

Community Engagement Commission Agenda
Thursday, Dec. 10, 2015
6:30 p.m.
City Council Chambers

- 6:30 p.m. **1. Roll Call**
- 2. Approve Agenda**
- 3. Public Comment on Items Not on Agenda**
- 4. Approval of November 12 meeting minutes**
- 5. Old Business**
- 6:45 p.m. a. Update on community listening and learning events
- 6:50 p.m. b. Update on Joint Task Force on Zoning Notification
- 6:55 p.m. c. Follow-up on Roseville Review delivery issues
- 7:00 p.m. d. Continue discussion on 2016 priority planning
- 7:45 p.m. **6. Chair, Committee, and Staff Reports**
- a. Chair's Report
- i. Overview of council discussion/action on commissions
- b. Staff Report
- i. Upcoming items on future council agendas
- ii. Other Items
- 8:00 p.m. **7. New Business**
- a. Adopt 2016 meeting schedule
- 8:05 p.m. **8. Commission Communications, Reports, and Announcements**
- 9. Commissioner-Initiated Items for Future Meetings**
- 10. Recap of Commission Actions This Meeting**
- 8:15 p.m. **11. Adjournment**

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

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Minutes

Roseville Community Engagement Commission (CEC)

Thursday, ~~October 8~~ November 12, 2015 - 6:30 p.m.

1. Roll Call

Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and Communications Manager Garry Bowman called the roll.

Members Present: Chair Scot Becker; and Members Sherry Sanders, Jonathan Miller, Theresa Gardella, and Michelle Manke; with Member Gary Grefenberg arriving shortly after the meeting started.

Members Absent: Member Ebony Adedayo

Staff Present: Staff Liaison/Communications Manager Garry Bowman

2. Approve Agenda

Member Sanders asked for an additional agenda item for the Community Engagement Commission (CEC) to review and consider recent letters sent to their attention.

By consensus of the body, Chair Becker added this item as New Business Item 7.b entitled, "CEC Correspondence.

Gardella moved, Manke seconded, approval of the agenda as amended.

Ayes: 5

Nays: 0

Motion carried.

3. Public Comment – Non Agenda Items

None.

4. Approval of October 8, 2015 Meeting Minutes

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

Manke moved, Gardella seconded, approval of the October 8, 2015 meeting minutes as amended.

Corrections:

- Page 6, Line 251-253 (Sanders)

44 Correct sentence to read: “Ms. Sanders shared the association’s objectives,
45 and as the oldest and first association registered as a ~~[501C.3 corporation]~~
46 *[non-profit organization]* counted itself 200 members and friends strong.”
47

48 **Ayes: 5**

49 **Nays: 0**

50 **Motion carried.**

51
52 **5. Old Business**

53
54 **a. Continue Discussion on Neighborhood Associations**

55
56 **i. Additional Background Materials**

57 Prior to reviewing the next excerpt of recommendations provided by
58 the Task Force, Chair Becker recognized Member Grefenberg to
59 provide his “TIMELINE for Integrating Neighborhoods into City
60 Decision-Making,” *presented as a bench handout, attached hereto*
61 *and made a part hereof.*
62

63 Member Grefenberg reviewed his written report and highlighted areas
64 of possible CEC interest for the CEC based upon from his self-defined
65 nine year perspective of involvement in the development of Roseville
66 policy and procedures regarding community and civic
67 engagement, policy and pragmatic levels. Member Grefenberg advised
68 that he had served on one of the six subcommittees which composed as
69 part of the 2007-2008 Imagine Roseville 2025 community visioning
70 process; his subcommittee, which was called “Community Life and
71 Civic Engagement Subcommittee”. This subcommittee and addressed
72 community and civic engagement, including neighborhood
73 organizations.
74

75 The next year through 2008 Roseville began updating its
76 Comprehensive Plan. As part of this 2030 Comprehensive Plan
77 update, Member Grefenberg referenced his participation on the on the
78 Comp Plan’s Steering Committee, having been appointed by the City
79 Council as a resident at-large member to the Steering Committee. He
80 noted that at that time eight years ago he had requested a chapter be
81 added to the Plan addressing “Community Engagement”.
82

83 As Member Grefenberg continued to highlight introduced his report by
84 stating that many of the statements and considerations in the Imagine
85 Roseville visioning process and the Comp Plan update, he stated that
86 the list of statements made during this timeline and community
87 involvement should now resonate with the current efforts of the CEC
88 at this time and provide some direction to the Community Engagement
89 Commission and the community was seeking. As part of the 2030

90 ~~Comprehensive Plan update from 2007—2008, Member Grefenberg~~
91 ~~referenced his contributing submission as a resident at-large member~~
92 ~~of the 2030 Comprehensive Plan Steering Group, requesting a chapter~~
93 ~~specifically addressing “Community Engagement” in the Plan.~~

94
95 Based on his personal involvement in ~~this- these~~ efforts over the last
96 nine years, Member Grefenberg opined that City planning had has
97 been gradually changing from top-down to bottom up. bottom up
98 versus top-down from his perspective.

99
100 Member Grefenberg ~~reported-noted~~ that one of the ~~efforts-proposal~~
101 coming out of the ~~his~~ community engagement process Imagine Roseville
102 had been the recommendation to start up the Roseville Community
103 Forum; ~~and the initial online Issues Forum; and~~ now the SpeakUp!
104 Roseville module could be considered an update of that earlier
105 communication tool. website.

106
107 Regarding the last update of the City’s Comprehensive Plan in 2007-
108 2008 However, as an editorial Grefenberg commented, Member
109 Grefenberg opined that a fatal flaw of the final 70-page document
110 from the Steering Committee was that it’s recommendations and
111 conclusions hadn’t been taken down to the neighborhood level in
112 addressing the issues most impacting several neighborhoods~~them~~.

113
114 As an example, Member Grefenberg noted one of those issues ~~was in~~
115 concerned the northwest corner of Roseville where the Comprehensive
116 Plan ~~suggested-recommended~~ a specific high density residential
117 (HDR) zoning designations, ~~at various sites; without~~ providing an
118 opportunity for the residents effected by such a change to grasp the
119 impact of such a land use change. Even now the City Council was
120 dealing with that oversight by considering down-zoning an area in this
121 Northwestern part of the City. a neighborhood group having formed
122 there advocating that the City Council change that zoning designation
123 to medium density residential (MDR), which had just been formally
124 approved by the City Council.

125
126 ~~Member Grefenberg noted that while a positive of this was the~~
127 ~~formation of a neighborhood group, the negative was that residents in~~
128 ~~that area were not aware of the original change in zoning from single-~~
129 ~~family residential (R-1) to HDR as part of the Comprehensive Plan~~
130 ~~Update and as a developer began looking at a specific plan to develop~~
131 ~~several parcels as HDR, and impacts that could have had for the~~
132 ~~neighborhood.~~ Member Grefenberg opined that this was just one area
133 example that reinforced the need ~~---~~ when next updating the
134 Comprehensive Plan ~~---(done every ten years),~~ to bringing the

135 discussions down to the neighborhood level was vital as part of the
136 process.

137
138 ~~Member Grefenberg's report referenced some of the goals and policies~~
139 ~~of the 2030 Comprehensive Plan that reinforced community~~
140 ~~engagement efforts.~~

141
142 Member Grefenberg ~~further~~ noted the ~~next step in the evolution of the~~
143 ~~City's approach to community and civic engagement was~~ involvement
144 of the Human Rights Commission (HRC). ~~In 2009 at the request of the~~
145 ~~Human Rights Commission the Council formally transferred~~ ~~in~~
146 ~~assuming~~ some community engagement responsibilities ~~to the~~
147 ~~HRC, over the last few years through an additional charge from the~~
148 ~~City Council. Specifically the Commission was charged to increase~~
149 ~~the sense of community by reaching out to all members of the~~
150 ~~community and ensuring that our city government and its activities,~~
151 ~~programs and services are accessible, understandable, and responsive~~
152 ~~to all. Subsequently the~~ ~~and HRC formation~~ ~~formed~~ of a Community
153 Engagement Task Force ~~to study and make recommendations as to~~
154 ~~how the City could facilitate and improve the processes by which its~~
155 ~~residents~~ ~~as a subcommittee of the HRC, participated in their~~
156 ~~governance.~~ ~~and authors of the current document and its~~
157 ~~recommendations currently under review by the CEC.~~

158
159 Member Grefenberg ~~reported~~ indicated that this Task Force met for
160 ~~over seventeen months (2011-2013) and gave its final report to the~~
161 ~~Commission in the fall of 2013, followed by a presentation to the~~
162 ~~Council in December of 2013. that He and CEC Commissioner~~
163 ~~Member Gardella were part of,~~ as part of that ~~initial~~ Task Force,
164 ~~which had participated in~~ ~~focused~~ ~~on considering~~ changes to city
165 ~~processes~~ that would more clearly and effectively integrate
166 neighborhoods. ~~One of this original Task Force recommendations,~~
167 ~~one of which~~ was for a City Council policy to foster and encourage
168 neighborhood associations.

169
170 In conclusion, Member Grefenberg ~~reviewed~~ the first six months of
171 ~~this Commission's existence in 2014 were spent in this CEC that~~
172 ~~involved~~ going over those Task Force recommendations, ~~and~~ making
173 revisions as indicated. Member Grefenberg opined that he was
174 confident this process was nearing ~~resolution of a recommendation~~
175 ~~completion when the structure for that recommended policy which~~
176 could be presented to the City Council in the near future.

177
178 Referencing Member Grefenberg's written report (page 4) related to
179 the section entitled "Plan from the Neighborhood Level Up," Members
180 Sanders and Gardella noted that the sixteen planning districts initially

181 outlined had been used to establish the online NextDoor.com website,
182 even though they had not ended up as large as those original districts.

183
184 Member Grefenberg ~~offered a difference of opinion on that item~~
185 ~~disagreed~~, opining ~~the~~ ~~ese~~ sixteen Next Door districts were initially
186 based on the Park Master Plan ~~process's~~ sixteen park constellations
187 ~~concept~~, ~~but had not~~ the sixteen planning districts ~~proven beneficial,~~
188 ~~and at the recommendation of Parks & Recreation Director Lonnie~~
189 ~~Brokke, a substitute district plan had been set up.~~ However, Member
190 Grefenberg advised that he would need to further research that, but
191 questioned how much use and importance these focus sixteen planning
192 districts neighborhoods had ever been given.

193
194 Member Sanders advised that during setting up the NextDoor.com
195 website in 2011, the City of Roseville had contacted her asking if the
196 group would increase the area covered to include those sixteen
197 districts.

198
199 Having worked toward these community engagement efforts over the
200 last nine years, Member Grefenberg stated that he was getting ~~rather~~
201 ~~impatient and frustrated~~, but looked forward to the CEC soon
202 recommending ~~operational, functional and pragmatic goals strategies~~
203 for the City Council to assess and consider implementing. take
204 advantage of its residents making decisions.

205
206 Chair Becker thanked Member Grefenberg for his report and historical
207 comments.

208
209 **ii. Material Support the City can Provide to Encourage and**
210 **Facilitate the Formation of Neighborhood Associations**

211 Chair Becker reminded CEC Members of previous discussions;
212 when ~~first organizing divvying up how to approach the~~
213 ~~Commission's recommendations to the Council~~ the work plan, his
214 proposal to separate material support (e.g. monetary or resource
215 value available from the City to fledgling neighborhood
216 associations) from what the City was expecting of those groups to
217 avoid confusion during those discussions. Chair Becker noted that,
218 by general consensus of the CEC at that time, it was agreed to
219 move accordingly starting with review of relevant sections from
220 the Neighborhood Task Force Report (Attachment A), even though
221 it wasn't an exhaustive list.

222
223 In moving forward with this excerpt of the Task Force report
224 (pages 5 – 6), Chair Becker suggested determining those areas of
225 consensus of the CEC, and discussion of areas needing further
226 consideration and agreement, with any voting on a draft and/or

227 final document to be considered at a later date upon completion of
228 that review.

229 |
230 As a point of information and in his review of this excerpt prior to
231 tonight’s meeting, Member Grefenberg opined he found something
232 missing from the chapter entitled “How the City of Roseville Can
233 Encourage and Facilitate Neighborhood Associations,” and ~~sought~~
234 ~~asked~~ whether ~~or not~~ Member Sanders ~~agreed based on previous~~
235 ~~discussions of the Task Force but apparently not included in the~~
236 ~~final report~~. Member Grefenberg ~~recalled that thought~~ the ~~issue~~
237 ~~item missing~~ had ~~been with~~ ~~revolved around~~ the City providing a
238 mailing list of all neighbors within a certain ~~district~~ area.

239 |
240 Member Sanders clarified that this was addressed in Item 2 on
241 page 6. However, Member Sanders noted it had been decided by
242 the Task Force, in an effort to address potential legal and/or private
243 data issues, to compromise by asking the City to provide mailing
244 lists for ~~something a mailing~~ produced by an association in lieu of
245 possibly giving out private information, thus the current language
246 of Item 2 ~~as provided~~.

247 |
248 Member Manke sought clarification as to whether the intent was to
249 ask the City to pay for those mailings.

250 |
251 Member Sanders responded that this was the intent to get those
252 neighborhood associations (NA) started by the City providing
253 ~~facilitating~~ that mailing as another tool to advertise their intent to
254 form an association. ~~However,~~ Member Sanders advised that this
255 was intended as only -one initial mailing (e.g. post card mailing),
256 such as had been done by the McCarron’s NA, but not on a regular
257 basis. Member Sanders suggested this could be ~~an additional~~ tool
258 in addition to ~~beyond~~ the City’s website, *Roseville Review* and/or
259 NextDoor.com.

260 |
261 Member Manke expressed her personal preference to see ~~that this~~
262 recommendation more clearly defined to avoid a NA presuming
263 they were able to send out something that could cost the City
264 (taxpayers) a huge amount of money, or that they were able to send
265 out a number of mailings. Member Manke noted that could simply
266 state that the City would assist with the first or initial mailing, and
267 mailings after that would be the responsibility of the NA.

268 |
269 Member Sanders stated that was initially spelled out, but due to the
270 vagueness of public/private information, it was determined it
271 would be better to allow the City to handle it.

272

273 Member Manke reiterated her only concern was the potential cost
274 for the City.

275
276 Member Gardella clarified that at this level of a CEC
277 recommendation to the City Council it wouldn't be necessary to be
278 that explicitly detailed, and ~~it suggested~~ —would be the
279 responsibility of the City to set those parameters, how to fund it, or
280 how public and private data was defined.

281
282 Member Sanders agreed with Member Gardella, noting the
283 additional information from the City based on past precedence as
284 well. Member Manke agreed, opining it would be nice to provide
285 a little tighter definition.

286
287
288 ~~Member Manke agreed, opining it would be nice to provide a little~~
289 ~~tighter definition.~~

290
291 Member Gardella suggested ~~like~~ defining the mailing as a post
292 card, with Member Manke agreeing that would serve to ~~define~~
293 restrain costs, if stated something like, “The City will pay for an
294 initial, one-time post card size mailing,” in order to keep costs in
295 line. Member Gardella suggested either the City ~~paying~~ for the
296 “first-time” or “one mailing per year” or “one mailing for a certain
297 period for the association,” as options.

298
299 Member Sanders suggested stipulating one mailing per year to get
300 ~~the NA an association~~ on its feet and ~~initially~~ get it started.

301
302 Chair Becker ~~suggested~~ noted that this (one mailing per year)
303 was making the recommendation ~~for a mailing for each NA once~~
304 per year in the task force report.

305
306 ~~Member Grefenberg shared the comments of Member Manke,~~
307 ~~opining it could be easily done.~~ Member Grefenberg suggested
308 one initial mailing ~~upon formation of a for already existent~~
309 Neighborhood Associations with its description and seeking people
310 to join, or for new Associations announcing the Association's first
311 organizational meeting.
312 ~~NA with its description and seeking people to join, or as the first~~
313 ~~mailing announcing the NA's organizational meeting.~~

314
315 Member Manke noted this would give each ~~area neighborhood~~ or
316 existing NA Association an opportunity, from ~~addresses information~~
317 provided by the City, to reach all neighbors in their area ~~or district~~
318 and give them an opportunity to join.

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Member Grefenberg noted that ~~whether a founding or re-founding NA meeting,~~ whether a new or existing NA, either could benefit from such a mailing ~~and seeking members. Member Grefenberg stated he would like to specify that versus requiring the City to fund an annual mailing for each NA.~~

Member Gardella clarified that she was only stating a one-time mailing, as an example, as ~~part of the CEC's a~~ recommendation of ~~how to adding~~ more detail to the original Task Force recommendation, ~~whether offering an annual mailing or one-time only.~~

Member Manke stated she could envision that when an as a NAssociation was forming and organizing, ~~then~~ reaching out with an initial mailing inviting neighbors to attend that meeting to learn more, or directing neighbors to the Neighborhood Association A website to learn more. However, Member Manke stated she saw this initial mailing via post card as instructional; and then at that point it was up to the NA to work within their neighborhood to pull things together. Member Manke opined that at the point, the City had met their reasonable expectation of what they were being asked to do.

Chair Becker agreed with the rationale provided by Member Manke, opining it was not the City's responsibility for long-term sustainability of NA's; ~~and If~~ the goal was to make sure everyone within a certain boundary was made aware of the opportunity, the onus was on the City to facilitate that. Chair Becker stated he had no problem with the City assisting with one-time per year annual meeting notices, but not for providing generic information, rather simply where, when, and inviting neighbors to attend, or announcing voting on the NA structure, similar to other public notices sent out by the City.

Member Manke sought clarification from Chair Becker on whether his intent was for an annual or initial mailing, with Chair Becker stating he was open to either one.

While stating she could support an organizational mailing, If supporting sixteen potential NA's, Member Manke expressed concern with the City paying for an annual post card for each NA every year, opining that it would prove costly.

Chair Becker reiterated he was sympathetic to that concern.

365 Commissioner Grefenberg interjected that it would be a long time
366 before the City had 16 neighborhood associations, and cautioned
367 against determining neighborhoods based upon the past precedence
368 of sixteen planning districts.

369
370 Member Sanders stated that was the Task Force’s rational for
371 asking the City to place that information on the City’s website and
372 for space in the *City News* newsletter to get that ~~NA~~ information
373 out ~~there~~.

374
375 ~~While that was where residents should be directed,~~ Member Manke
376 opined if an ~~NA~~ Association was ~~A~~ is going to be successful it should
377 determine other ways to get the word out. Member Manke
378 reiterated that the City should only be held responsible for a one-
379 time post card notice for neighbors to be initially notified, but
380 nothing beyond that mailing.

381
382 Member Sanders stated the Task Force thought funding would
383 come from the Roseville Communications Fund.

384
385 Member Grefenberg suggested those specific details be left up to
386 the City, and provided potential wording ~~--if there was~~
387 Commission consensus ~~of the CEC~~ ~~--for~~ revising Item #2 as
388 follows: “*The City can encourage formation or the existence of a*
389 *NA by paying for and coordinating a mailing list to notify residents*
390 *of the NA.*” Member Grefenberg opined this would provide
391 minimum expectations of the City via reasonable mailing of a post
392 card, ~~black ink and no additional color printing costs~~, while
393 providing notice to all residents within in the a geographic area ~~of~~
394 ~~those specific residents.~~

395
396 Member Miller suggested keeping the language slightly vague and
397 only as a broad suggestion versus prescriptive on size, etc. was
398 better, noting that there may be the potential to piggyback the
399 notice with some other mailing, and also allowed some flexibility
400 through the *City News* as another option.

401
402 Member Manke noted the least expensive option would be ~~for~~ a
403 post card mailing.

404
405 Member Grefenberg suggested staying with recommending a
406 policy that was not prohibitively expensive or a minor expense
407 only. ~~Member Grefenberg He added -advised~~ he had worked with
408 the City’s Planning Department to gain some idea of how many
409 households might be in a typical NA, with the largest
410 neighborhood being that of Member Sanders, with approximately

411 | ~~3,0~~ 3,700 ~~07~~ households, and his neighborhood at approximately
412 | ~~3,006~~ 3,600, which could provide some idea of the maximum
413 | costs.

414 |
415 | Member Gardella stated “vague is good,” noting that the CEC’s
416 | charge from the City Council was to make recommendations, and
417 | hopefully they would prove cost-effective.
418 |

419 | ~~Member Sanders noted that existing NA’s should also be able to~~
420 | ~~participate.~~

421 |
422 | Member Gardella also suggested the CEC’s recommendation
423 | include grandfathering in the three existing NA’s to ensure they
424 | could benefit from a city-generated mailing list similar to that
425 | benefit for new NA’s.
426 |

427 | On behalf of her NA, Member Sanders expressed appreciation for
428 | that suggestion.
429 |

430 | By consensus, the CEC agreed as noted.
431 |

432 | Member Grefenberg asked that the CEC review the initial Item #1
433 | under “How can the City encourageing formation of NA’s’ on
434 | page 5 as well. Item #1 reads that the City will provide space on
435 | its web site...offering a list of associations with contact names , e-
436 | mail addresses, ...and an interactive map...of each association.
437 |

438 | ~~Specific to that item, Chair Becker and Member Gardella Sanders~~
439 | ~~or Grefenberg? it was~~ stated that the key was the interactive map
440 | and ~~recognized as such~~ that was a high cost for NA’s for a
441 | Neighborhood Association -to absorb. Therefore, at this stage of
442 | making a recommendation to the City Council, Member
443 | ~~?GardellaChair Becker it was~~ suggested having a map on the
444 | City’s website highlighting various neighborhoods and a pop-up
445 | contact name for that particular area of Roseville.
446 |

447 | Member Sanders clarified that she hadn’t intended that it be
448 | instantaneous, and even if interactive down the road, it would
449 | remain a resident resource and-as part of the City’s website.
450 | Member Gardella agreed, since residents may not even know the
451 | boundaries of their NA.
452 |

453 |
454 | ~~Member Gardella agreed, since residents may not even know the~~
455 | ~~boundaries of their NA.~~
456 |

457 Member Grefenberg suggested revising language to leave it up to
458 the particular Association NA as to who the “contact” person
459 should be ~~listed~~ rather than requiring it be the “lead” for each NA.

460
461 Chair Becker noted it should be an official contact or
462 spokesperson, ~~preferably~~ potentially even the membership officer
463 of the NA.

464
465 Member Sanders noted that, if someone accessed the NA website
466 to look up a list and provide information, they should be able to
467 determine if a NA had already been established in their
468 neighborhood, and if so, how to connect with it through that
469 contact person.

470
471 Specific to Item ~~#2, under in the section on~~ “encouraging
472 formation of NA’s” ~~(page 6)~~, Member Sanders noted the intent of
473 the Task Force was to include space for articles promoting NA
474 events or meetings, not anything major.

475
476 Member Grefenberg offered his support for this item, but ~~noted he~~
477 ~~didn’t want to misinterpret it,~~ questioning how Items #2 and #3
478 were related and whether they should be combined (Item #3, how-
479 to document or tool kits).

480
481 Member Gardella stated the intent was to provide a prospective
482 NA with options for their formation, or as suggested by Chair
483 Becker a “NA in a Box.”

484
485 Member Miller referenced the recent creation by the City’s Public
486 Works, Environment and Transportation Commission (PWETC) of
487 a Neighborhood Organized Garbage Collection educational tool,
488 which he found a great example.

489
490 Member Grefenberg reported that ~~the City of~~ Edina has an actual
491 tool kit, and offered to make it available for the CEC’s December
492 meeting. Member Grefenberg noted that it provided options for
493 creation of a NA, and boiler plate forms to get a NA going and
494 suggested structures, whether the NA formed as a 501C.3
495 organization or a less formal structure.

496
497 Member Sanders suggested it also be compiled in a packet that
498 could be displayed and obtained along with other forms available
499 at City Hall. Member Grefenberg suggested it also be made
500 available on the City’s website.

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~~Member Grefenberg suggested it also be made available on the City's website.~~

Member Manke sought clarification as to whether the intent was for the City to provide that tool kit, with the Commission's consensus ~~of the CEC Community Engagement Commission~~ being affirmative.

Member Manke questioned if the Commission's intent ~~of the CEC~~ was for the City to create that tool kit as well. Member Gardella suggested, if the City Council accepted the CEC's recommendations, that could come back to the CEC to work out those details.

~~Member Gardella suggested, if the City Council accepted the CEC's recommendations, that could come back for the CEC to work out those details.~~

CEC Liaison Bowman suggested it would be smart for the CEC to provide some input as to what was included in the tool kit and make that part of their initial recommendations to the City Council to ensure staff didn't fall short of the CEC's expectations or eliminate something that may prove vital for NA's.

Member Sanders suggested seeking volunteer assistance from the three established NA's to provide that input.

Member Grefenberg suggested postponing further discussion on the specifics until the Commission had an opportunity to viewing examples of tool kits.

Member Gardella questioned if the CEC should have a discussion about the actual documents needed for the tool kit before making their recommendation to the City Council.

Mr. Bowman responded that wouldn't be necessary as long as they provided the City Council with a list of ideas as part of their recommendation. Mr. Bowman clarified that these documents should include a set of core items intended as living or dynamic documents.

Manke suggested a generic "how to" document to be included in the tool kit that could be expanded upon, including the types of ~~NA~~Association structure ~~for formation~~, and supporting documents

549 for each. Member Manke noted something as simple as that could
550 return to the ~~Commission EC for its input regarding in creating that~~
551 ~~such a~~ template. ~~Member Gardella agreed with that suggestion.~~

552
553
554
555 ~~Member Gardella agreed with that suggestion.~~

556
557 Chair Becker suggested [tips for “how to get the word out”](#), such as
558 the aforementioned mailing, could be included as part of the
559 suggestions in the tool kit.

560
561 Discussion ensued as to distribution options for the tool kit (hard
562 copies and electronic copies); recognizing things that may not be
563 applicable for printing off the website but could be included as
564 samples in a box or tool kit as examples to promote NA’s ~~(e.g. key~~
565 ~~chains).~~

566
567 Chair Becker opined that having [online](#) work documents available
568 for organizational documents would prove much more useful, and
569 then point them to those other resources.

570
571 Member Gardella agreed, noting it was less important to be
572 concerned with the sophistication of the tool kit and [specific](#)
573 materials as it was to make sure contact information and resources
574 were readily available.

575
576 Returning to the [Section](#) “facilitating NA’s,” Item #1 (page 6),
577 Chair Becker asked Mr. Bowman if he was aware of a current City
578 policy on how/who gets access to park and city buildings at no
579 charge.

580
581 Mr. Bowman stated he wasn’t sure how formal the process to
582 prioritize users or if there was an actual policy in place.

583
584 Before getting further into that area, Chair Becker asked Mr.
585 Bowman to research that item and report back to the CEC.

586
587 Member Grefenberg stated he had heard varying opinions,
588 expressing concern there may currently be some inconsistencies
589 among user groups and how fees or no fees were addressed.
590 Member Grefenberg asked that Mr. Bowman research not only
591 park buildings, but also any and all city buildings available for [use](#)
592 [by](#) resident groups.

593

594 Chair Becker noted the need to determine the current policy being
595 used; and agreed that Member Grefenberg brought up a good point
596 about scheduling and prioritization; suggesting that discussion
597 occur once information becomes available to the CEC. Member
598 Manke noted the need to address frequency of free use or uses in
599 general as well.

600
601
602 ~~Member Manke noted the need to address frequency of free use or~~
603 ~~uses in general as well.~~

604
605 Member Grefenberg noted some neighborhoods were blessed with
606 a park building in their neighborhood, with many of them ~~pretty~~
607 well booked; and ~~questioned~~ enquired if Chair Becker was
608 suggesting priority be given to NA's.

609
610 Chair Becker stated that was something needing further
611 consideration as more information was provided by Mr. Bowman.
612 However, Chair Becker stated he was not suggesting NA's receive
613 priority, but ~~just wanted to establish clear policy knowledge~~ going
614 forward on how building use was prioritized.

615
616 Member Sanders advised that from the perspective of her NA, they
617 had expectations of paying for that building use, but suggested it
618 could depend on the situation and if the meeting was open to the
619 entire community or specific to the NA.

620
621 Member Manke suggested in considering prioritization, the actual
622 function and specific date for a NA Association -could be somewhat
623 more flexible.

624
625 Member Grefenberg recalled some discussion early on in the Task
626 Force that the City give priority to ~~NA's Associations~~, but thought
627 that had been dropped. He asked Commissioner Sanders if she
628 could remember that discussion.

629
630 Member Sanders noted that her experience was that park buildings
631 were frequently booked on weekends, but her NA usually met on
632 weekdays, which proved less of a problem.

633
634 Regarding Item #3 under How the City Could Facilitate
635 Associations (page 6) specific to city resources, the consensus of
636 the CEC was that this educational information and documentation
637 should be available for any group and referenced accordingly as
638 part of the tool kit.

639

640 Specific to Item #4 (page 6) related to designating a staff liaison
641 /information source, Chair Becker questioned if a designated staff
642 person was necessary if the information was available online.

643
644 Speaking from her personal perspective, Member Gardella ~~stated~~
645 ~~opined the City she~~ would still need a staff person designated voice
646 to address questions or provide additional information ~~needs~~
647 beyond that available on the website.

648
649 Member Miller opined it made sense to have that contact, but
650 questioned who should or would serve as that point person.

651
652 Member Manke expressed her concern that someone would have
653 those added duties to their current job duties, or that it may
654 necessitate the City hiring a specific person solely to deal with that,
655 costing taxpayers more money.

656
657 Chair Becker concurred with Member Manke, suggesting the need
658 to build some boundaries-limits around that contact person, such as
659 providing resource information on specific subjects versus
660 focusing on continued assistance to NA's that may prove very
661 time-consuming.

662
663 Member Sanders suggested the purpose of such a ~~the~~ contact
664 person would be to direct NA's to those resources.

665
666 Member Gardella ~~noted advised~~ that in the past, ~~she and she and~~
667 Member Sanders, as well as other residents, had volunteered their
668 services as a point of contact for people interested in forming NAs
669 beyond city staff as well.

670
671 Member Grefenberg suggested the staff liaison could simply direct
672 NA's to those volunteers. However, ~~Member Grefenberg~~ he
673 stated he preferred language as currently written for
674 recommendation to the City Council,

675
676 Consensus of the CEC was to leave written as is, suggesting that
677 the City Council could push back if they found the current
678 language undesirable.

679
680 Member Grefenberg stated that he personally thought the City
681 CEC should have its own community engagement staffer person
682 and that ~~the- this~~ idea was not new, but be buried ~~informally~~
683 in their recommendations to the City-Council. He added, -and stated
684 he would eventually encourage the City to hire a part-time staff
685 person specific to that area.

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Member Miller opined that was too far into the details at this time for a CEC recommendation to the City Council and much too specific.

Member Grefenberg clarified that his intent was to include it as a future possibility and as part of the recommendation, but offered his support for the language as currently written.

At the suggestion of Member Manke to add language to set some “parameters,” Member Gardella opined the City Council could tell the CEC if they preferred that; with Chair Becker concurring.

Member Grefenberg questioned if the intent was to include existing NA’s. Member Manke suggested caution, as that addressed continued support.

~~Member Manke suggested caution, as that addressed continued support.~~

Member Sanders suggested leaving existing NA’s in the language as written.

Member Gardella asked Members Sanders and Grefenberg, based on their involvement in existing NA’s, whether they thought a staff liaison was still needed by their NA.

Member Sanders responded their NA would not need a liaison; with Member Grefenberg stated his NA typically went to each department or City source as needed, whether addressing zoning, sidewalks, public hearings, or other topics. However, Member Grefenberg spoke in support of clarifying the existing language of Item #4 to read:

“The City will designate a staff liaison to serve as a source of information available for residents interested in forming ~~or joining~~ a neighborhood association [~~and for~~] [or joining an] existing NA.”

By consensus, the CEC agreed to that revised language.

Related to Item #5, Member Grefenberg spoke in support of the language for this item as written. Member Grefenberg noted some city departments (e.g. Planning and Police) that aggressively sought t~~o~~ut grant for city functions.

732 Member Sanders noted other communities who sought grants for
733 NA's.

734
735 With his personal limited experience with grant coordination,
736 Chair Becker opined to him it seemed to go beyond simply
737 knowing of the existence of grant funds, but also facilitating the
738 governance around grants (e.g. reporting and other requirements)
739 throughout the process. Chair Becker questioned if the city
740 provided grant information to NA's, were they also taking on the
741 liability for proper execution of grants in successfully awarded to
742 NA's.

743
744 Member Miller opined this would be more of a list than the entire
745 process.

746
747 Member Gardella agreed with Member Miller, suggesting Item #6
748 got to Chair Becker's concern.

749
750 Discussion ensued regarding responsibilities of the city and NA's
751 to further research grant opportunities; including that information
752 as part of the NA tool kit ~~or "how to" boxes.~~

753
754 Member Grefenberg stated his concern with the ~~red word~~
755 "maintain" in Item #5 (The City would develop, maintain, and
756 provide information about existing funding and grants for
757 neighborhood associations), suggesting it be deleted ~~entirely.~~

758
759 Member Sanders opined she found "maintain" to refer to keeping
760 the grant information up-to-date on the website.

761
762 Based on his personal experience, Member Grefenberg stated he
763 did not believe anyone ~~no one~~ in his neighborhood would step
764 forward to maintain that grant information; therefore he would like
765 to put that responsibility on ~~the~~ City, but stated his willingness to
766 drop his initial suggestion to delete "maintain."

767
768 Further discussion ensued as to the number and type of grants and
769 how exhaustive the list of opportunities may actually prove; people
770 tasked in various departments to seek out grants and what to look
771 for and where that may be specific to each NA depending on their
772 activities; and challenges in keeping the list of opportunities or
773 available grants up-to-date and complete over time.

774
775 Member Manke opined it was in some degree the responsibility of
776 an NAssociation to look for those opportunities on their own, and
777 while there may be a pool for within which that information ~~to be~~

778 | ~~put into~~ could be consolidated, she didn't find it to be the sole
779 | responsibility of ~~a~~ the Ceity.

780 |
781 | ~~Member Grefenberg stated he was seeking language to include for~~
782 | ~~follow-up.~~

783 |
784 | Chair Becker suggested moving this item ~~as part of~~ to the tool kit
785 | as part of the bullet list to provide basic information about grants
786 | and in doing so putting the onus on the NA.

787 |
788 | Members Manke and Gardella agreed with that suggestion.

789 |
790 | Member Grefenberg stated his reluctance with that suggestion was
791 | that in order to be good at getting grants, you had to be aware of
792 | what was available, and questioned if a typical resident had those
793 | skills.

794 |
795 | Member Manke noted that may not be a skill of the staff contact
796 | either.

797 |
798 | Additional discussion included information available to city staff
799 | that may be geared to specific departments or functions based on
800 | periodicals or journals in their field; no current designated grant
801 | coordinator on city staff to search out possible grants; and whether
802 | each NA could designate one person to research those
803 | opportunities if and when they were found.

804 |
805 | Member Gardella suggested by NA's working cooperatively to
806 | pursue grant opportunities, it could provide a way for them to
807 | commit to each other or build the community, at which time they
808 | could post that as a source of NA information, and depending on
809 | their specific legal structure and/or financial sponsors. Member
810 | Gardella noted this could simply be provided in the tool box as
811 | sources that the city encouraged NA's to search out further.

812 |
813 | Since there are currently only three existing NA's, Member
814 | Sanders stated she didn't see them moving fast on this opportunity;
815 | and recalled discussion of the Task Force of having a
816 | representative or leader from each NA meet periodically or
817 | annually with the City Manager to discuss such opportunities
818 | based on their specific needs.

819 |
820 | Member Grefenberg suggested more frequent meetings of those
821 | parties, and calling it a "discussion" to address various issues.
822 | Member Sanders suggested the discussion could address city
823 | business as it pertained to neighborhoods.

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~~Member Sanders suggested the discussion could address city business as it pertained to neighborhoods.~~

Member Manke suggested part of that discussion's agenda could be to coordinate talk about grants, and if something was found by one NA to bring it forward at that point, also making the City Manager aware of it as well.

Member Sanders noted the possibility of creating a closed Face Book page for those leaders to share that information.

By consensus, the CEC accepted those suggestions as noted.

Chair Becker clarified that his intent was for broad crowd-sourcing this item, not necessarily making its the sole responsibility of the city.

Member Manke suggested still including Item #5 as a bullet point and part of the tool kit for the time being.

Member Gardella wondered with both Items #5 and #6 if it didn't mean they couldn't happen at some point, but not sure whether it was necessary to include either as a specific item. Chair Becker noted this was his rationale in including them as a tool kit item, and council/staff could then put them at whatever level was most beneficial.

~~Chair Becker noted this was his rationale in including them as a tool kit item, and council/staff could then put them at whatever level was most beneficial.~~

Members further discussed how to address these items individually or as part of the tool kit bullet list; with consensus developing and Chair Becker confirming to wait for formal action until after additional tweaking was completed and a formal draft list of recommendations was identified; with the items remaining as is -to allow a reaction from the City Council when presented with the CEC's recommendations.

Member Gardella stated that, in general, she was in agreement, especially given the amount of hard work done by the Task Force in developing these items.

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~~Member Grefenberg stated his preference to leave as is and let the City Council reject or modify it accordingly.~~

~~Specific to Item #6, Member Manke opined that was a mouthful and for her proved much more stringent than intended.~~

~~Member Gardella asked Member Manke if that was where her concern in setting a precedent had come from.~~

Member Sanders advised that when Task Force Member Lisa McCormick had been doing research, she had reviewed outer-ring information, and could provide additional detail on that research, and those cities sharing resources and reallocating those resources to NA's.

Member Grefenberg stated he didn't feel there had been closure on that discussion in the Task Force, and based on his experience in the City of St., Paul, he noted both ~~the Cities of~~ St. Paul and Minneapolis had district councils that received funding from those cities, some through Community Development Block Grants (CDBG).

Member Manke questioned if the city had that much money sitting around without purpose, which she would find personally scary. If the city was to establish funds, Member Manke asked where that money would come from, or if money was really needed for a NA, asked if that would serve to jack up taxes more. As an example, if the intent is for those funds to provide for neighborhood beautification, Member Manke noted that was kind of what a NA would do and suggested it would be their responsibility to raise money for those efforts from within their area versus expecting the city as a whole to come up with funds to accomplish it.

Member Sanders clarified that the Task Force wasn't thinking that grand, but due to her own NA's participation with park clean-up – whether a city or county park, city boulevard, or a park name sign in front of each flower bed recognizing the association, their intent was for smaller expenditures (e.g. \$50 for flowers, seeds or a related item).

In response to a question from Grefenberg At the request of Member Grefenberg, Member Sanders confirmed that their NA charged an annual \$20 association fee.

915 Member Manke questioned at what point suggestions stopped
916 saying the city has to buy this or that, opining it would eventually
917 reflect on city taxes. Member Manke opined that either a
918 neighborhood is fine with what the city can do or provide, or it
919 comes up with a NA and money to accomplish what they thought
920 was needed.

921
922 Member Gardella advised that whether it was a tax or budget issue,
923 it was also prudent to consider not just what the NA could benefit
924 from the city, but also recognize that the city would get a benefit
925 from vibrant neighborhoods and community. ~~If-Working~~ from
926 that assumption, Member Gardella suggested it may be beneficial
927 for the city to invest in flowers, trees or different items which a
928 neighborhood may not be able to afford on its own or through a
929 robust NA that can afford such amenities.

930
931 Member Gardella admitted she got nervous about the city
932 managing a grant for a NA, but finding money in its budget to help
933 out a NA was not as menacing. If the Commission EC determined
934 by consensus, to leave the language of Item #6 “as is,” Member
935 Gardella suggested letting the City Council tell the Commission
936 ~~EC-unless-whether~~ there was a clear consensus for one or the other.

937
938
939
940 Member Miller agreed with the comments of Member Gardella,
941 but also agreed with Member Grefenberg’s concerns that this is
942 premature; ~~and-if-he~~ worried it may create a controversy or raise a
943 red flag that could potentially sink the whole thing; as such, it may
944 be better left out.

945
946 Chair Becker noted that may not be an unrealistic scenario; and
947 suggested the scope for the commission’s recommendation on
948 NA’s wasn’t whether or not the three existing NA’s get flower
949 beds or are able to address beautification projects in blighted areas
950 (e.g. city boulevards).

951
952 Member Manke noted that already occurred. Chair Becker clarified
953 that was his point.

954
955
956 ~~Chair Becker clarified that was his point.~~

957
958 As another example, Member Grefenberg noted ~~the-in his~~
959 neighborhood residents bringing-with the assistance of its
960 Neighborhood Association brought the need for a County Road B

961 | pathway to ~~the~~ City's Council attention, with the City subsequently
962 | finding money to pay for the pathway.~~z/~~

963 |
964 | Chair Becker reiterated that his point was that it was the
965 | responsibility of the neighborhood to bring such things to the city's
966 | attention.

967 |
968 | As another example, Member Manke clarified that she didn't feel
969 | it was responsible for the city to pay for a horticulturist to speak to
970 | just one special area or NA when it should be made available and
971 | of benefit to the entire community of Roseville.

972 |
973 | Member Grefenberg opined that the Task Force's report language
974 | ~~it~~ sounded to him that the city would have a line item in its annual
975 | budget for NA's; and therefore he found it premature to consider
976 | such a recommendation until those Neighborhood Associations
977 | ~~A's showed demonstrated~~ their value to the City Council.

978 |
979 | Member Grefenberg suggested it would be best to table such a
980 | recommendation ~~until and unless NA's seek it~~; or at a minimum to
981 | delete current language suggesting an "established fund." For the
982 | 2016 budget, Member Grefenberg noted it was now well on its
983 | way toward approval at this stage, and didn't want to provide any
984 | excuse for this NA effort to be deferred to the next budget cycle
985 | based on this portion part of recommendations.

986 |
987 | ~~Member Sanders addressed ways a NA could work with the city~~
988 | ~~(e.g. litter collection by her NA) and the city facilitating ways for~~
989 | ~~the NA in finding ways to educate neighbors and residents that~~
990 | ~~littering is not acceptable in Roseville, especially in areas where~~
991 | ~~cultures didn't reflect or have an awareness of that respectful~~
992 | ~~behavior. Member Sanders provided examples from her own~~
993 | ~~neighborhood and cultural differences.~~

994 |
995 | Member Grefenberg stated he still found this language too strong,
996 | ~~opining he wasn't sure it was necessary for a NA to have a promise~~
997 | ~~that the city will fund an establishment started without any~~
998 | ~~funding. Member Grefenberg and~~ suggested either tabling or
999 | rejecting this item for reasons as stated so far, with his personal
1000 | suggestion to delete Item #6 at this time.

1001 |
1002 | Motion

1003 | Motion
1004 | Grefenberg moved, Manke seconded, deleting Item #6 from the
1005 | report to the City Council as unnecessary at this time.

1006 |

1007 Member Sanders opined this was important to the community and
1008 needed now.

1009
1010 **Substitute Motion**

1011 Gardella suggested a substitute motion, that where appropriate the
1012 city will consider or can make funds available to support NA
1013 activities (as currently listed and including education). Member
1014 Gardella noted this would address there being no mandate or set-
1015 aside funds, but provided availability that the City had on its radar
1016 that it would prove beneficial to support NA activities.

1017
1018 Member Grefenberg noted this was not the way this item came
1019 from the Task Force.

1020
1021 Member Gardella expressed her ~~concern~~ hope that this one item
1022 would not sink the ship; and expressed her hope that the City
1023 Council would be open to the recommendation.

1024
1025 Chair Becker stated his support for the motion to delete, but agreed
1026 with the input was also in favor of the alternate language provided
1027 by Member Gardella. In response to a question from Member
1028 Gardella, Chair Becker noted the alternate language could be
1029 added as a new recommendation.

1030
1031 Chair Becker called the vote for the original motion.

1032
1033 **Ayes: 5**
1034 **Nays: 1 (Sanders)**
1035 **Motion carried.**

1036
1037 Specific to Item #7 (The City will provide a website or similar function
1038 to which the neighborhood association could provide content), Chair
1039 Becker sought consensus that this item could be incorporated into
1040 Item #1 with NA's tasked with providing content about their
1041 activities.

1042
1043 Member Grefenberg asked if the language was in considering a
1044 project or asking others in the neighborhood to joins, with Item #1
1045 specifically addressing the contact person. Member Manke noted
1046 there was a significant difference in the two and costs and time
1047 commitments of the city would depend on the technical abilities
1048 and desires of a NA.

1049
1050 Member Manke sought clarification whether the intent was asking
1051 the City to create a secondary website or simply to provide a page;
1052 with Member Grefenberg correcting his intention to state web

1053 | “page” not “site.” ~~Member Grefenberg stated the intent for the city~~
1054 | ~~to encourage community acceptance of a NA.~~

1055 |
1056 | Mr. Bowman noted this would be similar to that offered other
1057 | associations or organizations on the city’s website. Mr. Bowman
1058 | advised that those groups currently send him information for his
1059 | review and/or update, similar to that input received from the City
1060 | Council’s advisory commissions.

1061 |
1062 | Discussion ensued regarding frequency of requested updates;
1063 | current city staffing to process those updates and whether or not it
1064 | proved problematic once incorporating NA’s; use by NA’s
1065 | Associations depending on their activities and organizational
1066 | structure; city staff editing NAssociation submissions that
1067 | hopefully would not prove substantive; ~~and or part of an~~
1068 | NAssociation’s -advocacy efforts versus informational/educational
1069 | input.

1070 |
1071 | Member Manke noted the current availability on the city’s website
1072 | for resident resources that could address NA’s and include an
1073 | interactive map, contact information for each NA, and a place to
1074 | link to get more information. Member Manke opined this would
1075 | allow NA’s to respond rather than having so many additional pages
1076 | added noting at some point would the website reach a point where
1077 | it couldn’t handle more without hiring additional staff. Based on
1078 | her personal job experience, Member Manke noted it was time-
1079 | consuming to update websites in a timely manner depending on the
1080 | formatting of information received.

1081 |
1082 | Further discussion ensued regarding staff changing content of NA
1083 | submissions; appropriate material for submission; and highlighting
1084 | particular projects in which NA’s are currently working on versus
1085 | advocacy on the city’s website by one or more NA’s for their
1086 | specific interests.

1087 |
1088 | Member Manke noted it had already been determined that NA’s
1089 | could post information on the city’s website under “city news”
1090 | about upcoming events or by adding another section under Item #7
1091 | as listed (page 6).

1092 |
1093 | Member Grefenberg suggested some guidelines could be provided
1094 | for NA’s or more explicit prohibitions against advocacy as Chair
1095 | Becker had raised this as a potential problem.

1096 |
1097 | Member Miller opined it didn’t make sense to have the city
1098 | provide the website and/or maintain it for NA’s, but then having

1099 | the ~~NA~~Association control their own content when potential issues
1100 | ~~could come up~~arise, as talked about tonight. If the interest of
1101 | NA's ramped up and more organizations began asking for these
1102 | types of changes, Member Miller stated he would support not
1103 | including #7, but simply provide a contact information for and a
1104 | link on a static page to NAassociation websites. Member
1105 | Grefenberg further opined that was putting too many burdens on
1106 | the Neighborhood Association.

1107 |
1108 | ~~Member Grefenberg opined that would only work if a NA put~~
1109 | ~~effort into having that available. Member Grefenberg further~~
1110 | ~~opined that was putting too many burdens on the NA.~~

1111 |
1112 | Member Manke questioned the ~~opposing~~opposite view ~~of in~~
1113 | putting that burden on the eCity.

1114 |
1115 | Member Sanders opined ~~this~~the report language was not specific
1116 | enough to the task force's original thinking.

1117 |
1118 | Member Gardella questioned if most NA's would have the
1119 | capacity or skills to have a website or the task force's rationale.

1120 |
1121 | Member Sanders opined she thought NA's would have that
1122 | capacity ~~your~~and skill, and suggested this may be a way for the
1123 | city to provide assistance to NA's even if by a link; further opining
1124 | that was worth it and should be pursued.

1125 |
1126 | If the City's website had that NA information and link available
1127 | for the NA website as they'd established and maintained, Member
1128 | Gardella asked if that was the intent of the task force.

1129 |
1130 | Member Sanders agreed with Chair Becker's suggestion that the
1131 | page be static and not requiring a lot of city staff work, and simply
1132 | serve as another way the city could help get the word out for and
1133 | about NA's.

1134 |
1135 | Further discussion included the differences in a static page and/or
1136 | blog posts; information to be provided (coming events, activities,
1137 | or next NA meeting dates); timing of various publication tools and
1138 | lead time required (e.g. *City News*) and advantages of providing a
1139 | Neighborhood Association tab on the City's website to provide
1140 | event/calendar information with ~~NA's~~the Association -feeding that
1141 | information on their next month's activities to Mr. Bowman for
1142 | processing and including on the calendar. This would compare
1143 | favorably to ~~-versus~~ having another entire page and layer to the

1144 City's website, with everything including a contact person for each
1145 NA all in one place.

1146
1147 Member Sanders suggested including more detailed information
1148 (e.g. blog) providing a taste or flavor for life in each area of the
1149 community.

1150
1151 After further discussion, Chair Becker cautioned that the CEC was
1152 getting hung up on ~~context-specific content~~ and implementation
1153 ~~methods versus rather than~~ the more generic recommendations
1154 intended. Chair Becker suggested language for Item #7 revised as
1155 follows:

1156 *"The City should provide contact information for each NA,*
1157 *including upcoming events, and potentially provide a landing page*
1158 *for each NA that included several paragraphs about the NA and*
1159 *how many households it represented and other pertinent*
1160 *information."*

1161
1162 **By consensus, this language was agreed upon by the**
1163 **Commission**.

1164
1165 Chair Becker noted that there was apparently not yet consensus on
1166 how frequent those updates should be beyond association meeting
1167 dates/times; and what constituted a reasonable burden on staff.
1168 Chair Becker opined there was also some difference in boundary
1169 issues about advocacy issues and lobbying efforts by specific
1170 NA's. Chair Becker noted, in general, the CEC was okay with
1171 Item #7 with some constraints about content, but that those issues
1172 be addressed elsewhere.

1173
1174 Member Grefenberg suggested those boundaries could be
1175 addressed to make them clear; and further suggested incorporating
1176 some of the language of Item #7 with Item #1.

1177
1178 Member Miller suggested that the tool kit list of items include a
1179 brief guide on how to build a website easily or a link to a resource.

1180
1181 Member Gardella suggested a list of things ~~NA associations's~~ may
1182 find useful, and different than ideas on content. Member Gardella
1183 spoke in support of Chair Becker's idea of describing boundaries,
1184 including the number of residents in a NA, and rather than having
1185 multiple places on the City's website, have one basic area to
1186 include NA information.

1187
1188 Chair Becker suggested rewriting Items #1 and #7 providing a list
1189 of what type of information was included.

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Member Gardella agreed, but suggested incorporating Items #1, #2 and #7, including upcoming events listed, and combining things pertinent to the media sources the city could provide.

Chair Becker spoke in support of combining Items #1 and #7 and striking the website language completely from Item #2.

Member Grefenberg questioned if the intent was for updates or as Item #1 was currently written; which wouldn't allow a NA to post any pressing issues. ~~He noted the recently organized, such as is a privilege of the~~ Alzheimer's group now had this opportunity to update its page on the City's website ~~at this time.~~

Member Gardella questioned why a NA would want to include burning issues on a static website page.

Member Manke concurred, asking why a NA would not use another option for those burning issues.

Chair Becker offered to reword Items #1 AND #2 outside the meeting, under the "encourage" section and relocate Item #7 to the "facilitate" section. ~~Chair Becker noted, as previously discussed, Item #6 would be continued to a future meeting.~~

Based on the initial list provided by the task force, Chair Becker asked if there were any additional items the CEC wanted to add.

Motion

Gardella moved, Sanders seconded, that where appropriate the city will consider making funds available to support NA activities (as currently listed in the former Item #6 list of activities and including education, improvements, beautification, community events, etc.).

Member Miller stated this made sense and kept things more open; and offered his full support.

Member Grefenberg noted this left it up to the City Council every time, if the language remained, "The City WILL consider..." versus saying, "The City MUST provide..."

Member Miller recalled previous discussion that it would be scary to have language as previously stated in Item #6, and spoke in support of getting the parameters out there so as to avoid ~~without~~ any future surprises.

1236 Member Grefenberg suggested that the City Council could react to
1237 the language, but suggested committing to considering different
1238 language, such as “The City shall...”

1239
1240 Chair Becker stated he supported this motion as it addressed his
1241 concerns, opining that the issues may prove broader than a
1242 ~~NA~~Association ~~as-and~~ they are likely related to ongoing advocacy
1243 and lobbying by the NA anyway.

1244
1245 **Ayes: 6**
1246 **Nays: 0**
1247 **Motion carried.**

1248
1249 Specific to the paragraph after items and entitled, “City
1250 Expectations of Communications from Neighborhood
1251 Associations,” Chair Becker sought any additional input from the
1252 CEC.

1253
1254 Discussion included whether this was for tonight’s discussion or
1255 future study since not included in the numbered lists; notification
1256 preferences for residents to avoid duplicated efforts; how the city
1257 communicates with established NA’s; and the current revision of
1258 how the city communicates related to notice areas and zoning or
1259 land use issues; how best to ensure residents are aware of what is
1260 going on in their community; and the overall benefit to the
1261 community beyond simply NA’s and benefits in the city notifying
1262 NA’s to spread those communication efforts.

1263
1264 Member Gardella opined she found this paragraph to be a great
1265 intention statement for all of the community; and how to cultivate
1266 a change in culture and engage the community beyond NA and
1267 serving as an umbrella statement for the entire document.

1268
1269 Member Miller stated he didn’t disagree with the sentiment of the
1270 paragraph.

1271
1272 Specific to the comments of Members Miller and Gardella,
1273 Member Grefenberg asked if they felt this paragraph related to all
1274 sorts of city issues and efforts beyond the NA and therefore was
1275 not relevant for this report to the City Council.

1276
1277 Member Miller clarified that he didn’t think it was relevant to this
1278 section of the report; with Member Gardella agreeing it didn’t fall
1279 under the purview of formation of a Neighborhood Association.

1280

1281 Chair Becker suggested it applied to NA's after their formation,
1282 and expectations after their establishment.

1283
1284 Member Grefenberg suggested retaining the first sentence of the
1285 paragraph as it related to this report; and deleting the remainder of
1286 the paragraph from this section for further study.

1287
1288 As suggested by Member Miller, Member Gardella agreed that it
1289 was an umbrella paragraph and at a minimum should not be
1290 included in this section.

1291
1292 Member Miller suggested tabling this discussion at this point, as
1293 the remainder of the document was not available to provide the
1294 context, even though he thought another portion of the paragraph
1295 may fit in nicely.

1296
1297 Chair Becker stated that he felt Members Miller and Gardella were
1298 on point, with the focus on how the city intended to alert residents
1299 and communications channels to do so. If a NAssociation can
1300 accomplish that focus and reach out to residents in their NA
1301 neighborhood to disseminate information, Chair Becker suggested
1302 it meant the NA became a communication means, but agreed it was
1303 not related to formation of NA's, but in how they could be
1304 engaged.

1305
1306 Member Grefenberg expressed his comfort in deleting the
1307 paragraph for possible consideration elsewhere upon further study,
1308 but retaining the first sentence in this report.

1309
1310 Member Miller questioned that sentence's relevancy to this
1311 section, and suggested it be relocated at the end of the report or in
1312 recognition of the whole thing.

1313
1314 Chair Becker noted the discussion is about bullet points at this
1315 stage, not paragraph formatting; and therefore stated he was not
1316 going to concern himself with this paragraph until it came up later.

1317
1318 Member Grefenberg sought an idea some clarification of where the
1319 consensus of the CEC was currently at.

1320
1321 Chair Becker clarified that would assume the CEC was starting
1322 with the existing document that was currently being edited by this
1323 body. Again, Chair Becker noted attempts were not being made to
1324 wordsmith a past report but versus using it to get to a new report.

1325
1326 **Motion**

1327 Gardella moved, Manke seconded, removal of this paragraph from
1328 this list of recommendations.

1329
1330
1331
1332 Member Grefenberg asked that he could be assured that this
1333 motion wouldn't preclude what eventually went before the City
1334 Council.

1335
1336 **Ayes: 6**
1337 **Nays: 0**
1338 **Motion carried.**
1339

1340 By consensus, the CEC determined that as far as association
1341 responsibilities, when a more formalized draft document was
1342 available to recommend to the City Council additional items could
1343 be considered at that point.
1344

1345 **b. Update on Community Listening and Learning Events**

1346 Member Gardella reported that she, Member Sanders and Chair Becker
1347 had met with Mayor Roe and Councilmember Laliberte ~~had recently met~~
1348 and noted everyone was generally on board; with this most recent proposal
1349 for a listening sessions in the community and the conversation centered on
1350 details, such as how many listening sessions and who would be involved.
1351 Member Gardella advised that she would take results of that discussion
1352 back to the advocate Madeline ~~---~~ (???)Lohman from the Advocates for
1353 Human Rights to provide more detail and articulating that to staff for
1354 presentation to the full City Council when it was more fully-fleshed out
1355 after that next November 19, 2105 meeting-, and with an update for the
1356 CEC in December.

1357
1358 **c. Update on Joint Task Force on Zoning Notification**

1359 Member Manke advised that the joint task force met after the last CEC
1360 meeting, but they had still been short of commissioners representing the
1361 Planning Commission and that being Commissioner Daire, the keeper of
1362 the meeting minutes. Member Manke apologized for not having more
1363 useful information to give the CEC ~~for the overview~~, but will continue to
1364 ~~attempt-arrange~~ another meeting to provide their final reportpresentation,
1365 depending on if and whenas well as to approve those meeting minutes ~~are~~
1366 returned.
1367

1368 Member Manke advised that Community Development Director Paul
1369 Bilotta was going to put together an overview of this Task Force's
1370 discussions discussions-to-date and the direction being taken by the task
1371 force and when after-finalized-, at which time by this Commission, it would

1372 go to the Planning Commission for their ~~information~~ information, then to
1373 the City Council.

1374
1375 Member Grefenberg stated it was his understanding that the Planning
1376 Commission would be asked to approve recommendations.

1377
1378 Member Manke advised that she was not aware they were going to be
1379 asked to do so. Member Grefenberg stated he had a different
1380 understanding of the process as described by Manke. He believed both
1381 Commissions would need to approve the report.

1382
1383
1384
1385 ~~Member Grefenberg stated he disagreed with that part of Member~~
1386 ~~Manke's recollection.~~

1387
1388 Member Manke advised that the presentation would definitely go ward
1389 the CEC first, then if well-received, it would proceed to the Planning
1390 Commission as an informational item but not for formal action.

1391
1392 **d. Update on Civic Engagement Website Module**

1393 Mr. Bowman reported that the official Speak Up! Roseville site had
1394 officially been launched on November 7, 2015. Mr. Bowman reviewed
1395 the format and content of the new site as launched and plans as it evolves
1396 and citizens become more aware of it through a variety of other media
1397 sources to alert them to the site.:

1398
1399 Of note, Mr. Bowman noted there is one discussion site on city
1400 communications and looking forward to the 2040 Comprehensive Plan
1401 Update. While feedback and use is still growing, Mr. Bowman anticipated
1402 more comfortable posting their ideas, with approximately 65-70 registered
1403 to-date. Mr. Bowman presented a flyer advertising the site, and Chair
1404 Becker asked that he provide copies for distribution by CEC members;
1405 with Mr. Bowman advising hard copies were also available at City Hall.

1406
1407 Member Grefenberg reported his difficulties in getting a question posted
1408 in the Iideas section; with Mr. Bowman not able to find it electronically
1409 either and suggesting it may have been a technical error and Member
1410 Grefenberg should try the process again, and offering to assist him if the
1411 problem continued.

1412
1413 Chair Becker suggested that there could be other ways in Speak Up to
1414 emphasize that residents could pose questions. Discussion ensued
1415 regarding the two-step submission process in posting an idea; how the
1416 instructions are formatted on the website; and whether or not some
1417 redesign of the issues page was prudent; and clarification by Mr. Bowman

1418 for Member Grefenberg that Speak Up! Roseville is not equipped to
1419 translate languages, but the City's website has that ability.

1420

1421

e. **CEC Social Gathering**

1422

Member Manke apologized that she had still been unable to devote time to this effort given time and scheduling constraints. Member Manke also noted the issues involved in meeting Open Meeting Law requirements in such a get-together.

1423

1424

1425

1426

1427

Members Gardella and Sanders suggested postponing this social gathering until 2016.

1428

1429

1430

Chair Becker questioned if it was still necessary to plan and hold this social event, as it had originally been intended as a social opportunity for commissioners to get to know each other when first coming onto the CEC approximately one year ago. With the holidays approaching, Chair Becker suggested waiting until next summer and perhaps incorporating into a public involvement opportunity.

1431

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1437

~~With There being Commission consensus~~ ~~consensus of the CEC~~, Chair Becker advised he would put this item back on the CEC agenda in January or February of 2016 for further discussion and consideration.

1438

1439

1440

1441

6. **Chair, Committee and Staff Reports**

1442

1443

a. **Staff Report**

1444

1445

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

1446

Mr. Bowman briefly reported on some upcoming City Council agenda items that may be of interest to the CEC, noting that only a few meetings remained in 2015.

1447

1448

1449

1450

ii. **Other Items**

1451

None.

1452

1453

7. **New Business**

1454

1455

a. **Initial Discussion on 2016 Priority Planning**

1456

Chair Becker provided a copy of the original CEC report presented to the City Council in December of 2014 (Attachment 7a), copied from the City's community engagement website; noting it represented a different summary of recommendations than those made by the initial task force. Chair Becker noted the document had been reorganized somewhere with policies supporting those recommendations; and ~~suggested-noted~~ this had been used as a seed document for forming priority projects in 2015 and ~~could~~ now ~~needed-updating~~ ~~be used as a source~~ for 2016 projects.

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Chair Becker noted some projects would carry over from 2015 (e.g. listening/learning sessions and NA's) but there would be room for new initiatives from individual CEC commissioners and could serve as the beginning point for discussions at upcoming meetings. Chair Becker noted that last year, themes emerged based on this seed document; and questioned if there were other items (e.g. [similar to zoning in 2015](#)) that could be removed going forward based on the collective wisdom of commissioners in defining priorities for 2016 and the joint session to be held with the City Council for their input and direction.

Discussion ensued from Members Manke and Grefenberg regarding the status of the zoning notification policy and recommendation; Chair Becker's recommendation for 4-5 themes for 2016 from the ideas coming forward and as they were combined for similarity and like themes for priority consideration; how to define the focus of civic engagement versus community engagement and efforts going forward not that both had been more clearly defined.

Member Grefenberg suggested the CEC should begin raising the profile as a CEC recommendation to hire a community engagement coordinator part-time, or at least to start those discussions.

Chair Becker asked individual commissioners, as their "homework" assignment, to come up with five specific recommendations or broader themes and submit them to [Chair Becker prior to the packet deadline](#)~~Mr. Bowman for dissemination to Chair Becker prior to the next meeting packet~~. Chair Becker stated he wasn't anticipating a lot of detail from these initial submissions, but anticipated some overlap of ideas and themes.

~~Member~~ [Vice-Chair](#) Gardella asked that Chair Becker provide a reminder to individual commissioners through Mr. Bowman of that assignment.

b. CEC Correspondence

While not publically available at the meeting, several items of correspondence were discussed among commissioners as requested by Member Sanders at the beginning of tonight's meeting.

One of the items was from a resident regarding lack of availability of the *Roseville Review*, the city's official newspaper of record. Apparently several residents were not receiving the newspaper by home delivery, or there was a lack of consistency in its available.

Member Miller offered to follow up and report back to the CEC.

1510 | ~~Another~~ A second item of correspondence was ~~apparently personally~~
 1511 | ~~addressed to Chair Becker~~ sent to the full commission via the CEC
 1512 | website, but was marked “no need to contact me,” with Chair Becker
 1513 | reporting he had not responded to the individual with an “official
 1514 | response” nor did he direct it to the CEC’s attention for follow-up based
 1515 | on that direction.

1516 |
 1517 | Member Sanders referenced ~~another~~ this item of correspondence from Ms.
 1518 | Kathy Ramundt specific to potential her perception of offensive behavior
 1519 | of the CEC regarding ~~another citizen~~ Lisa McCormick, zen, and encouraged
 1520 | better community and civic engagement. While no copy of the letter was
 1521 | provided for public discussion at this meeting, Member Sanders stated
 1522 | that, for the record, she agreed with Ms. Ramundt, and opined that the
 1523 | CEC owed ~~the citizen in question~~ Lisa McCormick an apology for rude
 1524 | treatment in past meetings when speaking during public and/or when
 1525 | invited to join in a specific CEC conversation.

1526 |
 1527 | Member Manke questioned how ~~the resident~~ Lisa McCormick felt ~~they~~
 1528 | she had been treated rudely when invited to join the conversation, and
 1529 | subsequently provided no explanation for ~~the her~~ request to change the
 1530 | order ~~of in which~~ the three presentations on the three current Roseville
 1531 | Neighborhood Associations a specific NA would be heard. Member
 1532 | Manke opined that she found that request and the requester’s lack of
 1533 | flexibility to be similarly rude.

1534 |
 1535 | ~~Referencing the context of Ms. Ramundt’s correspondence, Chair Becker~~
 1536 | ~~advised that the CEC majority had agreed when the resident had been~~
 1537 | ~~invited to participate in NA discussions, the resident had made the choice~~
 1538 | ~~not to participate and walked away. Chair Becker stated there had been~~
 1539 | ~~nothing derogatory said at that time or afterward as the CEC pursued their~~
 1540 | ~~set agenda. While Member Grefenberg noted~~ the resident McCormick,
 1541 | after she refused to offer testimony unless she could go last, had offered to
 1542 | provide written comments specific to ~~that her~~ Neighborhood’s NA
 1543 | Association to the CEC, and asked if those comments had been received.
 1544 | Chair Becker and Mr. Bowman confirmed that nothing had been
 1545 | submitted by the resident to-date. ~~Chair Becker expressed his confidence~~
 1546 | ~~that the meeting and agenda had been adopted in accordance with proper~~
 1547 | ~~rules of order and protocol.~~

1548 |
 1549 | Member Grefenberg ~~stated~~ said he didn’t feel the CEC had been rude to
 1550 | ~~the McCormick resident~~ either, but was unsure if resident McCormick the
 1551 | resident felt that way or whether this was Ms Ramundt impression only
 1552 | other than as alluded to in Ms. Ramundt’s correspondence.

1553 |
 1554 | Member Sanders stated that ~~the resident~~ McCormick felt the CEC had
 1555 | been rude and she was offended.

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Member Grefenberg opined that the CEC attempted to treat everyone equitably, and didn't personally feel any guilt about the CEC's treatment of ~~this resident~~ McCormick at that meeting and NA discussion.

Member Sanders stated she was glad Member Grefenberg brought ~~up~~ equity into the discussion, reiterating that she didn't feel the resident had been treated as such.

Member Miller noted this discussion had already taken place at an earlier meeting as noted in past minutes, and suggested ~~the McCormick's~~ feeling of being offended may be a carryover ~~of from those~~ past conversations.

Chair Becker noted that since the commission approved its agenda at the beginning of the meeting, as chair he was obliged to follow that set agenda.

Member Gardella noted that for some residents the experience of coming forward at a meeting may be more intimidating than for others, even coming into the meeting room. Member Gardella suggested the term "equality" may be more appropriate than the term "equity," and it behooved the CEC to make any resident or speaker comfortable in this space and room, whether around the table or at the dais. Member Gardella opined that, regardless of personalities or past conflicts, the CEC's deference should be to those coming into a meeting, and to listen to them and not discourage other residents from coming to speak. Member Gardella stated that, from her perspective, the bigger picture was how the CEC welcomed residents and their interest in hearing those comments. Member Gardella stated that she wasn't finding fault with any of the parties or the CEC, but just stating a general comment that coming forward may be a tough thing for some to do. However, Member Gardella agreed that the intent of everyone on the CEC at the meeting in question was in following the rules and agenda as adopted by the majority of its members as previously noted.

In response to Member Gardella's comments regarding the comfort level of residents, Member Grefenberg noted many residents were very ~~adept~~ experienced at speaking before City Commissions and the Council, and were frequent attendees at CEC and/or City Council meetings, such as the individual now in question, and not intimidated by the situation.

8. Commission Communications, Reports, and Announcements

Member Grefenberg announced several upcoming meetings, including a Roseville University session; and ~~upcoming a~~ meeting of the Gavel Club.

1601 Member Gardella offered her willingness to share responsibility with other
1602 members at the Gavel Club in the future asif her schedule and that of other -CEC
1603 members were open.
1604

1605 **9. Commissioner-Initiated Items for Future Meetings**

1606 Chair Becker briefly highlighted some items for future CEC agendas, including an
1607 update from Member Miller on the *Roseville Review* circulation issue; potential
1608 attendance of NA representatives from other communities to provide their
1609 experiences; next step in the NA discussion the flip side of tonight's discussion
1610 and revolving around the City's expectations of NA's in exchange for material
1611 support (e.g. exchange versus recognition); and the City Council's priority
1612 planning and how that impacted the CEC.
1613

1614 Chair Becker suggested a break from NA discussions in December to focus on
1615 2016 planning for the CEC, but opening the meeting up if NA representatives
1616 from St. Louis Park are available to attend that meeting if the presentation of their
1617 written materials as researched by Member Grefenberg was not sufficient to the
1618 discussion. However, whether the representatives attended the December meeting
1619 in person or if the information was presented by Member Grefenberg, Chair
1620 Becker stated he anticipated this agenda item should not exceed twenty-minutes
1621 of time at the meeting in order to focus on other issues.
1622

1623 If St. Louis Park representatives are unable to attend the December meeting,
1624 Member Grefenberg suggested deferring that NA discussion until the January
1625 meeting.
1626

1627 **By consensus, commissioners agreed.**
1628

1629 Member Gardella stated her preference for devoting the December meeting to
1630 focus on priority planning; and by consensus, commissioners agreed unless St.
1631 Louis Park representatives were already committed to attending in December.
1632

1633 Chair Becker advised that the December meeting would include approval of the
1634 CEC's 2016 meeting schedule in accordance with the City's Uniform
1635 Commission Code, currently scheduled for the second Tuesday-Thursday of each
1636 month.
1637

1638 **10. Recap of Commission Actions This Meeting**

1639 Member Gardella reviewed actions of the CEC at tonight's meeting, including
1640 Chair Becker compiling content for NA websites; homework for individual CEC
1641 members to come up with five 2016 priorities; encouragement for individual CEC
1642 members to post a discussion item on Speak Up! Roseville in the "idea" section;
1643 Member Miller's offer to contact the *Roseville Review* to find out about
1644 problematic and inconsistent deliveries in the community before responding to a
1645 citizen concern brought forward; advocating a task force work meeting with

1646 | Madeline ~~_____~~(???)~~;~~Lohman; and scheduling ~~need for~~ an additional meeting of
1647 the zoning notification task force.
1648

1649 **11. Adjournment**

1650 Grefenberg moved, Manke seconded, adjournment of the meeting at
1651 approximately 9:41 p.m.
1652

1653 **Ayes: 6**

1654 **Nays: 0**

1655 **Motion carried.**
1656

1657

1658

Next Meeting – Thursday, December 10, 2015 at 6:30 p.m.

DRAFT

2014 Community Engagement Commission Recommended Policies & Strategies

Adopted by the Community Engagement Commission November 13, 2014

Presented to the Roseville City Council on December 8, 2014

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28

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2014 Community Engagement Commission Recommended Policies & Strategies

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Adopted by the Community Engagement Commission
November 13, 2014

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Detailed Recommendations

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34

1) Integrate Citizen Engagement into City Hall Culture

35

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

37

Rationale: Demonstrating a commitment to civic engagement dispels public cynicism and
38 connects citizens more closely to their government, while also allowing them more resources
39 for authentic grass roots neighborhood planning and community building.

40

41

We recommend the City:

- 42
- a) Continue its practice of forming resident task forces to assess significant issues
43 and make recommendations to the city council or city manager.
- 44
- i. Make the budget process more transparent and understandable to
45 residents, and utilize other resources such as a Roseville U course on
46 budgeting, neighborhood workshops, and/or webinars to engage residents
47 in budgeting well before the budget is finalized.
- 48
- ii. Involve residents experienced in the City's budget process, including the
49 Finance Commission, in the planning and execution of these educational
50 efforts.
- 51
- b) The City Council should hold one regularly scheduled town-hall style meeting
52 each year, with topics solicited from the eight City commissions.
- 53
- c) Recognize the changing demographics of Roseville in order to understand how
54 best to keep all Roseville residents informed and involved.
- 55
- 56
- 57
- 58
- 59

60 2) Increase Effective Public Participation in City Council and Commissions

61 **2.1 Policy Intent or Practice:** The City should foster public participation at both the council and
62 commission level.

63
64 **Rationale:** Making public meetings more accessible and understandable to the community
65 demonstrates the City's commitment to civic engagement, which in turn enables the community
66 to better value and trust their public officials, elected and appointed.

67 **We recommend the City:**

- 69 a) Encourage each commission to hold community meetings.
- 70
- 71 b) Encourage future councils to continue the current mayor's practices of
72 recognizing members of the public in city council meetings and asking if there is any public
73 comment after each substantive decision item is presented by staff and prior to discussion
74 and final vote. This will help ensure that future mayors and councils follow this example of
75 inviting public participation.
- 76
- 77 c) Have commission meetings follow these same rules and procedures as the city
78 council, and as described above.

79 **Rationale:** The practice of a few Commissions does not make clear that public input
80 can occur during its meeting. Once approved by the Council, the City Manager should
81 advise all Commissions to provide for public comment before and during its meetings.
82 Public comment during a meeting should occur before a Commission takes action on an
83 agenda item.

- 84 d) Provide direct contact information for each commission and its leadership on its web
85 page and printed materials such as brochures.
- 86
- 87 e) Explore alternative methods to reach those who are not normally involved in civic
88 affairs.
- 89
- 90 f) In so far as possible staff should advise Commissions on items on Council agenda
91 which fall under their purview according to City Ordinance.

92 **Rationale:** Since a Commission's function is to serve as an advisor to the
93 Council, as such it requires advance notice of a Council's deliberations in order
94 to give timely advice.

96 **2.2 Policy Intent or Practice:** The City should widely publicize openings on all commissions and
 97 | ad hoc advisory groups, and encourage residents to apply. The City should also consider adding
 98 some schedule flexibility to the interview process so more residents can be interviewed.

99 **Rationale:** Recruiting participation in governing and advisory bodies from the community
 100 ensures greater likelihood of having such groups reflect the communities they serve.

101 **We recommend the City:**

- 102 a) Fully utilize existing print and electronic means to announce openings on city
 103 commissions and task forces. Such means include but are not limited to the Roseville City
 104 News, Roseville Patch, Roseville Review, Roseville Issues Forum, various social media, and
 105 the neighborhood network NextDoor.
- 106 b) Encourage community engagement and civic participation across all demographic lines.
- 107
- 108 c) In so far as feasible improve the Commission interview process to make certain
 109 applicants are aware of interviews and consider providing alternative dates if necessary.
 110 Also prior to interviews Commission web sites should be updated to make sure the
 111 information remains relevant and the time commitment required of a Commissioner is
 112 clear.

113

114 **2.3 Policy Intent or Practice:** The City should develop and enforce an absence policy for commissions.

115 **Rationale:** This will ensure that commission positions are effectively being utilized and available
 116 to those who not only wish to serve but will make available the required time.

117

118 The current practice of some Commissions of allowing excused absences will not be allowed if
 119 this recommendation is accepted by the Council.

120

121 Please note that this recommendation does not state that a Commissioner missing more than
 122 the maximum will be removed from office, only that staff will report to the Council; thus the
 123 final decision remains with the Council, the original body who made the appointment.

124

125 **We recommend the City:**

- 126 a) Request staff report to the City Council when any commissioner misses more than four
 127 meetings in a rolling twelve month period or an equivalent maximum of missed meetings
 128 for those few commissions who meet less often.

129 **TIMELINE:** Contingent upon when the Council takes up the Uniform Standards for Commissions.

130

131 **2.4 Policy:** The City should provide opportunities for residents to learn about Commissions.

132 2.4.1: Prior to the annual announcement of Commission openings or at the same time, the City and the
 133 Commission should sponsor an open workshop to learn about Commissions, how and why they operate,
 134 the role of individual Commissioners, and other information on Commissions, general and specific.

135 2.4.2: The organization and scheduling of this workshop should be closely coordinated with Staff so that
 136 the Workshop itself should be seen as an integral part of the City's process of advertising and filling
 137 Commission vacancies.

138 TIMELINE: Planning and concurrence of staff and Council should be achieved by the end of February,
 139 2015, so this workshop can be seen as a pilot project incorporated into the spring process for filling
 140 Commission vacancies.

141
 142
 143

144 **3) Engage Roseville Renters and Non-Single Family Homeowners, such as of** 145 **condominiums and co-ops, as it does single-family homeowners.**

146 **3.1 Proposed Intent or Policy:** The city should engage renters as it does homeowners.

147 **Rationale:** According to the 2010 census, almost 1/3 of Roseville residents are renters and pay
 148 for city services through their rent, yet appear underrepresented in civic engagement efforts.
 149 Other communities, such as Hopkins, have programs targeted specifically to engage renters in
 150 city government.

151 **We recommend the City:**

152 a) Include renters/leasers (both residential and business) and residents of co-ops
 153 and assisted living facilities in any communications initiatives (such as the recent adoption
 154 of Nextdoor, a neighborhood networking tool) to facilitate their engagement.
 155

156

157 **4) Provide Public Participation Support, Training, Resources, and Recognition for** 158 **Commissioners**

159 **4.1 Policy Intent or Practice:** The City should make available administrative support to foster more
 160 effective volunteerism and public participation.

161 **Rationale:** Without administrative supports such as volunteer coordination and administration
 162 (note-taking and meeting coordination), citizens' efforts are less efficient and satisfactory.
 163 Providing this minimal support would alleviate many frustrations and make citizen
 164 participation more effective, and would also provide opportunities for city staff and engaged
 165 citizens to dialogue and develop a shared perspective.

166 **We recommend the City:**

167 a) Repurpose an existing or create a new City position to support effective
 168 community and civic engagement across all departments. This position would coordinate

169 neighborhood and community relations; he/she could develop procedures and methods
 170 to improve, track, and provide clear and consistent two-way communication between City
 171 government and residents and businesses, and find opportunities for more effective civic
 172 engagement. We recommend that this position also work with the Community
 173 Engagement Commission.

174 Timeline: The City Council could consider a new staff position during the 2016 budget
 175 process at the earliest and repurposing an existing position to include such duties could
 176 occur sooner.

177
 178 **4.2 Policy Intent or Practice:** The City should invest in civic engagement training for public officials,
 179 city staff, and residents to foster a climate of public participation.

180 **Rationale:** The more public officials understand the importance of civic engagement in
 181 achieving city goals and gain skills in public participation, the more effective their leadership
 182 will be.

183 **We recommend the City:**

- 184
- 185 a) Host annual training/conference on the latest trends, technologies, and tools uses to
 - 186 engage citizens. City staff shall plan and publicize the event, in collaboration with the CEC.
 - 187
 - 188 b) Develop and/or strengthen opportunities for residents to learn and participate in the civic
 - 189 process, including Roseville U.

190
 191 **4.3 Policy Intent or Practice:** The City should develop educational and informational resources for
 192 citizens to learn how best to participate in civic issues.

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

197

198

199 **5) Enhance Print Communications and Dissemination**

200 **5.1 Policy Intent or Practice:** The City should continue to disseminate information via printed
 201 material, keeping in mind that many residents rely solely on print media for news and
 202 information.

203 **Rationale:** We heard from many Roseville residents that they do not have access to computers or
 204 the internet and rely on printed mail communications.

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We recommend the City:

- a) Continue to disseminate Roseville City News and ensure all residents including renters and those living in non-single family homes receive the paper.
- b) Make City Council decisions readily available in print form for residents at City Hall upon request so that people without e-mail are able to access this information.
- c) Explore various options to include residents without computer access in community-building and communications.

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5.2 Policy Intent or Practice: The City should include pertinent information and stories related to civic engagement and neighborhoods in its print communication.

Rationale: In doing so, we increase the value of the city's investment in this resource.

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We recommend the City:

- a) Include information related specifically to neighborhoods and their activities in the Roseville City News.
- b) Invite residents to generate story ideas for the City Staff on items of interest for City News and possible other communications such as the biweekly electronic newsletter.

230

6) Enhance Website and Electronic Communications

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232
233

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

234
235

6.2 Policy Intent or Practice: The city should maximize two-way communications technologies (Web 2.0) to facilitate timely public participation and engagement.

236
237
238
239

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) as well as a Facebook page, Twitter account, and YouTube channel. Many other cities offer any combination of these Web 2.0 tools, such as St. Louis Park, Minnetonka, and Hopkins.

240
241
242

We recommend the City:

- a) Make use of existing electronic communications channels and networks (website, community engagement module, email alerts, Roseville Community Forum,

243 NextDoor, social media, etc.) to connect with and actively engage Roseville citizens with
 244 an emphasis on two-way communication.

245

246 b) Should continue to explore new media channels to connect with and actively
 247 engage Roseville citizens with an emphasis on two-way communication.

248

249 c) Create an area of the website (or web-based communications) focused
 250 specifically on public engagement information and resources for citizens, including two-
 251 way communication (see Edina's Citizen Engagement blog as an example).

252

253 **6.3 Policy Intent or Practice:** The City should make readily available City Council and
 254 Commission agenda items, minutes, and recorded meetings through its website and CTV cable
 255 television.

256

257 **Rationale:** Increasingly residents have come to rely upon cable television broadcasts and the
 258 city web site to be informed on city issues. These vehicles provide access to government, and
 259 with relatively minor adjustments can become even more useful to Roseville citizens.

260

We recommend the City:

261 a) Publish approved city council and commission meeting minutes on the city
 262 website in a timely manner, such as within one (1) week of approval.

263 i) If public meeting minutes are not approved in a timely manner, such as within
 264 one month, publish draft minutes on its website until minutes are finalized.

265

266 b) Offer the full text of meeting agendas in the body of email alerts and meeting
 267 notices rather than requiring the extra step to click a link to learn of the full agenda.

268

269 c) Include a link to the specific recorded televised city meeting on the same page as
 270 the meeting minutes and/or agenda

271 **6.4 Policy Intent or Practice:** The City should foster direct and efficient email communication with
 272 public officials.

273 **Rationale:** Citizens are more apt to contact public officials if provided a direct email address.
 274 Although the current online communication form allows citizens without email to make
 275 contact, it has its drawbacks: 1) citizens cannot send attachments with their emails, 2) citizens
 276 cannot retain a record of communications sent, 3) public officials cannot receive email
 277 immediately (esp. difficult over the weekend) and thereby cannot respond as efficiently and
 278 easily; and 4) staff time is spent forwarding messages unnecessarily.

279

We recommend the City:

- 280 a) Create and publish public, city-domain email addresses for city council members
 281 and commissioners to directly receive email from and send email to citizens on public
 282 matters without requiring city staff to manually forward such messages. (The online
 283 contact form may still be useful for individuals without email.)

284 **6.5 Policy Intent or Practice:** Allow each Commission input to its web page content and social
 285 media.

286 **Rationale:** Commissioners should be trusted Commissions should be trusted with their own
 287 web page and Facebook postings. The web page and Facebook design would follow the
 288 format of the new web design. If deemed necessary by staff, safeguards such as outlined
 289 above can be added. This would be another example of changing the culture at city hall,
 290 emphasizing collaboration rather than control.
 291

292 **TIMELINE:** Incorporate this into a new more comprehensive set of recommendations focused
 293 on ways the city can provide resources and recognition to commissions; with the city
 294 redesigning its website this would be an opportune time to allow, and consequently promote,
 295 each commission having input into their public outreach and messaging.
 296
 297
 298

299 **7) Enhance Overall City Communication**

300 **7.1 Policy Intent or Practice:** The City should go beyond the legal requirements for public
 301 notification and provide information on issues critical to Roseville’s development (see
 302 Recommendation 9: “Improve Notification Processes” for suggested criteria).

303 **Rationale:** Many residents feel that the legal requirement of public notification is insufficient
 304 to provide information on significant issues before the City. The City should exceed these
 305 requirements on issues critical to Roseville’s development.
 306

307 **We recommend the City:**

- 308 a) Organize/host a community meeting for projects that pose issues of substantial
 309 community or neighborhood-wide impact to engage in dialogue before the Council or
 310 any commission takes any formal action. This would allow the city to explain the project,
 311 answer any questions, identify pros and cons, and get a feel for residents’ viewpoints.
 312
 313 b) Aggressively communicate these open house opportunities in local media, as
 314 well as through existing communications systems and networks.
 315

- 316 c) Encourage Staff to communicate and consult with community and neighborhood
 317 leaders on issues important to Roseville’s development.
 318
- 319 d) Explore other ways to engage and communicate with residents on projects that
 320 pose issues of substantial community or neighborhood-wide impact, such as surveys,
 321 social media, an interactive website dialogue, and other means.

322

323 **7.2 Policy Intent or Practice:** The City should emphasize communications utilizing existing systems
 324 more proactively and effectively with the intention of engaging residents.

325

326 **Rationale:** When residents receive information in a timely manner and in clear understandable
 327 language, they are better able to process and provide feedback on how they would like their
 328 city to be run, and the City is better able to respond to citizen concerns.

329

330 **We recommend the City:**

- 331 a) Connect Nextdoor neighborhood leads to facilitate communication between
 332 them on issues of city-wide significance.
 333
- 334 b) Devise a process for identifying, maintaining, and updating Nextdoor
 335 neighborhood leads. Consider ways the City could support the efforts of NextDoor leads in
 336 disseminating information necessary for neighborhood-building efforts.
 337
- 338 c) Use neighborhood networks such as homeowner associations and neighborhood
 339 associations, such as SWARN (SouthWest Area of Roseville Neighborhoods), the Lake
 340 McCarron’s Neighborhood Association, the Twin Lakes_Neighborhood Association, and
 341 other neighborhood networks to supplement existing information systems and to invite
 342 residents’ responses. When a City Department organizes an informational meeting it
 343 should seek out an association or neighborhood group with which to collaborate and
 344 organize said meeting.

345

346 **Rationale:** By utilizing various neighborhood networks and organizations to disseminate
 347 information relevant to the city and its neighborhoods, the City will assist these groups
 348 in providing value to their members and neighbors. The City will also gain increased
 349 coverage of news and notifications to its residents
 350

- 351 d) Create and publish a policy for staff to respond to residents’ requests and
 352 comments within a three (3) business days, and where applicable, include in staff
 353 response information of any relevant Roseville mailing (or emailing) lists a resident can
 354 join for updates on issues of concern.

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

360

361 **8) Foster and Support Vibrant Neighborhoods**

362

363 **8.1 Policy Intent or Practice:** The City should support residents’ efforts to build community within
364 their neighborhood.

365

366 **Rationale:** Vibrant neighborhoods — neighborhoods where residents know each other, can
367 support one another, and feel invested in their city – are a critical aspect of a healthy city.
368 Assisting neighborhoods in this important task benefits civic governance as well as its citizens.

369

370 **We recommend the City:**

- 371 a) Support the creation of resident-defined neighborhoods. (See Edina’s *Name Your*
372 *Neighborhood* at edinamn.gov/category/neighborhood, an example of allowing residents to
373 determine their neighborhoods names and boundaries.)
- 374
- 375 b) Monitor and evaluate the success of Nextdoor.com and include goal-related
376 metrics and user satisfaction.
- 377
- 378 c) Provide materials to support neighborhood gatherings throughout the year,
379 similar to the Night to Unite materials offered through the Neighborhood Watch Program.
- 380
- 381 d) Utilize *City News* to communicate news and items of interest to neighbors and
382 neighborhoods. Solicit input and contributions from residents and neighborhood groups.

383

384 **8.2 Policy Intent or Practice:** The City should support residents in developing more formalized
385 neighborhoods and/or neighborhood organizations.

386

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

391

392 **We recommend the City:**

- 393 a) Provide residents wishing to formalize their neighborhood or neighborhood
 394 organization with the following: definition and examples of a neighborhood network or
 395 association, a clear process to formalize such groups, and City recognition and benefits to
 396 officially-recognized groups. (See [http://www.stlouispark.org/neighborhoods/neighborhood-](http://www.stlouispark.org/neighborhoods/neighborhood-associations.html)
 397 [associations.html](http://www.stlouispark.org/neighborhoods/neighborhood-associations.html).)
- 398 b) City Recognition of Neighborhood Associations should be premised on the
 399 assumption that neighborhood boundaries are inclusive and not exclusive.
- 400 c) The City shall provide a page or section on city's website with the
 401 neighborhood's name, boundaries, characteristics, events, and contact person.
 402 (Example at <http://www.stlouispark.org/wolfe-park.html>).
- 403
- 404 d) The City should consider adding signage in the physical neighborhood names
 405 are identified and commonly accepted.
- 406

407 **8.3 Policy Intent or Practice:** The City should facilitate meetings at the neighborhood level.

408

409 **Rationale:** Many residents are interested in neighborhood issues which may not have city-
 410 wide impact, and are interested in knowing their neighbors and working on issues of
 411 neighborhood significance. By providing assistance to interested neighbors the City can play a
 412 critical role in building strong neighborhoods and thus a vibrant community.

413

414 **We recommend the City:**

- 415 a) Compile, maintain, and make readily available a list of meeting places for Roseville
 416 residents to use when organizing neighborhood meetings.
- 417
- 418

419 **9) Improve the Notification Process**

420 **9.1Policy:** The city should expand the notification area and methods for informing residents and
 421 businesses, including leased businesses, of developments that have greater impact and/or involve
 422 issues of probable concern to the broader community.

423

424 **We recommend the City:**

425 9.1.a: The Council should form a joint task force of Community Engagement and Planning
 426 Commissioners, plus at-large members, to assess these notification recommendations and
 427 prepare a joint plan for both Commissions and for Council approval. Staff assistance shall
 428 be provided by the Planning Department.

429

430 The specific Task Force Strategic Recommendations under 9.1 are suggested for
 431 consideration by this joint task force as a starting point in their deliberations.

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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.

9.2 Policy: 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.

Rationale: To assure that recipients understand what they are being notified of and the impact of any zoning change, variance, change in the zoning code, or related proposal, terms such as interim use permit, conditional use, variance, should not be relied upon to convey the intent of the notice, and every effort should be made to use language which is easily understood by a high school graduate.

9.3 Policy: The City should engage renters, businesses both leased and owned, and non-single-family family homeowners as it does homeowners, in its notification procedures.

470 **10) The City should promote and effective and meaningful volunteerism as a part of a**
 471 **vibrant civic culture in Roseville.**

472 **Background:** Volunteerism was not thoroughly covered by the 2012 Civic Engagement Task Force;
 473 at that time the emphasis was on creating a Civic Engagement staff position as some cities now
 474 have. Relatively late in developing the Task Force recommendations, we added to Policy 4.1 which
 475 then read “The City should make available administrative support to foster more effective and
 476 public participation” the term volunteerism, and added the same term to Strategic
 477 recommendation 4.1.a, the recommendation which originally called for the City to create a new
 478 city executive position to support effective public engagement.

479

480 When the Council in the spring of 2014 passed the ordinance establishing the Commission it added
 481 under Duties and Functions, subsection B, which has the following language:

482 *Recommend strategies for and actively promote and encourage effective and meaningful*
 483 *volunteerism as well as participation on advisory boards, task forces, commissions, and other*
 484 *participatory civic activities.*

485

486 Note that this Function also combined volunteerism and “participatory civic activities”.

487 So since the Council clearly believes we should play a role in promoting and encouraging Roseville
 488 volunteerism we should add a policy statement to this effect. Future strategic recommendations
 489 promoting and encouraging a culture of volunteerism may be added later. This future effort will
 490 need to be closely collaborated with the City Volunteer Coordinator.

491 **10.1 Policy:** Utilize the life experiences and skills of our Senior Community to volunteer in areas
 492 where their contributions are needed, applicable, and useful.

493 **TIMELINE:** Allow new Volunteer Coordinator adequate time to establish her program first before
 494 the Commission makes any other Strategic Recommendations.

495

Becker - Proposed 2016 Priorities

- Assist in community visioning alignment
 - Start community visioning work prior to 2017 comprehensive plan
 - Align with community aspirations and 2025 visioning document
- Expand city learning/engagement opportunities
 - Implement a City "Open House" (in part a replacement of the Living Smarter Fair), including opportunities for learning about commissions, volunteering, the budget process, and other civic/community engagement topics
 - Re-establish some form of a welcome "packet"
 - Evaluate format/content of Roseville U, especially with respect to what is adopted via the above
- Form strategies for outreach to under-represented groups
 - Including renters and businesses
 - Plug into ongoing SE Roseville work
- Continue engagement "infrastructure" work
 - Catalog types of engagement processes and advise as to which to use in what circumstances
 - Define process for how to identify stakeholders
 - Identify engagement stages and define tools to use at each stage
- Accomplish select items from 2014 Community Engagement Commission Recommended Policies & Strategies
 - (Those that are not otherwise aligned with the above priorities)
 - **1.1:** The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.
 - **b)** The City Council should hold one regularly scheduled town-hall style meeting each year, with topics solicited from the eight City commissions.
 - **2.1:** The City should foster public participation at both the council and

commission level.

- a) Encourage each commission to hold community meetings.
- **4.1:** The City should make available administrative support to foster more effective volunteerism and public participation.
 - a) Repurpose an existing or create a new City position to support effective community and civic engagement across all departments. This position would coordinate neighborhood and community relations; he/she could develop procedures and methods to improve, track, and provide clear and consistent two-way communication between City government and residents and businesses, and find opportunities for more effective civic engagement. We recommend that this position also work with the Community Engagement Commission.
- **6.3:** The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.
 - a) Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one (1) week of approval.
 - i) If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.
 - b) Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.
 - c) Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda
- **10:** Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.

Gardella - Proposed 2016 Priorities

- **Listening sessions**
 - Learn from the early 2016 "pilot" sessions and begin a process of institutionalizing the practice to help inform Comp Plan and/or Visioning; inform Roseville U content and/or delivery, etc.
- **Encourage City Council to hold one regularly scheduled town-hall style meeting each year**
 - Discuss timely topics, neighborhood specific issues, or topics generated by any of the Commissions, and/or the public (topics that emerge on Speak Up)
- **Reenergize Roseville U**
- **Trainings/workshops on community and civic engagement**

Miller – Proposed 2016 Priorities

- Continue down the path of the listening sessions and use as a model for future listening sessions
- Increase alternative formats for city business outside of city hall
- Explore options for online commenting on city business to allow for easier citizen participation in decisions
- Continue and increase efforts to engage our new neighbors
- Figure out the welcome packet “issue”

Community Engagement Commission

Suggested Priority Projects for 2016

- 1) Complete our Report to the Council on Neighborhood Associations
 - a. Timeline: Within the first quarter of 2016 prepare and make presentation to Council
- 2) Complete our Report on Zoning Notification
 - a. Timeline: Within the first quarter of 2016 prepare and make presentation to the Planning Commission
 - b. Timeline: Within the second quarter of 2016 prepare with the Planning Commission a joint presentation to the City Council
- 3) Determine City By-In to our Community Listening and Learning Events proposal, and if By-In achieved, assist City Staff in implementation
- 4) Prepare a Plan, in consultation with the Roseville Planning Department and Commission, for the Engagement of Roseville Residents in the development of the new Comprehensive Plan
- 5) Ramp-Up and Assist City in Communicating news on community events and engagement opportunities for Roseville residents
 - a. More coverage of news of interest to residents and neighbors on the web site, Speak Up Roseville, and in city publications
 - Including involving coverage of other civic associations as well as neighborhood associations and news in existing city communication outlets.
 - b. More coverage on city and neighborhood issues in major dailies and local press
 - Including leveraging our financial support of the Roseville Review to gain more and more in-depth coverage
 - c. Advise on existing opportunities for engagement, such as Speak Up Roseville, and **seek opportunities to collaborate with other commissions and civic organizations**
 - I suggest we focus first on other City Commissions, and then other Community Organizations. An operating template could be our work with the Planning Commission on Zoning Notification.

As a corollary of this I think all Commissioners should share the responsibility of keeping Council members informed of our planning and issues.

 - Increase outreach efforts by utilizing all commissioners for speaking opportunities

Basis for Commission Authority in this matter: City Ordinance 208.04: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.

B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.

6) Reassess Commission's Ordinance regarding Scope, Duties, and Functions:

- a. As recently requested by the Council, advise it as to our whether we would want any changes, especially in regard to Scope, Duties, and Functions.

[Note: Items 1-5 are priority projects for 2016.]

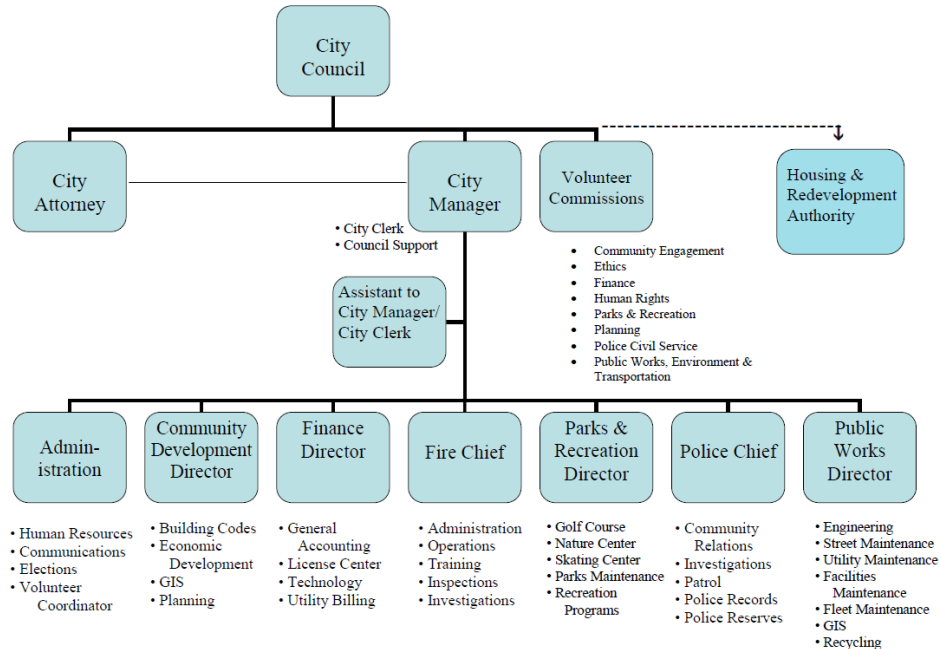
Gary Grefenberg
December 2, 2015



COMMUNITY ENGAGEMENT

City of Roseville Organizational Chart

City of Roseville Organizational Chart



What is Community Engagement?

Community Engagement

- Community engagement is an intentional process that includes multiple strategies to promote the participation of residents in community life, especially those who are excluded and isolated, by engaging them in collective action to create a healthy community. Community is defined as those who are affiliated by geographic proximity, culture, special interests or similar situations with respect to issues affecting their well-being.

Civic Engagement

(a subset of Community Engagement)

- Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms – individual volunteerism, volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy.

What is Community Engagement?

- Community engagement means involving community members in all activities - from identifying the relevant issues and making decisions about how to address them, to evaluating and sharing the results with the community
- Understanding that the public has a right to participate and encouraging that right
- For the City of Roseville it is more than that
 - ▣ Staff's vision of community engagement also includes reaching out to our residents in an effort to be both transparent and accessible

Key Tenets of Community Engagement*

- **Inclusive Planning:** The planning and design of a public engagement process includes input from appropriate local officials as well as from members of intended participant communities.
- **Transparency:** There is clarity and transparency about public engagement process sponsorship, purpose, design, and how decision makers will use the process results.
- **Authentic Intent:** A primary purpose of the public engagement process is to generate public views and ideas to help shape local government action or policy, rather than persuade residents to accept a decision that has already been made.
- **Breadth of Participation:** The public engagement process includes people and viewpoints that are broadly reflective of the local agency's population of affected residents
- **Informed Participation:** Participants in the public engagement process have information and/or access to expertise consistent with the work that sponsors and conveners ask them to do.

Key Tenets of Community Engagement*

- **Accessible Participation:** Public engagement processes are broadly accessible in terms of location, time, and language, and support the engagement of residents with disabilities.
- **Appropriate Process:** The public engagement process utilizes one or more discussion formats that are responsive to the needs of identified participant groups, and encourages full, authentic, effective and equitable participation consistent with process purposes. This may include relationships with existing community forums.
- **Authentic Use of Information Received:** The ideas, preferences, and/or recommendations contributed by the public are documented and seriously considered by decision makers.
- **Feedback to Participants:** Local officials communicate ultimate decisions back to process participants and the broader public, with a description of how the public input was considered and used.
- **Evaluation:** Sponsors and participants evaluate each public engagement process with the collected feedback and learning shared broadly and applied to future engagement efforts.

City Boards and Commissions

- Community Engagement Commission
- Ethics Commission
- Finance Commission
- Housing and Redevelopment Authority
- Human Rights Commission
- Parks and Recreation Commission
- Planning Commission
- Police Civil Service Commission
- Public Works Commission
- Variance Board

Commitment to Community Engagement

- City Council is committed to engaging with the Roseville community
 - Created the Community Engagement Commission in January of 2014
 - Commission began meeting in May of 2014 and is already having its recommendations approved and enacted
 - Continues to work on recommending additional engagement strategies



Community Engagement Commission

□ The City Council's creation of the Community Engagement Commission came together thanks to the tireless efforts of the Community Engagement taskforce.

□ Scot Becker
Chair of the
Community
Engagement
Commission



Community Engagement Commission

Priority Projects for 2015

1. Assist and encourage the formation of Roseville neighborhood associations (contact Gary Grefenberg)
2. Create Learning Events on community engagement in Roseville (contact Theresa Gardella)
3. Joint task force with Planning Commission to study notification issues and formats (contact Michelle Manke)
4. Online civic engagement module for new city website (contact Scot Becker)
5. Assist in the Resumption of Roseville U Program (contact Scot Becker)

Additional Community Engagement Efforts

- Staff engagement efforts
 - Roseville U
 - Fridays with Firefighters
 - Firefighters and Police Lemonade Stand
 - Discover your Parks event
 - Parks Renewal Open Houses
 - Rain Barrel and Compost Bin events
 - Community shredding and clean-up events
 - New resident outreach events
 - Twin Lakes Public Input Meetings
 - Coffee with a Cop
 - Police Youth Basketball and Soccer Camp
 - Shop with a Cop
 - Police Community Connection Events



VOLUNTEER ENGAGEMENT

Investing in Volunteers

- ❑ Volunteer Coordinator Position created by City Council
- ❑ Started end of May 2014
- ❑ Kelly O'Brien
 - ❑ Kelly.O'Brien@cityofroseville.com


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Roseville creates staff position to expand municipal volunteering

By: Johanna Holub



Kelly O'Brien envisions broad city support for volunteerism

Roseville has begun ramping up its efforts to tap into a new resource: volunteers. New hire Kelly O'Brien is spearheading the cause in the city's newly created volunteer coordinator position.

O'Brien comes to the city with a plentitude of experience managing volunteers.

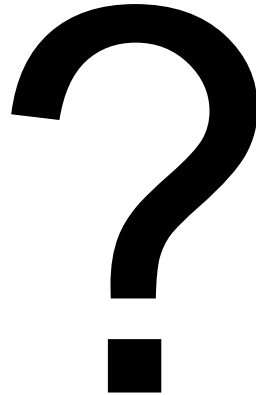
"I don't even want to say [how long I've been doing this]," O'Brien joked, conceding that she has over 20 years' experience in the field managing volunteers from large nonprofits to small grassroots organizations.

Searching out volunteers is something most departments had to do on their own before the volunteer coordinator position was created, O'Brien said.

"Until this point, it's been something that staff members have been doing as part of their job, and they've been doing a phenomenal job," she said. "But we want to be reaching everyone we can."

Kelly O'Brien

Questions?



CEC 2016 Meeting Schedule

- January 14th
- February 11th
- March 10th
- April 14th
- May 12th
- June 9th
- July 14th
- August 11th
- September 8th
- October 13th
- November 10th
- December 8th