



Minutes

Roseville Community Engagement Commission (CEC)

Thursday, December 10, 2015 - 6:30 p.m.

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5 **1. Roll Call**

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

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9 **Commissioners Present:** Chair Scot Becker; and Commissioners Sherry
10 Sanders, Theresa Gardella, Michelle Manke and
11 Gary Grefenberg

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13 **Members Commissioners:** Commissioner Jonathan Miller; and Ebony
14 Adedayo who resigned last week as reported by
15 Chair Becker

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17 **Staff Present:** Staff Liaison/Communications Manager Garry Bowman

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19 **2. Approve Agenda**

20 Grefenberg moved, Manke seconded, approval of the agenda as presented.

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22 **Ayes: 5**

23 **Nays: 0**

24 **Motion carried.**

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26 **3. Public Comment – Non Agenda Items**

27 None.

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29 **4. Approval of November 12, 2015 Meeting Minutes**

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

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34 Grefenberg moved, Gardella seconded, approval of the November 12, 2015
35 meeting minutes as presented.

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37 Commissioner Manke requested that future meeting minutes stipulate
38 "commissioners" rather than "members."

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40 Commissioner Grefenberg asked that staff make sure any referenced reports or
41 bench handouts are included on the website once meeting minutes are approved.

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43 As an example, Commissioner Grefenberg called Mr. Bowman's attention to lines
44 60-61 of the November 12, 2015 meeting minutes.

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Ayes: 5
Nays: 0
Motion carried.

5. Old Business

a. Update on Community Listening and Learning Events

Commissioner Gardella reported on her most recent meeting, along with Commissioner Sanders, with Mayor Roe and Councilmember Laliberte. Commissioner Gardella noted that Mayor Roe and Councilmember Laliberte requested further detail and focus on the proposal, and then to set a time to present the revised proposal to the Council. Commissioner Gardella stated that Commissioner Sanders and Madeline Lohman from the Advocates for Human Rights agreed to focus the listening and learning sessions in Southeast Roseville to align with the city’s focus on the area in 2016. The first listening session will be sponsored by the Lake McCarron’s Neighborhood Association followed by another session with the Karen Organization of Minnesota, and then another session through I.S.D. 623. Commissioner Gardella reported that the intent was to hold them all within the first quarter of 2016; with the discussion process continuing to move forward for next steps.

Commissioner Gardella noted that Madeline Lohman from the Advocates for Human Rights had found a small grant opportunity through “The Linking Communities Project: Creating Welcome for Refugees (TLC Project),” with specificity for the Karen community and having translation and interpretation options available, as well as potential child care adding extra benefits to the process. Given the limited time to submit the grant application and necessity for a 501.c(3) organization for the application itself, Commissioner Gardella reported that the Lake McCarron’s Neighborhood Association had graciously offered to provide the grant application under their organization’s umbrella to facilitate the application. Commissioner Gardella anticipated finding out in early- to mid-December of 2015 if the grant application was successful.

Commissioner Gardella clarified that the CEC had previously approved a partnership with the Advocates for Human Rights, but not this specific grant application. While apologizing for proceeding with the application, and having to alert the CEC after-the-fact, Commissioner Gardella stated that she had felt comfortable in submitting the grant application as a way to fund the CEC’s efforts in pursuing one of the Commission’s strategic priorities. With the Lake McCarron’s Neighborhood Association taking the leadership role, Commissioner Gardella noted that the City was mentioned in the application itself, but it didn’t obligate the City or City Council in any way. If the application proves successful, Commissioner

91 Gardella suggested bringing that information to the City Council as part of
92 the CEC’s initiatives for SE Roseville as a potential funding source for
93 their approval.
94

95 Discussion among commissioners included estimated timing for the first
96 Karen listening session in February; public relations options in defining
97 those participating in the sponsorship (e.g. Lake McCarron’s
98 Neighborhood Association, City of Roseville, and Community
99 Engagement Commission); reporting of initiatives such as this to the City
100 Council at their next joint meeting with the CEC to ensure their buy-in;
101 and the understanding that this initial effort had been presented to as part
102 of the CEC’s 2015 work plan and subsequently approved by the City
103 Council, since it differed to some extent from the Commission’s 2015
104 Work Plan City Council actually approved by the Council in December of
105 2014

106 Chair Becker noted that he would be updating the CEC on recent City
107 Council discussions related to their advisory commissions (Agenda Item
108 5.d) and the preference of the CEC in focusing on policies and
109 recommendations, with a segment of the City Council feeling that the
110 CEC was stepping away from their mandate. Toward that effort, Chair
111 Becker reported that he was seeking a joint meeting with the City Council
112 early in 2016. Chair Becker opined that this was prudent, especially if the
113 City was listed as a partner in this grant application. Chair Becker
114 clarified that he didn’t feel that this new concept gleaned from that initial
115 2015 priority was impossible, but that the CEC just needed to ensure it
116 was positioned accurately going forward.
117

118 As part of that discussion, Chair Becker noted that the City Council had
119 recently adopted their Priority Planning document, and SE Roseville had
120 been listed as one of their priorities. This Council decision further
121 supported the CEC’s efforts toward that goal and this grant application
122 and initiative should dovetail nicely with their priorities.
123

124 Commissioner Gardella suggested this might serve as a test case for the
125 CEC in determining programmatic versus policy-driven commissions.
126 Commissioner Gardella stated she would be interested to learn where the
127 “advisory” part stopped. She stated she had no desire for the CEC to
128 become a programmatic body and that the intent this project was to
129 facilitate the relationship with the Advocates and to help develop
130 ownership for the process among city staff.

131 While the grant application deadline was problematic and thus
132 necessitated moving forward with the application process, Commissioner
133 Gardella advised that the grant notification timeline and availability of
134 resources and their timing may negate any concerns in not having received
135 buy-in from the City Council sooner than later.

136 In response to a question from Commissioner Grefenberg, Gardella
137 clarified that the rationale in applying for the grant under the Lake
138 McCarron’s Neighborhood Association was due to the fact it needed to be
139 under a non-profit.

140
141 Commissioner Grefenberg reported that any city-sponsored projector grant
142 needed approval by the City Manager, advising that the Human Rights
143 Commission had experienced problems on this issue in applying for a
144 grant. While appreciating the sponsorship of Lake McCarron’s
145 Neighborhood Association, Commissioner Grefenberg suggested making
146 it very clear who the recipient of the grant would be, and suggested
147 Commissioners Gardella and Sanders touch base with City Manager
148 Trudgeon accordingly.

149
150 As mentioned by Chair Becker, Commissioner Grefenberg distributed a
151 bench handout with excerpts of the November 30, 2015 City Council
152 meeting in which the roles of several advisory commission were
153 discussed, as well as the need for a general review for all Commissions in
154 2016. Commissioner Grefenberg referred to comments specific to the
155 CEC and concerns expressed by several Council members that
156 Community Engagement Commission was falling into a programmatic
157 mode, and as such perhaps getting into programming areas already under
158 the jurisdiction of the Human Rights Commission. Commissioner
159 Grefenberg encouraged Commissioner Gardella to speak directly to
160 Councilmember Laliberte regarding her concerns on this issue to make
161 sure everyone was on the same page. Commissioner Grefenberg stated he
162 was not in agreement with those Council concerns, but simply thought it
163 important to share these concerns of some Council members with the
164 CEC.

165
166 Commissioner Sanders stated that if there was any issue with the grant
167 application or with the CEC’s involvement or association with it, t which
168 could tie up grant funds if awarded, she offered to have Lake McCarron’s
169 Neighborhood Association take full ownership of it, noting that the Karen
170 community had been and continued to be a clear mission of their
171 Association, with or without the CEC’s involvement.

172
173 Commissioner Grefenberg noted that as Chair of the Human Rights
174 Commission he had initiated the discussion with the Karen community,
175 and he continued to support the effort, He opined that the city council
176 majority believed the CEC should provide advice and recommendations to
177 develop ways for the city council and staff to understand the Karen
178 community versus pursue their own program, thus the listening sessions
179 being considered by Commissioners Gardella and Sanders were not
180 programs but a procedural change to provide opportunities for City
181 leaders to hear from them.

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Commissioner Gardella noted the desire to demonstrate what community engagement could look like as well. Commissioner Gardella admitting this was all part of learning the landscape as the CEC moved forward. Based on her understanding of the CEC’s direction from Mayor Roe and Councilmember Laliberte, Commissioner Gardella stated she had not heard them express any concern that the CEC be cautious in that regard and felt confident proceeding accordingly. However, Commissioner Gardella expressed her interest in doubling back to the City to clarify that and noted that, if the grant application proved an area of concern, any mention of the city could be removed and allow the Lake McCarron’s Neighborhood Association to handle it.

Commissioner Sanders readily agreed and offered to provide a full report of the event to the City Council, no matter who took the lead.

Chair Becker opined he thought it would be profitable to get the city council’s buy in upfront to incorporate it and involve staff right away. Also, if the CEC was listed on the grant application, Chair Becker noted that it provided their endorsement, which could prove instrumental in getting the grant, whether it proved to be only as a third party. Therefore, Chair Becker reiterated the need to get the city council’s buy-in and articulate how it may differ from original intents.

For the record, Commissioner Grefenberg stated that he recalled various requests made over the last 6-9 months to the Human Rights Commission to collaborate with the CEC. Therefore, Commissioner Grefenberg clarified that there was no intent by the CEC to one up the HRC by getting into their turf.

Chair Becker reiterated the City Council’s strategic priorities and their desire to engage directly with the Karen community in SE Roseville and involving a number of advisory commissions, including the CEC. Chair Becker acknowledged that the HRC was the first to engage with the Karen community, but recognized the apparent desire of the City Council to engage and involve all advisory commissions.

In again referencing the November 30th City Council’s meeting minute excerpts, Commissioner Grefenberg noted its discussion on the various roles of the HRC and CEC, and reviewed his recollection of the timeframe for involvement in SE Roseville projects.

Chair Becker clarified the actions of the City Council specific to the CEC and directives from them at the last joint meeting and related to focus on the upcoming Comprehensive Plan update process and the SE Roseville project Chair Becker further clarified that this would become part of the

228 recommendations for the CEC’s 2016 work plan for City Council
229 approval.

230
231 Discussion ensued between Commissioners Grefenberg and Sanders
232 related to her role representing the Interagency Task Force and subgroup,
233 Lake McCarron’s Neighborhood Association, and the CEC.

234
235 Commissioner Manke asked how the listening event would be
236 communicated to the community; with Commissioner Gardella advising
237 that Ms. Lohman of the Advocates for Human Rights would provide those
238 services as part of the original scope of services they intended to provide.

239
240 **b. Update on Joint Task Force on Zoning Notification**
241 At the request of Chair Becker, Commissioner Manke provided an update
242 on the Task Force, noting that Commissioner Grefenberg continued his
243 efforts in working with a member of the task force to formalize minutes
244 and develop a plan to present to the CEC for their approval.

245
246 Commissioner Grefenberg admitted this was one reason he felt swamped,
247 in his attempts to draft the task force report as well as organizing the
248 development of the Commission’s report to the Council, including
249 arranging comment from other municipalities with Neighborhood
250 Association experience. On this last point he noted the CEC would be the
251 first ones to see the draft. While he would prefer it to be ready before
252 then, Commissioner Grefenberg advised that it may not be ready to come
253 to the Commission before its February 2016 meeting.

254
255 Given the CEC’s last joint meeting with the City Council, Chair Becker
256 suggested sooner rather than later, since their initial projects charged to the
257 CEC involved the task forces and SE Roseville. Chair Becker suggested
258 that “perfect not becomes the enemy of good enough” and encouraged
259 Commissioner Grefenberg to pursue his best efforts in finalizing the draft
260 report for presentation to the CEC.

261
262 Commissioner Manke opined that this zoning task force had developed as
263 a great effort between two commissions and staff; she further opined that
264 she had found it flawless in its mutual involvement of two separate
265 commissions, and how the process had proceeded.

266
267 Commissioner Grefenberg advised that a report the task force was waiting
268 on was from Community Development Director Paul Bilotta involving
269 actions already taken by his department to ensure citizen involvement in
270 zoning decisions over the last five years. Commissioner Grefenberg
271 opined that the process had gotten significantly better and this would serve
272 as another step in further improving it.

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c. Follow-up on *Roseville Review* Delivery Issues
In respect to an issue raised at the last meeting by a letter from a Roseville resident regarding the recent lack of home delivery of the *Roseville Review* and in the absence of Commissioner Miller, Chair Becker reported on his behalf. Chair Becker advised that Commissioner Miller had reached out to ownership of the *Roseville Review* several times, but had yet to hear back from them. Chair Becker referenced a link submitted by Councilmember Willmus to a recent *Minneapolis Star Tribune* article about the struggles being realized by community newspapers, and suggested that this situation was no exception. Chair Becker suggested there may be limited funds available for carriers in certain areas to deliver newspapers. Chair Becker advised that Councilmember Willmus had provided a link to other members of the CEC via the city’s website, and asked them to contact him (Chair Becker) if they didn’t receive the information.

At the request of Commissioner Grefenberg, Mr. Bowman advised that he had heard nothing of any concerns for the future of this local publication beyond typical print media issues being realized by others.

d. Continue Discussion on 2016 Priority Planning
Chair Becker introduced areas of synergy between possible CEC priorities and those of the recently-adopted City Council Policy Priority Planning (PPP) document. Chair Becker advised that he had also incorporated carryover items from the 2014 CEC recommended policies and strategies (the Neighborhood Associations effort and the joint Task Force on Zoning Notification) , and those items discussed at the last joint meeting with the City Council which he believed had unanimous Commission support. Though Commissioner Miller was unable to attend tonight’s meeting, Chair Becker noted his submission of proposed priorities for 2016, and those of Commissioners Gardella, Miller, Grefenberg, as well as tonight’s submission by Commission Manke

Chair Becker thanked those individual CEC commissioners who had submitted their input for proposed 2016 priorities for the CEC work plan. As a starting point for tonight’s discussion, Chair Becker suggested those individual priorities be reviewed to determine areas of consensus, followed by areas needing further consideration He suggested the Commission use his proposed 2016 priorities as the document to work from in determining consensus and a reasonable CEC work plan for 2016. using
Commissioner Grefenberg suggested, before finalizing priorities, the CEC allow time to meet jointly with the City Council to invite comments from them for their desired priorities for the CEC. Commissioner Grefenberg noted that the CEC had added two additional items from such a process subsequent to their last meeting with the City Council.

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Chair Becker clarified that his intent was to present the draft 2016 work plan to the City Council at the next joint meeting, and then receive their input on that document as well as any additional input.

Chair Becker noted that the first three bullet points on his proposed 2016 priority document were based on City Council feedback at the last joint meeting, thereby representing three of the items heard from them at that time. Of import, Chair Becker referenced the first bullet point (*Assist in Community Visioning Alignment*) and noted the City Council’s directive to the CEC to begin community visioning work prior to the 2017 comprehensive plan update and aligning community aspirations now with that of the initial *Imagine Roseville 2025* document.

Moving on to the second bullet point (*Expand city learning/engagement opportunities*), Chair Becker noted that involved expanding city learning and engagement opportunities as shown, especially in following through on the City’s cancellation of the annual “Living Smarter Fair” and dissolution of the Housing & Redevelopment Authority (HRA). Chair Becker noted the ideas that could come from that discussion and ultimate recommendation to the City Council for that function, along with evaluating the format and content of the “Roseville University” program.

Specific to the former City welcome packet, Chair Becker noted that was also brought up by the City Council, seeking a recommendation from the CEC.

Noting her inclusion of that item in her proposed 2016 priority list, Commissioner Gardella agreed with Chair Becker on the need to re-energize Roseville University, but also suggested consideration be given to reformatting that City series

Commissioner Grefenberg noted the inclusion of city buy-in to the CEC community listening and learning events in his list of 2016 priority projects, and expressed his support of how Chair Becker worded that initiative in his document, as his second bullet.

Chair Becker opined that the third bullet point (*Form strategies for outreach to underrepresented groups*) on his list of priorities covered the City Council’s expectations heard by the CEC earlier this year and implied by projects identified in the City Council’s PPP document.

Commissioner Gardella noted the listening/learning initiatives fit in with those first three bullet points, and were also included on her list and that of Commissioner Miller.

366 Chair Becker advised that, since it was intended that the CEC discussions
367 on neighborhood associations and the recommendation of the Joint Task
368 Force on Notifications would be finalized shortly, he had not included
369 them as a new item in 2016.

370
371 Commissioner Grefenberg agreed that Commission Manke's fourth main
372 bullet (*Explore Senior Concerns*) also be incorporated into the list of
373 outreach to under-represented groups, which now only listed renters and
374 businesses.

375
376 Commissioner Manke asked that the concerns and ideas of Roseville
377 youth also be included in those efforts. Commissioner Manke opined that
378 youth needed to be engaged related to their issues at home, educational
379 and park issues, and other directions. Commissioner Manke noted other
380 communities (e.g. Golden Valley, Minneapolis and St. Paul) that had
381 actual youth Commissioners, suggesting additional research and
382 exploration of those efforts.

383
384 Chair Becker agreed, noting the new Uniform Commission Code already
385 allowed the addition of non-voting youth commissioners appointed by the
386 City Council to most advisory commissions.

387
388 While agreeing with the need to recognize youth concerns in the
389 community, Commissioner Grefenberg stated he was less optimistic about
390 adding a youth position to Community Engagement Commission, based in
391 part on his experience with most HRC youth commissioners who typically
392 were only interested in having community involvement listed on their
393 college admission documents. Commissioner Grefenberg suggested
394 connecting with the school system to motivate and mobilize youth into
395 ongoing engagement opportunities and projects and to determine their
396 focus. Commissioner Grefenberg expressed his willingness to discuss this
397 further, but at this time stated his unwillingness for the CEC to spend any
398 considerable time on adding youth commissioners.

399
400 Chair Becker suggested not getting into that level of detail at this time,
401 with specifics to be identified at a later date, along with whether or not
402 they would work out. Chair Becker stated that he shared the view of
403 Commissioner Grefenberg; however, he argued that teens were currently
404 under-represented in the community; opined that a lack of youth
405 representation was probably not the best way to get youth involvement or
406 make them feel welcome and allowing for youth commissioners would
407 create a space to receive their input depending how it was eventually
408 defined and the age cut off for that youth involvement (e.g. up to age 25).
409 Chair Becker noted the goal was to open up ways for youth participation
410 in their community, not to enhance college applications.

411

412 Commissioner Grefenberg thanked Chair Becker for his perspective,
413 reiterating his support for integrating that effort with the school system or
414 through some other vehicle.

415
416 Specific to the third bullet point on his list, Chair Becker advised that he
417 had been intentional in listing the groups (e.g. renters and businesses)
418 based on the specific feedback from the City Council. However, Chair
419 Becker stated he had not intended that to exclude any groups other than
420 those cited.

421
422 Commissioner Grefenberg stated that some members of the Neighborhood
423 Association Task Force had indicated that they felt “businesses” received
424 enough attention from the City, citing the example of a full page dedicated
425 to businesses interests in the *City News* newsletter and the Community
426 Development Department on-going efforts to relocate or expand in
427 Roseville. Commissioner Grefenberg clarified that the task force had
428 taken no explicit position on that issue, but recommended it be left up to
429 individual neighborhood associations. He indicated that he had brought
430 that comment forward as a sentiment that some in the community felt that
431 businesses were not under-represented.

432
433 Instead of getting too detailed at this point, Commissioner Gardella
434 suggested sticking with main bullet point strategies for outreach, and
435 allowing the City Council to provide their feedback, after which the CEC
436 could determine those needing the most immediate outreach.

437
438 Commissioner Grefenberg stated that he felt strongly about adding seniors
439 to the current list in the outreach bullet point.

440
441 Specific to business outreach, Commissioner Sanders noted past
442 discussion about joining residents and businesses to work cooperatively
443 rather than separately.

444
445 Commissioner Grefenberg recalled the Task Force not recommending
446 including businesses as part of neighborhood associations, but letting
447 individual associations make that determination, as appeared to be the
448 opinion of several Task Force members

449
450 Speaking for the Lake McCarron’s Neighborhood Association that she
451 represented, Commissioner Sanders advised that they included businesses
452 with the goal to see them succeed.

453
454 Consensus of the CEC was to include “seniors” and “businesses” in the
455 third bullet point at this time, pending further discussion in the future.
456

457 While in agreement with the consensus, Commissioner Manke opined that
458 there were ways to engage businesses in the community beyond current
459 outreach efforts (e.g. connecting seniors or youth with appropriate
460 businesses and other opportunities), providing several examples to
461 accomplish that effort.

462
463 Specific to his next bullet point,” (*Continue engagement infrastructure*
464 *work*),” Chair Becker reviewed the sub-points listed under that main bullet
465 were included based on previous City Council feedback. Chair Becker
466 suggested this would serve to form common semantics and the basic
467 framework for the CEC recommendations for how Roseville should be
468 engaged. Chair Becker noted this also incorporated one of Commissioner
469 Gardella’s points, and the input received from Mayor Roe and
470 Councilmember Laliberte from their attendance at a community
471 engagement conference in early 2015. As already recognized by Mayor
472 Roe, Chair Becker noted that the SE Roseville efforts were already
473 underway; therefore the CEC may get involved in that retroactively or use
474 it as a learning curve to inform future processes.
475

476 As part of that infrastructure tool, Commissioner Grefenberg asked Mr.
477 Bowman for a report on how many entries on Speak Up! Roseville had
478 been dropped, squelched or deleted to-date.
479

480 Chair Becker suggested Mr. Bowman address that later in tonight’s
481 meeting during his regular staff report.
482

483 Chair Becker clarified that the Speak Up! Roseville module was one tool
484 to be used and while the CEC needed to remain focused on and be
485 shepherds of that tool, other advisory commissions needed to be involved
486 as well. Chair Becker noted that the listening/learning sessions were
487 another tool as were the items brought forward from the conference by
488 Mayor Roe and Councilmember Laliberte. Chair Becker suggested future
489 discussion would involve determining which are most important or which
490 had been done or would be done and when to do so, with some valid now
491 and others for future consideration.
492

493 Commissioner Gardella opined that the foundational piece centered on the
494 listening/learning sessions and the format of implementation for those,
495 stressing that engagement was informed by those who want to engage. As
496 such listening was critical as a initial step before the City planned
497 engagement opportunities.
498

499 At this point, Commissioner Gardella opined that this remained an
500 unknown since the CEC could come up with a set of tools for the city to
501 use, but a more productive idea may be for the CEC to develop best
502 practices on how to conduct those listening sessions, and how to develop

503 those relations to support engagement. Commissioner Gardella stated that
504 was the challenge from her perspective, and as discussed by the first
505 original task force, how to shift the culture of City Hall to orientate it in
506 terms of where and when to open up city decisions and policies.

507
508 At the request of Chair Becker, Commissioner Gardella stated she didn't
509 have a better term than "infrastructure" but didn't feel it was incorrect
510 terminology, since that term involved establishing that practice or process
511 for each effort, such as a listening session, and required a different way to
512 think about various engagement processes. Commissioner Gardella noted
513 that this could involve the frequency of engagement processes as well.

514
515 Commissioner Grefenberg spoke in support of Commissioner Gardella's
516 comments, suggesting assessing those vehicles over the next year or so to
517 determine which were working and which were not.

518
519 Mr. Bowman noted that the Community Development Department had
520 initiated most of those processes, and clarified that they revolved around
521 projects (e.g. Dale Street, Old Highway 8, and zoning changes) and while
522 some may have already been in place, most were specific to issues rather
523 than a generalized process.

524
525 While not having included it on his list of 2016 priorities, Commissioner
526 Grefenberg suggested incorporating into Speak Up Roseville the Mayor's
527 next State of the City Address to allow the community to be more engaged
528 and allow public comment. With the incorporation of the Speak Up!
529 Roseville website, Commissioner Grefenberg suggested that tool provided
530 that opportunity in a controlled, positive way. While agreeing with Chair
531 Becker's fourth bullet point, Commissioner Grefenberg stated he didn't
532 think only including three sub-points was sufficient, and suggested
533 addressing the Mayor's State of the City address as another sub-point.

534
535 Chair Becker reiterated that the sub-points were taken from his notes of
536 their joint meeting with the City Council, and were not intended to be
537 exclusive. Chair Becker suggested the CEC take this up annually and
538 develop further patterns of how the city can engage.

539
540 Specific to his fifth bullet point (*Accomplish select items from 2014*
541 *Community Engagement Commissions*), Chair Becker noted that
542 Commissioner Miller's list included something similar (second bullet
543 point about town hall meetings). As stewards of 2014 CEC
544 recommendations, Chair Becker suggested the CEC continually review
545 those policies and strategies; determine which had been accomplished and
546 what remained attainable yet this year. Chair Becker advised that he had
547 included some as a cross-reference, and some he'd removed after their

548 completion, with others remaining for work. Chair Becker asked for
549 commissioner feedback on others to include or delete.

550
551 Commissioner Gardella noted her priorities and those of Commissioner
552 Manke appeared to be incorporated in their entirety in Chair Becker’s list.

553
554 Commissioner Grefenberg expressed his concern in the term “community
555 visioning,” opining that had already been done in the *Imagine Roseville*
556 *2025* process. However, as part of the comprehensive plan update,
557 Commissioner Grefenberg noted he had long been an advocate for and
558 continued to support including a vision chapter as part of the
559 comprehensive plan update, but preferred a different heading than that of
560 “community visioning.”

561
562 Chair Becker clarified that he was suggesting that the CEC assist in
563 alignment of that vision, not develop a new vision; but to take the *Imagine*
564 *Roseville 2025* document and incorporate it and its goals into the update
565 process and, as alluded to by Mayor Roe, to align past documents with the
566 2017 Comprehensive Plan update.

567
568 Mr. Bowman stated that a goal of the Community Development
569 Department between now and initiating the comprehensive plan update
570 process was to use the Speak Up! Roseville website tool to throw out ideas
571 and gain community input to inform the update and use that module as a
572 sounding board to initiate community thought and crowd-sourcing.

573
574 Commissioner Grefenberg clarified that community involvement work
575 prior to the Comprehensive Plan update would be a labor intensive
576 project and thus he was not interested in doing another visioning project.

577
578 In reviewing Commissioner Grefenberg’s list of priorities, Chair Becker
579 opined that he found the first four priorities included in some form in the
580 discussion list being used tonight. However, Chair Becker questioned if
581 or where Commissioner Grefenberg’s fifth point was covered.

582
583 Commissioner Grefenberg noted his priority #5 had been a result of his
584 latest presentation to the Gavel Club as an opportunity to involve civic
585 organizations as well or, as suggested by Commissioner Manke,
586 incorporating community events. Commissioner Grefenberg suggested
587 that the City’s website provide an outlet to get that information out to the
588 public or by leveraging financial support for the *Roseville Review* to gain
589 added promotion. Commissioner Grefenberg suggested encouraging
590 various commissions to utilize the City’s website and Speak Up! Roseville
591 to facilitate discussion in the community.

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593 Discussion ensued related to whether or not the City of Roseville or other
594 communities provided financial support or had any financial ownership in
595 the *Roseville Review*, with Chair Becker stating it was the legal newspaper
596 for publishing notices for the City.

597
598 Chair Becker suggested keeping Speak Up! Roseville as a tool to involve
599 staff more than Commissions, but to involve other Commissions in the
600 listening/learning process.

601
602 Commissioner Gardella opined that it would be great for the community to
603 know more details about what advisory commissions were doing, their
604 priorities, and for those commissions to know more about the work of
605 their colleagues on other advisory commissions. Commissioner Gardella
606 suggested the CEC's role may be in determining how to foster that
607 communication, whether in partnership or some form of communication
608 (e.g. party in the park booths with advisory commissions invited as a great
609 first step) and bringing them into the process to learn more about each
610 other and their charges.

611
612 Discussion ensued regarding involving civic and neighborhood
613 associations to submit to Speak Up! Roseville; expectations of initiating
614 such recommendations in 2016 as previously discussed; timing constraints
615 in getting timely news into the *City News* newsletter due to design,
616 printing and mailing deadlines (e.g. 5-6 weeks lead time); current weekly
617 updates to the City's website for more current information and weekly
618 updates via e-mail for those having signed up to receive those updates; and
619 other social media outlets available and currently used, including
620 NextDoor.com.

621
622 Chair Becker reiterated that these more detailed sub-points could be
623 addressed in the near future, after this 2016 priority document was
624 formally adopted by the CEC and gained the support of the City Council.

625
626 Commissioner Manke stated she was not opposed to getting all advisory
627 commissioners together at one point, whether through social opportunities
628 or a program with each group providing an overview of their purpose and
629 work, followed by a question and answer time, finishing with a discussion
630 about how each group could work together on a common goal.

631
632 Referencing the "open house" concept in the second sub-bullet of his
633 Proposed 2016 Priorities discussion document, Chair Becker suggested
634 that Commissioner Manke's idea would fit into that concept, similar to the
635 Commission's Party in the Park effort last summer. Chair Becker
636 suggested this may also be a way to recruit community members for
637 advisory commissions as well as providing for a joint working session to
638 get to know each other at the commissioner level.

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While agreeing that was very insightful, Commissioner Grefenberg opined that he didn't want to give up on the broader discussion to improve communication with residents. As part of that, Commissioner Grefenberg questioned whether the welcome packet should be a high priority, when that information is available on the website for new residents.

Mr. Bowman admitted that the online welcome packet and updating the information from various sources was not staff's highest priority. Having done outreach with other communities statewide to determine whether they used an actual welcome or informational packet or simply provided the information on their website, Mr. Bowman advised that the few communities responding to-date indicated only 4-5 are still printing the packets out.

Mr. Bowman noted that challenge was getting the information into the hands of potential new residents to help their transition into the community, as well as the cost, causing most communities to go the online route. Mr. Bowman further noted that there were various ways to invest in it and go about it, with those cities printing the information out in packet form, admitted they frequently forgot to send the packets out, as it wasn't a high priority for those communities either. However, Mr. Bowman noted that didn't indicate whether it should or should not be a high priority.

Chair Becker noted that he'd put quotation marks around "packet" for that reason.

Commissioner Becker opined it made more sense to have it available online, suggesting that the only question should be if the packet was also available secondarily as a mailing, since anything can be printed off the website and actually then provided three different options.

Chair Becker proposed that the CEC agree on the "big bullet" points tonight and formally adopt them before forwarding them on for the joint meeting with the City Council. If the main points are agreed upon tonight, Chair Becker offered for revise the 2016 priorities using his list of five bullet points and incorporating those areas of consensus for presentation of the formalized draft for the January 2016 CEC meeting for formal adoption of specific recommended policies/strategies for 2016, before moving it to the City Council for a tentative February 2016 joint meeting. Chair Becker noted this would allow individual commissioners to digest the priorities between now and January; and then in January concentrate more on the sub-points of each priority.

684 For the sake of tonight’s discussion, Commissioner Grefenberg opined
685 that the CEC at least needed to surface to the City Council the need for
686 administrative support to foster more effective community engagement,
687 and to advocate for a new city position to accomplish that. Commissioner
688 Grefenberg opined that as the city got serious about this, the city needed a
689 part-time staff person, as several other communities had done, to promote
690 and facilitate civic engagement.

691
692 Chair Becker noted he had included that in his fifth bullet point copied
693 directly out of the previous CEC priority report. Chair Becker spoke in
694 support of at a minimum attempting to promote a new employee or
695 developing a job description and cost-benefit analysis as part of the 2016
696 CEC work plan; and outline whether it should be a new hire or additional
697 duty for existing staff.

698
699 Commissioner Manke recognized the reality that this position was
700 unlikely to happen in 2016; with Chair Becker concurring, suggesting the
701 CEC simply highlight gaps in the current model.

702
703 Commissioner Grefenberg noted the annual budget process of the city and
704 advised that staff and the City Council would actually be starting the 2017
705 budget around May of 2016. Mr. Bowman clarified that staff actually
706 began working on the next year’s budget in March given the long process
707 and many steps involved.

708 Based on priorities under discussion by the CEC and past desires
709 expressed by the City Council, Commissioner Gardella opined it was
710 nearly impossible to accomplish the goals as a volunteer commission
711 without staff. Moving forward, Commissioner Gardella opined it could be
712 part of the CEC’s role to highlight those priority areas that require staff
713 support. However, Commissioner Gardella questioned if it could be
714 effective if added on to an existing staff person’s job description or work
715 schedule without setting it up for failure. Commissioner Gardella
716 suggested it may be the job of the CEC to begin making the case with the
717 realization that the goal may take some time to accomplish.

718
719 Chair Becker opined that as the CEC became more effective, the City
720 Council and community would support more of their recommendations,
721 recognizing the reality of Commissioner Gardella’s comments.

722
723 Referencing his fifth bullet point and those sub-points not otherwise
724 aligned with other priorities, Chair Becker suggested he’d leave them in
725 the next draft of the document as talking points with the City Council;
726 with additional sub-points added or removed at the January CEC meeting
727 as more specificity was reviewed.

728

729 At the request of Commissioner Grefenberg, referencing Chair Becker's
730 2nd page of proposed 2016 priorities (last sub-point #10), Chair Becker
731 questioned what was meant by and what the CEC wanted to accomplish
732 with "meaningful volunteerism" and "participation on advisory boards,
733 etc."

734
735 Based on previous 2014 CEC recommended policies and strategies,
736 Commissioner Gardella clarified that this was prior to the City's hiring of
737 the Volunteer Coordinator position, and suggested that sub-point be tabled
738 for now.

739
740 As talked about at previous meetings, Commissioner Grefenberg spoke in
741 support of inviting the Volunteer Coordinator to a meeting of the CEC.

742
743 Chair Becker noted that had been attempted in the past but had
744 encountered scheduling conflicts and could be considered for a future
745 meeting.

746
747 Commissioner Grefenberg asked that priority #6 on his list as well; and as
748 he'd previously referenced with the November 30, 2015 City Council
749 meeting minute excerpt he'd distributed earlier, be included in 2016
750 priorities based on the City Council's interest in having every commission
751 to reassess their roles under current ordinance.

752
753 Chair Becker concurred that the City Council specifically wanted that
754 accomplished by the HRC and CEC. However, with that role taking a
755 very short time to review, as noted by Commissioner Grefenberg, Chair
756 Becker advised he intended to put that as a January 2016 agenda item, but
757 opined that it didn't need to be included in the 2016 CEC work plan. As
758 this document is being framed, Chair Becker opined that the review was
759 more of a micro request and different than 2016 general priorities or a
760 work plan.

761
762 Commissioner Sanders reported that the HRC had that review included on
763 their last night's meeting agenda.

764
765 As noted previously, Chair Becker sought consensus in next steps: using
766 the five bullet points from his list as a broad and preliminary list that he
767 would wordsmith; further and more detailed discussion at the January
768 2016 meeting with more informed ideas to present to the City Council at a
769 joint meeting to receive their feedback; and formal adoption of the plan.

770
771 Chair Becker asked Commission Sherry Sanders whether she had anything
772 to add to the Commission's evolving list of 2016 priorities. Commissioner
773 Sanders said she was in agreement with the priorities brought forth in the
774 Commission's discussion.

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Becker moved, Manke seconded, adoption of the five main bullet points based on Chair Becker’s outline and as follows:

- Assist in community visioning alignment;
- Expand city learning/engagement opportunities;
- Form strategies for outreach to under-represented groups;
- Continue engagement “infrastructure’ work; and
- Accomplish select items from 2014 CEC recommended policies and strategies.

Chair Becker confirmed that these points were preliminary and also clarified that at their January 2016 meeting, the CEC would further refine the talking points for the joint meeting with the City Council, and after making sure the City Council was in alignment, move forward with more specificity on how to accomplish each priority or goal.

Commissioner Grefenberg stated his confusion with the first bullet point entitled “assist in community visioning alignment” and how that could come into play to engage residents in the upcoming Comprehensive Plan process. While recognizing that came from Mayor Roe, Commissioner Grefenberg admitted he didn’t fully understand the intent of “community visioning alignment”.

Ayes: 5
Nays: 0
Motion carried.

6. Chair, Committee and Staff Reports

a. Chair’s Report

i. Overview of Council Discussion/Action on Commissions

In addition to the November 30, 2015 City Council meeting minute excerpts provided by Commissioner Grefenberg and the discussion already held tonight, Chair Becker reported on the City Council’s discussion. Chair Becker advised that the City Council had decided to fill the HRC vacancies as part of this spring’s 2016 advisory commission appointment process, and therefore anticipated having those three open positions posted and filled by April 1, 2016.

Chair Becker spoke to how that impacted the CEC. As he’d previously alluded to, Chair Becker advised that the City Council had asked the HRC to revisit the language of the ordinance and provide their input to them, specifically their thoughts on meeting frequency and scope. As part of the City Council’s discussion, Chair Becker reported that the City Council eliminated their consideration of

821 merging the Human Rights Commission with the CEC. However,
822 Chair Becker reported that the City Council was considering a
823 different structure for the Ethics Commission by appointing an
824 individual from each standing advisory commission to serve on an
825 Ethics Commission for the purpose of coordinating annual ethics
826 training as an ad hoc body and to meet annually or as needed. Should
827 the City Council formally adopt that proposal, Chair Becker advised
828 that could affect the CEC as it may be asked to appoint 1-2
829 commissioners to serve.

830
831 In referencing the City Council’s meeting minutes (page 7), Chair
832 Becker noted City Council discussion and concerns raised related to
833 the CEC’s role of policy-oriented versus performing work (e.g.
834 listening/learning events), suggesting the CEC consider how they
835 present things to the City Council, opining that the CEC would find
836 support future efforts and recommendations by having them better
837 defined. Specific to the previous feedback, Chair Becker noted the
838 concerns with overlap of the HRC and CEC had been addressed; and
839 upon his review of both ordinances he was confident the CEC was in
840 line with their role and charge. However, since the City Council
841 requested all advisory commissions to review their specific
842 organizational ordinance, he advised that he would include that
843 discussion as a specific agenda item in January 2016.

844
845 For the record, Commissioner Grefenberg pointed out that one
846 councilmember questioned the City Council’s charge to the CEC was
847 being adhered to by the Commission since that council member
848 understood that the CEC was aggressively pushing to form
849 neighborhood associations in Roseville. Commissioner Grefenberg
850 questioned how that misperception had occurred, clarifying that the
851 CEC’s focus had consistently been on making recommendation to the
852 City Council to assist and facilitate those associations, not to form
853 them.

854
855 Chair Becker, in referencing the City Council’s meeting minutes,
856 noted that the majority of the City Council considered the CEC to be
857 on point and overall were meeting their expectations. Chair Becker
858 opined that when four of the five council members appeared to agree
859 on what the CEC should be doing, he intended to focus on that
860 majority opinion unless other CEC members felt differently.

861
862 Chair Becker advised that he had spoken to members of the City
863 Council after that meeting, and reviewed the work of the CEC to-date
864 and made them aware of what was currently being discussed and
865 prepared by the CEC. Chair Becker advised that several council
866 members thought the language of the discussion had come out stronger

867 than they intended, and based on his viewing of the meeting, didn't
868 think the City Council or the CEC were as far apart as the meeting
869 minutes might indicate. However, as part of the CEC's due diligence,
870 Chair Becker advised he wanted to confirm that when meeting jointly
871 with the City Council early in 2016.

872
873 Based on his experience in serving as a chairperson of another
874 advisory commission, Commissioner Grefenberg stated that he and
875 other chairpersons paid attention to what the City Council said.
876 Commissioner Grefenberg expressed his confidence that the CEC had
877 not done anything they didn't assume the City Council was supportive
878 of; and expressed his favorable impression with the CEC's record and
879 Chair Becker's leadership.

880
881 As a reference point, Chair Becker encouraged individual
882 commissioners to review the City Council meeting minutes of
883 November 30, 2015 in their entirety and view that portion of the
884 meeting before the joint meeting with the City Council.

885

886 **b. Staff Report**

887

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

889 Mr. Bowman reported that there was nothing of note coming up
890 involving or of concern to the CEC.

891

892 Specific to Speak Up! Roseville module questions raised earlier
893 tonight, Mr. Bowman provided a report to-date. Mr. Bowman reported
894 that the module had approximately 85 sign-ups to-date; and given the
895 timing of launch and current holidays, after consulting with the
896 vendor, this was average. Mr. Bowman noted that there weren't
897 currently a lot of action or burning issues, even though the launch was
898 too late in the year to significantly impact community interest and
899 feedback on the City Council's consideration of the wildlife
900 management proposal, tree preservation ordinance revisions, or budget
901 process, which could have sparked interesting and informative
902 community discussion.

903

904 Moving forward with more issues and information available from staff
905 and advisory commissions, Mr. Bowman stated he anticipated more
906 interest-generating topics beyond general city business, including areas
907 of interest to the community from public works and/or park and
908 recreation operations. Going into the holiday season, while not
909 experiencing a lot of activity, Mr. Bowman advised that he wasn't
910 disheartened, anticipating things would pick up after the first of the
911 year.

912

913 At the request of Chair Becker, Mr. Bowman expressed interest in
914 discussion topics to bridge the holidays.

915
916 Commissioner Gardella agreed that this tool would take time to
917 become familiar, and suggested a reminder on the City’s website
918 and/or newsletter for residents. Commissioner Gardella also suggested
919 opportunities (e.g. video) of demonstrations on how to use the module
920 and its function.

921
922 Mr. Bowman questioned who would be available on staff to coordinate
923 such a demonstration, but assured that it was fairly intuitive to use.

924
925 Commissioner Gardella cautioned that reliance on the web involved
926 losing a certain portion of the population through intimidation,
927 necessitating the need to show the value of that tool for them.

928
929 Mr. Bowman advised that he could give it a more prominent position
930 in the next available newsletter; as well as promoting it on Next
931 Door.com and the City’s social media options, allowing it to grow
932 organically.

933
934 Suggesting informative video made by staff, such as the Public Works
935 Department, Commissioner Sanders suggested using that as a link to
936 the City’s website and seeking input through Speak Up! Roseville.

937
938 Mr. Bowman admitted capturing that on screen items was challenging
939 without online software, but advised he would look into video
940 demonstration ideas.

941
942 At the request of Commissioner Grefenberg, Mr. Bowman clarified
943 that from staff’s monitoring to-date; they had only removed or muted
944 one comment from the module based on the person making fun of
945 Speak Up! Roseville while using a false identity and his interpretation
946 that it was not within the spirit of what was being attempted with this
947 communication tool nor adopted site policy.

948
949 Commissioner Sanders opined that responses for the Public Works
950 Department had been very good to-date.

951

952 **ii. Other Items**

953

954 **7. New Business**

955

956 **a. Adopt 2016 Meeting Schedule**

957 Chair Becker referenced the draft 2016 meeting schedule, with meetings
958 regularly occurring on the second Thursday of each month; and not
959 appearing to conflict with any major holidays.
960

961 Becker moved, Grefenberg seconded, approval of the 2016 meeting
962 schedule as presented.
963

964 Specific to the January 14, 2016 meeting, Commissioner Grefenberg
965 asked if that meeting could be delayed one week to facilitate his
966 completion of the two reports he was working on for the CEC. He
967 indicated he was feeling some pressure to complete work on the
968 Commission's final recommendations to the Council, and to complete
969 drafting the Joint Task Force on Zoning Notification for presentation to
970 both that task force and the Commission. He noted that this work all was
971 coming to a head within the same general time frame which,
972 unfortunately, also included Christmas.
973

974 Discussion ensued related to how a one-week delay would impact the
975 intended joint meeting with the City Council; discussion anticipated at the
976 January 2014 CEC meeting of city expectations of neighborhood
977 associations and information those associations anticipated receiving from
978 the city; and possible attendance of representatives of the City of St. Louis
979 Park and/or Edina to speak to their process in facilitating neighborhood
980 associations.
981

982 Chair Becker stated that he was willing to squeeze in any speaker
983 depending on their availability; but if not coming in person, he was more
984 than willing to accept a written summary from Commissioner Grefenberg,
985 but advised that since it wasn't critical, it could also wait until the
986 February 2016 CEC meeting.
987

988 Commissioner Gardella asked Commissioner Grefenberg if that would
989 relieve some of his pressure, since the major focus of the January 2016
990 meeting was finalizing 2016 work plan priorities.
991

992 Commissioner Grefenberg stated he had heard that this CEC may become
993 a 2016 election issue, which caused him concern. Commissioner Gardella
994 questioned what that had to do with neighborhood associations.
995 Commissioner Grefenberg responded that the sooner the report to the
996 Council was finished, the better for the CEC before filings for municipal
997 election occurred in May of 2016.
998

999 Chair Becker questioned how that would or could affect the CEC and their
1000 work load in January, Commissioner Grefenberg asked if the Commission
1001 anticipated having something available in January from the zoning
1002 notification task force.

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Chair Becker responded that he was hoping for their final recommendation to the CEC as soon as possible, but was unaware of any deadline.

Commissioner Grefenberg advised that he would therefore put a priority on that report; but questioned if he could have a presentation to the Commission comparing the processes of the cities of Edina and St. Louis Park by the January meeting date.

Chair Becker opined that the higher priority was the Roseville Task Force's effort with the Planning Commission to address zoning notification. If the final report was not available by the anticipated joint meeting with the City Council, Chair Becker advised that the CEC could at least inform or alert the City Council that they were finalizing their recommendations with the advisory commissions before presenting them to the City Council.

If the CEC could further alleviate the workload and pressure for Commissioner Grefenberg, Chair Becker asked him to advise how they could help.

Commissioner Grefenberg advised that the delay was in finalizing meeting minutes of the task force for the report; and as noted by Commissioner Manke, noted that Community Development Director Bilotta also needed to weigh in with his review.

As a member of the Zoning Notification Task Force, Commissioner Manke noted that nothing could progress without having those previous task force meeting minutes; and suggested if they were not readily available, it was time for the task force to meet again and work together on the presentation rather than depending so heavily on Commissioner Grefenberg and Planning Commissioner Jim Daire to write it. Commissioner Manke noted that Commissioner Daire was absent from at least two of those task force meetings; and suggested if she, Mr. Bilotta, Commissioner Grefenberg and Planning Commissioner Boguszewski were available to meet it would make the report process move faster.

Commissioner Grefenberg offered to provide a preliminary report to allow the task force something to respond to versus a blank page since they had assigned him and Commissioner Daire to draft the beginning of a report; with the work provided by Mr. Bilotta coming from his perspective as head of the Community Development Department. He added that Mr. Bilotta had been meeting with and assisting the Zoning Notification Task Force.

1047 Commissioner Manke suggested continuing this discussion off line; but
1048 agreed that the neighborhood association report didn't need completing by
1049 next month; with concurrence by Chair Becker.

1050
1051 Commissioner Grefenberg responded that this would alleviate some of the
1052 pressure; with Chair Becker reiterating the CEC's support to assist him in
1053 any other way to facilitate the zoning notification report availability by the
1054 January 14, 2016 CEC meeting.

1055
1056 **Ayes: 5**

1057 **Nays: 0**

1058 **Motion carried.**

1059

1060 **8. Commission Communications, Reports, and Announcements**

1061 Chair Becker referenced the recap presentation by Commissioner Grefenberg to
1062 the Gavel Club included in packet materials.

1063

1064 Commissioner Grefenberg thanked Mr. Bowman for his assistance with the Gavel
1065 Club presentation; and having served on the outreach and communications
1066 committee for some time, admitted he'd appreciate assistance with those efforts,
1067 stating he didn't want to keep being the only Commissioner responsible for those
1068 speaking engagements.

1069

1070 Commissioner Gardella agreed that others were available to do so and that
1071 Commissioner Grefenberg should not need to carry that responsibility alone.

1072

1073 **9. Commissioner-Initiated Items for Future Meetings**

1074 Noting that the January agenda would prove to be busy, Chair Becker reviewed
1075 those items on the agenda, including: the next step in the neighborhood
1076 association process; preparation for the joint meeting with the City Council; a
1077 placeholder should representatives of the City of St. Louis Park and Edina attend
1078 in person, and if not a written report would be received later (February?) from
1079 Commissioner Grefenberg; review of the CEC ordinance related to its scope,
1080 duties and functions (available to individual commissioners on the City's website)
1081 and asked that each review the ordinance and bring their feedback to the January
1082 meeting.

1083

1084 Commissioner Gardella suggested individual commissioners also bring forward
1085 any questions of the City Council needing clarification after the CEC now having
1086 almost 2 years of experience under its belt.

1087

1088 Discussion ensued regarding the current vacancy on the CEC after Commissioner
1089 Adedayo's recent resignation; with staff providing an update on the process with
1090 two vacancies coming forward given Commissioner Miller's notice that he would
1091 not be reapplying. Mr. Bowman alerted Commissioner Gardella that she had not
1092 sent in her reappointment form. Mr. Bowman advised that he would be making

1093 mention to all commissioners up for reappointment in the next city newsletter, as
1094 well as other positions open on advisory commissions.

1095
1096 Commissioner Grefenberg suggested making it clear for those applying that this
1097 and other commissions may require more than just a monthly meeting.

1098
1099 Chair Becker advised that he would do some outreach as well, and recognized that
1100 the City Council typically had a good pool from which to choose their appointees.

1101
1102 **10. Recap of Commission Actions This Meeting**
1103 Member Gardella reviewed actions of the CEC at tonight’s meeting, including
1104 Chair Becker’s revising the bullet points for 2016 priorities in preparation for
1105 CEC review in January and subsequent presentation to the City Council for their
1106 feedback; follow-up by she and Commissioner Sanders with the Advocate for
1107 Human Rights representative on the resources, dates and timeframe for the grant
1108 proposal and follow-up with City Manager Trudgeon, Mayor Roe and
1109 Councilmember Laliberte on reaching out with further developed plans; and
1110 individual CEC commissioner review of the organization’s ordinance and its
1111 charge.

1112
1113 **11. Adjournment**
1114 Gardella moved, Manke seconded, adjournment of the meeting at approximately
1115 8:48 p.m.

1116
1117 **Ayes: 5**
1118 **Nays: 0**
1119 **Motion carried.**

1120
1121 **Next Meeting – Thursday, January 14, 2016 at 6:30 p.m.**

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1123
1124

1125 **Attachment: Becker Proposed 2016 Priorities**

Becker - Proposed 2016 Priorities

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

commission level.

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

Manke – Proposed 2016 Priorities

- Wrap up / Extend current work on NA & Community Listening / Learning Events (I see these as something that will go through the whole year)
- Wrap up with Task Force
- Welcome Packet
 - Is this something CEC should undertake
 - If so, move forward on to develop and submit something to the Council
 - Web based / Mailer?
 - Extend into business community?
- Explore Senior Concerns
 - Roseville has a large population of senior. What can be done to assist our Seniors in our community.
 - Seek to understand the needs in housing, transportation, health and engagement.
 - Find a way for Seniors to center around a place where they can seek information and engage with other seniors on common issues and concerns.
 - Website page, meetings, classes etc.
 - Bring in involvement with Fire and Police
- Explore Teen (Youth) Concerns
 - How do we engage?
 - Seek to understand their needs in family issues, education and engagement within our community.
 - Idea - Creation of a Teen (Youth) Commission or Focus Group.
 - <http://www.startribune.com/teen-commission-proposed-in-golden-valley-to-advise-city-council/243545271/>
 - Bring in involvement with Fire and Police