



**Minutes**

**Roseville Community Engagement Commission (CEC)**

**Thursday, December 8, 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; Vice Chair Chelsea Holub, and Commissioners Peter Sparby, Erik Tomlinson, Amber Sattler, and Michelle Manke

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

**2. Approve Agenda**

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

**Ayes: 6**

**Nays: 0**

**Motion carried.**

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

**4. Approval of November 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 tonight's agenda packet.*

Commissioner Sparby moved, Commissioner Sattler seconded, approval of November 10, 2016 meeting minutes as presented.

**Ayes: 6**

**Nays: 0**

**Motion carried.**

**5. Old Business**

**a. PRIORITY PROJECT UPDATES**

*Monthly updates, as submitted by individual commissioner teams were provided in the latest iteration of City Manager Trudgeon's memorandum (Attachment 5A).*

**Assist in the formulation of the 2017 Comprehensive Plan Update Process (Commissioners Tomlinson & Sparby)**

45 Commissioner Sparby provided a brief update from his and Commissioner  
46 Tomlinson’s representation of the CEC and their attendance at last night’s  
47 Planning Commission meeting with staff and the WSB Consultant team  
48 specific to the comprehensive plan update. Commissioner Sparby reported  
49 that the focus for that initial internal planning meeting was community  
50 engagement strategies as the Planning Commission serves as the lead for  
51 this update. Commissioner Sparby reported that the consultant team  
52 presented their first draft of suggested strategies, seeking feedback from the  
53 CEC and PC before finalizing these strategies at the January 2017 Planning  
54 Commission meeting.  
55

56 City Manager Trudgeon referenced two bench handouts, made a part of the  
57 agenda packet materials consisting of a Memorandum dated December 8,  
58 2016 from LHB (WSB Consulting Team) along with a copy of their initial  
59 strategies for CEC feedback. Mr. Trudgeon noted that the CEC’s input had  
60 been requested by the Planning Commission for the strategies and  
61 suggestions to be submitted to him by December 19, 2016 for dissemination  
62 to the Planning Commission in anticipation of their January meeting. Mr.  
63 Trudgeon noted the availability and interest in a wide variety of options and  
64 how to include all pertinent groups, organizations and stakeholders. Mr.  
65 Trudgeon advised that he would send CEC commissioners an electronic  
66 copy that they could in turn submit to him in the same venue.  
67

68 Commissioner Tomlinson concurred, noting that those strategies and/or  
69 tools listed in the draft outline were proposed or previously used by the  
70 consultants as noted in submittal of their proposal; with “potential tools”  
71 listed as other options that could be used but were not included in the initial  
72 consultant cost estimate, and possibly subject to substitution of other  
73 potential processes or as part of the remaining contingency fund for the  
74 update. As noted on the Table list, Commissioner Tomlinson noted that  
75 the Planning Commission, consultants, and staff had brainstormed  
76 additional or different groups to involve, some that were yet to be listed, but  
77 reported that WSB reiterated that the list was only intended as a starting  
78 point, with the desire to obtain considerable feedback from the CEC and  
79 Planning Commission.  
80

81 **Recommend ways to expand city learning and engagement**  
82 **opportunities** (Commissioners Manke and Holub)  
83

84 **Form strategies for outreach to under-represented groups**  
85 (Commissioner Sattler)

86 Commissioner Sattler reported that she had revised the previous definition  
87 of “under-represented groups” and could forward it to City Manager  
88 Trudgeon for inclusion in the January 2017 CEC meeting agenda packet.  
89

90 **Implement additional Council suggestions** (Chair Becker); **Advocate for**  
91 **select items from 2014 CEC recommended policies and strategies.**

92 Chair Becker reported that there were no changes at this time to his past  
93 reports.

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95 **Photo Project Proposal**

96 Commissioner Holub referenced the revised draft of the Photo Project  
97 Proposal dated December 7, 2016, provided as a bench handout and  
98 included in meeting agenda packet materials.

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100 Commissioners Holub and Manke expanded on their project summary and  
101 display options as part of their proposal. That presentation and discussion  
102 among commissioners included types of pictures and possible themes;  
103 locations for displays considered critical in highly visible places for both  
104 residents and visitors to Roseville to view (e.g. possible negotiations with  
105 Rosedale Center management for display and logistics to consider); photo  
106 criteria and how to communicate themes; and a suggested first theme  
107 involving incorporation of an historical display as through coordination  
108 with the Roseville Historical Society to mine their photo inventory.

109  
110 Further discussion included advertising based on available media sources  
111 (e.g. city announcement on NextDoor.com; *Roseville Review*; Facebook;  
112 etc.). Additional discussion including cost and type of displays (e.g.  
113 Foamcore with Velcro) timing of the displays and their themes (e.g.  
114 Summer in Roseville); how to make the photo displays more personal in the  
115 broader market; and relocating displays after several months as the themes  
116 change (e.g. move displays from Rosedale Center to City Hall if you missed  
117 it); and the possibility of wall space available at local restaurants not only  
118 for customer interest and viewing but to encourage community engagement  
119 of residents and business owners.

120  
121 **Open House**

122 Commissioner Manke reported that she hadn't done anything further since  
123 last month's CEC discussion; pending City Manager Trudgeon's  
124 conversations with city staff and hearing their feedback on timing and  
125 logistics, including if and how to include break-out sessions for Roseville  
126 U as part of the open house.

127  
128 City Manager Trudgeon reported that he had talked to Department Heads  
129 only briefly at this point, but now that 2016 was wrapping up and the 2017  
130 budget adoption finalized, he anticipated having more details available for  
131 the CEC at their January 2017 meeting. Mr. Trudgeon reiterated his  
132 appreciation for the helpful topics and ideas provided by the CEC in past  
133 discussions and also for their personal and corporate perspectives on past  
134 events.

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**Welcome Packet**

Commissioner Manke reported similarly on a revamped welcome packet.

City Manager Trudgeon also noted that city staff would now have more time to collaborate with the CEC on formatting and what documents were worth while including for an electronic welcome packet, with hard pdf files available for those asking.

Commissioner Manke led a discussion on her interest in emphasizing opportunities to get local businesses working with the city on the welcome packet (not necessarily through ads of coupons, but more a summary the business, their location and hours) under certain size criteria. Commissioner Manke reiterated her desire for working more closely with businesses, but admitted available manpower to get something up and running in the near future was the biggest and next step. After that, Commissioner Manke opined the packet should self-manage itself with minor updates and input.

City Manager Trudgeon cautioned that more discussion was needed on what the welcome packet should be based on city policy for not endorsing businesses, especially if soliciting their involvement that may create additional complications. Mr. Trudgeon clarified that he knew such an effort could be accomplished, but asked that it be given more thought; with agreement from Commissioner Manke.

Discussion ensued regarding what should or should not be included in the welcome packet; what was useful; and how to improve the previous and expensive-to-produce packets.

City Manager Trudgeon again suggested that the January 2017 CEC meeting and updated 2017 priority project list may move this higher on the priority list in the context of other CEC and city priorities.

**Comprehensive Plan Update Process**

Commissioner Tomlinson reported that at last night’s Planning Commission meeting, the consultants had recognized 2016 city priority projects as they related to the comprehensive plan update.

Commissioner Tomlinson suggested that the CEC may want to suggest that a formal kick-off meeting be held in the City Council Chambers, or whether it should be a separate gala event. Also, Commissioner Tomlinson suggested considering incorporation the photo contest as a potential idea to bring to the consultants to include or facilitate community engagement for the plan update; and/or Roseville U moving beyond education of citizens on city departments and into listening sessions married to the comprehensive plan at the same time to obtain resident feedback on their

182 vision for Roseville’s future, along with sparking their interest in learning  
183 but also having an opportunity to voice their opinions.

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185 Commissioner Manke concurred that the open house would provide a great  
186 opportunity.

187  
188 At the request of Commissioner Holub, City Manager Trudgeon advised  
189 that the comprehensive plan update process would take the entire year of  
190 2017.

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192 **6. New Business**

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194 **a. 2017 Priority Project Planning**

195 Chair Becker thanked Commissioners Holub and Sparby for submitting  
196 their individual ideas for consideration as 2017 CEC Priority Projects and  
197 provided in meeting packet materials (Attachment 6.A).

198

199 Commissioner Sparby initiated tonight’s input by listing his four project  
200 ideas and discussion ensued on each; advising that part of his rationale for  
201 new ideas was to address fatigue he’d observed with some existing priority  
202 projects. Commissioner Sparby suggested dividing priorities into quarters  
203 as the CEC moved throughout the process and 2017 meeting year.

204

205 During the discussion, City Manager Trudgeon displayed and combined  
206 ideas from individual commissioners to consolidate their ideas and  
207 proposed initiatives, including those provided in writing by Commissioner  
208 Holub.

209

210 **CEC Documentation Review**

211 City Manager Trudgeon provided, as a bench handout and made part of  
212 tonight’s meeting agenda packet, a copy of Chapter 209 defining the scope,  
213 duties and functions established by the City Council for the CEC.

214

215 Commissioner Sparby suggested updating and/or completing documents  
216 guiding the CEC adjusting them to how the sitting commissioners  
217 envisioned their role on the CEC, opining that may be a different vision than  
218 those previously serving on the CEC. Commissioner Sparby emphasized  
219 the need for the CEC to clearly understand what it was doing, why and what  
220 it wanted to accomplish in 2017. Commissioner Sparby stated that was the  
221 first project he would like to have a role in accomplishing.

222

223 Commissioners discussed this idea; the suggested timing for the  
224 documentation update, with the consensus that it should be a first quarter  
225 2017 project to set the tone in developing the CEC’s strategic vision; and  
226 the need to involve Chair Becker in that discussion from his perspective and  
227 time in serving on the CEC.

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Commissioner Manke agreed that this idea needed discussion early on in 2017, recognizing that the current commission as well as a newly-elected Chair in 2017 being relatively new and needing to learn from Chair Becker the process involved and then slowly tweaking it if and as needed as within a learning curve. Commissioner Manke cautioned past practice by the CEC of spending three months talking about things that were already in the works or should be done, noting that part of the things the CEC was talked to do weren't up to them to decide, but what the City Council charged the CEC with, initially and occasionally changing. While agreeing that documentation was essential, Commissioner Manke noted that there were existing processes in place that had been documented over time and while each CEC will tweak that documentation, its history was also important. Therefore, Commissioner Manke reiterated the need to get Chair Becker's perspective, and begin working on this documentation now.

Commissioner Sparby clarified that his proposed quarterly timing on his four ideas wasn't intended as when an activity would start, but intended by him as a plausible point when that particular activity could be wrapped up. Commissioner Sparby noted that someone needed to actively review CEC documentation and what guided the CEC, and while there may be no changes, and with agreement that Chair Becker's input would be very valuable, along with past and current commissioners, it was important that everyone was aware of that documentation and how it was working. Since he considered this information to be the defining and guiding documents for the CEC, Commissioner Sparby opined that the information should be available on the city's website for all to see; therefore making it a priority project especially with new commissioners coming on board.

While Chair Becker stated that he liked the idea of having end dates for projects to focus efforts and accountability for the CEC, he suggested that the end dates be identified sooner rather than later, concurring with the comments of past delays mentioned by Commissioner Manke. Chair Becker also referenced the bench handout provided by City Manager Trudgeon tonight showing the scope and duties for the CEC, and opined that it needed to start the discussions for any changes or suggested strategies to review with the City Council.

Regarding the current list of priorities, Chair Becker apologized for being remiss in updating it as to what had been completed or what was still pending; and agreed that was more than a reasonable thing to facilitate now. If the CEC saw no changes that were needed for the current ordinance, Chair Becker suggested updating that current list first, by summarizing accomplishments and pending activities as part of the next joint meeting with the City Council and CEC.

274 If the consensus was that the scope, duties and function of the CEC in the  
275 ordinance was still relevant, Commissioner Sparby suggested then focusing  
276 efforts on part three of his first project idea: commission-recommended  
277 policies and strategies.

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279 Commissioner Sparby agreed with the suggestion of Commissioner Holub  
280 to include a mechanism or protocol for a more proactive and consistent  
281 review of projects as part of the CEC’s annual discussion.

282  
283 Commissioner Tomlinson noted that all seemed to be in agreement for an  
284 annual look back or review of the previous year’s work of the CEC; and  
285 what worked and what didn’t work as a guide for the upcoming year. For  
286 those newer commissioners or those coming on board early in 2017,  
287 Commissioner Tomlinson suggested pulling up those documents that may  
288 still be unknown or unfamiliar at this time.

289  
290 Commissioner Manke opined that Commissioner Tomlinson’s comments  
291 confirmed the importance of an annual review at the first CEC meeting or  
292 as new commissioners come on board. Commissioner Manke suggested  
293 there may be a need for better mentoring by existing CEC commissioners  
294 to impart that history and function.

295  
296 Chair Becker advised that on-boarding was scheduled annually by city staff  
297 for incoming and new commissioners; and offered his availability to ensure  
298 that was followed through; whether this was considered a priority project  
299 for 2017, or established as standard operating procedure each year for the  
300 CEC. Chair Becker suggested several ways the CEC could accomplish this  
301 for those CEC-specific priorities and projects within the City Council’s  
302 charge, including appointing someone to provide a quarterly review of CEC  
303 documents, but not necessarily as a flagship priority project that the CEC  
304 needed to bring forward to the City Council at their joint meeting by  
305 identifying it as a priority project.

306  
307 **CEC Orientation Manual**

308 Commissioner Tomlinson suggested development of a new commissioner  
309 packet beyond the standard one already developed by the city, but CEC-  
310 specific.

311  
312 **Framework for Community Engagement Flow/Tool Box**

313 As his second project idea, Commissioner Sparby suggested a flowchart of  
314 community engagement ideas related to events and/or initiatives to share  
315 with other groups; including identifying under-represented groups and  
316 different aspects of the community.

317 Noting Commissioner Manke’s artistic ability for displays, Commissioner  
318 Sparby suggested a Visio Diagram showing City Hall and offshoots into  
319 advisory commissions, under-represented groups, renters and other groups

320 as they become known; but essentially providing a different stakeholder  
321 group in the community and past best practices or successes for community  
322 engagement with and among those groups. Commissioner Sparby  
323 suggested making a more inter-active diagram about how the CEC views  
324 community engagement; and perhaps not a deliverable by the CEC,  
325 something that could visualize that community engagement was and  
326 different options or opportunities to achieve it.

327  
328 Commissioner Tomlinson summarized the idea as a picture telling the story  
329 versus words.

330  
331 Commissioner Sparby concurred, noting that “community engagement”  
332 meant different things to different people.

333  
334 Commissioner Manke noted her attempt to do that for the Rosefest poster  
335 she designed, and the areas of civic, police, fire and business community  
336 segment and showing people separate but all interconnected. From her  
337 perspective, Commissioner Manke opined it was about the people and how  
338 communication was intertwined.

339  
340 Commissioner Tomlinson suggested the need for a better understanding,  
341 advising that when first looking at Commissioner Sparby’s descriptive for  
342 engagement flow, he thought about tools and a process for each; while his  
343 own thinking was about things to develop and developing workflows for  
344 each of those tools.

345  
346 Commissioner Sparby opined it could take either course, but his intent was  
347 to think about community engagement in a general sense, then taking flow  
348 charts to apply specificity versus a narrative for each tools and explaining  
349 the structure and flow in detail and how to effectuate it.

350  
351 **Develop Spreadsheet of Community Engagement Activities**  
352 Discussion included the need for flexibility to recognize the unique nature  
353 of each stakeholder group; relationship to documenting methods and tools,  
354 relationships, dependencies and specific visuals proven successful in past  
355 practice.

356  
357 Commissioner Sparby noted his intent with this project was to gather  
358 metrics or information on the types of community engagement undertaking,  
359 its frequency or methods, and have an idea of those techniques available by  
360 year-end 2017 to serve as a community resource.

361  
362 Commissioner Tomlinson noted that City Manager Trudgeon and city staff  
363 had already started a list; and clarified that the City Council was requesting  
364 the CEC to develop a tool box that they could access, similar to that tool  
365 box developed as an option for neighborhood associations.



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Chair Becker concurred that the City Council had requested developing tools for community engagement for various situations and stakeholder groups.

**Format for Sharing Project Updates/Tracking**

Commissioner Sparby suggested formatting a catalog of projects and a summary for joint City Council meetings, noting that this is already available somewhat from CEC monthly meeting minutes, but needed better cataloging of those updates. Commissioner Sparby suggested that would allow those updates to be completed at CEC meetings and development of an interactive worksheet format to catalog thoughts and the status for each priority project at a glance.

With Commissioner Tomlinson comparing that format with the current memo used by Chair Becker and City Manager Trudgeon for updating priority projects, Commissioner Sparby noted the need to better track progress and be able to determine when discussions were held (at what meeting) and how a project was developing.

Commissioner Manke opined that this sounded more like a project plan with tasks assigned and specific dates in the process with key markers throughout the project (e.g. Microsoft Project).

Commissioner Sparby clarified that he wasn't suggesting a base line but how the CEC could work with staff to put more thought into priority project updates and better formatting them to capture next steps at future CEC meetings, using that resource to update individual commissioners and the City Council. Commissioner Sparby opined that it was imperative that a periodic look was given to see what needed the CEC's dedicated attention.

Chair Becker noted that the memorandum used in today's CEC meeting packets was developed at the request of the City Council for more transparency; but agreed that project updates were an important consideration as part of the CEC's function.

Commissioner Tomlinson noted a similar tool providing a rolling history that could be updated, serving as a catalog and supplementing meeting minutes.

Commissioner Sparby concurred; clarifying that he had yet to determine the best format, but recognizing that it would require some hours to work with staff and other advisory commissions for their input.

Commissioner Sattler suggested appointing one of the CEC commissioners to serve as secretary to make notes of each meeting's progress rather than

412 tasking the City Manager to do so. While recognizing that the information  
413 is available in meeting minutes, Commissioner Sattler opined that it would  
414 be better to provide the information in another format or document.

415  
416 Chair Becker agreed that had been an issue, and while needing updated  
417 whether in the current memo format or some other format, suggested that  
418 the document be kept as light as possible. Chair Becker stated his  
419 preference for a rolling history format versus an update, recognizing that it  
420 also would serve to apply more peer pressure to get projects and priorities  
421 accomplished in a timely manner.

422  
423 In general, Commissioner Holub, in referencing her written ideas, opined  
424 that her concern was that the CEC have more specific and measurable  
425 overall goals. Some of her ideas were discussed as follows.

426  
427 **Welcome Packet**  
428 From his personal experience in moving into Roseville in 2013,  
429 Commissioner Tomlinson stated that he found the welcome packet very  
430 nice, helpful and informative.

431  
432 Commissioners Sattler and Holub stated that they didn't recall receiving a  
433 packet when moving into the community.

434  
435 City Manager Trudgeon advised that the past practice for the trigger for a  
436 packet to be sent out was when receiving new utility account information,  
437 as city staff had no other viable means to contact with that information.

438  
439 Commissioner Tomlinson opined this needed further follow-up to  
440 determine how that communication is initiated; but stated his thought that  
441 the welcome packet should definitely be a 2017 priority project for the CEC.

442  
443 **Department Review - Ongoing Initiatives (A deeper dive)**  
444 Commissioner Holub stated that this idea had been sparked for her  
445 personally in her attendance at a public forum and ways she saw that it could  
446 be improved. Commissioner Sparby stated that he liked the idea of a city  
447 department review and suggested having the CEC attend several events or  
448 activities annually to provide recommendations to them. Commissioner  
449 Sparby opined that not only was this achievable, but also could provide the  
450 CEC with firsthand ideas for community engagement.

451  
452 Commissioner Manke asked if the CEC was overstepping its bounds by  
453 attending Department Head meetings of city staff and making  
454 recommendations.

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456 Commissioner Holub clarified that she was referring to public meetings or  
457 events, not internal meetings, where the community was engaged.

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Commissioner Tomlinson stated that his thought for such a review would be the usefulness of critiquing past engagement activities and the outcome from the information presented and how it was used. As an example, Commissioner Tomlinson referred to the SE Roseville meetings held at Galilee Lutheran Church to discuss the future of the armory property. Commissioner Tomlinson noted the value of evaluating how that mailing was done and what other engagement or communication efforts were attempted; and agreed that a deeper dive and review of the success or lack of success of such an event could serve as a learning experience.

**Under-represented Communities**

Since this priority didn't get far in 2016, Commissioner Holub expressed her interest in continuing to work on more concrete goals for 2017, including increasing diversity on advisory commissions by seeking out potential community leaders from interested groups.

Chair Becker offered his agreement with and support for how Commissioner Holub framed her overall goals as a preamble to her 2017 priority project ideas. Chair Becker noted the limited amount of time people often had for involvement, and value of project status updates; and another category devoted to ongoing things and time spent on each, opining that was a good thing to keep in mind for any group. While agreeing that a department review may be good, Chair Becker asked what would be involved and suggested consideration be given to how to present that idea and how that presentation may influence the reaction it received. Chair Becker stated his agreement with specific goals around under-represented communities; while advising that diversity training was already being done in other areas, questioning whether or not it aligned with a good specific goal for the CEC beyond diversifying advisory commissions.

Commissioner Tomlinson noted previous CEC discussion on advisory commission diversity; but asked how best to reach out to the public to make it happen, who did it (e.g. staff, the City Council, or advisory commissioners) that may require a later discussion. In summary, Commissioner Tomlinson opined that the goal should be to make commissions mirror the community, noting a similar comment had been made at last night's Planning Commission discussion.

Also, Commissioner Sattler opined that the City Council could also mirror the community in its representation of the city.

Commissioner Tomlinson advised that the Planning Commission had put it even more bluntly as it observed that the room at last night's meeting consisted only of white people and was not representative of Roseville's diverse demographic.

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Commissioner Sattler opined that the CEC could provide feedback on the “how,” but with the City Council ultimately interviewing candidates, consideration was needed on how to get the word out to different people and assist more applicants to apply.

City Manager Trudgeon advised that the City Council interviewed every applicant for advisory commission openings.

Commissioner Manke noted that sometimes, for whatever reason, there may be only a few applicants for a commission vacancy.

Commissioner Sattler opined that may be another consideration in helping increase the applicant pool for city advisory commissions.

Commissioner Tomlinson agreed additional ways to get the word out on vacancies may be part of that discussion.

Commissioner Holub’s written comments included a question mark on the photo project as part of the 2017 priority list; and included pending 2016 priorities that would require ongoing feedback.

Commissioner Tomlinson Ideas

Commissioner Tomlinson stated his ideas were to develop the community engagement tool box and catalog existing tools, along with work flows for each. Given other projects underway for the CEC as well as the totality of the CEC’s involvement with the community engagement for the comprehensive plan update, Commissioner Tomlinson opined that the 2017 work plan should flow from them and those new ideas put forward tonight. Commissioner Tomlinson noted that there was a whole laundry list of activities on which to build and for which to develop work flows; including a deeper dive on previous community engagement efforts (e.g. zoning meeting task force).

Commissioner Sattler Ideas

Commissioner Sattler stated her agreement with many of the ideas already mentioned.

However, during discussion, Commissioner Sattler noted that it appeared there was consensus in seeking ways to increase audience participation and idea-sharing at public meetings. As a broader goal, Commissioner Sattler suggested considering different ways to create task forces or inviting public comment on different ideas. Commissioner Sattler opined that it was obvious from Facebook and/or Speak Up! Roseville postings that there were things people were interested in and suggested the need to invite them in for

549 discussion. However, Commissioner Sattler suggested another venue rather  
550 than a City Council meeting that many people found intimidating.

551  
552 Commissioner Manke Ideas

553 Commissioner Manke noted her agreement with many of the items listed  
554 and already discussed tonight. However, Commissioner Manke reiterated  
555 the need for the CEC to keep in mind the direction of the City Council as  
556 part of the 2017 work plan.

557  
558 General Discussion

559 Commissioner Tomlinson asked how engaged the CEC would be in the  
560 comprehensive plan update process specific to time commitments for 2017.

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562 Based on his observations of the CEC and tonight's discussion, City  
563 Manager Trudgeon reminded the CEC as a first step to look at the CEC's  
564 scope and duties detailed in the ordinance and see how the 2017 work plan  
565 ideas and projects fit into that. Mr. Trudgeon agreed that he saw themes,  
566 but questioned how best for the CEC to characterize them within the scope  
567 of that City Council charge to the CEC.

568  
569 City Manager Trudgeon suggested a breakdown that included CEC  
570 documentation review, CEC orientation manual, administrative and tool  
571 box resources, and a framework for community engagement flow, and  
572 development of a spreadsheet for community engagement activities.  
573 However, Mr. Trudgeon cautioned that the CEC didn't want to overextend  
574 itself, as had happened in the past, but to choose a few projects or priorities  
575 and do them well. Mr. Trudgeon opined that the CEC could always add to  
576 their list, but shouldn't be so diffused with too many priorities, something  
577 he think the CEC struggled with this year.

578  
579 City Manager Trudgeon opined that individual commissioners had put forth  
580 a lot of good ideas during tonight's discussion. As an example, Mr.  
581 Trudgeon stated his agreement with under-represented communities as a  
582 project, but suggested it needed further refinement in its goals and  
583 strategies.

584  
585 Specific to the idea of a department review, City Manager Trudgeon stated  
586 his concern that the CEC not become known as "grading" groups; but  
587 instead consider using such a concept to discuss their community  
588 engagement process for a particular event or activity and then learn from  
589 that tool and determine where and how best to include it in the list of tools,  
590 or ways to make a particular tool better in the future.

591  
592 Regarding increasing participation and sharing of ideas, City Manager  
593 Trudgeon noted the difficulty in tackling such a goal. Agreeing that  
594 residents needed to know where best to go to voice or share their ideas and

595 opinions (e.g. CEC or Park & Recreation Commission for example), Mr.  
596 Trudgeon noted that was one need. However, Mr. Trudgeon noted a  
597 separate consideration was determining if there was intimidation occurring  
598 – intentionally or unintentionally – at public meetings or if it was just due  
599 to the process itself and the bright lights of a televised meeting. Mr.  
600 Trudgeon noted the goal was to foster more feedback on issues before the  
601 City Council and advisory commissions and to do so in a timely manner to  
602 assist and inform decision-making.

603  
604 As a “next step,” City Manager Trudgeon suggested penciling out 3-4  
605 different priorities and themes and then determining if they were  
606 manageable or not.

607  
608 Referencing the Zoning Notification Task Force consisting of two  
609 representatives each from the CEC and Planning Commission with city  
610 staff, Commissioner Manke opined that had proven a fantastic opportunity  
611 for partnering with another advisory commission. Commissioner Manke  
612 suggested similar opportunities be sought to partner with other city advisory  
613 commissions to coordinate on and worth tougher on city projects.

614  
615 Chair Becker expressed his appreciation for how City Manager Trudgeon  
616 was laying out the framework for 2017 priority projects as displayed.  
617 Therefore, the following themes were combined for consideration and  
618 subsequent approval.

619  
620 **CEC Documentation Review**  
621 **CEC Orientation Manual**

622 **Development of a Format for Sharing Project Updates/Tracking**

623 Specific to updating the list of CEC 2016 strategic priorities, Chair Becker  
624 admitted that up until tonight’s discussion he hadn’t considered  
625 Commissioner Holub’s suggestion for ongoing feedback for city  
626 department review. Chair Becker noted the need to allocate available CEC  
627 work and meeting time, such as:

- 628 25% CEC administration (minimum)  
629 25% other issues that come up at the request of the City Council or public  
630 50% CEC work on two projects, including in 2017 the comprehensive plan  
631 update process and based on the reality of commissioner time and available  
632 with other commitments and responsibilities. If time allows, and with  
633 ongoing feedback and review as suggested by Commissioner Holub, Chair  
634 Becker noted that list of projects could be increased as applicable.

635  
636 **Department / Advisory Commission Review; Ongoing Initiatives**  
637 **(deeper dive); and Increase Audience Participation and Sharing of**  
638 **Ideas (including Welcome Packet Revision and Photo Project)**

639 Commissioner Holub suggested choosing two things now and then  
640 deferring or tabling the remainder until new commissioners come on board  
641 with their particular levels of interest.

642  
643 Commissioner Manke noted this was her rationale in suggesting only those  
644 things that can be realistically accomplished, and then as things come up  
645 add new commissioner expertise or ideas accordingly. As this is put  
646 together, Commissioner Manke asked what the next steps would be.

647  
648 Chair Becker responded that, based on the CEC's past practice, they would  
649 meet with the City Council to update them on 2016 activities, and intended  
650 work plan for 2017 (probably at a February of 2017 joint meeting). Chair  
651 Becker suggested those updates could be quarterly, bi-annually or annually  
652 depending on the activities of the CEC. Also, at the request of  
653 Commissioner Manke, Chair Becker advised that past practice was that he  
654 opened the discussion with the City Council. Also, Chair Becker agreed  
655 with Commissioner Holub that it was unfair to drop projects on new CEC  
656 commissioners until they became more familiar with their role. However,  
657 Chair Becker also noted on the flip side waiting too long negatively  
658 impacted the annual schedule if half the year was gone before the annual  
659 work plan could be undertaken. Chair Becker noted it was up to the CEC  
660 how they wanted their work flow to go; and suggested it may be better to  
661 develop priority projects for a 2017/2018 work plan instead.

662  
663 From her personal experience, Commissioner Sattler opined that she found  
664 it appropriate to have been thrown into projects in process with a sitting  
665 commissioner. Therefore, Commissioner Sattler suggested that the CEC go  
666 ahead and select its priority projects immediately allowing new  
667 commissioners to find their niche or preferences when they come on board.

668  
669 **Under-Represented Communities (stand alone priority project)**  
670 **Comprehensive Plan Update Feedback**

671 Commissioner Sparby opined that he thought the under-represented  
672 communities would be a good second quarter project, as per the City  
673 Council's directive, and not just for one subcommittee, but for the full CEC.

674  
675 With the comprehensive plan update happening in the very near future, City  
676 Manager Trudgeon noted the critical need to identify under-represented  
677 groups and complete recommendations for their respective community  
678 engagement tools immediately.

679  
680 Commissioner Sattler noted the comprehensive plan diagram discussed  
681 earlier tonight for specific populations and sources, and identifying how  
682 they were being reached. In undertaking such a project for the  
683 comprehensive plan update, Commissioner Sattler opined that it could

684 guide how to reach different populations and under-represented  
685 communities that could be put together.

686

687

**General Discussion**

688

Commissioner Sparby stated his preference for the quarterly approach,  
689 suggesting three projects be chosen immediately and the fourth left as an  
690 optional priority project. Commissioner Sparby opined that documentation  
691 was the most important priority to accomplish in the first quarter.

692

693

City Manager Trudgeon cautioned the CEC of their role and charge by the  
694 City Council and not getting involved in projects; suggesting a review of  
695 each proposed priority project and category; and consideration by the CEC  
696 of suggested groups and more discussion at the January 2017 CEC meeting.

697

698

Commissioner Manke suggested taking specific priority projects and a clear  
699 timeline; and then depending the legwork and actual work needed, the  
700 project may be accomplished sooner rather than later; or perhaps happening  
701 all year long.

702

703

Chair Becker agreed that was a valid point, but noted a priority project could  
704 develop an ongoing feedback section (e.g. welcome packet), and once  
705 defined and handed off, the CEC simply monitored it on a schedule  
706 depending on the project itself, some one time only and some ongoing  
707 throughout the year.

708

709

Commissioner Sparby clarified that he saw these projects to be set by the  
710 CEC as achievable goals, but wrapped up and not languishing for the entire  
711 year, then the CEC coming to the realization that nothing had been  
712 accomplished, but with Chair Becker's suggested goals having been met.  
713 However, Commissioner Sparby noted the need to not have those updates  
714 become repetitive or fatiguing the CEC, but simply consisting of quick  
715 updates at meetings about things happening in subgroups of the CEC or  
716 farther out. Commissioner Sparby suggested focusing on having each  
717 project accomplished within three monthly meetings in a quarter; and if it  
718 takes longer than that, the CEC as a whole could decide whether or not to  
719 extend the priority project, kill it or otherwise address its progress.  
720 Commissioner Sparby opined that framework would set the CEC up for  
721 better success.

722

723

Commissioner Manke opined that some people were more passionate about  
724 certain things than others; and based on past experience, opined that it had  
725 worked out well for several commissioners to tackle those projects  
726 accordingly versus having the full CEC take time to do so.

727

728

Chair Becker noted the need, in picking the four priority projects, to  
729 determine the deliverables and then assign them accordingly (e.g. increase



730 advisory commission diversity, welcome packets) and if the goal is to hand  
731 off recommendations then each quarter would naturally focus on 1-2  
732 priority projects, no matter when the City Council took action on those  
733 recommendations.

734  
735 Commissioner Sparby observed that with the current seven priority projects,  
736 he noticed all seven projects were proposed to be discussed at one meeting  
737 with an allotted timeframe on the agenda of 10-15 minutes before shifting  
738 to the next agenda item. However, Commissioner Sparby noted that  
739 experience had proven that each component of a project was discussed at  
740 length by the full CEC, rather than one aspect allowing for good input for  
741 the subgroup to then work on outside the full CEC. Commissioner Sparby  
742 opined that getting more concentrated feedback from the full CEC would  
743 prove more beneficial to those subgroups.

744  
745 Commissioner Sattler agreed with her colleague, expressing hope that this  
746 could be improved in 2017 with quicker updates and having them focused  
747 and in-depth. Commissioner Sattler questioned the need to divide projects  
748 up by quarter, but to allow more flexibility and simply assign them to  
749 different commissioners; and then focusing on only 1-2 at each full CEC  
750 meeting with subcommittees spending more time on the project outside the  
751 CEC meeting, while keeping the full body updated throughout that process.  
752 Commissioner Sattler opined that would allow for more productive CEC  
753 meetings and less surface level updates on what the subcommittee was  
754 accomplishing.

755  
756 Commissioner Tomlinson stated his interest in having several projects  
757 ongoing, whether divided quarterly or semi-annually. However,  
758 Commissioner Tomlinson questioned whether flipping back and forth on  
759 projects was prudent depending on the different working styles of the  
760 subcommittees. For instance, Commissioner Tomlinson advised that his  
761 preference was to work on one project at a time until it was completed. But,  
762 Commissioner Tomlinson clarified that he didn't intend that the full CEC  
763 would focus on one project, but simply allow for a report from the  
764 subcommittee, allowing for a robust discussion by the full CEC, with the  
765 subcommittee continuing to work on various aspects of it outside the full  
766 CEC meeting.

767  
768 Commissioner Sattler noted three projects may be prove easier to avoid the  
769 subcommittee quorum, with only two presenting at a time depending on the  
770 highest priority in a particular quarter, and other subcommittees still  
771 working on their projects, with the most urgent projects getting knocked  
772 down one at a time.

773  
774 Depending on the actual project, Commissioner Manke opined that some  
775 may be more appropriate for a subcommittee, while others (e.g. under-

776 represented groups) may need more involvement by the full CEC.  
777 Commissioner Manke opined that each and every project couldn't be treated  
778 the same way, but still needed a lead person for each and then to divide  
779 those various aspects, while the lead person made sure things were staying  
780 on track and gathered for presentation as applicable.

781  
782 City Manager Trudgeon asked the CEC to take into account the urgency of  
783 each project (e.g. advisory commission review and audience participation  
784 considered important, while not necessarily urgent) while other projects  
785 (e.g. documentation, under-represented groups, and community  
786 engagement tool box options) may be more urgent in nature. Mr. Trudgeon  
787 suggested the CEC decide its priorities for those projects at the onset.

788  
789 In a second attempt to group potential priority projects for 2017 into broader  
790 categories and in listening to further discussion of the CEC tonight, City  
791 Manager Trudgeon advised that he had come up with six groups.

- 792 • Documentation
- 793 • Community Engagement Toll Box / Information Flow Charts
- 794 • Involving Under-represented Communities
- 795 • Increased Participation in City Initiatives
- 796 • ONGOING FEEDBACK to other Outreach Efforts (Including the
- 797 Comprehensive Plan Update Process
- 798 • Direct Engagement
- 799

800 Commissioner Sparby reiterated his feeling that the two most urgent  
801 projects to tackle was that of documentation in the first quarter, and under-  
802 represented groups in quarter two; and then leaving the remainder in a pool  
803 of ideas as the year progresses and work load is realized.

804  
805 Commissioner Holub suggested doing two projects concurrently by  
806 dividing them into subcommittees.

807  
808 Chair Becker agreed that the CEC should do projects concurrently,  
809 especially considering with the documentation project, that could happen in  
810 the background while planning for under-represented communities could be  
811 ready for presentation to the full CEC by March of 2017, as new  
812 commissioners are appointed and the full CEC could decide what to focus  
813 on next, and adding that additional time for ongoing feedback.

814  
815 City Manager Trudgeon concurred with Chair Becker, recognizing the  
816 realistic capacity of each monthly meeting, with ongoing feedback for a  
817 particular project (e.g. documentation), but no longer relegated to being a  
818 direct project.

819  
820 Commissioner Tomlinson suggested incorporating the tool box into the  
821 documentation projects, similarly with the under-represented communities.

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City Manager Trudgeon agreed that may be appropriate, but stated his concern was that those items not get buried. Specific to documentation, Mr. Trudgeon noted that staff had a considerable amount of that resource material available internally, including new commissioner orientation materials, while the tool box for community engagement and other resources was more external.

While being a huge project to accomplish, Commissioner Holub opined that it seemed an achievable goal.

Commissioner Tomlinson agreed, but as a dynamic resource, noted it would continue to grow and develop.

Chair Becker suggested the first projects for the CEC to address seemed to be:

- Documentation
- Under-represented Groups

Then, Chair Becker suggested for the remainder of the year, projects would be:

- Ongoing Feedback
- Direct Engagement.

Commissioner Manke noted several were already being worked on or nearing completion: photo project and city open house.

Commissioner Holub stated her interest in continuing to work on both of those projects as a subcommittee.

Commissioner Tomlinson stated that he saw the open house fitting in as an opportunity to incorporate with the comprehensive plan update; with the framework provided by the CEC and then working with the Planning Commission and consultant team.

Chair Becker and Commissioner Holub agreed that ongoing feedback also fit into that process.

Commissioner Sattler opined that it was fine to keep working on other projects as long as they didn't impact not accomplishing priority projects.

City Manager Trudgeon cautioned that those subcommittees remember they were not working independently or individually, but under the full decision-making of the CEC and under direction and charge by the City Council.

Chair Becker suggested that the photo project be under a category such as **Direct Engagement**.

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Commissioner Manke noted all of this discussion was dependent on what the City Council had to say, and whether or not a project (e.g. photo project) was really a priority for them. Commissioner Manke opined that the most prudent process for the CEC would be to prepare a plan for each proposed priority project independent of each other and then coming together to discuss those plans.

Commissioner Tomlinson noted the need to delegate tasks.

If pursuing the half and half concept for “documentation” and “under-represented groups,” Commissioner Holub suggested that within teams, each person could have a specific goal to accomplish some form of the task.

Commissioner Manke noted each person may also have another task in one of the other projects, actually working on two different projects but on specific tasks in each of the two designated areas.

City Manager Trudgeon questioned if “documentation” involved any heavy lifting, since staff could bring information and documents forward to the full CEC, possibly at the January 2017 meeting, and not actually requiring any work by a subcommittee.

Commissioner Manke stated her understanding was that documentation would be CEC-specific and establish a process for this advisory commission.

Commissioner Sparby stated his understanding that the documentation would involve a more in-depth discussion that could take part of one or two meetings, taking completion of the initial part of the project into March of 2017.

Discussion ensued regarding Chair Becker’s last meeting (March), elections for officers in April of 2017; with City Manager Trudgeon noting the importance of documentation for new commissioners, particular policy and procedures; then suggesting the next project of under-represented communities.

Commissioner Holub opined that under-represented communities needed to be addressed early and before March to ensure a considerable number of applicants applied for advisory commissions and to ensure diversity for that applicant pool.

At the request of Chair Becker, City Manager Trudgeon confirmed that the City Council had approved advertising vacancies on advisory commissions beginning in January.

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Specific to under-represented communities, City Manager Trudgeon noted the considerable project context, including advisory commission diversity and applications as part of that. However, Mr. Trudgeon questioned if the full project could be addressed before March, but suggested instead that it could be set up to take off and then refined further in the process and a determination made by April on where to go. City Manager Trudgeon reiterated his suggestion that the CEC define three priority projects, and then define a scope and goal for each one.

Commissioner Sattler asked if the CEC would be able to be involved in the advisory commission application process.

City Manager Trudgeon responded that there was nothing to stop the CEC from making suggestions in the meantime; again noting that under-represented groups involved a much broader scope than just getting people on commissions.

However, Commissioner Sattler noted that was one way to get those under-represented groups involved.

Commissioner Holub, with agreement by Commissioner Sattler, suggested the CEC divide up the two projects and each meet before January to come up with a plan for the project's goal and suggested timeline for the full CEC's review and approval and additional involvement by other commissioners if applicable.

City Manager Trudgeon agreed that would allow each project to be scoped out.

Commissioner Sparby agreed that documentation could be accomplished at the January and February CEC meetings; but opined that under-represented groups needed more definition for next steps, feedback, and then could become a more intense activity among the two subgroups of the CEC at that point. However, Commissioner Sparby opined that more real time was needed to think about next steps rather than trying to address it at every meeting of the full CEC.

Addressing that reality, City Manager Trudgeon noted the next meeting of the CEC was scheduled for January 12, 2017, and wanted all to understand how quick that would come.

**Documentation**

Commissioners Sparby, Becker, and Tomlinson expressed interest in this project as a subcommittee.

960 While having a little interest in a portion of this project, Commissioner  
961 Manke stated her willingness to see what came out of the subgroup first.

962  
963 **Under-rep Communities**

964 Commissioners Holub, Sattler, and Manke expressed interest in this project  
965 as a subcommittee.

966  
967 Chair Becker asked that the subcommittees meet before the January CEC  
968 meeting; and as a starting point, specifically look at proposed strategies and  
969 policies and what had been accomplished to-date. Chair Becker noted that  
970 updates on ongoing feedback, community engagement tool box options, and  
971 direct engagement would then follow as later projects for 2017.

972  
973 **By consensus, the CEC approved the aforementioned draft 2017 work**  
974 **plan strategies.**

975  
976 **7. Chair, Committee and Staff Reports**

977  
978 **a. Chair Report**

979 Chair Becker noted development of Commissioner Holub of draft questions  
980 for former CEC commissioners (Attachment 7.a dated 11/28/16).

981  
982 Commissioner Holub stated that, based on the discussion she'd prompted at  
983 the last meeting of the CEC, she had drafted some questions for  
984 consideration and was seeking feedback from the CEC in addition to a list  
985 of recipients for the questions.

986  
987 Instead of former CEC commissioners, Commissioner Sattler suggesting  
988 polling current commissioners for their input similar to the questions asked,  
989 but anonymously versus those no longer serving; or at a minimum only  
990 those having left within the last year.

991  
992 Commissioner Manke agreed that she wasn't supportive of going back any  
993 further than the last year, and suggested having the City Council ask the  
994 same questions as they evaluate serving commissioners as to the challenges  
995 in serving. Commissioner Manke suggested feedback from the City  
996 Council on advisory commissioners and from city staff as well, perhaps  
997 through a different set of questions.

998  
999 Commissioner Sattler suggested using these questions, but combining them  
1000 for feedback versus making a separate and different set of questions for each  
1001 responding group. However, Commissioner Sattler suggested making the  
1002 questions more general even beyond the current generality.

1003  
1004 Commissioner Sparby suggested city staff could provide a list of former  
1005 commissioners that the CEC could reach out to as private citizens, whether

1006 or not anyone was interested in responding, opining that he wasn't sure he  
1007 would be interested in doing so in their place. At the request of  
1008 Commissioner Manke, Commissioner Sparby clarified that the CEC could  
1009 contact those former commissioners directly, allowing less cost and  
1010 involvement for city staff in formalizing a survey and the time to receive  
1011 those responses.

1012  
1013 Commissioner Holub volunteered to make a Google Form with a link.

1014  
1015 City Manager Trudgeon sought clarification on the intent of the information  
1016 (e.g. self-improvement for the CEC).

1017  
1018 Commissioner Holub affirmed that intent, as well as looking back at the  
1019 CEC and its directive(s).

1020  
1021 Commissioner Sattler advised that the idea had initially come out of fear  
1022 with so many resignations and apparent dissatisfaction among former CEC  
1023 commissioners without a clear reason. However, since that had been  
1024 clarified at the last CEC meeting, Commissioner Sattler stated it was no  
1025 longer of great concern to her. Commissioner Holub advised that her  
1026 company sends out such a survey every three months: what people like,  
1027 what they don't like, etc. However, Commissioner Sattler agreed that things  
1028 didn't need to be rehashed or involve people if they didn't want to be; unless  
1029 just determining what former commissioners liked and what they didn't  
1030 like.

1031  
1032 Commissioner Manke opined that that meant that the questions and  
1033 responses should be intended to be constructive and not destructive.

1034  
1035 Commissioner Tomlinson opined that as a commission, the CEC was now  
1036 moving forward with City Council direction and as an important step in the  
1037 process; and further opined that what happened before the current sitting  
1038 commissioners arrived is now over.

1039  
1040 Commissioner Sattler stated that her intent was to avoid any major pitfalls  
1041 that the CEC should be aware of; and from a different framework, opining  
1042 the CEC could risk seeking that feedback.

1043  
1044  
1045 While not opposed to feedback from former commissioners, Commissioner  
1046 Tomlinson opined that the intent of such feedback should be to guide  
1047 decisions moving forward, noting that the current CEC was now almost an  
1048 entirely different body.

1049  
1050 Chair Becker noted his concern with open-ended questions from past and/or  
1051 current commissioners; with those responses when compiled and included

1052 in meeting packet materials becoming part of the public record. Chair  
1053 Becker stated that he could envision scenarios where responses could cause  
1054 the CEC and/or public comment to cause argument and discussion at the  
1055 next three CEC meetings through a veracity of comments from the public  
1056 or former commissioners to voice their responses or rebut comments. While  
1057 not saying not to pursue the questions, Chair Becker cautioned that this  
1058 simply provided further focus on the past and many contentious issues  
1059 during his tenure, and not serving a positive purpose in the CEC going  
1060 forward with their charge from the City Council.

1061  
1062 Discussion ensued regarding whether or not the responses needed to be  
1063 made public or could be filtered before then, with Chair Becker clarifying  
1064 that if discussed as part of a CEC meeting, it became part of the public  
1065 record as part of a transparent public process.

1066  
1067 Commissioner Sattler suggested ratings from former commissioners versus  
1068 open-ended questions.

1069  
1070 Chair Becker clarified that he wasn't worried about negative feedback or  
1071 attempting to stifle someone from speaking; but his concern was ensuing  
1072 arguments about responses or what was included and under a limited  
1073 scenario to obtain that feedback and report on it. If proceeding with such  
1074 questions, Chair Becker suggested public comment be limited on the results  
1075 for that specific item.

1076  
1077 Commissioner Sattler opined that it would be better and more useful to limit  
1078 feedback to current commissioners.

1079  
1080 Chair Becker opined it may be useful to receive feedback from more recent  
1081 commissioners, noting that some former commissioners had left early on  
1082 before the CEC had evolved from two different viewpoints for activities  
1083 into a clear mission that had solidified itself over time. Therefore, Chair  
1084 Becker questioned the value of feedback from that earlier era. Chair Becker  
1085 agreed with Commissioner Tomlinson that the information may be helpful  
1086 within a context.

1087  
1088 Commissioner Sparby noted the number of priority projects requiring time  
1089 for the CEC; and opined that he didn't want to see the CEC get bogged  
1090 down with other issues. Commissioner Sparby noted that each and every  
1091 CEC meeting was open to the public, as well as to former CEC  
1092 commissioners who want to show up to help inform a current priority  
1093 project. Under that scenario, Commissioner Sparby encouraged soliciting  
1094 feedback from former members, as part of the public record and at public  
1095 meetings, perhaps as a standing agenda item, such as "Solicit Feedback  
1096 Regarding the CEC."

1097



1098 Commissioner Holub opined that the idea of the questions offline was that  
1099 the responses could be anonymous versus public comment, and therefore  
1100 more useful.

1101  
1102 Commissioner Tomlinson opined that this could become a double-edged  
1103 sword, with results of those responses and their intent going both ways.

1104  
1105 Commissioner Manke opined that it would become the CEC meeting, since  
1106 history had proven it to be such.

1107  
1108 Commissioner Sparby opined that he wasn't promoting his last agenda  
1109 category, but was simply looking for a more direct way to get down to  
1110 business versus trying to get survey responses in the back door and interpret  
1111 them and then have them blow up into it and resources from the set CEC  
1112 agenda.

1113  
1114 If commissioners were looking for advice on a project or area they were  
1115 having trouble with or something they didn't understand, Commissioner  
1116 Manke suggested they seek input or support from within the CEC, as history  
1117 had also proven. Commissioner Manke opined that, in the past, some issues  
1118 could have been easily resolved if people had simply talked to other CEC  
1119 commissioners to understand the procedures and get clarification on  
1120 something. Commissioner Manke encouraged newer commissioners not  
1121 to hesitate to ask.

1122  
1123 Given tonight's additional discussion, Commissioner Sattler proposed a  
1124 survey of current CEC commissioners, relevant to the issues currently  
1125 bothering the group, such as if someone feels left out or has something they  
1126 don't understand, in order to nip it in the bud and keep everyone happy,  
1127 united and feeling productive. Commissioner Sattler opined that by  
1128 focusing on current commissioners it would serve to determine if they were  
1129 feeling more engaged and accomplishing what they had set out to do in  
1130 applying to serve.

1131  
1132 Commissioner Holub concurred with Commissioner Sattler.

1133  
1134 Commissioner Sattler moved, Commissioner Manke seconded, creating a  
1135 survey focused on current members of the CEC to determine whether their  
1136 expectations were being met in serving on the CEC when applying to do so.

1137  
1138 Commissioner Sparby noted, if there was interest in changing the process  
1139 going into an overview of 2017, everyone was at the same table, and it could  
1140 be used as a possibility as well.

1141  
1142 Commissioner Manke agreed discussion could occur at the table, or also on  
1143 a one-to-one basis between or among commissioners.

1144  
1145 Commissioner Sparby clarified that he wasn't trying to shoot down the  
1146 motion, but simply wanted to note that each one was here to help their  
1147 colleagues.

1148  
1149 **Ayes: 6**  
1150 **Nays: 0**  
1151 **Motion carried.**

1152  
1153 **b. Staff Report**

1154  
1155 **i. Upcoming Items on Future Council Agendas**  
1156 City Manager Trudgeon briefly reported on the second community  
1157 discussion on race and policing held last week; with approximately  
1158 80 attending. Mr. Trudgeon advised that a third community  
1159 discussion would be scheduled for follow-up in early 2017.

1160  
1161 Commissioner Holub commended everyone involved in working on  
1162 Imagine Roseville community meetings, opining it was a great thing  
1163 and provided for good communication.

1164  
1165 **ii. Other Items**  
1166

1167 **8. Commission Communications, Reports, and Announcements**

1168  
1169 **9. Commissioner-Initiated Items for Future Meetings**

1170  
1171 **10. Recap of Commission Actions This Meeting**

1172 Vice Chair Holub briefly highlighted actions and follow-up for tonight's meeting.  
1173 Among those items listed: City Manager Trudgeon and city staff would look  
1174 discuss previous welcome packet items and discuss open house format and potential  
1175 dates and logistics for a January 2017 CEC meeting update; Commissioner Holub  
1176 would make revisions to survey questions; and individual commissioners would  
1177 provide their ideas for community engagement specific to the comprehensive plan  
1178 update to City Manager Trudgeon by December 19, 2016 for inclusion in the  
1179 January meeting packet.

1180  
1181 **11. Adjournment**

1182 Commissioner Sattler moved, Commissioner Tomlinson seconded, adjournment of  
1183 the meeting at approximately 8:45 p.m.

1184  
1185 **Ayes: 6**  
1186 **Nays: 0**  
1187 **Motion carried.**

1188