



1 **Minutes**

2 **Roseville Community Engagement Commission (CEC)**

3 **Thursday, August 11, 2016 - 6:30 p.m.**

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; Vice Chair Theresa Gardella;
9 and Commissioners Chelsea Holub, Erik Tomlinson
10 and Peter Sparby; with Commissioner Michelle
11 Manke arriving shortly after the meeting started.

12
13 **Commissioners Absent:** Commissioner Amber Sattler

14
15 **Staff Present:** Staff Liaison/City Manager Patrick Trudgeon

16
17 **2. Approve Agenda**

18 Commissioner Tomlinson moved, Commissioner Sparby seconded, approval of
19 the agenda as presented.

20
21 **Ayes: 5**

22 **Nays: 0**

23 **Motion carried.**

24
25 Councilmember Manke arrived at this time.

26
27 **3. Public Comment on Items Not on Agenda**

28
29 **Gary Grefenberg, 91 Mid Oaks Lane**

30 Since he was unable to stay for the entire meeting, with permission of the Chair,
31 Mr. Grefenberg spoke to several agenda items scheduled later tonight.

32
33 Mr. Grefenberg provided written comments providing his personal suggestions
34 for the CEC, *attached hereto and made a part hereof*. In addition, Mr.
35 Grefenberg provided the following verbal comments.

36
37 Comprehensive Plan Review

38 Mr. Grefenberg agreed with previous comments of Commissioner Tomlinson that
39 public comment be solicited at the beginning or and end of the update process, but
40 prior to the Planning Commission making their recommendations to the City
41 Council. Mr. Grefenberg referenced the last update process when neighbors were
42 not informed of zoning changes in their immediate neighborhood, leaving them
43 no opportunity for input into those changes.

44

45 Mr. Grefenberg encouraged the CEC to involve the three existing neighborhood
46 associations in the update process as well, prior to its presentation to the City
47 Council.

48
49 Mr. Grefenberg volunteered his assistance to work with CEC Commissioners
50 Tomlinson and Sparby on the update, referencing his work on the CEC,
51 suggesting he work as a non-voting member to assist their subcommittee, similar
52 to that work performed by Ms. Lisa McCormick with the former task force. Mr.
53 Grefenberg opined he could bring a lot to the table based on his past career
54 experience working with comprehensive plans, and his past work on the CEC.
55 Mr. Grefenberg stated his preference for addressing the CEC versus during public
56 comment before the City Council. Mr. Grefenberg asked to meet with the
57 subcommittee.

58
59 If still possible in the process. Mr. Grefenberg expressed his desire that the CEC
60 be involved with the RFP process and review. Mr. Grefenberg opined it was
61 important to have citizens on the RFP review process that were familiar and
62 knowledgeable about how best to seek public comment in a meaningful and
63 timely way, and then develop a process to target those most interested.

64
65 Neighborhood Associations
66 Mr. Grefenberg thanked City Manager Trudgeon for the remarkable and fair
67 presentation he made to the City Council on the CEC Neighborhood Association
68 recommendations at the August 8, 2016 Council meeting. Even though there was
69 a mixed response from individual council members, Mr. Grefenberg opined the
70 CEC should get a sense of when the City Council would take the issue up again.

71
72 As a side note, Mr. Grefenberg opined that, when an issue was on a City Council
73 agenda, it was important that a representative of the CEC attend the meeting to
74 respond, part of the broader important role to advise the City Council in their
75 decision-making.

76
77 CEC General Operations
78 Based on his work with this and other advisory commissions, Mr. Grefenberg
79 expressed pride in the CEC faithfully and consistently following their charge from
80 the City Council. Referencing his former leadership position with the CEC, and
81 recognizing the current leadership of Chair Becker, Mr. Grefenberg applauded the
82 CEC, opining they were going in the right direction.

83
84 Minor housekeeping point
85 Mr. Grefenberg noted his past delegation of his role on the Gavel Club to his CEC
86 predecessors, and asked that they monitor those meetings going forward. Unless
87 there was an objection from the CEC, Mr. Grefenberg stated he would forward
88 those meeting schedules to the CEC.

89

90 Chair Becker clarified that the CEC commissioners were on the Gavel Club’s
91 mailing list, and representatives would attend as schedules allowed.

92
93 Mr. Grefenberg encouraged the CEC to send a representative, and volunteered to
94 fill in on behalf of the CEC if others were unable to attend.

95
96 **4. Approval of July 14, 2016 Meeting Minutes**
97 *Comments and corrections to draft minutes had been submitted by various CEC*
98 *Commissioners prior to tonight’s meeting and those revisions were incorporated*
99 *into the draft presented in tonight’s agenda packet.*

100
101 Commissioner Gardella moved, Commissioner Manke seconded, approval of July
102 14, 2016 meeting minutes as amended.

103
104 **Additional Corrections:**

- 105 • **Page 10, Line 426 (Sparby)**
106 Typographical Correction: Change “Member” to “Commissioner”

107
108 **Ayes: 6**

109 **Nays: 0**

110 **Motion carried.**

111
112 **5. Old Business**

113
114 **a. Receive “Building a Welcoming Community in Lake McCarrons**
115 **Neighborhood” Report**
116 Chair Becker welcomed Sherry Sanders, Chair of the Lake McCarrons
117 Neighborhood Association, and former CEC Commissioner.

118
119 CEC Commissioner Gardella and Madeleine Lohman representing The
120 Advocates for Human Rights, along with Ms. Sanders, expounded on the
121 four community conversations held with Karen refugees and the Karen
122 Organization of Minnesota (KOM), with collaboration form the City of
123 Roseville Human Rights Commission (HRC) and Community
124 Engagement Commission (CEC).

125
126 Their report included the preliminary planning over several years that
127 went into this effort, and subsequent grant application by the Lake
128 McCarrons Neighborhood Association that allowed the conversations with
129 immigrants in SE Roseville to integrate them and make them feel
130 welcome. It was noted that there were good turnouts for the discussions;
131 and Mr. Grefenberg was recognized for his initial efforts toward this goal
132 in the fall of 2013 with The Advocates for Human Rights facilitating the
133 first such presentation sponsored by the HRC.

134

135 Funding for the project was recognized from the Hebrew Immigrant Aid
136 Society and their Linking Communities Project, initially founded in 1881
137 to assist Jews fleeing Russia and Eastern Europe; and continued their
138 efforts to build capacity at local and national levels to generate and
139 maintain broad-based commitment to refugee resettlement in
140 communities.

141
142 It was noted that the KOM will attend the presentation of this report to the
143 City Council, scheduled for August 22, 2016.

144
145 Further discussion included a review of the evolution of these
146 conversations with the first held in the Karen language and translated into
147 English; then additional events with the Karen culture and their
148 background reviewed; at which point the Karen community asked that the
149 American culture be reviewed for their benefit. It was noted that HRC
150 Chair Wayne Groff participated in that presentation; and as noted by Ms.
151 Sanders, all Americans at some point were descendants of immigrants.
152 The results of this report will be used as a base line in communication and
153 community-building efforts moving forward, developed and collated from
154 Karen conversations, with some beyond the city and involving other
155 agencies as well.

156 Commissioner Questions/Comments

157 Commissioner Holub thanked the group for a great job and great report,
158 from which she'd learned a lot. Commissioner Holub asked if this report
159 would be available to the broader Roseville community.

160
161 City Manager Trudgeon advised that, once the report is officially
162 presented to the City Council, it will be available on the city's website.

163
164 Commissioner Holub asked for "next steps" once the City Council
165 receives the report, or what direction was anticipated from them at that
166 point.

167
168 Ms. Lohman clarified that, while she'd be available to assist the City of
169 Roseville as a partner in this effort, this report was not locally directed. If
170 the city, or its advisory commissions, had a particular item they wanted to
171 push forward, again, Ms. Lohman offered support of those efforts by The
172 Advocates for Human Rights.

173
174 Ms. Sanders noted one goal of the conversations was to help educate
175 people; and she expressed her hope that the report enlightens the City
176 Council about some of the issues of a portion of its residents for future
177 consideration and resolution where possible.

178
179 As an advisory body to the City Council, Commissioner Gardella
180 expressed her hope that the CEC could recommend this communication

181 model to the City Council for future listening events, as a way to build
182 trust and areas of similarity. However, Commissioner Gardella agreed
183 that the city was not obligated in any way, and the document was being
184 presented to them for their information, and to inform how they wanted to
185 move forward in their efforts.

186
187 City Manager Trudgeon noted some of the action items listed in the report
188 were already underway through efforts of the City Council, including the
189 ECHO video production; interaction with residents by city public safety
190 employees (e.g. a sample brochure printed several years ago showing
191 emergency procedures to reach 9-1-1 printed in Karen and English); and
192 most recently an increase in the City Manager's recommended 2017
193 budget for additional Park & Recreation Department staffing for SE
194 Roseville-specific programming on site. Mr. Trudgeon opined that the
195 city had a good start and anticipated the City Council would continue to
196 direct activities and events accordingly.

197
198 Commissioner Gardella noted the many good efforts underway, and noted
199 the report provided one indicator of what forms of communication worked
200 best, to know where to put improvements or address areas for
201 strengthening, improvement or modification.

202
203 Ms. Sanders expressed her hope that City Manager Trudgeon had included
204 money in the budget to assist the Police Department in continuing their
205 soccer camps, which continued to be very well received by the Karen
206 community and their children.

207
208 On a broader scale and prompted by Commissioner Manke, City Manager
209 Trudgeon referenced the serious efforts underway in SE Roseville by the
210 Cities of Roseville, Maplewood and St. Paul, along with other area
211 agencies, to address quality of life issues in that area and taking place over
212 a period of time. Mr. Trudgeon opined this would further add to the
213 information provide in the report. Mr. Trudgeon advised that a
214 community kick-off meeting was held several weeks ago, and had been
215 well attended.

216
217 Ms. Sanders agreed, estimated about 100 people were in attendance from a
218 variety of cities and agencies, with all three cities appearing to be
219 interested in revitalization efforts in this area and across jurisdictional
220 boundaries. Ms. Sanders noted it allowed residents to brainstorm ideas
221 and solutions, and hoped it was only the first step of many, with the next
222 community meeting scheduled in September.

223
224 At the request of Commissioner Tomlinson, Ms. Sanders reported that the
225 KOM Co-Executive Director had been invited to represent the Karen
226 community, as well as residents of their immigrant community, and that

227 the KOM was going to provide a copy of the meeting agenda to the Karen
228 in their language.

229
230 Recognizing Mr. Grefenberg’s reference to the Gavel Club, a group of
231 North Ramsey County community organizations, Ms. Sanders added that
232 there was a City Interagency Task Force on SE Roseville whose meetings
233 she also attended for the purpose of finding ways to work together. Ms.
234 Sanders reported that several subgroups of that Task Force were at work,
235 with her specific subcommittee working on creating the Rice Street
236 Gardens. Ms. Sanders reported that city staff was well-represented at
237 those meetings as well, with the Police Department Community Relations
238 Coordinator Corey Yunke also working behind-the-scenes in many of
239 these areas.

240
241 As a side note, Ms. Sanders recommended an upcoming community
242 engagement opportunity, that she was helping facilitate, and the Lake
243 McCarrons Neighborhood Association actively involved in an effort to
244 save the National Guard Armory in Roseville. Ms. Sanders noted how
245 great this facility would be for community outreach and education efforts.
246 Ms. Sanders welcomed anyone interested in joining them in this endeavor.

247
248 **Public Comment**

249 **Gary Grefenberg**

250 Mr. Grefenberg stated that he found one of the most productive times as a
251 CEC Commissioner was touring the Karen apartment building and
252 realizing that their culture was so different than that of his, and in helping
253 the city realize the differences in those customs. Mr. Grefenberg noted his
254 participation in community seminars sponsored by the Roseville Police
255 Department over a three-year period; and commended the Police
256 Department for their job in laying a foundation. Mr. Grefenberg stated his
257 pleasure in seeing some of the recommendations in this report reflected
258 those mentioned by the Police Department.

259
260 Mr. Grefenberg provided a handout providing an outline of his comments
261 for tonight’s CEC meeting and dated August 11, 2016, ***attached hereto***
262 ***and made a part hereof.***

263
264 Mr. Grefenberg’s comments included outlining why the CEC should be
265 involved in any report follow-up and for the CEC to submit to the City
266 Council certain points in the report in which the CEC could be helpful.

267
268 Mr. Grefenberg proceeded to review the report in detail, sharing areas he
269 felt were important, areas of concern in the language of the report, and
270 areas he felt needed clarified.

271

272 While Ms. Lohman responded to Mr. Grefenberg, both she and CEC
273 Commissioner Gardella reminded Mr. Grefenberg that this report was a
274 summation of issues expressed by the Karen community themselves.
275 Given that, as well as that the authors of the report, and the community
276 conversations were not CEC driven, Commissioner Gardella clarified that
277 it was not the CEC's responsibility to revise the recommendations
278 included in the report or the report itself.
279

280 Mr. Grefenberg reviewed his interpretation of the CEC's charge and role
281 as laid out by the City Council to improve the city's public participation
282 process, and remove barriers to address under-representative groups in the
283 community. Mr. Grefenberg agreed this report was based on Karen
284 community comments, and that it was not a neighborhood association
285 charge either. However, Mr. Grefenberg, paying respect to the work done
286 by the partners and not in disagreement, simply stated his intent to point
287 out areas where the CEC played a relative role.
288

289 Ms. Lohman suggested that if the Karen community indicates a problem
290 or need in their recommendations, the KOM should articulate that; thus
291 why CEC Commissioner Gardella stated this document was not coming
292 from The Advocates for Human Rights, the McCarrons Neighborhood
293 Association, the CEC, or any other participant in that process.
294

295 Mr. Grefenberg addressed some of this concerns related to property
296 acquisition. Speaking to the possible acquisition by the former National
297 Guard Armory building by the city, Mr. Grefenberg noted that this area of
298 Roseville already had two park buildings, and expressed his hope that this
299 neighborhood and the city allow for public participation in any city
300 decision-making. Mr. Grefenberg noted that his neighborhood didn't have
301 one park facility or community center.
302

303 Chair Becker asked Mr. Grefenberg to focus on the issues at hand, noting
304 the CEC didn't have any role in city property acquisitions.
305

306 Mr. Grefenberg sought to make the CEC and others at the table aware of
307 progress by the city in acquiring playground property (1760 Marion
308 Street); and suggested his feedback be included for the presentation of this
309 report to the City Council by the CEC, as part of the previous work of the
310 Neighborhood Association Task Force to draw attention to communication
311 models by other groups.
312

313 Ms. Lohman stated her hope that the Karen community attends the
314 presentation of the report to the City Council to know their concerns are
315 being taken seriously.
316

317 Specific to the McCarrons Lake Neighborhood Association, Mr.
318 Grefenberg suggested they lower their \$20 annual membership fees, since
319 this represented a significant amount of money for the Karen community
320 if the Association was seeking to facilitate the Karen community in their
321 organization.

322
323 As noted in his handout, Mr. Grefenberg suggested that, once the City
324 Council has received this report, the CEC continue to encourage the Police
325 Department and Lake McCarrons Neighborhood Association to work on
326 these efforts with the Karen community. Mr. Grefenberg also opined that
327 someone needed to raise the point of affordable housing to the City
328 Council, since the report didn't indicate who should facilitate that going
329 forward. Mr. Grefenberg opined it was important to provide and advise
330 the City Council on at least this specific issue.

331
332 Not to fault the report, but Mr. Grefenberg noted the report didn't specify
333 who should implement recommendations listed. As an author of similar
334 reports, Mr. Grefenberg opined that the role of the City's Human Rights
335 (HRC) and Community Engagement Commissions traditionally made sure
336 these things happened.

337
338 Ms. Lohman clarified that not identifying responsibilities for
339 implementation was not an omission, but intentional.

340
341 Mr. Grefenberg stated his pride in the HRC and CEC initiating these
342 efforts. Mr. Grefenberg noted the footnote on page 1 of the report,
343 regarding the Hebrew Association's apparent sponsorship, and asked if
344 they were aware the City of Roseville was not sponsoring this.

345
346 Commissioner Gardella clarified it was clear to all parties involved the
347 differentiation between sponsorship, partnerships and interested parties in
348 the process and with the grant application and subsequent award.

349
350 Mr. Grefenberg questioned how much if any grant money remained,
351 seeking a reasonable accounting of those funds.

352
353 Chair Becker and Vice Chair Gardella clarified for Mr. Grefenberg that
354 the CEC nor the City was participating in the grant funds, and therefore
355 such an accounting was outside the purview of the CEC.

356
357 As the fiscal agent for grant funds, Ms. Sanders advised that she was
358 available to respond to any questions or to have a conversation outside this
359 CEC meeting.

360
361 Commissioner Gardella expressed her personal appreciation and that of
362 the CEC for all the work that went into the grant application, community

363 conversations, and thanked the Lake McCarrons Neighborhood
364 Association for investing their leadership to make it happen and serving as
365 liaison with The Advocates for Human Rights. Commissioner Gardella
366 noted the value of the CEC being able to assist in that partnership even
367 though it wasn't through a more formal relationship. Commissioner
368 Gardella noted the further value for the CEC in being able to add this
369 community engagement model to its samples.
370

371 For the benefit of the CEC and listening audience, Chair Becker clarified
372 that the CEC's charge as an advisory commission to the City Council was
373 not to have responsibility for improving the quality of life for the Karen
374 community or any other under-represented minority or group in Roseville,
375 but to provide the tools to encourage community engagement for the entire
376 community. From the sense that this process provided another model and
377 tool for future reference, as noted by Vice Chair Gardella, Chair Becker
378 noted the CEC would move forward based on the feedback it received
379 from the City Council after they were presented with this report.
380

381 Commissioner Tomlinson asked Ms. Sanders for advice specific to
382 engaging the Karen community as it applied to the comprehensive plan
383 update process. Ms. Sanders offered to talk to Commissioner Tomlinson
384 outside of the CEC meeting to address his questions.
385

386 Chair Becker thanked Ms. Sanders and Ms. Lohman for their report at
387 tonight's CEC meeting; and noted the report was scheduled for
388 presentation at the August 22, 2016 City Council meeting; and required no
389 CEC action at this point.
390

391 b. **Priority Project Update: Assist in the formulation of the 2017**
392 **Comprehensive Plan Update Process** (Commissioners
393 Tomlinson/Sparby)
394

395 Commissioner Tomlinson provided an update since the July CEC meeting;
396 and referenced several attachments providing a variety of examples from
397 other organizations and communities. Mr. Tomlinson reported that he,
398 Commissioner Sparby and City Manager Trudgeon met to discuss a
399 process, and concluded by creation of a checklist entitled, "CEC 2040
400 Comprehensive Plan RFP Checklist" for use by the City Council in
401 identifying what type of engagement they were looking to. Commissioner
402 Tomlinson deferred to Commissioner Sparby to review the matrix.
403

404 With approval by the CEC, Commissioner Sparby noted it was the intent
405 for this document in place as the City Council began their review process
406 of Requests for Proposals (RFP's) and to have that input available when
407 proposals are presented to them. Commissioner Sparby noted the one-
408 page document was intended to address community engagement strategies

409 by combining different ways in the matrix for the city to engage the public
410 as part of the process as well as putting the checklist before the City
411 Council to allow them to define the most important strategies as
412 recommended by the CEC and what each proposer brought to the table.
413 Commissioner Sparby opined that this would provide the CEC with some
414 significant input in the community engagement and RFP process.
415

416 In reviewing the “CEC 2040 Comprehensive Plan RFP Checklist,”
417 Commissioner Sparby noted there were only five items to guide the
418 process, and sought feedback from the CEC on the document.
419 Commissioner Sparby noted the goal was to have CEC input by month
420 end to utilize it for the review process.
421

422 Commissioner Tomlinson clarified that the RFP has gone out with an
423 August 31, 2016 deadline for submittal followed by review by committee.
424 Commissioner Tomlinson suggested the City Council may like a CEC
425 commissioner on that review panel once the RFP becomes public and
426 open for interview and addressing community engagement by hearing
427 from proposers without the CEC identifying specific strategies.
428

429 Discussion ensued including clarifying the intent for the checklist to serve
430 as an evaluation of proposer responses as part of their presentation(s);
431 analysis of criteria by the City Council during the process itself and to
432 identify specific target to include; how the comprehensive plan pieces fit
433 together with those areas needed tweaking and those needing redone to
434 inform the review of proposals and how deep engagement needs to be; and
435 clarification of the city’s scope for updating the comprehensive plan
436 versus the role of the CEC in providing community engagement tools and
437 processes based on consultant experience and their specific engagement
438 methods, expertise and past successes.
439

440 City Manager Trudgeon noted that the comprehensive plan update will
441 involve every chapter being reviewed, with the City Council leaning
442 toward tweaking from the current base line. However, Mr. Trudgeon
443 noted that presupposition didn’t really inform the CEC’s role if and when
444 community engagement was indicated. Mr. Trudgeon opined that the
445 CEC needed to avail itself to allow for that public input at some point
446 during the whole process, whether it involved simply testing the current
447 plan in various areas or diving deeper into those conversations, and which
448 model or technique for community engagement would work best.
449

450 Further discussion included those involved in assessing the comprehensive
451 plan and the level of that review with clarification that various consultants
452 would work with staff depending on the department and area of their
453 expertise to facilitate conversations with the community and synthesize
454 what that input with various advisory commissions; and reiterating that the

455 existing plan was deemed by the City Council to be generally adequate
456 and only needing some updating.

457
458 City Manager Trudgeon noted the process would include many
459 opportunities for community engagement, and while the City Council
460 would make the final decision, he anticipated the process to be more
461 inclusive when indicated. Depending on the particular chapter involved,
462 Mr. Trudgeon reviewed the various stakeholders that may be involved if
463 and when changes are needed in the comprehensive plan, with those parts
464 coming together for the whole assessment process and necessary changes
465 since the last update in 2008. Mr. Trudgeon noted the plan process also
466 looks at the MSP 2040 aspirational statements that was a unique
467 document, but as yet not clear as to how it may be integrated into the plan
468 if at all. While included as part of the RFP, Mr. Trudgeon noted there
469 were decisions yet to follow as part of the review of proposals, and also
470 informing the cost of a consultant.

471
472 At the request of Commissioner Holub, City Manager Trudgeon offered to
473 send a copy of it to the CEC, including a timeline for the RFP process
474 itself.

475
476 Commissioner Tomlinson referenced the substantial amount of resources
477 and training information available online on the Metropolitan Council's
478 website, and encouraged individual CEC commissioners to research those
479 materials to become more familiar with comprehensive plans, including
480 examples from other communities, some who've been awarded for their
481 community engagement efforts. Commissioner Tomlinson opined that
482 this would also serve to get commissioners thinking beyond the
483 comprehensive plan in addressing stakeholders in community engagement.
484 Commissioner Tomlinson also suggested a group CEC effort in
485 identifying those different stakeholder groups and how best to engage
486 them to obtain their feedback (e.g. Karen community and other under-
487 represented population groups in Roseville).

488
489 Chair Becker suggested that could be a discussion topic for the CEC
490 moving forward.

491
492 For engaging any under-represented community, Commissioner Holub
493 opined that a solid plan was needed and should be reflective of the city's
494 demographics, further opining that their ideas and partnership should be a
495 huge priority as part of the RFP review process.

496
497 City Manager Trudgeon noted that consultants involved in comprehensive
498 plans all had significant community engagement expertise, but suggested a
499 relevant consideration for the RFP review would be their experience
500 engaging under-represented groups.

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c. **Priority Project Update: Recommend ways to expand city learning and engagement opportunities** (Commissioners Manke/Holub)

Commissioner Holub provided an update on this priority, referencing the August 2016 update and questions for the joint meeting with the City Council (page 2 of City Manager’s Office memorandum dated August 5, 2016) and status update for each priority project in which the CEC was involved. Commissioner Holub noted the welcome packet review was still in process as different samples and options were considered by the team, including what exactly should be included in the packet.

Commissioner Manke noted the interest in engaging other advisory commissions with these efforts as well.

d. **Priority Project Update: Form strategies for outreach to under-represented groups** (Commissioners Gardella/Sattler)

Commissioner Gardella noted this priority synced well with the comprehensive plan community engagement effort and need to define “under-represented groups.” Commissioner Gardella had provided numerous ideas, including a draft recommendation for CEC consideration and available resources for reference.

In particular, Commissioner Gardella noted her preference for the “Community Engagement Assessment Tool” created by her organization, especially the grid they used, and the engagement tool used by the Lake McCarrons Neighborhood Association, noting that while it didn’t have a lot of resources at hand, their efforts had a big payoff, and recommended using that model tool for the CEC.

Discussion included clearly identifying under-represented groups (e.g. renters); work of the Zoning Notification Task Force in addressing notice for landlords and their tenants; how to define “aging” population in its proper context and clearly defining criteria to be used or how and when a baseline is available to address if and when a certain age group may be deemed “under-represented;” and how to be inclusive without delineating or excluding other aspects of under-representation.

Further discussion included criteria for defining those under-represented groups (e.g. financial, age, access to community resources) and what filter should be used whether for youth, renters, aging seniors, or how to reach those needing or seeking representation; and using different criteria in multiple contexts depending on the population or demographics.

Commissioner Gardella offered to put together a checklist for further vetting by the CEC.

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Commissioner Manke suggested seeking input from other advisory commissions and city staff specifically for their input on what they considered as under-represented people in Roseville from their perspective (e.g. infrastructure, transportation, finance, etc.). Commissioner Manke asked City Manager Trudgeon to ask his staff and report back. Commissioner Manke also referenced the recent “Night to Unite” and asked if renters were included in those events or what was done to coordinate those groups or communicate with particular demographics in the community.

Commissioner Sparby suggested further work on the definition portion of the draft document, and volunteered to assist Commissioners Gardella and Sattler.

- e. **Priority Project Update: Advocate for select items from 2014 CEC recommended policies and strategies** (Chair Becker)
Chair Becker advised he would address this later in tonight’s agenda, but in the meantime, reported he continued to monitor this priority.

- f. **Update on “I Am Roseville” Photo Project** (Commissioners Sparby/Holub)

Since bringing this up at the last CEC meeting, Commissioner Holub reported on the approach and concept and referenced Attachment 5.f in tonight’s agenda packet. Commissioner Holub stated this was a draft project plan, revised 8/3/16 and entitled ““I Am Roseville’ Community Photography Project” intended for vetting by the CEC and potential future recommendation to the City Council for their consideration.

Commissioners Holub and Sparby presented the draft, seeking CEC input for this proposed partner project that wouldn’t obligate it to be an entirely city-led project.

Commissioner Sparby stated he preferred the idea of partnering the project with different events, since he didn’t realistically expect people to come out for a specific photo opportunity or challenge. If the proposal has collaboration from a community engagement standpoint, Commissioner Sparby opined that he thought it would be well-received by the City Council. Commissioner Sparby spoke in support of a one-page proposal; and suggested looking out to initiate the project next year as a more realistic approach, and to allow the CEC sufficient time to present it as a recommendation for the City Council for 2017.

592 Discussion included the purpose, or “end goal” for the proposed project;
593 exhibit of photos submitted by residents and then disbursed to city
594 buildings and businesses to display and emphasize the “I Am Roseville”
595 message showing images of what the unique Roseville community looked
596 like in part and in whole; how this could help define the city and its
597 demographics, goals, and aspirations as part of the comprehensive plan
598 update as well, and perhaps using this photo exhibit tool to get people in
599 the door for that larger discussion (e.g. Comprehensive Plan Road Show);
600 and how “I Am Roseville” ties into next year’s Rosefest and Party in the
601 Park theme.

602
603 As a general comment, in his role to execute CEC plans, Chair Becker
604 expressed curiosity in hearing City Council feedback on this, even though
605 it was in line with the CEC’s structure to work on projects. If there is
606 immediate interest by the City Council, Chair Becker noted it could
607 become an additional item on the CEC 2016 work plan, but otherwise
608 suggested it be moved to the 2017 work plan.

609
610 At the request of Commissioner Gardella, City Manager Trudgeon
611 suggested under the CEC’s duties and functions, they were tasked with
612 reviewing and recommending opportunities for collaboration, and
613 suggested that may be where this proposal best fit.

614
615 Further discussion included dovetailing this as a partnership with the
616 Roseville Historical Society including using some of the city’s older
617 buildings and landmarks to encourage carrying things on and expanding
618 the community’s history.

619
620 City Manager Trudgeon stated his only concern was with staff capacity
621 available, noting that while staff had a lot of information available and
622 connections with businesses, some tension could be felt whether the CEC
623 or staff was tasked with promoting and coordinating this project. While
624 unable at this point to determine how things might work out, Mr.
625 Trudgeon suggested its success may depend on a strong effort by non-city
626 employees driving this, with staff available to provide requested
627 information and limited assistance; but a larger circle of people to knock
628 on doors (e.g. businesses to display photos).

629
630 **g. Final Preparation for Joint Meeting with City Council**
631 Chair Becker provided a sample of last year’s one-page report as a sample
632 (Attachment 5.g) and polled the CEC on who would be available to attend
633 this year’s joint meeting. Of those present, Commissioners Gardella,
634 Sparby, and possibly Commissioner Manke offered to attend.
635

636 Chair Becker reviewed priority projects as updated tonight, and assigned
637 respective and available commissioners the task of a brief update for the
638 City Council and any relevant questions they had of them at that time.

639
640 City Manager Trudgeon noted a short presentation by The Advocates for
641 Human Rights and their submission of their report would be on the agenda
642 immediately prior to the CEC; and would be immediately followed by an
643 update from Volunteer Coordinator Kelly O'Brien on volunteer activities.
644

645 Chair Becker made assignments according to which commissioners were
646 available to attend and their specific priority projects.
647

648 Logistics and materials for submission, including questions for the City
649 Council, were discussed, with City Manager Trudgeon asking that any
650 attachments be provided for attachment to the memorandum at the earliest
651 convenience of commissioners. However, Mr. Trudgeon asked that those
652 written items be kept to a minimum, noting the typical City Council
653 agenda and materials they were required to review were already
654 significant. With updating as appropriate, Mr. Trudgeon suggesting using
655 the same format as last year's joint meeting agenda, and as typically used
656 by most advisory commissions when meeting jointly with the City
657 Council.
658

659 Chair Becker concurred, and scheduled the deadline for submittals to City
660 Manager Trudgeon, and asked that any questions be specific, including
661 seeking City Council feedback on their interpretation of "under-
662 represented groups" in the community.
663

664 Chair Becker advised that he and City Manager Trudgeon would draft the
665 cover memo once commissioners had submitted their attachments.
666

667

668 **6. New Business**

669

670 **a. Review "Speak Up! Roseville" Contract/Procedures**

671 As requested by Commissioner Sparby at last month's CEC meeting, City
672 Manager Trudgeon provided the "Speak Up Roseville Policies and
673 Procedures" dated October of 2015 (Attachment 6.a) and summarized the
674 document. Mr. Trudgeon noted the City Council would receive a one-year
675 report and update from staff in October of this year as a check in on the
676 website, clocked with approximately 123 users to-date. For the benefit of
677 newer CEC commissioners, Mr. Trudgeon reported that discussion about
678 the site spanned approximately two years before the site went active. If
679 commissioners have not yet logged onto the site, Mr. Trudgeon
680 encouraged them to do so.

681 Commissioner Sparby noted one item in Section 6 was the desire for
682 advisory commissions to assist with interactions on the site and direct
683 hook to get commissions involved in the website. As part of their role in
684 encouraging community engagement, Commissioner Sparby proposed
685 rotating CEC commissioners to monitor the site for a few weeks and in an
686 effort to engage citizens and other advisory commissioners. By
687 monitoring any synopsis of pressing items, Commissioner Sparby opined
688 that it would allow the CEC to more effectively relay those areas of
689 interest to the City Council at joint meetings.

690
691 Commissioner Manke agreed that was a good idea, and suggested using
692 individual CEC commissioner priority project assignments as a lead in to
693 obtain feedback from the public and to determine areas of community
694 interest.

695
696 Commissioner Tomlinson noted the need to be clear whether individual
697 commissioners are representing the CEC, the City or as individual
698 residents before making statements on the website.

699
700 City Manger Trudgeon noted previous feedback sought specific to the
701 comprehensive plan, but suggested new items would be appropriate to
702 facilitate community discussion. Mr. Trudgeon clarified that it was not
703 the intent for this website that discussions be posted by staff, but agreed
704 commission ideas for questions were appropriate, as anyone could post an
705 idea. If the CEC was seeking a broader discussion and deeper questions as
706 part of that feedback, Mr. Trudgeon suggested they formulate questions by
707 working on specific language and post them on the website, clearly
708 identifying if and when they are being posted from an advisory
709 commission, whether or not they ever come forward for action, and
710 perhaps just for public awareness.

711
712 Discussion ensued regarding CEC involvement and subsequent reports on
713 activities online and working with staff to facilitate sharing those ideas as
714 applicable; collecting ideas posted whether specific that city staff can
715 respond to or more broad in nature that may take time to incubate but at
716 least heard; and those ideas of comments sparking larger City Council
717 policy versus a response from city staff from their perspective and not in
718 the role of policy makers; and how the website can evolve with more
719 experience by the CEC and citizens.

720
721 Chair Becker agreed a valid point was how to process special ideas or
722 items to make community connections. Chair Becker stated his
723 appreciation for Commissioner Sparby's suggestion to put sunlight on
724 happenings over the last month. However, Chair Becker stated his desire
725 to give more thought as to how to add more discussion topics, noting
726 logistical issues if there was a long waiting time for the website or if no

727 plan was in place to follow-up on questions or ideas, as well as addressing
728 engagement patterns to flow better. Chair Becker noted the variables,
729 whether outreach questions, learning activities, and how to structure
730 questions with applicable city departments for partnering capabilities.

731
732 Commissioner Tomlinson suggested having this as a standing item on
733 CEC agendas going forward; with Chair Becker agreeing and adding it as
734 Item 7.c under subcommittee reports.

735
736 Chair Becker thanked Commissioner Sparby for his good ideas, noting
737 this website was one of the first things the CEC had become involved in
738 when first formed.

739
740 Commissioner Holub asked if they went online as individuals, could they
741 answer questions as private citizens, or were they always operating under
742 their role as advisory commissioners.

743
744 City Manager Trudgeon suggested not putting any tag about their
745 commission role, and simply logging on as a Roseville resident.

746

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

748

749 **a. Chair's Report**

750 In light of recent events with police and citizen concerns, Chair Becker
751 advised that a forum including members of various advisory commissions,
752 city council members (Mayor Roe and Councilmember Etten) and city
753 staff had been formed to address some of those issues. Chair Becker
754 reported that he and Commissioner Holub had been invited to serve on this
755 task force.

756
757 City Manager Trudgeon reported that the first meeting involved simply
758 gathering to talk about what response the city should be taking with the
759 conclusion being that the response should be about educating versus
760 rehashing past incidents. When first meeting, and discussing how to
761 structure and format future meetings, Mr. Trudgeon noted it was
762 immediately determined there was a need to expand the group of people
763 involved, with the initial group evolving into an anticipated 17 people for
764 next week's meeting. From that second meeting, Mr. Trudgeon advised
765 that it was hoped to develop some understanding of how such a
766 community event would be structured and the intended outcomes and
767 purpose, with no predefined conversation anticipated, but simply serving
768 as a panel or listening session. Mr. Trudgeon advised that the consensus
769 of the group was that the city should take a step back to decide best
770 approach for this daunting topic, and ultimately serve to make it more
771 meaningful for all and resulting in actionable outcomes.

772

773 At the request of Commissioner Gardella, City Manager Trudgeon
774 reported on his role in liaison staffing the most recent HRC meeting, in
775 addition to this CEC meeting, both suggesting a unified approach, and
776 serving as an organic meeting of interested parties, but not an official task
777 force. Mr. Trudgeon stated he anticipated further discussion by this
778 expanded group at their next meeting, noting that expansion was part of
779 the rationale to receive input from additional stakeholders.

780
781 At the request of Commissioner Manke, City Manager Trudgeon
782 welcomed additional participants to the group. However, Mr. Trudgeon
783 cautioned commissioners that a quorum of the CEC fell under open
784 meeting laws.

785
786 Commissioner Holub agreed that the door was always open for others
787 wanting to be involved, and thanked City Manager Trudgeon for
788 convening everyone and helping identify what would work best.

789
790 At the request of Commissioner Tomlinson, City Manager Trudgeon
791 reported that the group is specific to Roseville and its residents at this
792 point, and intended for community outreach. However, if resources came
793 to bear to foster more communication, Mr. Trudgeon advised a wider
794 representation could help facilitate that, but at this time the planning was
795 mostly involving Roseville residents.

796
797 Based on her professional experience, Commissioner Gardella offered her
798 services on racial training if needed.

799

800 **b. Staff Report**

801

802 **i. Upcoming Items on Future Council Agendas**

803

804 City Manager Trudgeon reported on his follow-up presentation of
805 the CEC's Neighborhood Association recommendations at last
806 Monday's City Council meeting.

807

808 Mr. Trudgeon reported on some specific feedback from the City
809 Council, including their preference for "registered" versus the term
810 "affiliated;" their initial lack of interest in requiring bylaws and
811 more specificity before he elaborated on the CEC's intent that any
812 neighborhood association be inclusive and transparent with regular
813 meetings. Specific to material support from the city, Mr. Trudgeon
814 advised that the City Council was concerned with any additional
815 impact on staff time; and had mixed opinions on resources for
816 mailing provided by the city. To that point, Mr. Trudgeon reported
817 it prompted a healthy discussion among council members; with the
818 conclusion being that they liked the idea of a tool kit similar to that
developed and made available for neighborhoods seeking to

819 organize trash collection voluntarily and making that information
820 available on the city’s website. With the City Council reiterating
821 their concern in further taxing staff time, Mr. Trudgeon advised
822 that he suggested staging the process.

823
824 Specific to defining boundaries, City Manager Trudgeon reported
825 that the City Council felt uncomfortable doing to, and left it that
826 associations self-organize and make that determination themselves;
827 and if they overlapped boundaries, that was okay.

828
829 As the discussion ensued, City Manager Trudgeon reported that
830 there was no direction given or action taken by the City Council,
831 with the general consensus being that it wasn’t the city’s role to
832 create neighborhood associations. Mr. Trudgeon advised that the
833 City Council stated their intent to continue this discussion at a later
834 date and at that point provide actionable direction to staff. Mr.
835 Trudgeon noted that the City Council had discussed the idea
836 further at least, and while they liked some recommendations and
837 didn’t like others, they set no specific date at this point in pursuing
838 the idea, nor did they express any urgency to sort it out further in
839 the foreseeable future.

840
841 For more details and discussion, City Manager Trudgeon
842 encouraged commissioners to watch the City Council meeting on
843 the website.

844
845 Commissioner Gardella noted her disappointment based on the
846 direction given by the City Council to the CEC to do the form and
847 formation of the initial task force. For the benefit of newer
848 commissioners, Commissioner Gardella summarized the history of
849 this issue and different philosophical perspectives that made the
850 initial neighborhood association task force very contentious even
851 though a lot of work went into the issue and report from both sides.

852
853 In summary, Commissioner Gardella, with concurrence from City
854 Manager Trudgeon concluded that the City Council liked the tool
855 kit idea, but that no additional action or “next step” was articulated.
856 Even though she hadn’t served on the task force, Commissioner
857 Gardella expressed disappointment on their behalf that nothing
858 came out of their efforts and this report, as well as disappointment
859 with the discussion among City Councilmembers. Commissioner
860 Gardella expressed hope that this was not the end of the discussion
861 and that pieces of it would be taken up eventually and it simply
862 didn’t end here.

863

864 If the City Council doesn't feel comfortable setting boundaries for
865 neighborhood associations, Commissioner Tomlinson stated a
866 rhetorical question for them and the CEC is whether they would
867 feel comfortable defining a neighborhood if and when they decided
868 to become organized or an association. Commissioner Tomlinson
869 referenced the City of Minneapolis and its neighborhoods with
870 defined boundaries.

871
872 As with the City of St. Louis Park example and their defining
873 boundaries geographically, City Manager Trudgeon reported that
874 throughout the process and the City Council discussion, there was
875 strong interest in not following that model in Roseville. Mr.
876 Trudgeon reiterated the preference to let people decide those
877 boundaries, whether large or small and whether involving one
878 street or several blocks.

879
880 Commissioner Holub questioned if there was a way for the CEC to
881 advocate for the City Council to bring the issue back up.
882

883 City Manager Trudgeon suggested it could be a question for the
884 joint meeting with the City Council on August 22 if there was a
885 consensus of the CEC to do so.
886

887 Chair Becker opined that any council action on this topic would
888 take place after the November municipal elections. In his viewing
889 of the City Council meeting, Chair Becker stated his disagreement
890 with several assumptions made during public comment on this
891 issue as well as by individual Councilmembers.
892

893 Chair Becker noted one larger charge leveled at the meeting was
894 that neighborhood associations were not asked for by the
895 community and just dropped on the City Council. However, Chair
896 Becker clarified that these CEC recommendations came out of the
897 City's Civic Engagement Task Force, and when the CEC was first
898 formed, it took those recommendations and reviewed them with
899 the City Council and received their blessing in April of 2014 to
900 proceed during a joint meeting updating the progress of the CEC to
901 that point.
902

903 At that time, Chair Becker clarified that the CEC had received a
904 renewed charge from the City Council on their 2015 priority
905 project to assist and encourage the formation of Roseville
906 neighborhood associations. At that point, and after involving
907 members of the public in the task force, Chair Becker noted the
908 CEC's invitation to all three existing neighborhood associations in
909 the community, as opposed to the public comment that the CEC

910 didn't want those existing associations involved, which was
911 blatantly false. In conclusion, Chair Becker opined that the CEC
912 and their efforts had gotten thrown under the bus by the council,
913 and while he hadn't expected the City Council to adopt each and
914 every one of CEC's recommendations, he had expected some
915 support.

916
917 Chair Becker admitted he was disappointed with this outcome,
918 stated that he felt the lack of council action was a collective failure
919 of leadership, and said that his personal speculation was that the
920 results were in large part due to the political timing.

921
922 Commissioner Manke concurred with Chair Becker's synopsis and
923 history of this issue, and shared his disappointment.

924
925 **ii. Other Items**

926
927 **8. Commission Communications, Reports, and Announcements**

928 Commissioner Tomlinson announced upcoming community engagement training
929 available in Edina, and reviewed the registration process. Commissioner
930 Tomlinson stated his intent to attend, and offered to report back to the CEC.

931
932 Chair Becker read a prepared statement submitting his resignation from the CEC
933 effective March 31, 2017, stating his intent to fulfill his commitment as Chair of
934 the CEC and in consideration of the number of newer commissioners on the CEC
935 and to allow his colleagues to gain more experience in their commissioner roles.
936 After four years of service, Chair Becker stated he no longer felt serving on the
937 CEC was a productive use of his time, but wished success to individual
938 commissioners and the CEC as a whole going forward.

939
940 **9. Commissioner-Initiated Items for Future Meetings**

941 Chair Becker noted those items added from tonight's meeting beyond standing
942 agenda items included subcommittee reports on the Speak Up Roseville website,
943 with Commissioner Sparby taking the first watch and assignment of the next
944 commissioner for the website at the August meeting; priority project updates; and
945 a debriefing of the joint meeting of the CEC and City Council.

946
947 **10. Recap of Commission Actions This Meeting**

948 Vice Chair Gardella summarized items to include City Manager Trudgeon
949 sending an electronic copy of the Comprehensive Plan Consultant RFP to the
950 CEC; Commissioners Gardella and Sparby would work on defining "under-
951 represented groups" before the joint meeting with the City Council to seek their
952 input; addition of website monitoring as a standing agenda item; reporting of the
953 community engagement seminar from Commissioner Tomlinson in August, and a
954 reminder of the August 22 joint meeting with the City Council.

955

956 **11. Adjournment**
957 Commissioner Tomlinson moved, Commissioner Sparby seconded, adjournment
958 of the meeting at approximately 8:48 p.m.
959
960 **Ayes: 6**
961 **Nays: 0**
962 **Motion carried.**