as well, but she
1062 didn't anticipate any this year.

1063

1064 Specific to the Parade and Party in the Park events, Commissioner Manke
1065 sought clarification from the CEC as whether the events were intended to
1066 involve other city advisory commissions with the CEC's efforts and share in
1067 the booth time at the Party in the Park. Commissioner Manke noted that if all
1068 commissions were involved, this would alleviate some of the time requirement
1069 of the CEC and also allow others to address the most common questions asked
1070 by residents (e.g. "What is it like to be a commissioner?" or "What do you do
1071 on an advisory commission?") Commissioner Manke also questioned if the
1072 CEC booth would be open for manning by the City Council, even though it was
1073 an election year and they may or may not choose to participate.

1074
1075 Chair Becker separated the two questions.

1076
1077 Parade
1078 Chair Becker asked his colleagues their preference for the CEC's presence in
1079 the parade this year compared to last year when CEC commissioners were
1080 present and wore their red t-shirts. Chair Becker asked if there was interest in
1081 a higher level of involvement this year, such as handouts about the activities
1082 and role of the CEC and what it did as a body. If that was the preference, Chair
1083 Becker opined that made it more about the CEC specifically, otherwise if only
1084 about advisory commissions, then it should be open to all commissions.

1085
1086 Party in the Park
1087 For the Party in the Park, Chair Becker noted that last year several Planning
1088 Commissioners also participated with the CEC which was great. Chair Becker
1089 noted that you never knew what questions were going to be asked, so having
1090 other commissions present proved helpful. Chair Becker opined that the point
1091 was to be present and available, and therefore suggested the booth be open to
1092 all advisory commissioners.

1093
1094 Commissioner Manke noted that the Parks & Recreation Commission had a
1095 considerable present with their own booth, but agreed other advisory
1096 commissions needed to be included.

1097
1098 Commissioner Grefenberg agreed with the comments of Chari Becker about the
1099 Parade, but asked for another opportunity to discuss the Party in the Park at the
1100 next meeting for his suggestions on some changes that may be included at that
1101 event.

1102
1103 Commissioner Manke noted that this would be included on the May 2016 CEC
1104 agenda as part of 2016 Priority Projects, and suggested- that her partners work
1105 with her on these events before that meeting's update, providing specific input
1106 on what to prepare.

1107
1108 Commissioner Grefenberg agreed that having a theme ~~is~~was a great idea.

1109

1110 In addition to other options, Chair Becker suggested it may be a way for the
1111 CEC to help promote the civic engagement module (Speak Up! Roseville) now
1112 that it was up and running.
1|13

1114 **e. Discuss Commission Attendance at SE Roseville Interagency Task Force**
1115 **and the Gavel Club**

1116 For the benefit of newly-appointed commissioners, Chair Becker provided a
1117 brief background of these organizations, seeking comment on the CEC's
1118 continued presence and what or who that may be.
1|19

1120 Gavel Club

1121 Chair Becker reported that this the leadership of a group of service
1122 organizations, meeting monthly to talk about their specific projects; with a
1123 minimal membership fee.
1|24

1125 Commissioner Grefenberg opined that he would like to continue participating
1126 in this group as a CEC representative, while training in someone new to serve
1127 in his place.
1|28

1129 SE Roseville Interagency Task Force

1130 City Manager Trudgeon advised that this task force typically met during the
1131 day (lunch time) with the group's next meeting was scheduled for April 26,
1132 2016 at 11:00 a.m. Mr. Trudgeon reported that the group typically met every
1133 other month or so, and that the meetings typically lasted 1 to 1.5 hours.
1|34

1135 In context, Chair Becker noted that the City Council's Priority Planning
1136 Projects (PPP) document listed the CEC as a participant in the stakeholder
1137 group, indicating it wasn't an option for whether or not to attend.
1|38

1139 Commissioner Tomlinson expressed interest in participating if it wasn't a
1140 monthly meeting since he didn't want to over-commit himself; and asked that
1141 he be allowed to follow-up once he had more information.
1|42

1143 Commissioner Gardella expressed his interest as well, but noted unfortunately
1144 she was unavailable on Tuesdays, the typical meeting day of the group.
1|45

1146 Commissioners Manke, Sattler and Becker advised that, due to their work
1147 schedules, they would be unavailable to attend.
1|48

1149 Chair Becker asked that Commissioner Tomlinson follow-up with him as to
1150 serving on this task force at his earliest convenience.
1|51

1152 Gavel Club [Membership](#)

1153 Chair Becker reiterated that this was a collection of representatives of various
1154 service organizations meeting to discuss their respective projects, usually
1155 during the noon hour once a month. Chair Becker ~~questioned~~ asked if the CEC
1156 was interested in continuing their participation.
1|57

1158 Commissioner Grefenberg noted that, if the CEC decided to continue, there was
1159 a nominal membership fee that he suggested the city cover, since one of the
1160 CEC's charges was to work with other community organizations, and to his
1161 knowledge, [the Gavel Club's rather unique purpose was to coordinate and share](#)
1162 [information between various community groups and organizations](#)~~this was the~~
1163 ~~only such group that sufficed~~. Commissioner Grefenberg agreed with the
1164 Chair's description of the group, and noted that it didn't meet during the
1165 summer months, but only the other nine months usually from Noon to 1:30 p.m.
1166 with everyone bringing their own ~~box~~ lunch. From his perspective,
1167 Commissioner Grefenberg stated that he found it valuable for at least making
1168 the CEC's presence known in the community.

1169
1170 Commissioners Gardella and Manke noted the difficulty of [Commissioners](#)
1171 [attending](#) daytime meetings [since most of them worked during the day](#)~~for those~~
1172 ~~working~~.

1173
1174 Commissioner Tomlinson stated his interest in possibly serving on the group
1175 once he had more information and specific dates/times that Commissioner
1176 Grefenberg offered to provide.

1177
1178 Chair Becker suggested waiting for Commissioner Tomlinson to look into the
1179 group and advise whether or not he could attend; and therefore, suggested
1180 leaving it open for now for later re-evaluation if there was no other interest from
1181 his colleagues. Since the group also breaks during the summer, Chair Becker
1182 suggested this provided the CEC with an opportunity to defer a decision and
1183 reconsider when the group starts up again in the fall.

1184
1185 Commissioner Grefenberg suggested that the CEC retain its membership in the
1186 group to receive, at a minimum, their meeting minutes and the ability to show
1187 up to the meetings if and when necessary or available. Commissioner
1188 Grefenberg opined he didn't feel the group needed consistent attendance.

1189
1190 At the request of Commissioner Gardella, Commissioner Grefenberg advised
1191 that there were some attendees beyond Roseville, but most were in Roseville or
1192 organizations that had participants from Roseville. Commissioner Grefenberg
1193 noted that the focus was definitely Roseville, and that it was staffed by
1194 Roseville Parks & Recreation Department staff.

1195
1196 Chair Becker moved, Commissioner Gardella seconded, that the CEC request
1197 that the City of Roseville pay the membership dues for the CEC to retain their
1198 membership in good standing with the Gavel Club and continue receiving their
1199 agendas and meeting minutes.

1200
1201 Chair Becker noted that this essentially served to postpone this decision for
1202 about another year, with attendance as available.

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1204 **Ayes: 7**

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Nays: 0
Motion carried.

Commissioner Gardella asked that Commissioner Grefenberg provided a calendar of meeting dates to all CEC commissioners; with Commissioner Grefenberg duly noting that request, offering to provide it via email.

Commissioner Sattler offered to arrange her schedule to be available to attend meetings sometimes.

f. Discuss and Request Updates to the Commission’s Web Page

Chair Becker stated that his intent in including this as an agenda item was basically as a reminder for the photographic opportunity of the CEC, which had been accomplished.

City Manager Trudgeon reported that new commissioners had been added to the CEC’s web page. Mr. Trudgeon also noted that the CEC web page included their recommended policies and strategies; additional project definitions differentiating community and civic engagement; and the CEC’s duties, functions and scope taken from the Uniform Commission Code.

Commissioner Grefenberg asked for a consensus to add the finalized recommendations approved tonight for neighborhood associations.

Chair Becker agreed that would be appropriate, clarifying that this report would consist of the CEC’s recommendations, not the report of the initial task force.

Commissioner Gardella suggested, once the report had been finalized, a copy of the CEC’s recommendations be provided to Neighborhood Association Task Force members out of respect for their work.

Chair Becker agreed, with consensus of the body, once the report was submitted to the City Council.

City Manager Trudgeon noted that there would be a link on the CEC web page as well.

Chair Becker suggested including a note on the CEC website, once finalized, that the CEC would be at the Party in the Park, and inviting residents to come visit.

Commissioner Manke noted that lead time would also be required to reach out to other advisory commissions as well.

g. Annual Election of Commission Chair and Vice Chair

Chair Becker noted the need for annual elections of a Chair and Vice Chair as mandated by the Uniform Commission Code.

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Chair

Commissioner Manke moved, Commissioner Grefenberg seconded, the nomination of Commissioner Becker for re-election as Chair of the CEC for the term of one year.

With no other nominations coming forward, Commissioner Becker accepted the nomination and ruled nominations ceased.

Ayes: 7

Nays: 0

Motion carried.

Vice Chair

Commissioner Grefenberg moved, Commissioner Manke seconded, the nomination of Commissioner Gardella for re-election as Vice Chair of the CEC for the term of one year.

With no other nominations coming forward, Commissioner Gardella accepted the nomination, and Chair Becker ruled nominations ceased.

Ayes: 7

Nays: 0

Motion carried.

9. Chair, Committee and Staff Reports

a. Chair's Report

Chair Becker reported that the City Council had recently decided to change the structure of the Ethics Commission by staffing it with a representative from each of its advisory commissions. Chair Becker noted that the Ethics Commission met on an as-needed basis with only one requirement for an annual meeting and if and when an ethics complaint came forward.

Since he was just alerting the CEC of this tonight, Chair Becker deferred action for the appointment of a representative until the May 2016 meeting; asking that individual commissioners think about it between now and the next meeting and whether or not they were willing to serve.

b. Staff Report

i. Upcoming Items on Future Council Agendas

City Manager Trudgeon reported that the City's Volunteer Coordinator Kelly O'Brien would be attending the May 2016 CEC meeting to review community volunteer activities, opportunities and seek feedback from the CEC. Mr. Trudgeon advised that the City of Roseville was currently in the process of being certified as a Service Enterprise, and if successful, would be the first city in the United States to achieve this distinction. Mr.

1300 Trudgeon reviewed the certification criteria, including having processes and
1301 standards in place for volunteers and accurate tracking of those volunteers.
1302 Mr. Trudgeon anticipated knowing by June of this year if the city was
1303 approved for certification.
1304

1305 City Manager Trudgeon reported further that at their most recent meeting,
1306 the City Council had held a conversation about SE Roseville, mostly related
1307 to staff providing updated information and suggestions discussed by the
1308 City Council in how to define the efforts particularly with the City's Priority
1309 Planning Projects document and development/redevelopment in that area.
1310 Of special interest to the CEC, Mr. Trudgeon reported that the City Council
1311 started to talk about the process of engaging citizens and business owners
1312 in SE Roseville to receive their feedback on what they wanted in their
1313 neighborhood. While no decisions were made, Mr. Trudgeon noted [that](#)
1314 [this Council initiated discussions had raised questions](#) about how to obtain
1315 that feedback, whether through a Charrette design session or through the
1316 CDI process (used for the Dale Street Fire Station project). Whatever
1317 process is decided upon, Mr. Trudgeon noted that it would directly involve
1318 the neighborhood(s) with purposeful meetings used to solicit and determine
1319 what those in the immediate area wanted. Mr. Trudgeon reiterated that the
1320 processes were still being formulated, but he wanted the CEC to be aware
1321 of the beginning discussions.
1322

1323 Commissioner Grefenberg opined that the City's Planning staff had done a
1324 remarkable job with the recent Twin Lakes Redevelopment Area meetings
1325 and discussions. Commissioner Grefenberg spoke in support of this SE
1326 Roseville process also being open to ~~residents of the area as well as any~~ [all](#)
1327 residents of Roseville, [as were the Twin Lakes public workshops](#).
1328

1329 City Manager Trudgeon clarified that it was the intent of the City Council
1330 to seek input from all Roseville residents and businesses, as well as those
1331 from the communities of Maplewood and St. Paul. Since borders are just
1332 that, but concerns and issues didn't stop at a given line or street in a given
1333 jurisdiction, Mr. Trudgeon noted that the intent was to continue involving
1334 all stakeholders through wide and hopefully expansive involvement.
1335

1336 Commissioner Gardella asked that City Manager Trudgeon give the CEC a
1337 "heads up" when it was time for the [group Commission](#) to provide [its](#) input.
1338

1339 City Manager Trudgeon suggested the May meeting may include some of
1340 that discussion, but advised that he would consult with Chair Becker
1341 between now and then about more focused discussions.
1342

1343 Chair Becker asked if City Manager Trudgeon had brought the ECHO video
1344 to share with the CEC. Mr. Trudgeon apologized for not having it set up to
1345 view tonight, and offered to make it available at the next CEC meeting, or
1346 provide a link to individual CEC commissioners to view on their own.

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ii. **Other Items**

10. Commission Communications, Reports, and Announcements

Commissioner Grefenberg distributed CEC t-shirts to newly-appointed commissioners.

11. Commissioner-Initiated Items for Future Meetings

Commissioner Grefenberg advised that he may be unavailable for the May 2016 CEC meeting.

Chair Becker encouraged individual commissioners to contact him with any additional items for the May CEC agenda.

12. Recap of Commission Actions This Meeting

At the request of Chair Becker, Commissioner Gardella reviewed action items from tonight's meeting, including refining the priority area work groups and partnerships. Commissioner Gardella suggested that between tonight and the May CEC meeting, those partners come up with a planning meeting time to connect and initially address their various projects. In addition, Commissioner Gardella noted that Commissioner Manke would be following up for the CEC on the Rosefest Parade and Party in the Park, including getting the CEC registered for both. Other action items noted by Commissioner Gardella included inviting CEC commissioners to attend the next SE Roseville Listening Session; and the intent of Chair Becker and City Manager Trudgeon to review the May 2016 CEC agenda, specifically for inclusion of the SE Roseville discussion.

Commissioner Grefenberg, and Chair Becker, clarified subgroups and meetings in accordance with Open Meeting Law requirements and specific to communication minus decision-making processes. Chair Becker noted that a meeting of more than three commissioners was fine at the subgroup meetings, but would simply require public notice by city staff for public awareness and attendance at their discretion.

13. Adjournment

Commissioner Sattler moved, Commissioner Holub seconded, adjournment of the meeting at approximately 9:19 p.m.

Ayes: 7

Nays: 0

Motion carried.

Next Meeting – Thursday, May 12, 2016 at 6:30 p.m.

Community Engagement Commission May 2016

Volunteer Program Overview

- History
- Vision for growth
 - Who volunteers, where and why
 - Potential
 - Supports needed
- Service Enterprise
 - Process for National Certification
 - Research-based best practices
 - Ten elements
- Volgistics
- Progress to date
 - Current snapshot

2016 CEC Priority Projects

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

- 2.1: The City should foster public participation at both the council and commission level.
 - *a) Encourage each commission to hold community meetings.*

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

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

CHAPTER 207 ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership

207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code.

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)