



Minutes

Roseville Community Engagement Commission (CEC)

Thursday, April 14, 2016 - 6:30 p.m.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

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; and Commissioners Michelle Manke, Theresa Gardella, Gary Grefenberg, and newly-appointed Commissioners Erik Tomlinson, Amber Sattler and Chelsea Holub

Staff Present: Staff Liaison/City Manager Patrick Trudgeon

2. Approve Agenda

Commissioner Erik Tomlinson moved, Commissioner Gary Grefenberg seconded, approval of the agenda as presented.

Ayes: 7

Nays: 0

Motion carried.

3. Swear in new Commission Members

Chair Becker administered the Oath of Office to each of the three newly-appointed commissioners: Erik Tomlinson, Amber Sattler and Chelsea Holub; with Commissioners welcoming their new colleagues.

4. Commission Member Introductions

Each CEC commissioner introduced themselves and provided a brief personal biography and their reasons for serving on this particular advisory commission for the City of Roseville.

5. Public Comment on Items Not on Agenda

None.

6. Approval of March 10, 2016 Meeting Minutes

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

Commissioner Theresa Gardella moved, Commissioner Michelle Manke seconded, approval of March 10, 2016 meeting minutes as amended.

Correction:

Page 1, Heading, Date Correction from February 11 to March 10, 2016

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93

Ayes: 7

Nays: 0

Motion carried.

7. Old Business

a. Approve List of Neighborhood Association Recommendations

Chair Becker introduced this report for finalization at tonight’s meeting and for submission to the City Council as the recommendations of the CEC regarding Neighborhood Associations in Roseville (Attachment 7.a).

Chair Becker noted the content of the report as recommendations receiving majority approval by the CEC over a number of meetings and discussions. Chair Becker then noted that lines 183 through 201 with that section entitled, “Additional Possible Neighborhood Associations Expectations of the City (Not Yet Adopted by the Community Engagement Commission) needed additional vetting by the CEC as to whether they should be incorporated into the final report to the City Council.

Commissioner Grefenberg provided a background of this process as well as the work initiated by the Roseville Neighborhood Association Task Force, and their final report dated August 5, 2015 included as an appendix to this CEC report. For the benefit of newly-appointed commissioners, Commissioner Grefenberg reviewed the next steps after approval by the CEC.

Chair Becker reviewed the draft report and recommendations section by section and line by line seeking input from his colleagues.

During the review, Commissioner Grefenberg observed that lines 46 – 105 consisted of verbatim language from the Roseville Neighborhood Association Task Force report and recommendations.

Detailed recommendations (page 3, line 108)

Chair Becker referenced the word “affiliated” that he attempted to consistently highlight throughout this document to distinguish formal and non-formal neighborhood associations for their receipt of material support from the city and the city’s expectations of those recognized neighborhood associations. Chair Becker noted his ongoing concern with that term, and explained his purpose in using quotes for the term simply intended by him as a placeholder throughout the document, hoping that the City Council and/or their Communications Manager would refine the name “affiliated.”

Commissioner Grefenberg noted that the original neighborhood task force had used “recognized” which also caused some consternation as they in turn struggled to come up with a better term.

94 Criteria for “Affiliated” Neighborhood Associations (page 3, line 112)

95 Commissioner Grefenberg noted a clear statement from a recent city public
96 hearing was that residents and businesses with concerns need not go through a
97 neighborhood association in order to address the City Council.
98

99 In line 114, Commissioner Gardella questioned if this was a limiting statement
100 specific to integrating people into the city’s notification system and
101 communications networks, and whether if and when zoning issues or other
102 issues of concern came up, the intent was that the community was notified,
103 not just neighborhood associations and their members.
104

105 Chair Becker clarified that that intention was addressed in the
106 recommendations and suggested that further discussion may be needed as to
107 whether or not to leave it in this section as well.
108

109 City Manager Trudgeon noted that a considerable amount of notification is
110 built in, whether to individuals or to groups, such as official notification for a
111 public hearing to those within 500’ of the subject parcel or activity. Mr.
112 Trudgeon noted that the neighborhood association may be on that notification
113 list as well as individual residents within that geographic area.
114

115 Commissioner Grefenberg clarified that this would be true even if the home of
116 the Chair of a neighborhood association was outside that immediate 500’
117 notification area.
118

119 Commissioner Gardella noted that the City Attorney would know what this
120 meant.
121

122 Commissioner Tomlinson stated that he initially had the same concern, but
123 was reassured when he got to language in “Other Provisions” section on page
124 5, line 203-204 indicting that communication with the neighborhood
125 association would not replace the city’s traditional methods of direct outreach
126 to residents.
127

128 Chair Becker suggested changing the language in line 115 to read:
129 “...required in order to be integrated into the city’s [*neighborhood*
130 *association specific*] notification system and communications...” By
131 consensus, commissioners agreed to that additional language to ensure clarity.
132

133 Considerable discussion was held, with several revisions, to the first two
134 bullet points in lines 122 – 124 and lines 125-128 (page 4). Chair Becker
135 noted his intent was that the City Council, or its delegate for the City of
136 Roseville, ultimately determines the boundaries of each “affiliated”
137 neighborhood association.
138

139 Commissioner Grefenberg questioned if the two bullet points were either/or or
140 both.

141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185

Commissioner Gardella opined that she found both similar in wording.

Chair Becker responded that the first was intended to paraphrase the intent, with the second bullet point new language that he had added based on his intent to capture previous conversations of the CEC.

Commissioner Grefenberg suggested combining the two bullet points into one and specific CEC recommendations to be determined by the City Council.

Commissioner Gardella suggested removing the first bullet point “note” (lines 122 – 124) in its entirety.

Chair Becker agreed that the second bullet point was redundant; and suggested, if lines 122 – 124 are struck, wording should be changed in the second bullet point to state that “The specific CEC recommendation *“is”* rather than *“was.”*”

If both bullet points were combined, Commissioner Grefenberg opined that line 125 could be struck.

Commissioner Tomlinson noted the differences in the note (line 122) and the second bullet point (line 125) were that one said “City Council, while the other said “City of Roseville.”

Chair Becker agreed, noting that the note talked about how the boundary is established, with line 125 stating that the City had to approve boundaries (either the City Council or their delegate such as the City Manager) but leaving that process up to the City Council. With that in mind, Chair Becker noted his intent in calling out that the City Council would need to take action on that.

Commissioner Chelsea Holub observed that the note referred to neighborhood association boundaries.

Chair Becker reiterated the intent of the CEC that the City Council makes that decision on determining boundaries.

Commissioner Gardella suggested not designating if the City Council or City Manager made that determination, but to leave that detail up to the City Council as their decision. Commissioner Gardella opined that the neighborhood association could make a recommendation to the City Council, at which point the City Council could defer that to whoever is the keeper of that approval within the city government’s structure.

186 Commissioner Holub opined that she found the term “establish” in the note
187 sounded like the City Council was setting up each boundary rather than
188 approving boundaries.

189
190 Commissioner Tomlinson noted the emphasis on the “process” in line 123.

191
192 Commissioner Holub suggested language such as “process to approve
193 boundaries” in the note bullet point.

194
195 Chair Becker clarified that his concern had been to use the City Council
196 process as an example in case the boundaries of a neighborhood association
197 were excessive. Chair Becker suggested revising language from “establish”
198 for the note in line 122 to replace it with “approve” or “amend.”

199
200 Commissioner Grefenberg agreed with Chair Becker’s suggestion to replace
201 “establish” with “approve” or “amend” in line 122, but expressed his
202 preference to retain the second bullet point and asked that the previously
203 agreed-upon change tonight be rescinded accordingly.

204
205 By consensus, Chair Becker noted the following changes:

206 Page 4, Lines 122 – 124

207 “**Note:** the process to [*establish*] [*approve or amend*] the boundaries of
208 individual neighborhood associations upon “affiliation” needs to be
209 determined by the council.”

210 Page 4, Lines 125 – 128

211 “The specific CEC recommendation [*is*] [*was*]: In order to ensure
212 neighborhood association boundaries are of reasonable size and non-
213 overlapping, the City of Roseville shall approve their boundaries as part of the
214 “affiliation” process.”

215
216 As Chair Becker proceeded with review of the document, Commissioner
217 Grefenberg asked if “approved by City,” (Page 4, line 135) was a new concept
218 or new language due to Chair Becker’s underlining of the phrase.

219
220 Chair Becker responded that he had underlined it for emphasis to call it out to
221 the City Council as part of the by-law related recommendations.

222
223 Commissioner Grefenberg opined that it was clear without the underlining,
224 and that the city council would pick up on it without the underlining.

225
226 Chair Becker consented to removing the underlining of “approved by city” on
227 line 135.

228
229 At the request of Chair Becker, City Manager Trudgeon confirmed that the
230 language was appropriate in bullet points at line 140 and 144 as shown.

231

232 Neighborhood Association Expectations of the City (page 4-5, lines 148 –
233 181)

234 Chair Becker noted examples of such “how-to” documents were included as
235 part of the appendices of the report and were examples of material available
236 for any neighborhood association, not only those formally affiliated.

237
238 Commissioner Grefenberg sought a change to line 154 related to the City of
239 Roseville referencing similar materials developed by the Cities of Edina and
240 St. Louis Park by adding the word “example” to emphasize that they were
241 simply intended as examples and not as he read this statement as now written
242 that the City Council was asked to adopt those examples word for word.

243
244 City Manager Trudgeon suggested language after the parentheses on line 154
245 to read: “... (see attachments) [*as examples*] for potential inclusion...”
246 Consensus of the CEC was to approve this revised language.

247
248 As Chair Becker reviewed the bullet point beginning on line 157,
249 Commissioner Grefenberg expressed his concern with the word “static” on
250 line 158. Commissioner Becker stated that the CEC had previously agreed to
251 the language “static,” and his only revision had been to add the word
252 “relatively” before “static,” to allow some reasonable flexibility.

253
254 City Manager Trudgeon noted the concern was if there were multiple
255 neighborhood associations forming, with multiple meeting or event dates
256 and/or date changes, and suggested that could be resolved by suggesting that
257 the neighborhood associations meet on a specific day of the month (e.g. 2nd
258 Thursday of each month) without city staff required to modify multiple
259 websites daily.

260
261 Chair Becker agreed, noting this would allow for perhaps several changes
262 each year without becoming cumbersome or time-consuming for city staff.

263
264 As an example, Commissioner Gardella noted pertinent changes such as the
265 contact person for the association or other relevant information.

266
267 Commissioner Grefenberg referenced the intent of the Task Force’s
268 recommendation, noting that “relatively static” was not considered. Instead,
269 Commissioner Grefenberg suggested this potential situation not be addressed
270 until it actually a problem.

271
272 Chair Becker reiterated that the consensus of the CEC in this recommendation
273 was to allow for some level of updates without becoming burdensome for city
274 staff.

275
276 Commissioner Grefenberg opined that the changes only require one person to
277 accomplish, and he still considered “static” too strong of a word.
278 Commissioner Grefenberg further opined that he wanted the neighborhood

279 associations to feel free to even post their agendas and any changes to those
280 agendas.

281
282 Commissioner Manke asked that her colleagues recall her initial and
283 continuing disagreement with this option from the beginning of these
284 discussions. Based on her experience working with websites, Commissioner
285 Manke stated her awareness that the wording of this bullet point could evolve
286 from “relatively static” to posting meeting minutes of associations. Instead,
287 Commissioner Manke opined that city staff be tasked with providing basic
288 neighborhood association information; and allowing those individual
289 associations to get as fancy or as simple as they want on their own by
290 developing a more dynamic website at their discretion.

291
292 Commissioner Grefenberg opined that he was not aware that was the idea for
293 this bullet point; and as long as a neighborhood association was not involved
294 in lobbying on their portion of the city’s website made available to them, their
295 officers, meeting schedules and other information could be provided, as well
296 as highlighting their major projects without requiring them to develop their
297 own separate association website. Commissioner Grefenberg based this on
298 his experience in attempting to develop a neighborhood association website
299 that was found not to work; and instead expressed his interest in providing one
300 place for people to go for information.

301
302 Chair Becker reiterated his preference and intent for this statement to allow
303 each neighborhood association – current ones and those yet to develop in the
304 future – to use the city’s website to provide a little information about theme
305 and a link to their neighborhood association website; with all of that
306 extraneous information done somewhere outside the city’s web property.
307 Chair Becker noted this would allow the city to provide consistent descriptive
308 information for each association and a link outside the city to obtain more
309 detailed information. Chair Becker noted that this had been discussed as some
310 length by the CEC previously; and were all in agreement with “static” and the
311 only question was if the CEC majority supported his addition of “relatively”
312 to “static” to allow for some flexibility.

313
314 Commissioner Grefenberg suggested language state “with relatively the same
315 information.”

316
317 Commissioner Manke concurred that the city’s web page for each association
318 should look relatively the same, listing their officers, but he overall structure
319 of that content consistent. Again, Commissioner Manke stated the need for
320 anything over and above that for associations needed to be done through their
321 own means of expression.

322
323 Commissioner Grefenberg reiterated that this was not the original intent of the
324 task force recommendation.

325

326 Commissioner Gardella recognized that this entire concept is new and also
327 that the City Council may be open to changes in the future. However, in these
328 initial recommendations, Commissioner Gardella suggested starting small and
329 as easy as possible. Commissioner Gardella spoke in support of the language,
330 including “relatively static” at this time and since no one could predict what
331 the future would look like. However, Commissioner Gardella noted that the
332 CEC and City Council were always open to new information and revisions if
333 and when they were indicated.

334
335 Chair Becker reiterated his recollection that this bullet point had been
336 discussed by the CEC and other than adding “relatively” before “static,”
337 sought consensus to proceed. Commissioner Gardella concurred with Chair
338 Becker’s recollection and the language “relatively static.”
339

340 Commissioner Grefenberg expressed his disagreement with the bullet point
341 language and apparent intent of the CEC compared to that of the task force.
342

343 Chair Becker stated his recollection that Commissioner Grefenberg had been
344 and continued to advocate that the same general information and categories be
345 consistent from one neighborhood association web page to another. Chair
346 Becker opined that this advocacy differed from trying to limit the number of
347 times an association was calling staff to change their web page text.
348

349 Commissioner Grefenberg heard the intent of Chair Becker and
350 Commissioner Gardella, agreeing that it made some sense. However,
351 Commissioner Grefenberg suggested the language in this bullet point be
352 revised from “relatively static” to “same general information.”
353

354 Chair Becker reiterated that the bullet point language was intended to allow
355 for each neighborhood association to provide some descriptive information
356 that would not change frequently.
357

358 Commissioner Grefenberg expressed his understanding of that intent;
359 however, he reiterated his preference that the neighborhood association page
360 has more flexibility to highlight or promote specific events or projects
361 undertaken by an association (e.g. clean-up week). Commissioner Grefenberg
362 opined that, if and when it becomes a problem for city staff, it could then be
363 changed but he would prefer more flexibility to allow associations to make
364 their web pages more relevant and up-to-date. Commissioner Grefenberg,
365 however, expressed his willingness to proceed with the guidelines as currently
366 written, and if found not to work in the future, they could then be revised.
367

368 Specific to the use by neighborhood associations of city meeting rooms and/or
369 park buildings at no charge (line 164), Chair Becker, with consensus of his
370 fellow commissioners, agreed that this language protected private party

371 reservations and use of “existing rental policies’ based on a first-come, first-
372 served status.

373
374 Discussion ensued related to the bullet point concerning the city absorbing the
375 cost and coordination of one mailing per “affiliated” association (lines 166 –
376 168). Chair Becker sought to clarify whether this was intended for after an
377 association’s affiliation.

378
379 Commissioner Gardella questioned if that was intended for one mailing as the
380 association was formed or after their affiliation.

381
382 Commissioner Grefenberg opined that it was intended for the first annual
383 meeting of the neighborhood association.

384
385 Commissioner Gardella opined that, while that had indeed been discussed, the
386 CEC ended up supporting the mailing as part of the association’s formation.

387
388 Commissioner Grefenberg opined that he considered it important, as indicated
389 in the examples from the Cities of Edina and St. Louis Park, for the city to do
390 one mailing and agreed with that concept. However, Commissioner
391 Grefenberg stated that it was intended before the first meeting to organize as
392 an association.

393
394 Chair Becker clarified that the details of which mailing should be left up to
395 individual neighborhood association, but that this recommendation was
396 specific to alert associations and make them aware that the city would not pay
397 for any and all association mailing, only those who desired to become
398 affiliated and had submitted their boundaries and proposed bylaws to the city.

399
400 Commissioner Grefenberg opined that all residents of a neighborhood—not
401 just the initial organizers should have the opportunity to have some say in
402 their boundaries and bylaws before they’re finalized and submitted to the city.

403
404 Chair Becker clarified that this would have already taken place by a
405 neighborhood association submitting their application for formation, including
406 their bylaws, to the city for recognition as an affiliated association.

407
408 Commissioner Grefenberg questioned potential results if those bylaws had
409 been formulated by a minimal and small group of people as an example,
410 whose purpose may be to promote a specific cause or issue rather than hearing
411 and recognizing the wishes of the entire neighborhood. Commissioner
412 Grefenberg also noted that this was intended for affiliated neighborhood
413 associations.

414
415 Commissioner Manke noted that the annual meeting would be posted by the
416 city on each association’s website and therefore requires no additional
417 postage.

418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464

Commissioner Gardella recognized the concerns of Commissioner Grefenberg if a small group of people submitted their application with bylaws and boundaries to the city, and then at a later date presented those bylaws to those showing up rather than having a larger group of neighborhood residents formulating those bylaws for the benefit of the whole. However, Commissioner Gardella clarified that this bullet point was intended to allow each neighborhood association as an individual organization to choose how they wanted to use the benefit of that one mailing at the expense of the city.

Chair Becker agreed with Commissioner Gardella’s synopsis. Grefenberg disagreed that this was never the intent of the Task Force for affiliated neighborhood association.

At the request of Commissioner Holub, Commissioner Gardella confirmed that she believed an association’s bylaws could be amended and resubmitted to the city. Commissioner Grefenberg stated that he found that confirmation helpful.

Commissioner Gardella stated her preference for keeping lines 166 – 168 as written.

Commissioner Grefenberg expressed his preference for Commissioner Holub’s suggestion to clarify language such as: “...confirmation of the bylaws at the first organizational meeting of a neighborhood association.”

Chair Becker agreed, but noted that language is already provided on page 4, line 131. Commissioner Grefenberg disagreed, opining that line 131 stated, “the most recent annual meeting,” and didn’t serve to avoid issues both he and Commissioner Holub were trying to address.

Chair Becker opined that this level of detail was getting into the “chicken and the egg” issue. Chair Becker said the CEC was attempting to address the city not getting into paying for every mailing for every fledgling group, but to use that mailing assistance concept to get at the idea of neighborhood inclusive meetings; it was intended to serve as a minimum criterion for a neighborhood association to receive material support from the City.

Commissioner Grefenberg opined that it seemed to him that there was a distinction between organizational and annual meetings with the organizational meeting requiring a group of people to come up with bylaws rather than holding an annual meeting. Commissioner Grefenberg recognized that the CEC meeting minutes will show this dissension, adding that it may be an issue later on that the CEC may wish to address.

Chair Becker stated that the intent of the CEC is not to recommend that the City be overly-proscriptive about bylaws, incorporation and other organizational issues for a neighborhood association. However, Chair Becker noted that the recommendation was to require their development of some type

465 of bylaws or other organizational structure that may be somewhat looser than
466 the sample bylaws submitted by the Task Force
467

468 Chair Becker noted that an association may also find the need to change their
469 form of governance from meeting to meeting. However, Chair Becker opined
470 that neither the CEC, nor the City necessarily, should be overly concerned
471 about that governing structure, adding that the CEC recommendations go into
472 too much detail, but rather leaves that up to individual organizations and
473 allows them to govern themselves with a minimum amount of city intrusion.
474 Commissioner Sattler noted that an association would always have the right to
475 change their bylaws, and if that hypothetical group of ten didn't like those
476 revisions, they could go off on their own.
477

478 Commissioner Grefenberg suggested a stipulation that at the first meeting
479 after city mailed and paid notice occurs, residents have the authority to change
480 their bylaws. However, Commissioner Grefenberg noted, as an example, that
481 could mean that if an association's initially proposed bylaws stated that an
482 80% majority was needed to revise bylaws, then in effect 20% could still
483 control the association.
484

485 Commissioner Gardella stated that neither the CEC, nor the City could or
486 should dictate it. Commissioner Gardella noted that the CEC makes
487 recommendations to the City Council on high level pieces, with neighborhood
488 associations forming, governing, reforming and doing what they needed to do.
489 Commissioner Gardella expressed her caution in getting too much into these
490 type of details, opining that the CEC had done its job as tasked by the City
491 Council and should let individual neighborhood associations figure thing out
492 for themselves.
493

494 Chair Becker agreed with Commissioner Gardella, opining that the City
495 needed to learn to crawl before learning to walk, and these nuances were too
496 detailed when making recommendations on a broader scale.
497

498 Commissioner Grefenberg reiterated his intention was to make this report
499 serve all neighbors in an actual neighborhoods, not only those who are most
500 vocal, but what neighbors themselves decided is needed.
501

502 At a minimum, Commissioner Grefenberg also asked that one word in line
503 166 be changed from "initial" to "initial/annual."
504

505 Discussion ensued, with the resulting consensus for the bullet point on lines
506 166 – 168 to be revised as follows: "The City will pay for and coordinate one
507 mailing on behalf of each "affiliated" neighborhood association to all
508 residences within the approved boundaries of the neighborhood association."
509

510 On lines 175 – 179, Chair Becker noted the intentionality of leaving this up to
511 the City Council to decide how often this information is provided to
512 neighborhood associations.
513

514 On line 180, Commissioner Grefenberg requested, and it was approved by
515 consensus of the CEC, to change the word” When” to “If.”
516

517 Comments in General

518 Commissioner Holub questioned whether there was a mechanism or potential
519 mechanism for neighborhood associations to interact with each other, such as
520 an opportunity to interact with each other to build community.
521

522 Commissioner Gardella agreed, opining that she found line 194 in additional
523 expectations yet to be considered (#4) to address that in holding an annual
524 meeting intended for the leadership of neighborhood associations inclusive of
525 all, and spoke in support of that item as a possible expectation.
526

527 Commissioner Holub stated that she had read Item #4 as each neighborhood
528 association meeting with the City Manager.
529

530 Chair Becker stated that was different than his interpretation of Item #4, but
531 suggested adding that during discussion of that section by including language
532 such as: “... annual meeting of neighborhood associations to share
533 experiences, etc.”
534

535 Commissioner Tomlinson opined that this came back to the bylaws and each
536 annual meeting “approved by the city,” (line 135) and subsequent changes.
537 Commissioner Tomlinson questioned if the intent was that the city approve
538 annually, including any amendments to those bylaws, and if not submitted or
539 resubmitted, the city could pull their charter, should the bylaws.
540

541 Chair Becker said he wasn’t sure the CEC had addressed that.
542

543 Commissioner Grefenberg opined that was a good point, and suggested
544 adding “amendments” to that line to address bylaws and bylaw amendments
545 being approved by the city. Commissioner Grefenberg said the understood
546 the intent of the CEC was for the city council or its delegate (e.g. City
547 Manager) approve those bylaws.
548

549 Chair Becker suggested a revision to the bullet point starting on line 134 to
550 read as follows: “An “affiliated” neighborhood association shall have bylaws
551 *[and bylaw amendments]* approved by the city, ...” By consensus of the
552 CEC, this revision was approved.
553

554 Commissioner Grefenberg reported that he found one thing still missing as
555 part of a concluding statement that the CEC would like to meet with the City
556 Council in a Work Session format to review this report and receive their

557 responses. Commissioner Grefenberg asked that this request be included as
558 part of the cover letter or added at the end of the RCA.

559
560 Chair Becker stated that, from his perspective that was always intended as the
561 next step, but admitted he hadn't specifically considered the meeting format
562 for presentation, whether during a Council Work Session or other City
563 Council meeting format.

564
565 Commissioner Grefenberg stated that, based on his experience, the Work
566 Session format provided better opportunities for dialogue with the City
567 Council; and therefore asked that the request be incorporated into the cover
568 letter.

569
570 Chair Becker then suggested that the next step would be for the CEC to
571 request a meeting with the City Council at an upcoming Worksession.

572
573 Commissioner Gardella suggested that the CEC indicate that they were
574 available for a Worksession without dictating the time and place to the City
575 Council.

576
577 Commissioner Grefenberg said he wasn't dictating but asking the Council for
578 a work session; he opined that when an advisory commission appeared before
579 the City Council when it was seated at the dais, it didn't encourage a more
580 proactive dialogue provided around the table in Worksession format.

581
582 Chair Becker suggested that the first step should be for the CEC to get the
583 Council's approval of their recommendations.

584
585 Additional Possible Neighborhood Associations Expectations of the City (Not
586 Yet Adopted by the CEC, page 5, lines 183 – 201)

587 Chair Becker noted that this section was included from those items not yet
588 adopted by the CEC and taken verbatim from the Neighborhood Association
589 Task Force recommendations.

590
591 **Motion**

592 Chair Becker moved, Commissioner Manke seconded, adding Items 1, 2 and 4
593 to the "Neighborhood Association Expectations of the City" (page 4-5, lines
594 148 – 181) as written.

595
596 Commissioner Gardella asked for Chair Becker's reason to not include all six
597 additional items, Chair Becker stated that he wasn't supportive of all of the six
598 additional expectations.

599
600 Commissioner Grefenberg stated his preference to change line 194 of Item #4
601 to delete "annual" meeting, opining that these meetings should be hosted more
602 often, not seeing them as an undue burden on the city manager.
603 Commissioner Grefenberg opined this was important to the city and by

604 including the word “annual” set that meeting as one and served as a
605 significant departure from the intent of the original task force
606 recommendations.

607
608 Chair Becker opined that he found an annual meeting to be sufficient, as noted
609 the language of lines 169 – 171 and lines 182 – 174 more than sufficient to
610 cover any other special cases. Chair Becker clarified that line 194 was about
611 dedicating one annual meeting, with those other lines as referenced above
612 used to address additional meetings, or allowing for other issues or projects,
613 whether driven by the city or an association.

614
615 Commissioner Manke concurred, opining that Item #4 guaranteed a minimum
616 of one meeting annually.

617
618 Commissioner Tomlinson sought a point of clarification, questioning if this
619 annual meeting was intended for meeting individually with each
620 neighborhood association (e.g. ten separate meetings), or was a meeting of all
621 associations together.

622
623 Commissioner Gardella also wondered if that was very efficient, or if it would
624 be better, as previously suggested by Commissioner Holub, for the city to host
625 an annual gathering of numerous neighborhood associations.

626
627 Chair Becker opined that Item #4 provided that the city manager could
628 develop that agenda, and suggested there may be more difficulties in
629 accomplishing that if more than one neighborhood association was involved.

630
631 City Manager Trudgeon stated that, from his interpretation, he would consider
632 it to be a gathering of all of the leaders of all neighborhood associations,
633 allowing them all to hear the same consistent information at one time.

634
635 Commissioner Grefenberg clarified that it would be the leadership of each
636 affiliated neighborhood association.

637
638 Commissioner Gardella spoke in support of City Manager Trudgeon’s idea,
639 and while individual neighborhood associations can still be included to work
640 with their staff liaisons, a full gathering, structured for sharing and leaning,
641 and to hear city-relevant information, was a great idea.

642
643 As a result of this discussion, Chair Becker withdrew his motion.

644
645 **Motion**
646 Chair Becker then moved, Commissioner Tomlinson seconded, to adopt Items
647 1 and 2; with removal on line 189 (#2) of the word “broadcast.”

648
649 **Ayes: 7**
650 **Nays: 0**

651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697

Motion carried.

Motion

Commissioner Gardella moved, Chair Becker seconded, to adopt Item #4 as revised to include the word “ALL” on line 195, to host an annual meeting of the leadership of “all” affiliated neighborhood associations.

Amendment to the Motion

Commissioner Grefenberg moved an amendment to delete the word “annual” from Item #4 (line 194) to avoid limiting the frequency in case, as an example, another asphalt plant situation should occur.

Commissioner Manke clarified that the intent of Item #4 was not for that purpose, but to ensure a minimum of one annual meeting was hosted by the city with leaders of neighborhood associations and the city manager.

Commissioner Gardella concurred with Commissioner Manke, noting that line 169 served to address such a concern.

Chair Becker also referred to line 169, clarifying in response to Commissioner Grefenberg’s continued concerns that it referred to additional meetings as needed, while Item #4, line 194 was about leadership.

Chair Becker ruled Commissioner Grefenberg’s motion failed due to lack of a second.

Original Motion (Items #1, 2 and 4 as amended)

Ayes: 7

Nays: 0

Motion carried.

Commissioner Grefenberg expressed his strong support for including Items #3 and 5.

Motion

Commissioner Grefenberg moved, Commissioner Becker seconded for discussion purposes, to adopt Items #3 and 5.

Commissioner Grefenberg asked for division of the question for separate votes.

Chair Becker then withdrew his second from the original motion. Motion failed for lack of a second.

Motion

Commissioner Grefenberg moved, Chair Becker seconded for discussion purposes, adoption of Item #3 (page 5, lines 191 – 193).

698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743

At the request of Commissioner Grefenberg, Chair Becker explained his lack of support, opining that he found the language too vague. Chair Becker opined that he found no need to add additional input into the process, and that neighborhood associations could add their own information without any official opinion being considered as part of that standard process and additional wait to get to a City Council meeting for neighborhood association comments and their input. Chair Becker questioned how that was even enforceable on a broad scale.

Commissioner Grefenberg noted the language was to include those comments within the staff-prepared RCA which then became part of the Council’s meeting packet prior to Council action if feasible. Based on his personal experience, Commissioner Grefenberg noted that the City Council usually preferred to have everything included in one packet.

~~and~~ If there are neighborhood association comments ~~of a neighborhood association~~ that could be included in the RCA in a timely manner, it would make the RCA information more comprehensive for the City Council. Commissioner Grefenberg further opined that this was one way to change the structure; and since it is a major process change he considered it to be important.

Commissioner Grefenberg also noted that the language “if feasible” was intended to address some of the concerns expressed by Chair Becker. However, Commissioner Grefenberg opined that the city had a staff that could address timing problems; he added that he didn’t think it would become burdensome. If it does, Commissioner Grefenberg noted it could be changed, but to make a rule assuming there would be problems and avoiding them was the wrong way to develop procedures.

Commissioner Gardella suggested that all of the recommendations be included as part of the CEC’s recommendation to the City Council, or at least those three remaining be kept in this same category and included with the City Council recommendation. Commissioner Gardella noted this should include a statement that these remaining three recommendations of the Neighborhood Association Task Force, for expediencies sake, were not adopted by the CEC for City Council consideration, but presented to the City Council for their determination. Commissioner Manke agreed with leaving the remaining three as options, allowing the City Council to make that determination for programming them in or removing them.

Commissioner Grefenberg agreed with Commissioners Gardella and Manke to leave the remaining three as an option.

Motion

744 Grefenberg moved an additional paragraph to the report, showing Items #3, 5
745 and 6 seeking City Council consideration of them.

746

747

Friendly Amendment

748

Chair Becker moved, seconded by Commissioner Gardella, a friendly
749 amendment striking the word “yet” from the section title (line 183).

750

751

With the additional deletion of the word “Possible” from the section title (line
752 183), Commissioner Grefenberg agreed to the friendly amendment.

753

754

Motion as Amended:

755

Section Title “lines 183 – 184) “Additional Neighborhood Associations
756 Expectations of the City (Not Adopted by the CEC).”

757

758

Ayes: 7

759

Nays: 0

760

761

Motion carried.

762

763

Discussion ensued regarding the next meeting of the City Council at which
764 these recommendations could be presented by the CEC; with
765 recommendations by City Manager Trudgeon that this and the Joint Task
766 Force on Zoning Notification be presented at the April 25th or May 9th City
767 Council meetings, both occurring before the next meeting of the CEC. While
768 recognizing the CEC’s interest in dialogue between them and the City
769 Council, City Manager Trudgeon noted the next available Worksession would
770 not occur until May 16th, with the April 18th Worksession already processed
771 with a full agenda.

772

773

Commissioner Gardella opined it was most important to get the items before
774 the City Council, whether or not that initially allowed for dialogue.

775

776

Commissioner Grefenberg disagreed, opining that direct dialogue was vitally
777 important for advisory commissions and the City Council, and opined that if
778 necessary, the presentation of these recommendations be held until the May
779 16th Worksession, or at a minimum come back up before the City Council at
780 that time allowing for that interactive dialogue.

781

782

Chair Becker opined that the goal of the CEC was to get the recommendations
783 before the City Council, and suggested that the CEC request their preference
784 to put them before a Work Session. However, Chair Becker questioned the
785 necessity or value in attempting to dictate to the City Council, and while
786 asking that it be put before them at a Worksession, suggested leaving that at
787 their discretion.

788

789

City Manager Trudgeon advised that he would attempt to add these CEC

790 recommendations to the April 25, 2016, at which time the Joint Task Force on
791 Zoning Notification recommendations were scheduled.

792
793 Chair Becker suggested it was probable that the City Council wouldn't adopt
794 the recommendations at their first hearing of them, and opined that future
795 discussions may be appropriate after initial presentation, perhaps working into
796 the May 16th Worksession. Chair Becker supported City Manager Trudgeon
797 attempting to get both the Zoning Notification Task Force recommendations
798 and the CEC's Neighborhood Association recommendations before the City
799 Council at their April 25, 2016 meeting.

800
801 City Manager Trudgeon duly noted that preference and support.

802
803 **Motion**

804 Chair Becker moved, Commissioner Grefenberg seconded, approval of the
805 final Community Engagement Commission's Report and Recommendations
806 to the City Council Regarding Neighborhood Associations as amended.

807
808 **Ayes: 7**

809 **Nays: 0**

810 **Motion carried.**

811
812 Chair Becker thanked past, present and newly-appointed commissioners for
813 completing this accomplishment, noting it had been a very long and arduous
814 process.

815
816 **b. Update on Joint Task Force on Zoning Notification**

817 Commissioner Manke, a member of the Joint Task Force, noted the Planning
818 Commission's recent ratification of the Zoning Notification Task Force
819 Report, now set to move forward to the City Council at their April 25, 2016
820 meeting, as previously noted by City Manager Trudgeon.

821
822 Chair Becker expressed his appreciation for the Task Force's completion of
823 this task.

824
825 ~~In his viewing of the Planning Commission,~~ Commissioner Grefenberg,
826 another Task Force member, indicated that he had watched the TV broadcast
827 of the Planning Commission, and noted Interim Community Development
828 Director Kari Collins had raised a concern related to the open-endedness of
829 references to extraordinary events for extension of the notification area
830 beyond the typical 500'. Commissioner Grefenberg noted that her concerns
831 seemed to be how staff was tasked in making a determination on what
832 constituted an extraordinary event, and how to determine the notification area.
833 However, Commissioner Grefenberg stated that the Task Force's
834 recommendations had been intentional in not setting a specific footage
835 requirement for extraordinary zoning requests.

836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881

City Manager Trudgeon advised that Ms. Collins and he had since the Planning Commission meeting had discussed that each extraordinary event would be identified on a case by case basis, depending on the geography, and footage for notification would be determined for each case.

For the benefit of new CEC commissioners, Chair Becker reviewed the intent of the joint notification report, with two members serving from each of the Planning Commission and CEC serving on the Task Force and now that the CEC and the Planning Commission had approved those recommendations it was ready to go before the City Council without any further CEC action tonight.

Commissioner Grefenberg suggested to Chair Becker that Planning Commission Chair and Task Force member Michael Boguszewski be present at that Council meeting. Chair Becker responded that that had been his intent that Commissioners Grefenberg and Boguszewski present the document and respond to any questions for the Task Force from the City Council.

Commissioner Manke also recognized city staff members assisting the Task Force, former Community Development Director Paul Bilotta and City Planner Thomas Paschke.

c. Continued Discussion on Work Plan for 2016 Priority Projects

For the benefit of newly-appointed commissioners, Chair Becker briefly reviewed the background of the proposed CEC Work Plan, and those areas of interest already expressed by their colleagues. Chair Becker asked Commissioners Holub, Sattler and Tomlinson to select their preferences as well, as outlined in Attachment 7.c.

Based on his resume and experience in working with comprehensive plans, Commissioner Grefenberg suggested Commissioner Tomlinson volunteer for Item #1.

Commissioner Tomlinson expressed appreciation to Commissioner Grefenberg for his comment, and admitted this was an area in which some of his interest lay. While not having written comprehensive plans, Commissioner Tomlinson noted his familiarity with and reading of many and his contributions to some of their appendices. Given his experience with the planning process, Commissioner Tomlinson expressed his interest in Item #1.

Commissioner Sattler expressed interest in several of the items.

Commissioner Holub noted her understanding of Commissioner Sattler’s interest in the SE Roseville process (Item #3b); and also noted her expertise in working with renters (Item 3.a).

882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927

Commissioner Sattler agreed that was of interest to her, as well as having some input in getting new residents involved (Item #3) and redevelopment of welcome packet options (Item 2.b).

Commissioner Grefenberg expressed his interest in working with Chair Becker on Item #4.

Chair Becker noted that Item #4b would be similar to the work of the CEC last year in identifying definitions that needed more formalization.

Commissioner Grefenberg suggested this would involve less structure and more policy recommendations.

Chair Becker concurred, also noting it would mean pulling in other resources to ensure that aspect of the CEC’s charge was not being ignored.

With concurrence by Chair Becker, Commissioner Grefenberg asked to be included on Item 4.b, noting that as previously addressed, City Manager Trudgeon would be mostly responsible for Item 4.a.

Commissioner Tomlinson sought involvement in several subheadings in the work plan based on his interest level, including Items 2.b and 3.b in a limited capacity.

Chair Becker noted that all members of the CEC would be involved with the Rosefest Parade and Party in the Park, but this work plan addressed specific leadership on the planning for CEC involvement in those events.

Chair Becker reviewed the assignments as outlined:

Item 1

Commissioners Grefenberg and Tomlinson, with assistance by Commissioner Gardella with subcategories a and b.

Item #2

Commissioners Manke and Holub, with assistance from Commissioner Tomlinson on subcategory 2.b and specific leadership by Commissioner Manke on subcategory d.

Item #3

Commissioners Gardella and Sattler, with assistance by Commissioner Tomlinson on subcategory b.

Item #4

Chair Becker, with assistance from City Manager Trudgeon for subcategory a and assistance from Commissioner Grefenberg with subcategory b.

Item #5

Chair Becker.

928 **8. New Business**

929

930 **a. Priority Project Update: Assist in the Formulation of the 2017**
931 **Comprehensive Plan Update Process**

932 Chair Becker noted that this item, and the following two project updates
933 would appear as standing items on each agenda going forward.

934

935 City Manager Trudgeon reported on initial conversations scheduled toward
936 the end of May of this year by city staff with the City Council with a planning
937 meeting anticipated in June of 2016. City Manager Trudgeon advised that he
938 would meet with the subcommittee in June and report back to the CEC at that
939 time. Mr. Trudgeon reported that this planning would involve the Request for
940 Proposals process and other logistics and serve as the initial touch by the City
941 Council, anticipating that at that point they would seek assistance with those
942 suggestions from the CEC.

943

944 Commissioner Grefenberg asked for an additional component based on his
945 preliminary recommendations that the comprehensive plan be brought back to
946 neighborhoods, since it often represented significant changes for them, and if
947 no objection asked that he be allowed to put this in writing and include it for
948 the next CEC meeting.

949

950 Chair Becker clarified that with Commissioner Grefenberg assigned as part of
951 the subcommittee along with Commissioner Tomlinson and City Manager
952 Trudgeon, that request be included as part of next month's update from the
953 subcommittee.

954

955 City Manager Trudgeon noted that the comprehensive plan process was a big
956 process.

957

958 At the request of Commissioner Gardella, Mr. Trudgeon reviewed the
959 proposed timeframe by December of 2018 for completion, approval by the
960 City Council, and submission and approval by the Metropolitan Council. City
961 Manager Trudgeon noted that it was an expansive and massive undertaking,
962 with many opportunities to engage the public and identify issues.

963

964 Chair Becker reminded the CEC that their work was needed upfront of the
965 comprehensive plan update process itself.

966

967 **b. Priority Project Update: Recommend Ways to Expand City Learning and**
968 **Engagement Opportunities**

969 Commissioner Manke reported that there was no report at this time.

970

971 **c. Priority Project Update: Form Strategies for Outreach to Under-**
972 **Represented Groups**

973 Commissioner Gardella provided two bench handouts, *attached hereto and*
974 *made a part hereof*, Commissioner Gardella noted that there were
975 approximately 60 Karen in attendance and reported that a robust discussion
976 had occurred. For the benefit of newly-appointed commissioners,
977 Commissioner Gardella explained the partnership for these sessions, and
978 supporting role of the CEC in the sessions. Commissioner Gardella reported
979 that it was hoped that the CEC could use these listening sessions to inform
980 future community engagement opportunities going forward, perhaps for the
981 comprehensive plan update or other options.

982
983 Commissioner Gardella noted future sessions, and while this first one had
984 been held in the Karen language, advised that the next sessions would be in
985 English, with additional sessions added. Commissioner Gardella noted that
986 the Karen community had asked for an explanation of the Midwest Minnesota
987 culture in order to better integrate with and understand their neighbors
988 (scheduled for May 4th). Commissioner Gardella noted that The Advocates
989 for Human Rights would include the CEC, as well as the City Council and
990 city staff, on their final report. Commissioner Gardella noted that City
991 Manager Trudgeon has assisted in keeping these efforts aligned with the SE
992 Roseville work to-date, and she expressed her hope that these themes and
993 recommendations would prove helpful for the city and their own strategies
994 going forward.

995
996 Commissioner Gardella noted that all residents and commissioners were
997 welcome to attend, and especially encouraged individual CEC commissioners
998 to attend.

1000 Commissioner Grefenberg asked if the CEC would be able to make additional
1001 comments upon receipt of the report.

1002
1003 While she clarified that the report would be authored by The Advocates for
1004 Human Rights and shared with those partners in the group (e.g. Lake
1005 McCarrons Neighborhood Association and the Karen Organization of
1006 Minnesota), Commissioner Gardella stated that given the interest of the City
1007 and supporting role played by the CEC, she anticipated the report would serve
1008 to inform the CEC and City Council. However, Commissioner Gardella noted
1009 that the report would not be authored by the CEC and therefore didn't think it
1010 was something for them to vet and approve.

1011
1012 Commissioner Grefenberg suggested the CEC would advise the City Council on
1013 the specific community engagement part.

1014
1015 Commissioner Gardella noted that the lessons for the CEC are those of
1016 community engagement tools and processes used for these listening sessions,
1017 and how it could flow into and support the city's efforts in SE Roseville.
1018 Commissioner Gardella reiterated that the CEC would see the report and digest

1019 it to determine what it said about its own specific work as an advisory
1020 commission.

1021
1022 Chair Becker agreed, noting that the report would be received as information for
1023 the CEC and if there was any action taken by the CEC stemming from this
1024 work, it would be separate from this work itself.

1025
1026 Commissioner Grefenberg stated his understanding of that and expressed his
1027 hope that the report would inform the CEC's agenda.

1028
1029 Commissioner Gardella noted that the desired outcome for all partners in the
1030 listening sessions would be that some type of implementation came out of it.

1031
1032 Commissioner Grefenberg opined that he saw the report as informing the CEC's
1033 recommendations to the City Council.

1034
1035 **d. Update on Rosefest Parade and Party in the Park Planning**
1036 For newly-appointed commissioners, Chair Becker noted the annual Rosefest
1037 Parade scheduled for Monday, June 27, 2016 and the CEC's participation last
1038 year until the event had been rained out.

1039
1040 Commissioner Manke advised that, after consulting with City Manager
1041 Trudgeon before tonight's meeting, she would be submitting the CEC's
1042 application later tonight.

1043
1044 City Manager Trudgeon opined that the city didn't need to charge its advisory
1045 commissions an entry fee for the parade.

1046
1047 As for the Party in the Park planning, Commissioner Manke reported that
1048 there had been some confusion in filling out last year's application as well, but
1049 she didn't anticipate any this year.

1050
1051 Specific to the Parade and Party in the Park events, Commissioner Manke
1052 sought clarification from the CEC as whether the events were intended to
1053 involve other city advisory commissions with the CEC's efforts and share in
1054 the booth time at the Party in the Park. Commissioner Manke noted that if all
1055 commissions were involved, this would alleviate some of the time
1056 requirement of the CEC and also allow others to address the most common
1057 questions asked by residents (e.g. "What is it like to be a commissioner?" or
1058 "What do you do on an advisory commission?") Commissioner Manke also
1059 questioned if the CEC booth would be open for manning by the City Council,
1060 even though it was an election year and they may or may not choose to
1061 participate.

1062
1063 Chair Becker separated the two questions.

1064

1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
1100
1101
1102
1103
1104
1105
1106
1107
1108
1109

Parade

Chair Becker asked his colleagues their preference for the CEC’s presence in the parade this year compared to last year when CEC commissioners were present and wore their red t-shirts. Chair Becker asked if there was interest in a higher level of involvement this year, such as handouts about the activities and role of the CEC and what it did as a body. If that was the preference, Chair Becker opined that made it more about the CEC specifically, otherwise if only about advisory commissions, then it should be open to all commissions.

Party in the Park

For the Party in the Park, Chair Becker noted that last year several Planning Commissioners also participated with the CEC which was great. Chair Becker noted that you never knew what questions were going to be asked, so having other commissions present proved helpful. Chair Becker opined that the point was to be present and available, and therefore suggested the booth be open to all advisory commissioners.

Commissioner Manke noted that the Parks & Recreation Commission had a considerable present with their own booth, but agreed other advisory commissions needed to be included.

Commissioner Grefenberg agreed with the comments of Chari Becker about the Parade, but asked for another opportunity to discuss the Party in the Park at the next meeting for his suggestions on some changes that may be included at that event.

Commissioner Manke noted that this would be included on the May 2016 CEC agenda as part of 2016 Priority Projects, and suggested that her partners work with her on these events before that meeting’s update, providing specific input on what to prepare.

Commissioner Grefenberg agreed that having a theme was a great idea.

In addition to other options, Chair Becker suggested it may be a way for the CEC to help promote the civic engagement module (Speak Up! Roseville) now that it was up and running.

e. Discuss Commission Attendance at SE Roseville Interagency Task Force and the Gavel Club

For the benefit of newly-appointed commissioners, Chair Becker provided a brief background of these organizations, seeking comment on the CEC’s continued presence and what or who that may be.

Gavel Club

1110 Chair Becker reported that this the leadership of a group of service
1111 organizations, meeting monthly to talk about their specific projects; with a
1112 minimal membership fee.
1113

1114 Commissioner Grefenberg opined that he would like to continue participating
1115 in this group as a CEC representative, while training in someone new to serve
1116 in his place.
1117

1118 SE Roseville Interagency Task Force

1119 City Manager Trudgeon advised that this task force typically met during the
1120 day (lunch time) with the group's next meeting was scheduled for April 26,
1121 2016 at 11:00 a.m. Mr. Trudgeon reported that the group typically met every
1122 other month or so, and that the meetings typically lasted 1 to 1.5 hours.
1123

1124 In context, Chair Becker noted that the City Council's Priority Planning
1125 Projects (PPP) document listed the CEC as a participant in the stakeholder
1126 group, indicating it wasn't an option for whether or not to attend.
1127

1128 Commissioner Tomlinson expressed interest in participating if it wasn't a
1129 monthly meeting since he didn't want to over-commit himself; and asked that
1130 he be allowed to follow-up once he had more information.
1131

1132 Commissioner Gardella expressed his interest as well, but noted unfortunately
1133 she was unavailable on Tuesdays, the typical meeting day of the group.
1134

1135 Commissioners Manke, Sattler and Becker advised that, due to their work
1136 schedules, they would be unavailable to attend.
1137

1138 Chair Becker asked that Commissioner Tomlinson follow-up with him as to
1139 serving on this task force at his earliest convenience.
1140

1141 Gavel Club Membership

1142 Chair Becker reiterated that this was a collection of representatives of various
1143 service organizations meeting to discuss their respective projects, usually
1144 during the noon hour once a month. Chair Becker asked if the CEC was
1145 interested in continuing their participation.
1146

1147 Commissioner Grefenberg noted that, if the CEC decided to continue, there
1148 was a nominal membership fee that he suggested the city cover, since one of
1149 the CEC's charges was to work with other community organizations and to his
1150 knowledge, the Gavel Club's rather unique purpose was to coordinate and
1151 share information between various community groups and organizations.
1152 Commissioner Grefenberg agreed with the Chair's description of the group,
1153 and noted that it didn't meet during the summer months, but only the other
1154 nine months usually from Noon to 1:30 p.m. with everyone bringing their own
1155 lunch. From his perspective, Commissioner Grefenberg stated that he found it
1156 valuable for at least making the CEC's presence known in the community.
1157

1158 Commissioners Gardella and Manke noted the difficulty of Commissioners
1159 attending daytime meetings since most of them worked during the day
1160

1161 Commissioner Tomlinson stated his interest in possibly serving on the group
1162 once he had more information and specific dates/times that Commissioner
1163 Grefenberg offered to provide.
1164

1165 Chair Becker suggested waiting for Commissioner Tomlinson to look into the
1166 group and advise whether or not he could attend; and therefore, suggested
1167 leaving it open for now for later re-evaluation if there was no other interest
1168 from his colleagues. Since the group also breaks during the summer, Chair
1169 Becker suggested this provided the CEC with an opportunity to defer a
1170 decision and reconsider when the group starts up again in the fall.
1171

1172 Commissioner Grefenberg suggested that the CEC retain its membership in
1173 the group to receive, at a minimum, their meeting minutes and the ability to
1174 show up to the meetings if and when necessary or available. Commissioner
1175 Grefenberg opined he didn't feel the group needed consistent attendance.
1176

1177 At the request of Commissioner Gardella, Commissioner Grefenberg advised
1178 that there were some attendees beyond Roseville, but most were in Roseville
1179 or organizations that had participants from Roseville. Commissioner
1180 Grefenberg noted that the focus was definitely Roseville, and that it was
1181 staffed by Roseville Parks & Recreation Department staff.
1182

1183 Chair Becker moved, Commissioner Gardella seconded, that the CEC request
1184 that the City of Roseville pay the membership dues for the CEC to retain their
1185 membership in good standing with the Gavel Club and continue receiving
1186 their agendas and meeting minutes.
1187

1188 Chair Becker noted that this essentially served to postpone this decision for
1189 about another year, with attendance as available.
1190

1191 **Ayes: 7**

1192 **Nays: 0**

1193 **Motion carried.**
1194

1195 Commissioner Gardella asked that Commissioner Grefenberg provided a
1196 calendar of meeting dates to all CEC commissioners; with Commissioner
1197 Grefenberg duly noting that request, offering to provide it via email.
1198

1199 Commissioner Sattler offered to arrange her schedule to be available to attend
1200 meetings sometimes.
1201

1202 **f. Discuss and Request Updates to the Commission's Web Page**

1203 Chair Becker stated that his intent in including this as an agenda item was
1204 basically as a reminder for the photographic opportunity of the CEC, which
1205 had been accomplished.

1206
1207
1208
1209
1210
1211
1212
1213
1214
1215
1216
1217
1218
1219
1220
1221
1222
1223
1224
1225
1226
1227
1228
1229
1230
1231
1232
1233
1234
1235
1236
1237
1238
1239
1240
1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253

City Manager Trudgeon reported that new commissioners had been added to the CEC's web page. Mr. Trudgeon also noted that the CEC web page included their recommended policies and strategies; additional project definitions differentiating community and civic engagement; and the CEC's duties, functions and scope taken from the Uniform Commission Code.

Commissioner Grefenberg asked for a consensus to add the finalized recommendations approved tonight for neighborhood associations.

Chair Becker agreed that would be appropriate, clarifying that this report would consist of the CEC's recommendations, not the report of the initial task force.

Commissioner Gardella suggested, once the report had been finalized, a copy of the CEC's recommendations be provided to Neighborhood Association Task Force members out of respect for their work.

Chair Becker agreed, with consensus of the body, once the report was submitted to the City Council.

City Manager Trudgeon noted that there would be a link on the CEC web page as well.

Chair Becker suggested including a note on the CEC website, once finalized, that the CEC would be at the Party in the Park, and inviting residents to come visit.

Commissioner Manke noted that lead time would also be required to reach out to other advisory commissions as well.

g. Annual Election of Commission Chair and Vice Chair

Chair Becker noted the need for annual elections of a Chair and Vice Chair as mandated by the Uniform Commission Code.

Chair

Commissioner Manke moved, Commissioner Grefenberg seconded, the nomination of Commissioner Becker for re-election as Chair of the CEC for the term of one year.

With no other nominations coming forward, Commissioner Becker accepted the nomination and ruled nominations ceased.

Ayes: 7

Nays: 0

Motion carried.

Vice Chair

1254 Commissioner Grefenberg moved, Commissioner Manke seconded, the
1255 nomination of Commissioner Gardella for re-election as Vice Chair of the
1256 CEC for the term of one year.
1257

1258 With no other nominations coming forward, Commissioner Gardella accepted
1259 the nomination, and Chair Becker ruled nominations ceased.
1260

1261 **Ayes: 7**
1262 **Nays: 0**
1263 **Motion carried.**
1264

1265 **9. Chair, Committee and Staff Reports**
1266

1267 **a. Chair's Report**

1268 Chair Becker reported that the City Council had recently decided to change
1269 the structure of the Ethics Commission by staffing it with a representative
1270 from each of its advisory commissions. Chair Becker noted that the Ethics
1271 Commission met on an as-needed basis with only one requirement for an
1272 annual meeting and if and when an ethics complaint came forward.
1273

1274 Since he was just alerting the CEC of this tonight, Chair Becker deferred
1275 action for the appointment of a representative until the May 2016 meeting;
1276 asking that individual commissioners think about it between now and the next
1277 meeting and whether or not they were willing to serve.
1278

1279 **b. Staff Report**
1280

1281 **i. Upcoming Items on Future Council Agendas**

1282 City Manager Trudgeon reported that the City's Volunteer Coordinator
1283 Kelly O'Brien would be attending the May 2016 CEC meeting to review
1284 community volunteer activities, opportunities and seek feedback from the
1285 CEC. Mr. Trudgeon advised that the City of Roseville was currently in
1286 the process of being certified as a Service Enterprise, and if successful,
1287 would be the first city in the United States to achieve this distinction. Mr.
1288 Trudgeon reviewed the certification criteria, including having processes
1289 and standards in place for volunteers and accurate tracking of those
1290 volunteers. Mr. Trudgeon anticipated knowing by June of this year if the
1291 city was approved for certification.
1292

1293 City Manager Trudgeon reported further that at their most recent meeting,
1294 the City Council had held a conversation about SE Roseville, mostly
1295 related to staff providing updated information and suggestions discussed
1296 by the City Council in how to define the efforts particularly with the
1297 City's Priority Planning Projects document and
1298 development/redevelopment in that area. Of special interest to the CEC,
1299 Mr. Trudgeon reported that the City Council started to talk about the
1300 process of engaging citizens and business owners in SE Roseville to

1301 receive their feedback on what they wanted in their neighborhood. While
1302 no decisions were made, Mr. Trudgeon noted that this Council discussion
1303 had raised questions about how to obtain that feedback, whether through a
1304 Charrette design session or through the CDI process (used for the Dale
1305 Street Fire Station project). Whatever process is decided upon, Mr.
1306 Trudgeon noted that it would directly involve the neighborhood(s) with
1307 purposeful meetings used to solicit and determine what those in the
1308 immediate area wanted. Mr. Trudgeon reiterated that the processes were
1309 still being formulated, but he wanted the CEC to be aware of the
1310 beginning discussions.

1311
1312 Commissioner Grefenberg opined that the City’s Planning staff had done a
1313 remarkable job with the recent Twin Lakes Redevelopment Area meetings
1314 and discussions. Commissioner Grefenberg spoke in support of this SE
1315 Roseville process also being open to ~~residents of the area as well as any~~ all
1316 residents of Roseville, as were the Twin Lakes public workshops.

1317
1318 City Manager Trudgeon clarified that it was the intent of the City Council
1319 to seek input from all Roseville residents and businesses, as well as those
1320 from the communities of Maplewood and St. Paul. Since borders are just
1321 that, but concerns and issues didn’t stop at a given line or street in a given
1322 jurisdiction, Mr. Trudgeon noted that the intent was to continue involving
1323 all stakeholders through wide and hopefully expansive involvement.

1324
1325 Commissioner Gardella asked that City Manager Trudgeon give the CEC
1326 a “heads up” when it was time for the Commission to provide its input.

1327
1328 City Manager Trudgeon suggested the May meeting may include some of
1329 that discussion, but advised that he would consult with Chair Becker
1330 between now and then about more focused discussions.

1331
1332 Chair Becker asked if City Manager Trudgeon had brought the ECHO
1333 video to share with the CEC. Mr. Trudgeon apologized for not having it
1334 set up to view tonight, and offered to make it available at the next CEC
1335 meeting, or provide a link to individual CEC commissioners to view on
1336 their own.

1337
1338 ii. **Other Items**

1339
1340 **10. Commission Communications, Reports, and Announcements**

1341 Commissioner Grefenberg distributed CEC t-shirts to newly-appointed
1342 commissioners.

1343
1344 **11. Commissioner-Initiated Items for Future Meetings**

1345 Commissioner Grefenberg advised that he may be unavailable for the May 2016
1346 CEC meeting.

1347

1348 Chair Becker encouraged individual commissioners to contact him with any
1349 additional items for the May CEC agenda.
1350

1351 **12. Recap of Commission Actions This Meeting**

1352 At the request of Chair Becker, Commissioner Gardella reviewed action items
1353 from tonight's meeting, including refining the priority area work groups and
1354 partnerships. Commissioner Gardella suggested that between tonight and the
1355 May CEC meeting, those partners come up with a planning meeting time to
1356 connect and initially address their various projects. In addition, Commissioner
1357 Gardella noted that Commissioner Manke would be following up for the CEC on
1358 the Rosefest Parade and Party in the Park, including getting the CEC registered
1359 for both. Other action items noted by Commissioner Gardella included inviting
1360 CEC commissioners to attend the next SE Roseville Listening Session; and the
1361 intent of Chair Becker and City Manager Trudgeon to review the May 2016 CEC
1362 agenda, specifically for inclusion of the SE Roseville discussion.
1363

1364 Commissioner Grefenberg, and Chair Becker, clarified subgroups and meetings in
1365 accordance with Open Meeting Law requirements and specific to communication
1366 minus decision-making processes. Chair Becker noted that a meeting of more
1367 than three commissioners was fine at the subgroup meetings, but would simply
1368 require public notice by city staff for public awareness and attendance at their
1369 discretion.
1370

1371 **13. Adjournment**

1372 Commissioner Sattler moved, Commissioner Holub seconded, adjournment of the
1373 meeting at approximately 9:19 p.m.
1374

1375 **Ayes: 7**

1376 **Nays: 0**

1377 **Motion carried.**
1378

1379 **Next Meeting – Thursday, May 12, 2016 at 6:30 p.m.**
1380