

# Community Engagement Commission Agenda

Thursday, April 9, 2015

6:30 p.m.

City Council Chambers

- 6:30 p.m.      1.    **Roll Call**  
                  2.    **Swearing in of new Commissioner Sherry Sanders**  
                  3.    **Introductions**  
                  4.    **Approve Agenda**  
                  5.    **Approval of March 12 Meeting Minutes**  
                  6.    **Public Comment on Items Not on Agenda**
- 6:45 p.m.      7.    **Old Business**  
                  **A. Advocates Partnership Proposal on Immigrants and Civic Engagement**  
                  1.    Introduction of proposal by Madeline Lohman of Advocates  
                  2.    Discussion between various parties, including Department of Administration  
                  3.    Next steps
- 7:15 p.m.      **B. Progress Reports on Priority Projects for 2015 (Continued)**  
                  **(i) Priority Projects for 2015**  
                  1.    Assist and encourage the formation of Roseville neighborhood associations  
                  2.    Host a conference on community engagement in Roseville  
                  3.    Joint task force with Planning Commission to study notification issues and formats  
                  4.    Online civic engagement module for new city website  
                  5.    Assist in the Resumption of Roseville U Program  
                  6.    Involvement of Renters in Roseville Decision-Making and Civic Affairs  
                  **(ii) Implementation of Other Strategic Recommendations**  
                  **C. Other Old Business**
- 7:45 p.m.      8.    **Chair, Committee, and Staff Reports**  
                  **A. Staff Report**  
                  1.    Upcoming Items on Future Council Agendas  
                  2.    Other Items  
                  **B. Chair's Grefenberg's Last Report**
- 8:00 p.m.      9.    **New Business**  
                  **A. Election of Chair and Vice-Chair for 2015-16**  
                  1.    Brief Description of Election Process  
                  2.    Nominations  
                  3.    Chair Elections  
                  **B. Other New Business**
10.    **Commission Communications, Reports, and Announcements**  
                  11.    **Commissioner-Initiated Items for Future Meetings**  
                  12.    **Recap of Commission Actions This Meeting**
- 8:30 p.m.      13.    **Adjournment**

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

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46 | There being no one present wishing to speak to the Commission on an item not on the agenda,  
47 | the Chair moved to the next agenda item.

48

49 | **Old Business**

50

51 | **a. Progress Reports on Priority Projects for 2015 (Continued)**

52 | **1. Host a Conference on Community Engagement in Roseville**

53

54 | The Chair Grefenberg noted the item had been addressed previously by the Commission and  
55 | should not require a lot of time to discuss. It was primarily intended as an update opportunity.

56

57 | Grefenberg He commented on the Community Engagement Conference attended noting noted  
58 | the Commission had -received a copy of an email from Diane Hilden -Roseville resident Diane  
59 | Hilden regarding the conference she attended. advising the Commission that hosting a  
60 | Community Engagement Conference was not a wise use of resources, human and/or financial.  
61 | Hilden wrote that organizing a conference can consume a huge amount of time and resources and  
62 | doesn't necessarily yield useful information.

63

64 | The Chair stated he appreciated her input and that the Commission would take her comments  
65 | into consideration.

66

67 | Commissioner Gardella ~~commented~~ responded that on the email received; stating she concurred  
68 | with Ms. Hilden's Hilden's assessment reiterating that a conference would not be the best  
69 | utilization of the Commissions time. She stated it was her understanding the Commission would  
70 | not organize attend the next a conference but as an alternative they would target viable  
71 | worthwhile learning opportunities on community engagement which including could include lieu  
72 | of attending the conference they would focus their efforts on: targeted learning events, the build-  
73 | out of the Roseville University program, targeted research of on other cities' efforts, coupled  
74 | with and individualized input from City staff to gain further understanding on their goals: on this  
75 | topic.

76

77 | The Chair Grefenberg ~~encouraged~~ reiterated his previous suggestion that the utilization of the  
78 | three neighborhood associations that are already involved in Community Engagement be  
79 | included in these events. He also requested Commissioner Gardella prepare a written synopsis  
80 | of the language presented revised project; in order -to clarify the intent was less of a conference.  
81 | Rather, the event would be geared towards but rather a learning experience and involving others  
82 | in the process.

83

84 | Vice Chair Becker recommended changing the title from “conference”, to a “dedicated event”.

85

86 | **2. Joint Task Force with the Planning Commission on Notification**

87

88 | The Chair Grefenberg ~~stated~~ reported the Planning Commission had appointed the following  
89 | Planning Commissioners to serve with Community Engagement Commissioners Grefenberg and  
90 | Manke on this joint task force: Michael J. Boguszewski, Shannon Cunningham, and James Daire

91 | to work alongside Community Engagement Committee members: Chair Grefenberg and  
92 | Commissioner Manke. The Chair noted the Task Force he had submitted a publication notice in  
93 | the *Roseville Review* requesting volunteers ~~but to date, they had not received any responses or~~  
94 | indication of interest.

95 |  
96 | The Chair Grefenberg noted said that although he had received a significant amount of responses  
97 | to the request for volunteers for the Neighborhood Association Task Force, the request for  
98 | volunteers for the Zoning Notification Task Force had not received any responses from the  
99 | Neighborhood Association. He stated pending the Commission's confirmation it was his opinion  
100 | the Neighborhood Task Force was ready to be ~~put to a motion~~ activated, noting  
101 | He noted the zoning notification issues developed and outlined within the in the Commission's  
102 | Recommendations to the Council last December drafted policy would be applied and brought  
103 | forth forwards for Task Force discussion consideration. He also ~~questioned~~ asked if any other  
104 | Commissioners ~~volunteers~~ were interested in joining the Task Force.

105 |  
106 | Commissioner Gardella ~~questioned~~ asked if the five members would be sufficient for the Task  
107 | Force. The Chair replied he would like at least one more public member on the Task Force.

108 |  
109 | Vice Chair Becker responded ideally one or two Members-At-Large would be beneficial but  
110 | given the specialized nature of the task force, there was little risk in only having five  
111 | members not detrimental if not obtained. The Chair stated the first step Commissioner Gardella  
112 | suggested would the next step should be to ~~inquire information from~~ ask James DeBenedet to  
113 | volunteer as a public member for the this task force, explaining that Mr. DeBenedet had been  
114 | very helpful on this issue when he served on the Community Engagement Task Force.; Public  
115 | Works, Environment and Transportation Commission.

116 |  
117 | The Chair Grefenberg stated reported Paul Bilotta, Community Development Director, and City  
118 | Planner Thomas Paschke had submitted an outline of current zoning notification issues ~~created~~  
119 | by City Planner Thomas Paschke in order to assist ~~in the development of content~~ the Task Force  
120 | to begin its work.

121 |  
122 | Vice Chair Becker commented that since he assumed to get the process started a lot of data  
123 | would need to be acquired in order to get the task force's work underway, as long as the city is  
124 | currently gathering that data, not much time is being lost as the task force is still forming which in  
125 | turn will take a substantial amount of time initially. The Chair noted Grefenberg expressed his  
126 | appreciation for Paul Bilotta volunteering the information to the Task Force.

127 |  
128 | Commissioner Gardella commented the information ~~received~~ developed by the prior Civic  
129 | Engagement Task Force had been very specific and could be used as a foundation for ~~the~~ this  
130 | program Task Force. The Chair concurred, noting that a significant amount of ~~the~~ this  
131 | information had been ~~implemented~~ included into the CEC Recommended Policies.

132 |  
133 | Commissioner Manke questioned if a tentative date had been determined for the meeting. The  
134 | Chair ~~stated~~ said a date had not yet been determined and suggested that a meeting be held prior  
135 | to the next CEC meeting.

136  
137 Vice Chair Becker moved and Commissioner Manke seconded a motion to ~~populate~~ confirm the  
138 membership of the Joint Task Force ~~with the Planning Commission~~ on Zoning Notification with  
139 Gary Grefenberg and, Michelle Manke of the Commission, and Michael J. Boguszewski,  
140 Shannon Cunningham, and James Daire of the Planning Commission; public at-large seats would  
141 be left open for additional appointments. **Motion passed unanimously.**

### 142 143 3. Online Civic Engagement Module for New City Website

144  
145 The Chair Grefenberg requested Vice Chair Becker, Commissioner Miller, and Staff Liaison  
146 Bowman report on ~~the~~ this item.

147  
148 Vice Chair Becker reported the -City Council unanimously authorized staff to negotiate a  
149 contract with Granicus to develop a civic engagement module for integration with the City of  
150 Roseville website for a term of two years.

151  
152 Staff Liaison Bowman stated it was his understanding the ~~terms~~ contract will be brought before  
153 Council for a vote on its consent agenda at the next City Council meeting ~~held~~ on March 23,  
154 2015.

155  
156 Vice Chair Becker explained the purpose of a Consent Agenda stating items such as approvals of  
157 final contracts were often placed in a group of items that can be approved en masse. Once the  
158 final contract is approved, upon the motion being passed by City Council to enter into a contract  
159 with Granicus, the CEC would plan to assist the City with providing input on seeding  
160 content, step-up, flagging content moderation, marketing, and provide other feedback ~~for web~~  
161 design to engage the Community on the implementation of the module.

162  
163 Staff Liaison Bowman stated it would be an open posting format and that he looks forward to the  
164 launch of the new program.

165  
166 Commissioner Gardella questioned who would monitor the open content. Staff Liaison Bowman  
167 stated staff would need to monitor the site, although any user could flag for removal  
168 inappropriate content and report any concerns to Granicus.

169  
170 Vice Chair Becker added that he hoped the community of users of the module will also feel a  
171 sense of ownership enough to self moderate the content as well.

172  
173 Councilmember Miller questioned if the ~~program commission could begin in the next phase of~~  
174 rolling out the module by providing input and feedback over email as opposed to meeting would  
175 allow open forum via email communication. Staff Liaison Bowman stated he would like CEC  
176 website committee to get together to brainstorm on ideas and have an open discussion on ways to  
177 enhance the user experience.

178

179 | The Chair Grefenberg thanked Commissioner Miller for expressing himself during the City  
180 | Council presentation and Staff Liaison Bowman and Vice Chair Becker for their comments and  
181 | dedication to community engagement.

182 |  
183 | Staff Liaison Bowman reported the timeline received from Granicus for the official launch  
184 | would take approximately 6-8 weeks after the contract is finalized~~system had been put in place~~  
185 | which allows for ample planning and marketing time as well as coordinating with city staff  
186 | regarding their engagement in the module.

187 |  
188 | Commissioner Gardella showed her support for the project and stated this was a great  
189 | opportunity to host Community meetings to hold tutorials for residents.

190 |  
191 | ~~Commissioner Miller moved and Vice Chair Becker seconded a motion to support the~~  
192 | ~~amendment. Motion passed unanimously. Unclear if a motion was made or if the Chair was~~  
193 | ~~just stating a motion had been made previously by Miller and Becker~~

#### 194 | 195 | **4. Involvement of Renters in Roseville Decision-Making and Civic Affairs**

196 |  
197 | The Chair Grefenberg acknowledged and expressed appreciation for an email received from  
198 | Roger Hess Jr., which he ~~presented~~ had been e-mailed to the Commission. He ~~highlighted one~~  
199 | ~~main topic, from the email, noting~~ noted one of the main CEC policies, adopted in November  
200 | 2014, was to engage renters. He stated it was his belief the Task Force on Zoning and  
201 | Notification would aide in the gap by ~~for~~ relaying zoning information and notice to renters,  
202 | adding that the 2014 Policy Recommendations on Zoning Recommendations specifically  
203 | covered this. The Chair thanked Roger Hess Jr. and opened the meeting for discussion ~~on this~~  
204 | issue

205 |  
206 | Vice Chair Becker recommended the Neighborhood Association Task Force also take up ~~partake~~  
207 | ~~in~~ the involvement of renters. He commented that although renters are sometimes more transient  
208 | than homeowners, they; are still a large part of the overall community identity ~~on renters living in~~  
209 | ~~Apartment/Townhome complexes, noting whether a renter was transient or not, would have no~~  
210 | ~~bearing on the~~ and it is importance ~~important too~~ engaging all residents ~~renters~~ to become an  
211 | active part of ~~the~~ that Community.

212 |  
213 | Commissioner Gardella commented on Mr. Hess's questions relating to how surveys are  
214 | conducted and suggestions for changing the surveys. She questioned how often surveys are  
215 | done. Staff Liaison Bowman stated surveys are conducted every two to three years. He noted  
216 | surveys had been completed in 2011 and 2014.

217 |  
218 | Vice Chair Becker stated Mr. Hess had expressed a valid point on surveys only being conducted  
219 | through the use of contacting residents' landline telephones. Staff Liaison Bowman stated he  
220 | had been assured by the survey company that multiple communication platforms had been  
221 | utilized to contact residents although outreach may have been limited to residents with phone  
222 | numbers not associated with a Roseville address or with a non--651 area code, for example.

223 |



224 | Commissioner Mueller stated Mr. Hess also made a great point in regard to the ~~use of one single~~  
225 | area code issue. She explained most people who presently move do not change their telephone  
226 | numbers (landlines and/or cell phone numbers) and due to this they would ~~been~~ excluded from  
227 | ~~receiving~~ being included in the survey by default. Staff Liaison Bowman stated the survey  
228 | company had been well aware of ~~the technology~~ this trend and acted accordingly to ensure all  
229 | residents were entered into the survey pool.

230 |  
231 | Commissioner Gardella stated it was her belief the next survey ~~would~~ might differ from surveys  
232 | of the past, due to the direct involvement of the CEC. She suggested alternative options:  
233 | speaking to residents at parks, church, electronic communication, cell phones, posting to the City  
234 | website.

235 |  
236 | Vice Chair Becker suggested over the course of the ~~next~~ year, the CEC ~~would~~ gather a list of  
237 | recommendations to present to City Council prior to the City sending the next resident survey.  
238 | Commissioner Gardella concurred, adding resident feedback and suggestions are encouraged,  
239 | welcomed, and appreciated.

240 |  
241 | Commissioner Manke ~~recommended~~ suggested Mr. Hess be considered for appointment as the  
242 | Member-At-Large for the Zoning and Notification Task Force.

243 |  
244 | ~~The~~ Chair Grefenberg requested Staff Liaison Bowman draft a response to the email received  
245 | from Mr. Hess and noted that we the Commission could will address the specifics regarding  
246 | conducting future surveys consideration at a later date.

247 |  
248 | Commissioner Manke suggested sending surveys out to renters on a more frequent basis due to  
249 | the high turnover rate. ~~The Chair~~ Staff Liasion Bowman stated that such a ~~the~~ recommendation  
250 | should be brought before the City Council.

251 |  
252 | Commissioner Mueller concurred with Manke's suggestion; offering an alternative option of  
253 | including City feedback cards as part of the welcome packet for new residents or in  
254 | communications renter's receive ~~through~~ via the implementation of the Rental Licensing  
255 | Program.

256 |  
257 | ~~The~~ Chair Grefenberg ~~commented on the~~ referred to a recent Minneapolis Star Tribune article  
258 | ~~written~~ on the Minneapolis nNeighborhood sStructure highlighting that although 52% of  
259 | Minneapolis residents ~~in the neighborhood~~ were renters they make up less than 30% of the  
260 | membership in their neighborhood associations; supporting ~~Commissions~~ the point of view on  
261 | the necessity to engage the ~~large~~ renters demographic.

262 |  
263 | ~~The~~ Chair Grefenberg referred a member of the Neighborhood Association Task Force (Peggy  
264 | Verkulienginia) to Commissioner Mueller as a possible point of contact for integrating City  
265 | literature into renter welcome packets. He ~~stated~~ indicated Verkulien ~~the point of contact~~ creates  
266 | her own welcome packets for her ~~residents~~ neighbors and could be a ~~great~~ another or  
267 | complementary-alternative. He ~~stated~~ said that the Verkulien contact information was included

268 in the meeting packet since she had also applied for the Neighborhood Association Task-Force.  
269 ~~he would email both Commissioner Mueller and Manke her contact information.~~

270  
271 ~~Informational; no action required.~~

272  
273 **5. Implementation of Other Strategic Recommendations**

274 **a) Low-Hanging Fruit**

275  
276 The Chair Grefenberg indicated that this category covered ~~questioned if Commission had any~~  
277 ~~less labor-intensive suggestions for the recommendations,~~ but he had not had the time to  
278 compose such a list based upon the Commission’s 2014 Recommendations to the Council.  
279 Commissioner Manke ~~made a recommendation moved~~ to table the ~~motion-discussion~~ for the next  
280 meeting in order for Chair Grefenberg to have adequate time to ~~make~~ develop the a “Low-  
281 Hanging Fruit” list available for the Commission to review.;

282  
283 ~~Chair Grefenberg moved to table the motion until the next meeting. With all members voting in~~  
284 ~~favor the Motion to table~~ passed unanimously.

285  
286 **b. Other Old Business**

287  
288 None.

289  
290 **Chair, Committee, and Staff Reports**

291  
292 **a. Chair’s Report**

293  
294 ~~The Chair~~ Grefenberg reported two events of significance to the Commission’s work had  
295 occurred since the last meeting. On February 17<sup>th</sup> and 18<sup>th</sup> the City Council participated in a  
296 Strategic Planning Retreat during which time they created an updated 2015 Strategic Plan. He  
297 stated a high priority of the plan was the Community Engagement of residents.

298  
299 ~~He stated~~ Grefenberg noted that the retreat facilitator was preparing a draft strategic plan for  
300 submission to the Council. He ~~noted~~ reported several Councilmembers had indicated ~~their~~ to  
301 him their desires to have all Commissions review and comment on the plan prior to its ~~adopting~~  
302 adoption the plan. He ~~stated~~ since the Strategic plan Plan included a focused on Community  
303 Engagement the ~~CEC~~ Commission ~~would~~ should be spending a significant amount of time  
304 advising the Council on the this issue ~~during a Strategic Planning Workshop.~~

305  
306 The Chair Grefenberg stated the second event occurred when the Mayor and City Manager  
307 ~~announced to~~ advised him the issue of Uniform Commission Code would soon be addressed by  
308 the Council. He noted during the first few months the ~~CEC~~ Commission had been ~~was~~ in  
309 existence, ~~time~~ it had ~~been~~ spent a significant amount of time discussing standards for  
310 commissions, issues how the CEC would operate including items such as: Commissioner  
311 attendance, providing opportunities for public comment at meetings, and ways to inform  
312 residents of ~~their~~ Commission activities.

313



314 He Grefenberg explained ~~that~~ A a Uniform Commission Code therefore ~~provides~~ provided an  
315 opportunity for incorporating some of ~~their~~ the Commission policies policy and strategies  
316 recommendations ~~that~~ dealing with Commissions, as adopted by the CEC last November, into  
317 the Council discussion. He stated the CEC had been somewhat ahead of the game due to already  
318 having policies in place regarding the Uniform Commission Code. He stated the next step would  
319 be to meet with the Council ~~in an advisory capacity to discuss the application with Council~~  
320 and advise them on its recommendations regarding city commissions and see implementation.

321

## 322 **b. Outreach & Communications Committee**

323

324 The Chair Grefenberg ~~commented~~ drew the Commissioners' attention on to the Gavel Club item  
325 in their meeting packet, ~~included in the staff report and~~ Based off of on Club's purpose-- to  
326 facilitate the communication and cooperation of community organization leaders within Ramsey  
327 County to keep communities informed of activities...-- and the variety of neighborhood and  
328 community organization participants ~~already participating~~ in the Club, it was ~~his opinion~~ the  
329 recommendation of the Commission's Outreach and Communications Committee that the  
330 Commission's joining the club participation would be an ideal fit.

331

332 ~~He stated the purpose of the club was to facilitate the communication and cooperation of~~  
333 ~~community organization leaders within Ramsey County to keep communities informed of~~  
334 ~~activities and to recognize outstanding volunteer leaders.~~ He stated the Club's purpose their  
335 vision aligned with the Commission's ~~core values.~~ charge in City ordinance

336

337 Commissioner Manke of the Committee concurred ~~with the Chair~~ that the club ~~had been~~ was a  
338 perfect fit for the CEC. She stated a concern would be for the time the Gavel Club meets noting  
339 most Commissioner's work and would not be able to attend meetings held at noon. She  
340 recommended the CEC join the club with the understanding that it would be a shared  
341 responsibility.

342

343 The Chair noted the Gavel Club meets at 12:15 p.m., on the third Wednesday of each month  
344 from September through June.

345

346 Commissioner Miller concurred with the Commission recommendation and noted his support.

347

348 Commissioner Miller moved and Vice Chair Becker seconded a motion to join the Gavel Club  
349 and pay the annual membership fee of \$15.00. **Motion passed unanimously.**

350

## 351 **c. Neighborhood Association Task Force**

### 352 **1. Confirmation of Task Force Membership**

353

354 The Chair stated seven people had recently volunteered for the Task Force and an additional  
355 three applicants had previously applied.

356

357 Vice Chair Becker commented ~~she was pleased by~~ his approval of the variety of backgrounds,  
358 professional experience, and length of residency among the diversified mix of applicants.

359  
360 Commissioner Gardella questioned if there had been fair representation across the City. The  
361 Chair stated all areas are adequately represented except from the North East quadrant.  
362 Commissioner Gardella stated she would speak with her neighbor.

363  
364 Vice Chair Becker moved and Commissioner Manke seconded a motion to aAppoint aAll  
365 aApplicants to the Neighborhood Association Task Force with the option to make additional  
366 appointments at a later date. **Motion passed unanimously.**

367  
368 The Chair noted volunteers had been brought to the Task Force by word of mouth. He noted the  
369 Task Force would report to the CEC who would then make a recommendation to the City  
370 Council. He stated he would email the Action Agenda from last night's task force planning  
371 meeting to the Commission.

372  
373 **d. Staff Report**

374 **1. Upcoming Items on Future Council Agendas**

375  
376 Staff Liaison Bowman commented on the upcoming items on the Council's Agenda included the  
377 Granicus contract and the new appointment of Commissioners on March 23, 2015. He  
378 commented the April Agenda would not impact the Commission and that the next Agenda to  
379 impact the Commission would not occur before ~~be possibly~~ the May 4, 2015, meeting.

380  
381 The Chair questioned the status of the Strategic Planning Work Session. Bowman stated the  
382 draft had not yet been completed and a date had not yet been determined.

383  
384 Commissioner Manke questioned if a gathering would be held for newly appointed  
385 Commissioners. Bowman stated he assumed an orientation would be held for the 11 newly  
386 appointed Commissioners.

387  
388 Commissioner Gardella ~~questioned~~ asked for more information on the ~~onboarding~~ process for  
389 residents applying ~~for new Commissioners.~~ the Community Engagement Commission vacancy.  
390 ~~The Chair~~ stated there had only been one applicant whose first preference was to serve on the  
391 CEC noting there were four open seats on the CEC.

392  
393 Vice Chair Becker and Chair Grefenberg confirmed interviews for potential applicants were held  
394 before the Council and ~~The~~ the respective - Commission Chair's of each applicant's primary first  
395 preference Commission.

396  
397 **New Business**

398  
399 **a. Upcoming Commission Leadership Opportunities**

400 **1. Description of Election Process and Chair and Vice-Chair Positions**

401  
402 ~~The Chair~~ Grefenberg ~~commented on~~ reviewed the email sent out on Tuesday depicting  
403 describing the ~~description~~ of election process, and the roles of the Chair and Vice-Chair  
404 positions. ~~He stated according to the minutes of~~ At the its May 8, 2014, meeting it had been the

405 | Commission had adopted this process and description of its officers by consensus; the role of  
406 | the Chair to convene and conduct Commission meetings, ~~conduct the business of the meetings~~  
407 | Commission including but not limited to creating the agenda and meeting packet. The Chair is  
408 | the official representative and spokesperson for the Commission on Commission positions,  
409 | issues, and priorities. The Vice-Chair preforms the duties of the Chair in their absence and  
410 | consults with the Chair upon his or her request. The Chair and Vice-Chair serve a term of  
411 | approximately one year to be determined annually at the Commission's April meeting.

412 |  
413 | ~~The~~ Chair Grefenberg expressed his appreciation and support of Vice Chair Becker's service  
414 | over the past eleven months, stating he hoped the next Vice Chair would continue to demonstrate  
415 | the same level of support to the next Chair.

416 |  
417 | The Chair stated nominations would be held at the next week Commission meeting on ~~to be~~  
418 | ~~voted upon at the~~ April 9<sup>th</sup>, 2015, ~~meeting~~. He asked ~~requested~~ any Commission member  
419 | interested in ~~the nomination~~ being nominated to make mention of their ~~intension~~ interest at  
420 | tonight's meeting to open up discussion and answer questions.

421 |

## 422 | 2. Commission Dialogue and Questions of Candidates

423 |

424 | ~~The Chair opened the meeting to make a nomination for the Chair's position.~~ Chair Grefenberg  
425 | asked what Commissioner would be interested in serving as Chair. Vice Chair Becker stated he  
426 | would like the opportunity to be nominated to serve as the Chair for the next term. Vice Chair  
427 | Becker commended Chair Grefenberg for his excellent leadership stating he had been an  
428 | essential part of forming the Commission and that he wanted to recognize ~~The~~ the Chair's  
429 | efforts.

430 |

431 | ~~The~~ Chair Grefenberg asked if any Commissioner had been interested in being a candidate for  
432 | the Vice Chair position. Commissioner Gardella stated she would like the opportunity to be  
433 | nominated to serve the next term as the Vice Chair.

434 |

435 | ~~The~~ Chair Grefenberg ~~asked for~~ Commissioner Gardella to ~~clarification on~~ elaborate on her  
436 | previously expressed suggestion to use this opportunity for the open dialogue between all  
437 | commissioners, rather than question each candidate. ~~comment made by Commissioner Gardella.~~  
438 | Commissioner Gardella ~~stated~~ said her intention would be to have open dialogue between all  
439 | Commissioners rather than mainly between the Commission and the Chair and Vice Chair  
440 | candidates.

441 |

442 | Commissioner Miller asked if questions could be brought to the next meeting to ask the  
443 | nominees. ~~The~~ Chair Grefenberg stated Commission members had the opportunity to ask their  
444 | questions or raise issues at the present time; ~~and~~ there might be an opportunity to have further  
445 | questions ~~discussion~~ prior to ~~submitting~~ the official vote at the next meeting.

446 |

447 | Commissioner Miller questioned if meetings could be run differently or if the current formal  
448 | meeting format had been a requirement. ~~The~~ Chair Grefenberg ~~stated~~ noted the Commission had  
449 | approved ~~the~~ a recommendation that all commissions should ~~to~~ follow the meeting format and

450 | procedures -of the City Council. He stated the Commission had been required to follow the  
451 | Roberts's-Rosenberg's Rules of Order for motions and consensus. He stated a ~~less stringent~~  
452 | ~~format using Robert's-Rosenberg's~~ Rules would allowed for a less formal setting which the  
453 | Commission had been following, and also provided—he believed—an even more informal  
454 | setting which he referred to as a ~~called~~ Committee of the Whole ~~Call~~.

455 |  
456 | Vice Chair Becker commented Council holds periodic wWork sessionshop meetings in the  
457 | Committee of ~~Call~~ the Whole format. Staff Liaison Bowman concurred that the Council tries to  
458 | ~~holds at least one Workshop one such~~ meeting per month in that format.

459 |  
460 | The Chair ~~questioned~~ asked Commissioner Miller if he had answered his question.  
461 | Commissioner Miller ~~stated~~ said he had.

462 |  
463 | Commissioner Mueller ~~stated~~ said her preference would be to have a less ridged-rigid format to  
464 | allow open dialogue and brainstorming to occur. Staff Liaison Bowman suggested scaling back  
465 | on the amount of items on the agenda to allow time for discussion.

466 |  
467 | Commissioner Manke stated she would like the Commission to hold a ~~W~~workshop  
468 | brainstorming session, in a less formal setting, possibly in addition to the regularly scheduled  
469 | CEC meeting, with the intention ~~of the session~~ focused on getting to know one another and to  
470 | openly discuss ideas and goals of the Commission. Commissioner Gardella asked Commissioner  
471 | Manke how much time she anticipated the session should be allotted. Commissioner Manke  
472 | stated the Workshop could be held in lieu of or in addition to a regular CEC meeting.

473 |  
474 | The Chair Grefenberg stated there could be an issue with the technical side of recording the  
475 | meeting. Commissioner Manke stated as long as there was a record of the meeting it did not  
476 | need to be video/audio recorded. Grefenberg responded that he would need staff confirmation of  
477 | that.

478 |  
479 | Vice Chair Becker liked the idea of an offsite informal session or brainstorming meeting agreed  
480 | with both the Chair and Commissioner Manke in addition to being more deliberate in planning  
481 | time for open dialogue. He stated he would like to incorporate having a learning agenda where  
482 | guests are invited to address the Commission to advocate or address issues within the  
483 | community. He reiterated his support for both formats noting the importance of continuing to  
484 | vote and make motions other formalities in order to be transparent and gain consensus as a group.

485 |  
486 | Commissioner Miller agreed ~~on the importance~~ it was important to of holding the first  
487 | Commission meetings in the manner as they had,- but as the Commission matured grows he  
488 | would like to expand upon ~~the-that~~ initial structure and format.-

489 |  
490 | Commissioner Gardella concurred, ~~stating~~ saying as long as the meeting did not violate the open  
491 | meeting laws she would be in favor of holding a Workshop meeting for a longer duration than  
492 | the regular meetings. She presented options for holding alternating meetings, one month hold a  
493 | business formal meeting the following month hold a less formal discussion meeting or, to

494 dedicate a specified amount of time to formal business and allot additional time from an open  
495 forum.

496

497 The Chair suggested incorporating ~~the a~~ new discussion meeting format for the May meeting  
498 contingent on whether meeting time was available because of ~~on~~ the Council's request for the  
499 Commission's input on the Strategic Plan- and other pending issues.

500

501 ~~It was the consensus of the Commission to incorporate the new format at the May meeting.~~

502

503 **b. Other New Business**

504

505 None.

506

507 **Commission Communications, Reports, and Announcements**

508

509 ~~The~~ Chair Grefenberg ~~stated~~ noted the emails received from Diane ~~Hilden~~ Hilden and Roger  
510 Hess Jr. had already been addressed earlier in the meeting.

511

512 Vice Chair Becker stated Roseville Police Chief Mathwig— would be appearing on a panel  
513 discussion to heal the relationships between law enforcement and the community in Brooklyn  
514 Park on March 15, 2015, at 4 p.m. Further information can be found by contacting ~~Pastor Smith~~  
515 (612) 735-4828. Commissioner Manke noted the appearance on MNPR by the Chief, indicating  
516 stating he had done an excellent job on that radio program.

517

518 Vice Chair Becker reported on an event to be hosted by the Roseville Human Rights ~~Committee~~  
519 Commission on March 16, 2015, at 6:30 p.m. in alliance with the National Alliance on Institute  
520 ~~of Mental IllnessHealth~~ (NAMI) and Make-It-OK.org, whose purpose was to discuss mental  
521 health issues and increase community awareness. ~~The Chair~~ Grefenberg presented a flyer  
522 depicting the event.

523

524 Commissioner Manke noted the Roseville Police Department's launch of their Facebook page.

525

526 Commissioner Manke ~~noted~~ raised the issue of an earlier e-mail she had received commenting on  
527 the content of City News. The Chair stated he received an email, forwarded by Community  
528 Development Director Paul Bollata-Bilotta, from a resident resident Bollata commenting on the  
529 ~~resident's concern on~~ a lack of neighborhood-specific news communication on in the City  
530 newsletter.

531

532 Staff Liaison Bowman welcomed feedback on the City newsletter.

533

534 The Chair reported *Roseville Review* Editor, Johanna ~~Hollum~~ Holub, would be at the next  
535 meeting of the Gavel Club ~~holding a discussion on third Wednesday of every month~~ to discuss  
536 coverage of community events.

537

538 **Commissioner-Initiated Items for Future Meetings**

539

540 | The Chair Grefenberg ~~raised~~ reminded the Commission of a proposal received from the  
541 | Minnesota Advocates for Human Rights at their February meeting, suggesting a partnership with  
542 | the Commission in integrating immigrants into the Roseville Community. At the February  
543 | meeting Advocates had ~~indicating~~ indicated they were willing to come back in April to discuss it  
544 | with the Commission.– The proposal ~~was to aid in~~ included various ways to engage with  
545 | immigrants as minorities under-represented groups. Vice Chair Becker noted that this was  
546 | probably an opportunity to partner with the Human Rights Commission.

547 |  
548 | ~~The Chair~~ Grefenberg -noted he would be compiling a list of items that had not been completed  
549 | to either add or remove from ~~the~~ future agendas.

550 |  
551 | Vice Chair Becker suggested Rosefest parade planning be added.

552 |  
553 | Commissioner Mueller requested clarification at the next meeting on what should be included in  
554 | the welcome packet.

555 |

#### 556 | **Recap of Commission Actions This Meeting**

557 |

558 | Grefenberg clarified that the intent of this standard agenda item was to focus on follow-up action  
559 | necessary for decisions or motions approved at the Commission meeting.

560 |

561 | The Commissioners ~~reviewed~~ recapitulated the Commission actions taken at the meeting. Chair  
562 | and Vice-Chair elections were mentioned, as was the next steps in the Civic Engagement  
563 | module. On this last item Becker mentioned that the Website Committee should possibly meet  
564 | before the next Commission meeting.

565 |

#### 566 | **Adjournment**

567 |

568 | Vice Chair Becker moved and Commissioner Gardella seconded a motion to adjourn. **Motion**  
569 | **passed unanimously.** Meeting adjourned at 8:20 p.m.

570 |

571 |

572 | Original Draft: 3,869

573 | With Becker Revisions: 4,079

574 |



**Date:** April 1, 2015  
**To:** Community Engagement Commission  
**From:** Gary Grefenberg, Chair  
**Re: Overview of Advocates Partnership Proposal  
Agenda Item # 6a**

**Commission Jurisdiction:** The 2014 city ordinance establishing the Community Engagement Commission (CEC) stipulates that our Commission's charge includes:

*Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents....*

**Background:** At the Commission's February meeting Advocates for Human Rights, a Minneapolis non-profit, made a presentation on their 2014 report *Moving from Exclusion to Belonging*, focusing on Civic Engagement and Political Participation, Chapter Seven in their report. During their presentation Advocates representative, Madeline Lohman, proposed a partnership with the Commission to expand civic participation in Roseville. The Advocates proposal suggested three possible projects as follows:

**Community forums:** *...either train Commission members to run a community forum or we could host the forum ourselves. The forum would examine civic engagement in Roseville and specifically how best to reach residents who are not normally involved in city government...*

**Strategizing session:** *The Advocates offers a workshop that uses a human rights perspective to help participants identify the different causes of a particular problem (such as low levels of civic engagement by certain populations) and how to address them...*

**Training for commission members, city staff, or other target groups:** *The Advocates created a series of recommendations for communities... on a range of issues, including civic engagement. We can offer informational training sessions on those recommendations and best practices.*

A complete copy of the Advocates proposal as distributed at our February meeting is attached. Also attached are excerpts from the Commission Minutes of our February meeting.

**Current Status:** Advocates is returning to the Commission at its Thursday, April 9<sup>th</sup> meeting to discuss this partnership. I have encouraged the Administration Department, City Manager Pat Trudgeon and City Clerk Kari Collins, to attend and participate in that discussion because City Departments have already done a remarkable and exemplary job in working with the Karen Community on a variety of issues impacting that immigrant community.

Personally I am sure that the Commission does not want to duplicate the City's current initiative with the Karen, but there may be other ways and other under-represented groups which the City could benefit through a working relationship with Advocates on civic engagement issues. The City Manager's Office, however, would play a critical and determinative role in any such effort.

I would recommend that the Commission be open to participation of the Human Rights Commission if a decision should be made to move forward.

I do not foresee next week's Commission meeting as making a final decision on this proposal, but simply as providing a forum to discuss how the City and its Commission may be able to benefit from such a partnership.

- Attachments: 1) Advocates Partnership Proposal of February 12, 2015  
2) Excerpts from February 12, 2015, Commission Minutes on Advocates Presentation/Discussion

## ATTACHMENT # 1: **Advocates Partnership Proposal**

### **Promoting Civic Engagement in Diverse Populations**

*A Proposed Collaboration between The Advocates for Human Rights and the Roseville Civic Engagement Commission*

The Advocates for Human Rights is a nonprofit based in Minneapolis MN. We have worked on human rights issues in local communities, including immigrant and refugee rights, for over 30 years. Last year, we published *Moving from Exclusion to Belonging: Immigrant Rights in Minnesota Today*, a report that centers on the human rights of refugees and immigrants in Minnesota. The report places its findings and recommendations within the context of state, federal, and international human rights law to identify what is working to promote integration and success, what is failing, and what gaps exist in public policy. Released April 2, 2014, the report draws on nearly 200 individual interviews and more than 25 community conversations involving hundreds of people throughout the state.

As a follow up to that work, we are collaborating with communities that are working to improve the experiences of potentially marginalized residents such as immigrants and refugees on many issues, including civic engagement, housing, and education. We offer a range of resources to assist communities to meet their self-identified goals.

The Advocates would like to partner with the Roseville Civic Engagement Commission in your mission to expand civic participation in the City Of Roseville. Some possible projects include:

**Community forums:** Using the community conversation model that we developed as part of our research for the *Moving from Exclusion to Belonging* report, we could either train Commission members to run a community forum or we could host the forum ourselves. The forum would examine civic engagement in Roseville and specifically how best to reach residents who are not normally involved in city government. Roseville already held a community conversation in 2014 that covered all aspects of feeling welcome and included in Roseville, but a more narrowly focused one could yield concrete ideas for civic engagement.

**Strategizing session:** Increasing civic engagement often requires both short-term, easily accomplished objectives and more long-term systemic change. The Advocates offers a workshop that uses a human rights perspective to help participants identify the different causes of a particular problem (such as low levels of civic engagement by certain populations) and how to address them. Because the Commission has already engaged in a planning process, this training would focus more on the particular strategy of how to achieve already-named objectives than on identifying those goals.

**Training for commission members, city staff, or other target groups:** The Advocates created a series of recommendations for communities, organizations, and local governments on a range of issues, including civic engagement. We can offer informational training sessions on those recommendations and best practices. The trainings can be focused on civic engagement or can touch on other issues that affect Roseville residents, such as housing or immigration law.

*Distributed at the February 12, 2015. Community Engagement Commission meeting*

## **Excerpts from February 12, 2015, Commission Minutes re: Immigrants and Civic Engagement:**

### **Dialogue with Minnesota Advocates for Human Rights**

The Chair noted Madeline Lohman of the Minnesota-based Advocates for Human Rights would be presenting tonight. He invited Wayne Groff, Chair of the Roseville Human Rights Commission, to join the Commission at the table, as well as Roseville residents Diane Hilden and Sherry Sanders.

Ms. Lohman stated that Advocates had worked on immigration issues for much of its existence. She explained Advocates started doing community outreach on this issue before it published its report on Immigrant Rights in Minnesota. From their three years of research it became clear that people felt welcome in Minnesota on the surface and that people were polite and nice, yet the Immigrant Community felt they were not getting the same access to education, housing, and employment and that their own organizations did not have the same level of support as groups that served established long-term residents.

Lohman noted the Roseville Human Rights Commission and her organization had organized last January 2014 a public *Community Conversation on the Immigrant Experience in Minnesota*, which was the best attended of any program held in the development of the Advocates final state-wide report, *Moving from Exclusion to Belonging: Immigrant Rights in Minnesota Today*, released last March.

Lohman said the next step was to take action on the Report's recommendations. She stated Advocates was now taking the outreach and engagement model they had used and work with some communities to advance their own agendas of being more welcoming of their diverse residents. She stated they had a lengthy series of recommendations in their report. She pointed out it was important to hold meetings in a different style also in order to blend cultural expectations.

The Chair asked Lohman review their recommendations, specifically on pages 253, namely *Immigrants are not always aware of community resources and opportunities for engagement with the larger community, and Immigrants feel that organizations serving the broader community do not reflect their priorities, encourage their leadership, accommodate their cultural norms, or assist them in overcoming language barriers, which limits their participation.*

Ms. Lowman said Advocates had discovered was that there was often a self-perpetuating cycle in that city residents and employees communicated in ways that they expected to communicate with, such as the City newspapers, website, and cable TV, but this was not thinking about how immigrants got their news. She noted the immigrants relied for communication through members of their community. She stated it was important to make sure the messages were in the community places used by immigrants, such as in the grocery store and medical clinic. She added the broader community needed to think about new venues.

Lohman continued that English language classes were also very important but the scope of those varied on the availability of resources. It was important that English as a Second Language (ESL) instructors knew about the city resources available to the immigrant community. She stated there were a few

communities who had staff whose sole job was to help immigrant communities navigate the systems, individuals who were on call 24/7. She added an institution could do this as well and it not need be a staff member. Those were the main ways of getting the information out and once the connections were made they needed to do conscious education.

Chair Grefenberg commented that in Roseville the Police Department had taken the lead on these types of issues, but so far it has been reserved for the police department. He stated one of the Commission's charges from the Council was to identify barriers.

Ms. Lohman admitted the challenge was that it takes a long time to succeed everywhere. She noted they needed to bring people in and since a lot of people worked based on personal relationships having a person walk them in was crucial. She stated it was important to figure out how to establish these personal relationships.

Other barriers common among low-income people were lack of time, language barriers, lack of transportation, no childcare, etc. Other issues were cultural such as how different communities approach meetings. She stated there were also issues as to how much power and influence people were given knowing the limitations of community involvement. She stated this was a complicated balance.

Ms. Hilden commented that typically language was a huge barrier, but beyond language there were people who came from refugee camps so the concept of our society was not something they understood or would understand quickly. However, the children would very quickly capture American culture so there was a big difference between bringing to the table an immigrant who has been in America for a few years and a new immigrant. She hoped they could engage an immigrant culture for a very long time, commenting that there was not a one-size solution to everything.

Ms. Lohman stated they wanted to be aware that there were things they were doing that they thought were normative yet were confused why people were not participating. She stated they needed to be aware of cultural differences.

Ms. Hilden asked who brings immigrants into the community. She understood there were churches that brought people here, but she had a sense once they got them here they were sort of abandoned. Ms. Lohman responded those sponsoring groups had limited resources.

Ms. Hilden responded immigrants needed some on-going contact with the sponsors who brought them here in order to establish better communication with the broader community. She stated this was very different in dealing with Somalians who had been here a long time.

Madeline Lohman responded that she had worked with a Somali woman who relied on a bunch of people who did not speak Somali, but this woman eventually found Somali resources. She agreed it was important to be in touch with the sponsoring agencies to see how they could help.

Vice Chair Becker asked that although he understood that a good bridge into such communities were the local community leaders and the children of adult immigrants, but absent that were there any strategies that work when they lacked such a designated leader. Ms. Lowman responded it did not have to be organic from the community, but someone who could establish a trust within the community. She did not believe there was a single way and it would take time for the community to trust someone.

Vice Chair Becker asked if besides via police department engagement were there other strategies the City could directly connect with the immigrant community. Ms. Lowman stated they needed an “organizer” who could do the street work and this was difficult with a volunteer organization such as the Commission.

The Chair stated he believed the Commission needed to work with the Karen Organization of Minnesota if they were going to try and identify immigrant barriers.

Ms. Sanders stated the Hmong community was very organized and she hoped the Commission could help the Karen community also.

Mr. Groff, chair of the Roseville Human Rights Commission, commented that this did not happen overnight but was a process; as a City they could offer the immigrant community more resources.

Ms. Hilden said her neighborhood would very much like to be connected also so they could do their part. She stated she did not like the ‘we/they’ mentality and she wanted to at least recognize people and say hello. She said if neighbors could make such inroad, they could facilitate some change.

Commissioner Ramundt stated residents were not even connected very well in the City and stated they needed to work on how they did outreach and received feedback from everyone.

Chair Grefenberg said it was important for the City to invite immigrants and neighborhood associations into staff meetings dealing with immigrant and neighborhood issues.

Ms. Lohman said she did not think of these as additional tasks but rather change the way they do things such as how they announce City events. She stated their organization was willing to help them on communication and how to host forums with the immigrant communities. She distributed a draft proposal to accomplish this.

Chair Grefenberg encouraged the Human Rights Commission to review this report and possibly consider collaboration with the Community Engagement Commission.

## Community Engagement Commission

### Current Status Report on Implementation

As of April 3, 2015

2014 Recommended Policies and Strategic Recommendations

May 2014- April 2015

#### **PRIORITY Recommendations as Reported to the City Council at December 8, 2014, Joint Meeting**

#### 1) **Assist and Encourage the Formation of Roseville Neighborhood Associations**

**Current Status:** Task Force of 9 residents and two Commissioners formed and has undergone orientation. Has met twice. Selected its leadership.

**Next Steps:** On-going. Task Force will meet with Commission at its May 13<sup>th</sup> meeting for preliminary assessment of task force progress.

#### **Policy Context: Related Commission Policies & Recommendations**

#### **Policy # 8: Foster and Support Vibrant Neighborhoods**

**Policy # 8.1:** The City should support residents' efforts to build community within their neighborhood.

a) Recommendation: Support the creation of resident-defined neighborhoods.

**Policy # 8.2:** The City should support residents in developing more formalized neighborhoods and/or neighborhood organizations.

**Rationale:** By recognizing neighborhoods and neighborhood organizations, the city reinforces the value of neighbors working together to achieve common goals. Providing infrastructure and technical assistance to these groups also enables their success and provides another effective way for the city to disseminate and gather information.



**We recommend the City:**

- a) Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition and examples of a neighborhood network or association, a clear process to formalize such groups, and City recognition and benefits to officially-recognized groups.
- b) City Recognition of Neighborhood Associations should be premised on the assumption that neighborhood boundaries are inclusive and not exclusive.
- c) The City shall provide a page or section on city’s website with the neighborhood’s name, boundaries, characteristics, events, and contact person. (Example at <http://www.stlouispark.org/wolfe-park.html>).
- d) The City should consider adding signage in the physical neighborhood names are identified and commonly accepted.

**2) Host a Conference on Community Engagement in Roseville**

**Current Status:** Commission formed a planning committee of Gardella and Mueller. At March 12, 2015, meeting Commission repurpose this recommendation as an event or learning opportunity—rather than a conference—for 2016.

**Next Steps:** On-going. Commission to review an outline and description of event.

**Policy Context: Related Commission Policies & Recommendations**

**Policy 4.2:** The City should invest in civic engagement training for public officials, city staff, and residents to foster a climate of public participation.

- a) **Recommendation # 4.2 a:** Host annual training/conference on the latest trends, technologies, and tools uses to engage citizens. City staff shall plan and publicize the event, in collaboration with the CEC.

**3) ✓ Form a joint task force with the Planning Commission to study zoning notification issues and formats**

**Current Status:** Task Force formed with three Planning Commissioners and two Community Engagement Commissioners appointed by their respective bodies. At its March 12<sup>th</sup> meeting Commission approved membership of said task force, with allowing the possibility of adding public member(s).

**Next Steps:** Task Force materials being prepared by Planning Department Staff and Grefenberg. First meeting to be arranged.

**Policy Context: Related Commission Policies & Recommendations**

**Policy # 9: Improve the Notification Process**

**Policy # 9.1:** The city should expand the notification area and methods for informing residents and businesses, including leased businesses, of developments that have greater impact and/or involve issues of probable concern to the broader community.

Recommendation # 9.1a: The Council should form a joint task force of Community Engagement and Planning Commissioners, plus at-large members, to assess these notification recommendations and prepare a joint plan for both Commissions and for Council approval. Staff assistance shall be provided by the Planning Department.

The specific Task Force Strategic Recommendations which follow are suggested for consideration by this joint task force as a starting point in their deliberations.

9.1.b: Require notification for zoning proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses operating within 1500 feet of the proposal and solicit their input. Note that businesses operating includes not only the property owner but the business leasing said property. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.

9.1.c: Co-host with the proper governing board or neighborhood association open houses in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents’ questions and concerns.

9.1.d: A written summary of the open house shall be submitted as a necessary component of an application for approval of a proposal requiring a developer open house meeting. Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with the open house summary.

The applicant/developer is responsible for mailing a copy of the meeting summary to all attendees who provided their names and addressed on the sign-in sheet.

**Policy # 9.2:** The City should reassess the notification language and format so as to maximize understandability and convey their importance as official local governmental notices with potential impact upon the recipient's property and neighborhood.

#### 4) **✓ Recommend an online civic engagement module for new city website**

**Current Status:** Website Redesign Committee answered Council questions and Council authorized moving forward at its March 2<sup>nd</sup> meeting. Contract with Granicus approved by Council at its March 23<sup>rd</sup> meeting.

**Next Steps:** Deployment to occur and Public Information campaign organized. Website Redesign Committee to meet with Bowman and Granicus representatives for a planning session on April 8<sup>th</sup>.

#### **Policy Context: Related Commission Policies & Recommendations**

##### **Policy # 6: Enhance Website and Electronic Communications**

**Policy # 6.1:** The City should continuously improve its website to make it more user-friendly, thereby fostering civic engagement.

**Policy # 6.2:** The city should maximize two-way communications technologies... to facilitate timely public participation and engagement.

**Rationale:** Several neighboring cities make investments in civic-engagement-focused media. For example, Edina offers a Citizen Engagement blog titled *Speak Up Edina* ([speakupedina.org](http://speakupedina.org)) as well as a Facebook page, Twitter account, and YouTube channel.

**5) Assist in the Resumption of Roseville U Program (added by Council on 12-08-2014)**

**Current Status:** At January 2015 Commission meeting City Manager Trudgeon asked for input on the Roseville University program and format, indicating staff was reassessing the entire program and proposing a new approach. Commission made various and more than a few suggestions regarding the Roseville U programs, format, and scheduling, including a program on community engagement.

**Next Steps:** Commission is awaiting a new Roseville University program outline and format for the Commission’s more detailed response.

**Policy Context: Related Commission Policies & Recommendations**

**Policy # 2.4:** The City should provide opportunities for residents to learn about Commissioners.

**Policy # 4.2:** The City should invest in civic engagement training for public officials, city staff, and residents to foster a climate of public participation.

b) Recommendation: Develop and/or strengthen opportunities for residents to learn and participate in the civic process, including Roseville U.

**Policy # 4.3:** The City should develop educational and informational resources for citizens to learn how best to participate in civic issues.

**Rationale:** The more people know about the process of city government (i.e., how to find the schedule of meetings, agendas, minutes; how and when to contact city staff, council members, and/or commissioners; how to speak during public comment or hearing, etc.), the more likely they are to get involved and stay involved, and share constructive and relevant comments.

**6) Involve Roseville Renters (added by Council on 12-08-2014)**

**Current Status:** Zoning Notification to renters will be considered by the Zoning Notification Task Force.

**Next Steps:** Other than the above not determined.

**Policy Context: Related Commission Policies and Recommendations**

**Policy # 3.1:** The city should engage renters as it does homeowners.

Recommendation: Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in any communications initiatives (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate their engagement.

**Recommendations or Initiatives Currently Under Commission Consideration for Implementation Pursuant to Adopted Policies and Strategies**

**1) Initiative: Involvement of Underrepresented Groups and Increase Participation of All Residents**

**Current Status:** On February 12<sup>th</sup> the Commission has received a presentation from Advocates for Human Rights on Immigrants and Civic Engagement. At its April 9<sup>th</sup> meeting the Commission is scheduled to discuss whether to partner with Advocates on increasing the involvement and participation of immigrants in their community.

**Next Steps:** To Be Determined.

**Policy Context: Related Commission Authority, Policies and Recommendations**

Pursuant to City Ordinance the Commission’s charge includes: *Review and recommend ways to improve the City’s public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents....*

In recognition of that charge, the Commission has adopted the following recommendations and policies:

**Policy # 1.1:** The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.

- c) Recommendation: Recognize the changing demographics of Roseville in order to understand how best to keep all Roseville residents informed and involved.

**Policy # 2.1:** The City should foster public participation at both the council and commission level

- d) Recommendation: Explore alternative methods to reach those who are not normally involved in civic affairs.

**Policy # 2.2:** The City should widely publicize openings on all commissions and ad hoc advisory groups, and encourage residents to apply.

- a) Recommendation: Encourage community engagement and civic participation across all demographic lines.



**Policy 4.2:** The City should invest in civic engagement training for public officials, city staff, and residents to foster a climate of public participation.

- b) Recommendation: Host annual training/conference on the latest trends, technologies, and tools uses to engage citizens. City staff shall plan and publicize the event, in collaboration with the CEC.

## 2) Reinstatement of the Welcome Packet for New Residents

**Current Status:** On February 12<sup>th</sup> Commissioner Mueller raised the issue of moving forward on the Welcome Packet to welcome new residents to Roseville. (In the past such a Welcome Packet had been the responsibility of the Roseville Housing and Redevelopment Agency.) Commissioner Manke and Staff Liaison Garry Bowman volunteer to assist her in this effort..

**Next Steps:** To Be Discussed at April 9<sup>th</sup> Commission meeting.

### **Policy Context: Related Commission Policies and Recommendations**

**Policy # 7.2:** The City should emphasize communications utilizing existing systems more proactively and effectively with the intention of engaging residents.

- e) Recommendation: Reinstatement of the “Welcome Packet” for new residents of Roseville and incorporate information needed to foster volunteerism and effective civic engagement in the “Welcome Packet.”

### 3) NextDoor

**Current Status:** Next Door leads have met twice in order to coordinate their efforts and assist each other in following the NextDoor Guidelines and increasing participation. Initial motivation was to use the NextDoor network to foster neighborhood participation and neighborhood associations.

**Next Steps:** To Be Decided by NextDoor Leads.

#### **Policy Context: Related Commission Policies and Recommendations**

**Policy # 7.2:** The City should emphasize communications utilizing existing systems more proactively and effectively with the intention of engaging residents.

- a) **✓** Recommendation: Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance.
- b) Recommendation: Devise a process for identifying, maintaining, and updating Nextdoor neighborhood leads. Consider ways the City could support the efforts of NextDoor leads in disseminating information necessary for neighborhood-building efforts.

**Policy # 8.1:** Monitor and Evaluate the Success of NextDoor and include goal-related metrics and user satisfaction.

## Neighborhood Association Task Force

Neighborhoods & Community Building

**March 25, 2015, at City Hall's Aspen Room**

6:00pm-7:50pm

**Agenda & Decisions from Meeting # 2**



### 1) Welcome & Introductions

- Introduce new attendee: Pioneer Diane Hilden of the Lake McCarron's Neighborhood Association
- Introduce New Commissioners
- Other Introductions

### 2) Why We're Here: **Task Force Function**

- is to develop ways to foster, facilitate, and encourage the formation of neighborhood associations, and
- to encourage and organize authentic and effective neighborhood input into civic decision-making. [One aspect of this is neighborhoods being prepared to provide such input when it is needed.](#)
- [The group also discussed the role of neighborhood associations in facilitating 2-way communication between city and neighborhoods. The benefits of NAs for the city are that they can improve ongoing communication with residents and can help the city do their job of providing information to residents and soliciting feedback from the community and doing so efficiently. These benefits are in line with the City's aspiration of being a responsive city.](#)
- [A benefit for residents \(besides having a role in civic decision making\) is social connection/capital.](#)

### 3) Task Force Context:

- a. Confirmation of Previous Pioneers' Decision: Focus on Neighborhood Associations, but not an exclusive focus
- b. Task Force Preliminary Adoption [Review](#) of Core Values of Public Participation (International Association for Public Participation draft)
  - [Some Task force members expressed concern about the redundant and potentially unclear wording of the values](#)

#### 4) Process & Schedule as currently envisioned

- a. An Organic Approach: 'Just Dig In'
  - [At this stage of the Task Force's development every decision is preliminary](#)
- b. Preliminary Task Force Report to the Community Engagement Commission at its May 14<sup>th</sup> Meeting
- c. Development of Topics: Now and At Next Meeting (*see next agenda item*)

#### 5) TOPICS: **Preliminary Listing & Discussion**

(using Edina Policy Statements as an outline)

- a. Purpose of Associations

[See above under 2.](#)

- b. Mutual Expectations

- c. Organization & Structure

In order to be recognized by the City are required to have the follow structure or bylaws that include the following minimum standards:

- An outline of the Neighborhood boundaries as defined EITHER by the City OR the neighborhood association
  - Membership criteria allowing any Neighbor over the age of 18 the right to belong and to vote.
  - A statement that the Neighborhood Association will not discriminate based on race, color, etc;
  - One annual meeting with notice to all addresses within the geographic boundaries,
  - Procedures for the election and removal of leadership ; and
  - Method of determining quorum and how votes are taken and recorded at annual meetings.
  - [One issue that emerged during the discussion is whether it is a problem to have multiple neighborhood associations in the same area. This topic will need to be further considered by the group.](#)
  - [Another issue discussed related to organization and structure is the topic of working with existing neighborhood structures \(i.e., block captains, current informal groups\). Coordination will be needed so that the "wheel is not recreated."](#)
- d. City Recognition & Removal of Same
    - [Preliminary Agreement on using the term \*Recognition\* rather than \*Certification\* in describing City's role in relation to Neighborhood Associations.](#)

*[At meeting Task Force only got through 5d of this agenda item]*

- e. Funding

- f. City Staff Support
- g. Communications Support
- h. Additional Benefits Provided by City
- i. [Additional Benefits for the City](#)

**6) Task Force Meeting Schedule**

- a. [Next meeting is April 15<sup>th</sup>, same place and time.](#)

**7) Big *But Ifs*:** Is there a dichotomy between describing the specific functions and structure of an Association when there are currently only three Neighborhood Associations in Roseville?

- a. [For the time being view this as a challenging creative conflict and ambiguity](#)

**8) Assignments Volunteered:**

- a. [McCormick & Hilden to redraft Core Values \(#3 b above\) by April 2<sup>nd</sup> for Grefenberg to transmit to Commission](#)
- b. [Grefenberg to send Stoner copy of Minneapolis Core Values](#)
- c. [Donna and Lisa will draft message to Nextdoor leads so that existing informal neighborhood structures can be identified.](#)
- d. [Grefenberg suggested the Task Force have co-chairs because of the workload. Sanders volunteered Donna Spencer as a co-chair. Task Force unanimously selected Grefenberg and Spencer as co-chairs.](#)

**9) Next Steps**

- a. [Next meeting will be held on Wed, April 15 at 6pm at City Hall. Donna will prepare agenda in advance.](#)
- b. [The agenda will include topics 5d-f above as we did not address these during the meeting.](#)