



Minutes

Roseville Community Engagement Commission (CEC)

Thursday, January 12, 2017 - 6:30 p.m.

1. Roll Call

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

Commissioners Present: Chair Scot Becker; Vice Chair Chelsea Holub, and Commissioners Peter Sparby, Erik Tomlinson, Amber Sattler, and Michelle Manke

Staff Present: Staff Liaison/City Manager Patrick Trudgeon

2. Approve Agenda

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

Ayes: 6

Nays: 0

Motion carried.

3. Public Comment on Items Not on Agenda

4. Approval of December 8, 2016 Meeting Minutes

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

Commissioner Sattler moved, Commissioner Holub seconded, approval of December 8, 2016 meeting minutes as amended.

Corrections:

- Page 10, Lines 443 – 450 (Sparby/Holub)

Commissioner Sparby questioned if he was the speaker regarding this department review of ongoing initiatives, and based on his recollection, suggested it may have been Commissioner Holub speaking. After some discussion and without resolution, City Manager Trudgeon stated that he would review the meeting tape and determine the speaker and change the paragraph accordingly.

Ayes: 6

Nays: 0

Motion carried.

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5. Old Business

a. 2017 Work Plan / Priority Projects Update

Commissioner Sattler stated her recollection that creating a toolbox was part of the under-represented communities’ priority.

Chair Becker advised that creation of a toolbox had been a recommendation of the CEC to the City Council for community engagement options.

Under-represented Communities

(Commissioners Holub, Manke, Sattler)

Commissioner Sattler referenced the written report (Attachment 5A) entitled “Under-represented Populations Subgroup...Goals...” Ms. Sattler noted the revised definition of “under-represented populations” based on feedback from the December meeting; with no additional comments on the definition offered from the CEC at tonight’s meeting.

Commissioner Sattler noted the next step would be to determine a toolbox and address other goals for recommendation on ways to increase diversity within city leadership.

Commissioner Manke noted that the intent was for a phased approach.

CEC Documentation

(Chair Becker and Commissioners Tomlinson and Sparby)

From a meeting of the subgroup several weeks ago, Commissioner Sparby referenced Attachment 5A entitled, “Roseville Community Engagement Commission Definition of Terms” for consideration by the CEC. Commissioner Sparby noted that this was a result of reviewing city code, previous definitions of civic and community engagements, and minor updates for use by the CEC and city going forward, as well as recommended policies and strategies previously developed by the CEC in 2014. In lieu of revising the 2014 document, Commissioner Sparby suggested retaining the document for a historical perspective, with updated 2017 policies and strategies.

Commissioner Sparby referenced his two related documents he’d prepared: “2017 CEC Recommended Policies & Strategies” consisting of five recommendations, and then a more detailed list of initiatives, purpose/rationale, and recommendation as part of those five recommendations to the City Council. Commissioner Sparby sought CEC comment.

Commissioner Holub thanked Commissioner Sparby for compiling these five recommendations, opining it was a good way to set them up and reference city code accordingly to help keep that in mind and the CEC’s

91 specific charge. Regarding the formatting, Commissioner Holub made
92 several suggestions for the title and subtitles to avoid redundancy and
93 questioned what was intended by “goals.”

94
95 Commissioner Sparby clarified that “goals” was intended to indicate
96 “objectives.”

97
98 Chair Becker suggested perhaps “priorities” may be a better term; and with
99 no objection from his colleagues, asked Commissioner Sparby to update the
100 draft document accordingly.

101
102 Beyond the definition of “under-represented groups,” Commissioner Holub
103 suggested the subgroup rewrite that for more specificity.

104
105 Chair Becker noted that this document was intended to cross-reference with
106 past priority lists as well; along with updated direction from the City
107 Council to be included if and when provided. Therefore, Chair Becker
108 suggested not taking any further action on the draft document, pending
109 further refinement.

110
111 Referencing his attachment 5A entitled “2017 CEC Priority Projects”
112 developed from the flip chart as discussed and categorized by the CEC at
113 the December 2016 meeting, City Manager Trudgeon asked if the intent of
114 this report was to encompass all of those 2017 priorities in a different format
115 to provide a template going forward, or if it was specific only to the
116 documentation task list identified two pages earlier as a priority.

117
118 Commissioner Sparby stated that the first document was intended to lay out
119 those 2017 priorities, but the goal of the more detailed document was to
120 provide a dynamic, day-to-day document at a higher level and needing
121 updating less frequently.

122
123 If so, City Manager Trudgeon suggested reconciling what he’d heard with
124 this document moving forward.

125
126 Commissioner Sparby stated that when he took his first look, it included his
127 recollection of priorities; but agreed that it needed refinement and cross-
128 referencing and reconciliation before any formal action was taken.

129
130 Commissioner Tomlinson also asked if this more detailed document was
131 based on the list prepared by City Manager Trudgeon from that December
132 2016 CEC meeting, and was intended to provide further organizational
133 documentation, outlining recommended strategies and documents, going
134 into 2017 and beyond.

135

136 Commissioner Sparby clarified that both documents would need to be
137 matched up; and offered to work with City Manager Trudgeon off line to
138 make sure that ultimately occurred.

139
140 City Manager Trudgeon noted that this document could be referred to for
141 monthly updates, as laid out if that was the understanding by the entire CEC
142 once reconciled. However, since he saw some differences in the two
143 documents, Mr. Trudgeon suggested further discussion might be required
144 by the CEC before that occurred.

145
146 Based on his perspective, Commissioner Sparby stated that he saw the list
147 provided by City Manager Trudgeon as a list; with his draft document
148 expanding on that list and identifying what the CEC was doing going
149 forward. Having not seen it when initially putting together his list,
150 Commissioner Sparby offered to take City Manager Trudgeon’s list and use
151 those categories to expand upon, but use that to list out projects.

152
153 Commissioner Holub volunteered to assist Commissioner Sparby with Item
154 3 on the list; and cross-reference it accordingly (under-represented groups).

155
156 b. **Comprehensive Plan Community Engagement Plan**
157 (Commissioners Tomlinson and Sparby)

158
159 As a bench handout, *attached hereto and made a part hereof*, City Manager
160 Trudgeon provided an updated spreadsheet from the most recent meeting of
161 the Planning Commission with the consultant team and staff (dated
162 12/08/16) incorporating feedback to-date. Mr. Trudgeon advised that the
163 red print indicated feedback received to-date from a variety of
164 commissioners, and had yet to be vetted by the City Council. Mr. Trudgeon
165 noted that a draft community engagement plan was in process by the
166 consultant at this time and was scheduled for presentation to the City
167 Council at their January 23, 2017 meeting. Upon receipt, Mr. Trudgeon
168 advised that he would forward a copy to the CEC; and upon approval of the
169 plan by the City Council, the process would move forward.

170
171 Commissioner Holub noted that the feedback provided to City Manager
172 Trudgeon via email from her and Commissioners Sattler and Manke
173 specific to their priority project didn’t appear to be included in this latest
174 iteration of the spreadsheet, and asked if there had been any comment on
175 that feedback.

176
177 City Manager Trudgeon advised that he was not sure how the specific
178 feedback was incorporated but said he will follow-up to ensure the
179 subcommittee’s feedback had been received by the consultant and Planning
180 Commission.

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6. New Business

a. Welcome Packet Discussion

As previously requested by the CEC, City Manager Trudgeon provided several past welcome packets for review, and summarized a history of the packet, initially developed in 2007/2008 as a housing promotion effort, and later updated as a welcome packet as part of the “Living Smarter” marketing campaign, initiated by the city’s former Housing & Redevelopment Authority (HRA). Mr. Trudgeon reported that, with the mailing list developed through the city’s utility department for new customers, documents included were a letter from the mayor and HRA Chair and resources on housing loan programs and resources that would assist residents in maintaining Roseville’s current housing stock.

Mr. Trudgeon reported that approximately 200 welcome packets were distributed annually; but once the supply of the latest version had been exhausted, no new printing was done, pending a revamp of the packet or its discontinuation. However, Mr. Trudgeon further reported that a new mini-version had been developed by staff for new utility customers providing a brief summary of those specific resources still available (Attachment 6A) but clarified that the brochure was not intended to be the “Welcome Wagon” approach.

Chair Becker noted, with agreement by City Manager Trudgeon, that the brochure was distributed to new homeowners, usually not renters unless they were responsible for their own utilities versus the landlord.

Commissioner Manke noted that, when this had first been presented to the CEC, the idea was to move away from printing with an online version, while still able to print a PDF copy if so desired. Commissioner Manke also noted her ongoing interest in including local businesses into the welcome packet for reference by residents. While recognizing that may be a time-consuming effort at the front end, Commissioner Manke opined that once notices went out that the city was looking at businesses to participate, it shouldn’t require too much additional work, and suggested it would encourage residents to start with their hometown businesses first before going elsewhere.

City Manager Trudgeon cautioned that the city needed to maintain the stance that they were not recommending one business over another, thus their hesitancy to involve business listings in the brochure to avoid steering business in a certain way. While having seen that practice in other communities, Mr. Trudgeon also noted private businesses that may create catalogs or resources, even though he wasn’t aware of any such practice specific to Roseville. Mr. Trudgeon noted that this could be an option, but

227 expressed concern with the time-intensive aspect of keeping the information
228 updated and how and when to do those updates.

229
230 Commissioner Sattler stated that she liked the “help page” on the back of
231 the mini brochure now being used, since it provided more general and
232 helpful information and contact numbers to Roseville residents without
233 advertising particular businesses and opined the brochure should continue
234 to be used rather than eliminated.

235
236 Commissioner Holub asked if Ramsey County provided similar information
237 about their services.

238
239 City Manager Trudgeon reported that he was aware of some information on
240 seniors or health care services, but since many organizations relied on the
241 web for posting resources, he wasn’t personally aware of a hard copy
242 version of Ramsey County resource information.

243
244 Commissioner Holub suggested, if one is not already available, a one-stop
245 shop type of resource for children, veterans and other residents coordinated
246 by the city and county.

247
248 Commissioner Sattler reiterated her appreciation of the mini booklet,
249 opining it seemed efficient; and suggested it could be expanded to serve as
250 a resource for many government resources, whether city, county, state or
251 federal, and serve those new to the Roseville community and/or State of
252 MN.

253
254 To the extent the tool could be used, Chair Becker suggested the
255 information, recommendations and referrals from a city perspective be
256 outsourced to NextDoor.com, as long as it didn’t require city staff to update
257 or populate the site.

258
259 Commissioner Manke reiterated her interest in retaining the focus more
260 online, with printable PDF copies available from that source as needed; as
261 well as links that could provide more elaborate information (e.g. housing,
262 Roseville history, senior services, etc.)

263
264 City Manager Trudgeon noted this discussion was to focus on the welcome
265 packet; while the discussion was moving toward a resource guide. While
266 there may be some overlap in providing community or city services, Mr.
267 Trudgeon noted this indicated including broader information for the county
268 and state – some of that information that was private and some city-
269 generated.

270
271 Commissioner Manke agreed she was interested in providing resources
272 beyond utilities and trash haulers, in an effort to provide residents with a

273 better understanding of what Roseville was about and how new residents
274 could get involved in their community in various aspects, whether through
275 civic aspects with advisory commissions, information on the local election
276 process and ways to get involved, or volunteering in other ways. Again,
277 Commissioner Manke noted the online version could be more expansive
278 than print versions.

279
280 Commissioner Sattler stated her appreciation for receiving a welcome from
281 the city welcoming new residents to the community, what Roseville offered
282 them, and how they could become involved in their new community.
283 Commissioner Sattler noted her receipt of a number of brochures upon
284 moving to Roseville, but opined they may have been privately sent from
285 local businesses as advertisements for them.

286
287 Commissioner Manke agreed that information was probably prompted
288 through the change of address process.

289
290 Commissioners shared their personal experiences in receiving welcome
291 packets from the cities in its various iterations and their appreciation of that
292 city effort.

293
294 Commissioner Manke referenced a link she had sent to City Manager
295 Trudgeon previously with an online packet from another community that
296 she found well done.

297
298 Commissioner Sattler opined that the city's website was welcoming and had
299 useful information available, but also spoke of the value of a mailing to
300 residents directing them to that information available on the website.
301 Commissioner Sattler suggested including a City of Roseville pin or magnet
302 in that welcome mailing as well as a positive approach.

303
304 Commissioner Manke noted the advantage of the online piece was for cross-
305 linking a number of things, and getting information out in more than one
306 way to make it easier for residents to access.

307
308 Noting the many creative ideas provided tonight, Chair Becker noted it
309 could serve as good background information for the CEC's future reference
310 moving into 2017.

311
312 City Manager Trudgeon advised that he'd bring the information from
313 tonight's discussion back to the city's Community Development and
314 Communications staff to further vet those ideas.

315
316 Commissioner Holub opined that it would be awesome to provide residents
317 with access to cultural resources, noting surveys of people of color moving
318 to the Twin Cities indicating that they had not felt welcome or not having

319 access to those resources. While understanding that may not be within the
320 purview of the city, Commissioner Holub noted that the city could still
321 provide information about organizations, agencies and resources that are
322 available to those residents.

323
324 **b. Discuss Renewing Gavel Club Membership**

325 Chair Becker referenced a web page (Attachment 6B) from the North
326 Suburban Gavel Association, noting the CEC's \$15 membership renewal
327 was due March 1, 2017, and asked if there was interest in renewing it. Chair
328 Becker noted that the association served a broader membership than
329 Roseville (other cities and community service organizations); and their
330 meetings typically consisted of various groups or members providing
331 updates on their activities. In the past, Chair Becker noted that the
332 association's meeting minutes were distributed to the full CEC via email,
333 with meetings sometimes attended by past commissioners on the CEC as
334 they were available.

335
336 City Manager Trudgeon was asked to review if past meeting minutes of the
337 association were available for review by the current CEC; with Mr.
338 Trudgeon advising that the minutes appeared to be available for anyone,
339 whether or not members, on the association's website.

340
341 Discussion ensued on the availability of individual commissioners for this
342 daytime meeting (Wednesday noon); free-form reports and announcements
343 from attendees and subsequent meeting minutes versus a formal set agenda
344 prior to association meetings; meetings open to the public and held in the
345 Willow Room at Roseville City Hall but no televised on CTV; and
346 networking and connections made at the meetings as more of a social
347 function.

348
349 Without objection, commissioners decided to let the membership lapse.

350
351 **7. Chair, Committee and Staff Reports**

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353 **a. Chair Report**

354
355 **b. Staff Report**

356
357 **ii. Open House**

358 City Manager Trudgeon provided a brief update on internal
359 discussions underway by city staff at this time, using the ideas
360 brought forward by the CEC; with logistics and location being
361 considered, but anticipating an early May Open House date.

362
363 With the position approved by the City Council as part of their 2017
364 budget, City Manager Trudgeon noted advertising would occur in

365 the near future for an Assistant City Manager. Mr. Trudgeon
366 advised that the intent was to involve that position more in these
367 types of issues.

368
369 **i. Upcoming Items on Future Council Agendas**
370 City Manager Trudgeon reported that the “Speak Up! Roseville”
371 website would be revisited by the City Council soon (February
372 2017).

373
374 At the last City Council meeting, City Manager Trudgeon noted
375 reappointments and authorization by the City Council for staff to
376 advertise advisory commission vacancies was discussed and
377 approved as presented, with the exception of the CEC. Mr.
378 Trudgeon advised that the CEC reappointments of Commissioners
379 Holub and Manke were not acted upon, nor was staff authorized to
380 advertise for vacancies pending review by the City Council of their
381 direction to and intended role for the CEC. Given the high turnover
382 on the CEC since its inception, Mr. Trudgeon reported that the City
383 Council wanted to look at whether or not to recalibrate the CEC in
384 this format or to clarify its charge to the CEC.

385
386 City Manager Trudgeon advised that he could provide no further
387 answers to the CEC at this point; but noted a City Council
388 subcommittee of Mayor Roe and City Councilmember Laliberte
389 were tasked for an immediate review, including having
390 conversations with past and existing commissioners, at which time
391 they would report back to the full City Council for further
392 discussion. Mr. Trudgeon reported that he had pointed out to the
393 City Council how quick March would be coming around for filling
394 vacancies; as well as the CEC’s 2017 priority work plan underway.
395 Mr. Trudgeon advised that this work was fully recognized by the
396 City Council and urged the CEC to continue their efforts. However,
397 Mr. Trudgeon also advised that the City Council suggested that the
398 CEC think about what things they could provide to the city in the
399 very near future, as well as things that could be wrapped up by April
400 (e.g. best practices, tool boxes, previous document updates for best
401 practices such as for under-represented communities) and other
402 ideas they could bring forward to the City Council from the CEC
403 based on their work to-date.

404
405 For those commissioners interested in getting a better perspective
406 from individual council members, City Manager Trudgeon urged
407 commissioners to reach out to them. Mr. Trudgeon advised that he
408 had provided a link to the meeting video in his recent email to the
409 CEC. Mr. Trudgeon stated that he hoped to have more information
410 available before the CEC’s February 2017 meeting; and recognized

411 that this placed the CEC and him in a rather awkward place in
412 outlining efforts for the remainder of 2017. Mr. Trudgeon advised
413 that he was happy to attempt to answer any of the commission's
414 questions or hear their comments at this point.

415
416 Commissioner Holub recognized the bumps in the road historically
417 by this commission, but asked City Manager Trudgeon if there had
418 been anything in particular that sparked the City Council to come to
419 this decision at their last meeting. Commissioner Holub opined that
420 it seemed rather sudden from her perspective, especially when
421 remembering the City Council's positive feedback heard at the last
422 joint meeting of the CEC and them, particularly about the CEC's
423 objective and role. If the feedback from that meeting had indicated
424 their dissatisfaction, Commissioner Holub opined that the CEC
425 would have been more than happy to address any areas of concern.

426
427 Based on his personal observations, City Manager Trudgeon
428 suggested that when observing the past turmoil and turnover on the
429 CEC, it may have caused the City Council to question if the advisory
430 commission was working as intended, noting as an example how
431 contentious and big of an issue the whole neighborhood association
432 discussion had become. Mr. Trudgeon noted that the City Council's
433 intent in considering neighborhood groups or associations had been
434 an attempt to bring people together, but instead it had become
435 confrontational.

436
437 City Manager Trudgeon reported that the City Council, on more
438 than one occasion, had questioned if they had given sufficient or
439 good direction to the CEC. Mr. Trudgeon referenced the limited
440 dialogue when the CEC was initially created in 2014; and suggested
441 that limited direction may have led to some of the issues not having
442 been thought out sufficiently by the City Council or directing the
443 proper role of the CEC and what they were charged to do and not to
444 do.

445
446 City Manager Trudgeon reiterated his statement that commissioners
447 contact council members individually if interested to hear their
448 perspectives.

449
450 Commissioner Sattler stated that she had enjoyed her service on the
451 CEC, and noted that while her term was ending this year, clarified
452 that her reason for not reapplying was due to her work schedule not
453 being as flexible as she anticipated, causing her to use her vacation
454 time to attend CEC meetings.

455

456 Chair Becker thanked Commissioner Sattler for her service and
457 commitment to the CEC.

458
459 Chair Becker noted that he had committed to serve out the remainder
460 of his term as Chair of the CEC when submitting his resignation, to
461 ensure continuity with a number of new commissioners coming on
462 board. From that “lame duck” perspective, Chair Becker offered his
463 personal thoughts on the situation. With three vacancies on the
464 CEC, two positions up for reappointment, and unless action was
465 taken by the City Council by April 1, 2017, Chair Becker noted that
466 the CEC would be down to only two members.

467
468 Given that scenario, Chair Becker asked his colleagues if they
469 wanted to continue working on projects in a vacuum without City
470 Council feedback in the meantime in case they chose to change
471 directions for or with the CEC. While commissions typically
472 regenerate themselves from year to year, Chair Becker questioned if
473 the City Council was running away from something they had asked
474 the CEC to do, and therefore questioned the amount of time
475 commissioners were willing to commit to continue those efforts.
476 Chair Becker opined that “community engagement” sounded great
477 and everyone was interested in it; but noted other things happened
478 beyond what was trying to be accomplished.

479
480 **Becker moved, Manke seconded, canceling the February 9 and**
481 **March 9, 2017 CEC meetings until the City Council resolved if**
482 **the CEC was to continue until April; whereupon vacancies**
483 **could be filled and the CEC could move forward with a new**
484 **mission and priorities accordingly.**

485
486 Commissioner Manke suggested a friendly amendment to the
487 motion to “pending decision of the City Council” should the City
488 Council decide in February to reappoint commissioners and/or
489 provide better direction to the CEC. Commissioner Manke opined
490 that, should there be new direction or a City Council decision for
491 this CEC to move forward, the loss of Chair Becker’s experience
492 would prove valuable to the new commission as well.

493
494 Chair Becker stated his preference for leaving the motion as stated,
495 in part due to the situation if the City Council came back with a
496 resolution or more information between the February and March
497 2017 CEC meetings, with three remaining commissioners at the
498 table, if a new mission and priority was determined, that should be
499 handled by the new CEC. Chair Becker expressed appreciation for
500 Commissioner Manke’s thoughts, but given the timing and current
501 turnover, opined that it made sense not to pursue her suggested

502 amendment. Chair Becker offered his availability and assistance to
503 the CEC at their request.

504
505 Commissioner Sattler spoke in opposition to the motion, opining
506 that she'd support the CEC trying to accomplish as much as possible
507 in and between the next two CEC meetings to prove their value to
508 the City Council. Rather than wasting two of the twelve available
509 meetings in 2017, Commissioner Sattler suggested a lot could be
510 accomplished versus not accomplishing anything; and offered her
511 commitment to that work for her last two meetings serving on the
512 CEC. Commissioner Sattler opined that if the current
513 commissioners wanted to keep the CEC going, she anticipated they
514 would share in wanting to see what they could accomplish; and if
515 they believed in community engagement, they should make the most
516 of those next two meetings whether or not they were the last two
517 meetings of the CEC in order to prove their value to the city.

518
519 Commissioner Manke stated that she could see both sides, and by
520 having served for three years and making herself available for
521 reappointment, admitted there was a bit of disappointment from her
522 perspective. Commissioner Manke opined that this could have been
523 a better discussion by the City Council rather than leaving the CEC
524 in limbo; making her question the CEC's value to them.

525
526 Recognizing that the CEC only made recommendations to the City
527 Council, any or all of which they may reject, Commissioner Sattler
528 noted the need to be open to that rejection. While admitting wasn't
529 as emotionally tied to the CEC as longer-term commissioners may
530 be, Commissioner Sattler suggested making the most of the time left
531 to get their ideas before the City Council, especially for those
532 remaining on the CEC and potential route they may go in the future.

533
534 Commissioner Holub stated her agreement with Commissioner
535 Sattler's position, noting the discussion at the last CEC meeting had
536 been for the 2017 work plan intended for first quarter projects.
537 Commissioner Holub stated that her values would indicate to stick
538 with it, and while respecting differing opinions, her position would
539 be to continue meeting as a CEC in February and March and provide
540 tools to the City Council as per their charge, whether or not they
541 chose to use them or not.

542
543 Commissioner Sparby agreed that he'd like the CEC to stick with
544 their agreed-upon schedule and commitment and wrap up anything
545 pending over the next two meetings, no matter what the City Council
546 subcommittee decided to recommend to the full Council.

547

548 When Chair Becker initially put his motion on the table,
549 Commissioner Tomlinson admitted he was ready to second it,
550 especially given his surprise by the City Council’s decision at their
551 last meeting and his confusion as to where that had come from.
552 Commissioner Tomlinson opined that the City Council’s decision to
553 not reappoint Commissioners Holub and Manke at a minimum
554 spoke volumes to him and created his frustration, whether or not the
555 Council’s intent was to re-evaluate the CEC or whether or not it
556 lived on moving forward. However, Commissioner Tomlinson
557 agreed that the CEC should leave good tools for decision-makers as
558 its legacy or as a foundation moving forward.

560 Chair Becker agreed that the City Council’s decision to not make
561 CEC reappointments at this time spoke volumes that it intended to
562 disband the CEC or move in a different direction.

564 **Ayes: 1 (Becker)**

565 **Nays: 5 (Tomlinson, Sparby, Sattler, Holub, Manke)**

566 **Motion failed.**

567
568 **iii. Other Items**

569
570 **8. Commission Communications, Reports, and Announcements**

571
572 **9. Commissioner-Initiated Items for Future Meetings**

573
574 **10. Recap of Commission Actions This Meeting**

575 Vice Chair Holub briefly highlighted actions and follow-up for tonight’s meeting,
576 including:

- 577 ▪ City Manager Trudgeon’s research on the CEC’s discussion and feedback to
- 578 the comprehensive plan consultant and relationship of the CEC in the process;
- 579 ▪ Further staff discussion of the welcome packet using CEC feedback and for
- 580 revisiting later this year;
- 581 ▪ City Manager Trudgeon’s review of the video tape of the previous CEC meeting
- 582 to clarify the speaker as noted in meeting minute discussions; and
- 583 ▪ City Manager Trudgeon providing a link to the CEC for the North Suburban
- 584 Gavel Association (done during tonight’s meeting).

585
586 **11. Adjournment**

587 Commissioner Sattler moved, Commissioner Sparby seconded, adjournment of the
588 meeting at approximately 7:40 p.m.

589
590 **Ayes: 6**

591 **Nays: 0**

592 **Motion carried.**

593