

Commissionmembers:

Lisa Carey
Nicole Dailey
Etienne Djevi
John Eichenlaub
Wayne Groff
Elizabeth Hansel
Chelsea Holub
Acer Iverson
Michelle Manke
Lauren Peterson
James Reyerson



**Human Rights,
Inclusion and
Engagement
Commission
Agenda
Wednesday, October
18, 2017
City Council Chambers**

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7000

Website:
www.cityofroseville.com/hriec

1. 6:30 P.M. Call To Order/Roll Call
2. Oath Of Office
3. Approval Of Agenda
4. Public Comment On Items Not On The Agenda
5. 6:35 P.M. Approval Of Minutes
 - 5.A. September 20, 2017 Minutes

Documents:

[HRIEC DRAFT 09-20-17 MINUTES.PDF](#)

6. 6:40 P.M. Receive Reports
 - 6.A. Subcommittee Report

Documents:

[6A. SUBCOMMITTEE REPORT.PDF](#)
[6A1. PROFILING AND DISCRIMINATION SUBCOMMITTEE.PDF](#)

7. 6:55 P.M. Youth Commissioner Report
8. 7:00 P.M. New Business
 - 8.A. Appointment Of Chair/Vice Chair

Documents:

[8A. CHAIR APPOINTMENT.PDF](#)

- 8.B. Review Draft 2017-18 Action Plan

Documents:

[8B. REVIEW DRAFT 2017-18 ACTION PLAN.PDF](#)
[8B1. HRIEC ACTION PLAN DRAFT.PDF](#)

- 8.C. Appointment Of Member To Ethics Committee

Documents:

[8C. ETHICS COMMISSION.PDF](#)
[8C1. ETHICS CODE CHANGES RESOLUTION_2014.PDF](#)

8.D. Data Practices And Emails

Documents:

[8D. DATA PRACTICES AND EMAILS.PDF](#)
[8D1. DPO - DATAPRACTICES.PDF](#)
[8D2. DPO - OPEN_MEETING.PDF](#)

8.E. Presentation On Government Alliance On Race And Equity Program

Documents:

[8E. GARE.PDF](#)
[8E1.GARE.PDF](#)

8.F. Review Of Annual City Proclamations

Documents:

[8F. PROCLAMATIONS.PDF](#)
[8F1. PROCLAMATIONS.PDF](#)

9. 8:30 P.M. Other New Business Or Reports

9.A. City Engagement Efforts

Documents:

[9A. ENGAGEMENT EFFORTS.PDF](#)

10. 8:40 P.M. Announcements

11. 8:00 P.M. Future Agenda Items

12. 8:50 P.M. Adjournment

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

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**Human Rights, Inclusion and Engagement Commission
Meeting Minutes
DRAFT – September 20, 2017 - DRAFT**

Commissioners Present: Nicole Dailey, Etienne Djevi, John Eichenlaub, Wayne Groff, Chelsea Holub, and Michelle Manke

Youth Commissioners: Elizabeth Hansel and Acer Iverson

Commissioners Absent: Lisa Carey and Lauren Peterson

Council Liaisons: Mayor Dan Roe and Councilmember Lisa Laliberte

Staff Present: Rebecca Olson, Assistant City Manager

Call to Order/Roll Call

The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to order at 6:32 p.m. Mayor Roe requested roll call.

Swearing-In of Youth Commissioner (Iverson)

Mayor Roe administered the Official Oath to Commissioner Acer Iverson.

Approve Agenda

Commissioner Holub moved and Commissioner Groff seconded a motion to approve the Agenda as presented. Motion passed unanimously.

Public Comment on Items Not on Agenda

Approve Minutes

- a. August 15, 2017 Human Rights, Inclusion and Engagement Commission**
- b. August 16, 2017 Human Rights, Inclusion and Engagement Commission**
- c. August 24, 2017 Human Rights, Inclusion and Engagement Commission**

Commissioner Groff moved and Commissioner Holub seconded a motion to approve the August 15, 2017, August 16, 2017, and August 24, 2017 Human Rights, Inclusion and Engagement Commission meeting minutes. Motion passed unanimously.

Receive Reports

a. Subcommittee Report on Profiling and Discrimination

Commissioner Holub directed the Commission to the report on page 21 of the meeting packet. She reported staff is requesting information that is in the works. They are waiting for it to come back to them and will reconvene at that time.

Mayor Roe stated the report will be considered received.

Youth Commissioner Report

Youth Commissioner Hansel reported the Human Rights Club is starting on Tuesday. The Stereotypes Project was put up at the library and the library staff has heard a lot of positive feedback.

Commissioner Groff commented there was a wonderful article in the *Roseville Review* about Youth Commissioner Hansel that highlighted some of the things she has done.

Assistant City Manager Olson provided a copy of the article to Commission members.

Mayor Roe commented he was at a meeting at the library and received many compliments from people outside of Roseville.

Commissioner Holub complimented Youth Commissioner Hansel on her work and stated she hopes other Cities can be inspired by her work.

New Business

a. Review Draft 2017-18 Action Plan

Ms. Olson provided an overview of the 2017-18 Draft Action Plan. She reported in order to come up with the 2017-18 Action Plan, they began by focusing on what issues or topics they should focus on for the coming year. After brainstorming topics that met the mission of the Commission's purpose, they used them as a foundation to provide the actions included in this plan.

Ms. Olson highlighted the phrases provided by Commissioners that describe what success would look like for this Commission, their strengths, weaknesses, benefits of success, and dangers of success.

Ms. Olson directed Commissioners to the Action Plan provided on page 29 of the meeting packet and stated the goals are not in any particular order. For each goal in the Action Plan, the

Commissioners wrote the descriptions and she provided the other information based on their discussion. The appendix to the report includes items that did not make it into this Action Plan, but may be in a future Action Plan. She requested feedback from Commissioners on this document, which will be presented to the Council on October 9, 2017.

Commissioner Manke noted that each goal highlights the amount of staff time needed, but she does not think staff needs to always be involved. The Council needs to determine if it is necessary for staff to move items forward to them or if the Commission can do that.

Commissioner Holub expressed concern that having the staff time highlighted in the Action Plan could have a negative impact on what actually gets done and questioned if it is needed in the report.

Commissioner Manke commented she fears that things will change after items are approved by the Council and handed off.

Mayor Roe inquired if they should highlight what the expected responsibilities should be of both staff and Commissioners with each goal instead of quantifying the amount of time that is needed by staff.

Commissioner Manke stated it may be premature to determine who is doing what since an actual project plan has not been created.

Commissioner Groff commented each project will vary with responsibilities and time.

Ms. Olson handed out the description for the High School Summer Book Read that will be included under Goal #6 in the Action Plan.

Commissioner Manke suggested they leave out who is doing what until a more detailed project plan is created. If the idea is approved by the Council, a more detailed plan and a budget can then be worked on and presented to the Council.

Councilmember Laliberte agreed that creating a detailed project plan for the Council will help to alleviate issues that the CEC had.

Commissioner Manke stated it will be important for whoever is working on a project plan to look at what is realistic for the Commission to work on and what the City's involvement will be. She suggested there be one lead person on each project plan who presents it to the Commission before it is brought to the Council.

Commissioner Holub commented it will also allow discussion with the Council on the role of staff and Commissioners with each project.

The Commission agreed to not include staff time in the draft Action Plan.

Commissioner Djevi inquired what they need to do before this is presented to the Council on October 9. He suggested they determine who is doing what before the meeting takes place.

Ms. Olson suggested they discuss how they want to present the plan to the Council.

Commissioner Dailey commented they will also be presenting what they have done this past year.

Commissioner Manke suggested the person who wrote up the description under each goal be the one to present it to the Council since they are the most familiar with it.

Mayor Roe suggested they discuss the presentation to the Council after they finish discussing the Action Plan document itself.

Commissioner Holub commented the way the document is laid out is not easy to understand and does not look like a cohesive vision. She suggested they group similar goals together.

Commissioner Manke agreed the document needs to be more organized and suggested Commissioner Holub look at it more closely.

Mayor Roe stated the Commission could take more time to work through the document and they could move their joint meeting with the Council.

Commissioner Dailey stated it would be helpful to have a chart of the suggested actions, what items are annual events, and what are new activities.

Commissioner Groff agreed and stated he would rather not delay the meeting.

The Commission discussed forming a subcommittee to rework the draft Action Plan. Commissioners Holub, Dailey, Manke, and Eichenlaub agreed to be part of this subcommittee.

Ms. Olson stated they typically allow 45 minutes for their joint meeting with the Council.

Commissioner Dailey stated they could communicate via email in order to have a final draft to present to the HRIE Commission on October 18.

Commissioner Dailey inquired if the subcommittee should only focus on the Action Plan report in the joint meeting with the Council, or if they should come up with a rough draft of items they need to discuss.

After discussion, the Commission agreed to have the subcommittee rework the draft Action Plan and list of things completed in the previous year, present it to the HRIE Commission on October 18, include it in the Council meeting packet on October 19, and meet with the Council on October 23. The first draft of the Action Plan will be emailed to the Commission by October 4.

The next draft will be submitted to Ms. Olson for the Commission meeting packet by October 13 for the meeting on October 18.

Mayor Roe thanked the Commission for going through this process and he hopes they found it to be a good experience and helpful in forming a new Commission. He suggested they recommend this process to the Council for other Commissions to use with their work plan development.

The Commission thanked Ms. Olson for her work and leadership through this process.

b. Receive Nominations for Chair/Vice Chair

Mayor Roe requested nominations for Chair and Vice Chair.

Commission Groff moved and Commissioner Manke seconded to nominate Commissioner Holub as Chair of the HRIE Commission.

Commissioner Groff commented he has worked with Commission Holub on subcommittees and her organizational and presentation skills are unparalleled.

Commissioner Holub accepted the nomination.

Commission Djevi moved and Commissioner Groff seconded to nominate Commissioner Dailey as Vice Chair of the HRIE Commission.

Mayor Roe stated they will vote on the nominations at the next meeting.

Other News, Business or Reports

a. Update on Imagine Roseville

Ms. Olson reported the Imagine Roseville report from the event that took place on May 3-4, 2017 was presented to the Council on August 28, is included on page 64 of the meeting packet, and is also available on the City's website. At that same meeting, the Council adopted the Police Department policy regarding immigration enforcement, and this is included on page 74 of the meeting packet. The next Imagine Roseville event will take place on October 2 from 6:30 to 8:30 p.m. at the Roseville Skating Center. It will be a town hall meeting with Police Chief Rick Mathwig and Lieutenant Erika Scheider and free child care will be provided.

Commissioner Holub commented the outcome of the immigration discussion was brought to the Council in a confusing manner. The Commission did not have time to give perspective on this issue to the Council and it is a critical issue they should be part of. Imagine Roseville will be having a conversation regarding how this process works moving forward. The HRIE Commission should have a similar conversation about how to be more proactive and ways they can better work together with Imagine Roseville.

Commissioner Groff agreed with Commissioner Holub and commented it is important they discuss this as a Commission because it relates closely to their work.

Mayor Roe stated the Council has directed to HRIE Commission to look at Imagine Roseville as part of their duties.

Commissioner Manke inquired how often Imagine Roseville will be meeting and what the plan is moving forward.

Mayor Roe commented Imagine Roseville meets about twice a year. The meeting times and topics were not officially planned out, and the HRIE Commission can weigh in on the process.

Councilmember Laliberte stated Imagine Roseville grew out of a community need to process and get some dialogue going. They are looking to the HRIE Commission to give guidance on how to get it working towards the same goals.

Commissioner Djevi commented he thought the HRIE Commission should be able to provide recommendations to the Council prior to decisions being made. However, a decision was made and he inquired about the process moving forward.

Mayor Roe stated as it relates to the discussion on immigration, the expectation was to present the report and the recommendation from the HRIE Commission for a process. Part of the reason the Council took action was because there were a number of people testifying and strongly suggesting action be taken. The Council did not feel it was appropriate to not take action. At the last Imagine Roseville meeting there was an engagement process that led to the political process to take action. It will be good to have an understanding of the process moving forward.

Councilmember Laliberte commented there was confusion by the Council on what the Commission was really asking for in their memo. There was the impression that the Commission was asking the Council to not just receive the report, but to do something. There was confusion on what the next step was after receiving the report.

Commissioner Djevi inquired if the process will change if there is pressure from the public.

Mayor Roe stated sometimes they do change the process. They cannot change things they are statutorily mandated to do, but the Council does have the authority to set its own process in a lot of ways.

Commissioner Djevi commented the vote was two in favor and two opposed to adopt the ordinance. In the future, for an item of significance, it will be important to have the entire Council present.

Mayor Roe pointed out that any meeting of the Council requires three people and if there are four in attendance, there can be tie votes.

Commissioner Manke commented it did seem the decision was made hastily without further discussion. When things are decided quickly, it is sometimes based on the group of people present and demanding action.

Mayor Roe stated all the correspondence received was part of the presentation by the City Manager, which represented the broader community than just those in attendance at the meeting.

Councilmember Laliberte stated there was a point in the meeting where they tried to schedule a meeting time so that all Councilmembers could be present. However, there were motions on the floor and action happened. It was not on the agenda to take action and the Councilmember that was not present was not intentionally not there for discussion.

Commissioner Dailey commented the process confused her as well. They brought a memo forward that stated they wanted action and did not want it to get tabled. They did not make a recommendation because the Imagine Roseville report was not available at the time. The report was then released and presented to the Council before they had a meeting to review the report. It feels backwards and the HRIE Commission needs to receive Imagine Roseville reports before it is presented to the Council, if possible.

Commissioner Djevi stated if they are supposed to make recommendations on a subject, but a final decision has already been made, they have no involvement in it.

Commissioner Dailey stated now that they know the Council could take action even though it is not on the agenda, in the future they may need to consider having a special meeting.

Mayor Roe suggested they make recommendations on the process moving forward.

Commissioner Groff stated staff made a recommendation to the Council in a way that was acted upon. Staff should let the Commission know if they are going to make recommendations to the Council on items relevant to the Commission.

Commissioner Holub commented they need to know two months in advance. They cannot receive an agenda a few days before the meeting and be expected to do something. She would like have further discussion on how to make recommendations to the Council.

Councilmember Laliberte commented the Council does want the Commission to look at how the Commission, the Council and Imagine Roseville can work together so that this does not happen again.

Commissioner Djevi stated it makes sense for future items that they have a chance review and make recommendations before it goes to the Council.

Commissioner Holub commented this applies to any topic that comes up, not just with Imagine Roseville.

Commissioner Dailey suggested they create a subcommittee to meet with the Council Subcommittee, like they did with the merger.

Mayor Roe stated he can be a resource in helping understand how things work with the Council and will step back from the discussion about how the process should be. The Commission should decide what types of things should come before them outside of Imagine Roseville.

Commissioner Manke suggested they have one or two people meet with someone from Council and staff to understand the process.

Commissioner Holub suggested they do this after the Action Plan is completed.

Mayor Roe stated they were not able to meet with the Imagine Roseville people yet.

b. City Engagement Efforts

Ms. Olson directed the Commission to the upcoming engagement effort events listed on page 77 of the meeting packet. She highlighted the following events:

- Roseville Business Council will meet on September 27 at 7:30 a.m. at Affinity Plus
- Cleveland Avenue Park planning meetings at Fairview Community Center: October 5 at 6:00 p.m. and November 2 at 6:00 p.m.
- Marion Street Park planning meetings: October 17 at 6:00 p.m. at Galilee Lutheran Church
- Essay Contest Deadline is January 30, 2018
- Wild Rice Festival took place on September 16
- Natural Resource Group meets on the third Saturday of the month
- Preventing Fraud and Identity Theft session will take place on September 22 from 9:00 a.m. to noon at the Roseville Skating Center
- Community Hands-Only CPR Class takes place on the third Wednesday of each month at the Roseville Fire Station, 2701 Lexington Avenue North
- Coffee with a Cop will take place on Saturday, September 23

Ms. Olson stated that Commissioners Peterson, Groff, and Djevi have signed up to attend the Cleveland Avenue Park planning meeting on October 5. The Police Department also had a few events take place that included a mobile dunk tank, a juice and donuts stand, and lemonade with a detective.

Mayor Roe commented the Council directed staff to determine if people are interested in adding pot belly pigs and pigmy goats as pets to be licensed.

Commissioner Groff commented he attended the park meetings for Cleveland Avenue and Marion Street, and both were well attended. The Marion Street Park is a great location and he complimented staff for the way they asked kids what they wanted in the park.

Councilmember Laliberte commented the Roseville Police Department communications staff won an award from the St. Paul Chamber for all the work that has been done since the Philando Castile shooting.

Ms. Olson commented the Community Development Department also received an award for their joint partnership in the southeast Roseville area for Rice and Larpenteur.

Youth Commissioner Hansel announced she will be a panelist as part of Do Good Roseville and Ask A Youth on Tuesday, September 26 at 6:30 p.m. at the Roseville Library.

Announcements

Commissioner Holub inquired about interviews for the Commission and if someone should have attended as a representative.

Mayor Roe commented usually the Chair is present, but they do not have one yet. He encouraged Commissioners to watch the interviews and provide feedback. The Commission does not get to vote, and the Council will make the appointment.

Councilmember Laliberte announced Rachel Boggs is the City's new Volunteer Coordinator.

Future Agenda Items

a. Civility Training

b. Appoint Member to Ethics Committee

Mayor Roe explained the process for appointing members to the Ethics Committee. They meet annually and as needed. This appointment will take place in October and will serve through March 2018. At the March HRIE Commission meeting, they will then choose a new Commission Chair and Ethics Committee representative.

c. Responding to Emails

Councilmember Laliberte stated they will follow up with the City Attorney regarding information on this topic.

Mayor Roe stated this would be a good topic to include in the new Commissioner training.

Commissioner Holub commented they have all received a couple of emails this month and she is unsure how to respond to it.

Mayor Roe stated they can respond as an individual and copy Ms. Olson, but do not ‘reply-all.’ They can share their opinion, but should be clear they are not representing the opinion of the Commission. However, if something needs to be addressed as a Commission, they should work through Ms. Olson to make it happen.

Councilmember Laliberte suggested they choose one person on the Commission to provide a general response.

Commissioner Djevi suggested the next Chair or Vice Chair respond to these types of emails.

Commissioner Manke suggested they discuss the process in responding to emails at the next meeting.

d. Profiling subcommittee work

Commissioner Djevi suggested this item be added to the agenda.

e. Proclamations by the City

Mayor Roe stated it may make sense to have the HRIE Commission review the proclamations before they are presented to the Council.

Adjournment

Commissioner Groff moved and Commissioner Manke seconded a motion to adjourn. Motion passed unanimously. Meeting adjourned 8:13 p.m.

Respectfully submitted,

Shannon Schmidt
TimeSaver Off Site Secretarial, Inc.

September 20, 2017

Item 6a.

Subcommittee on Profiling and Discrimination

Background

The Subcommittee on Profiling and Discrimination met on October 9. Due to the short turn-around time, a report on their meeting will be available on Monday, October 16th. The agenda packet will be amended to include this report and a hard copy of the report will be available at the meeting.

HRIEC Profiling & Discrimination Subcommittee
Report & Working Recommendations

Updated October 15, 2017

Members: Lisa Carey, Etienne Djevi, Wayne Groff, Elizabeth Hansel, Chelsea Holub
Report Written by Chelsea Holub

Purpose: This subcommittee was formed in response to comments from Roseville residents regarding racial profiling at the July 2017 meeting of Human Rights, Inclusion and Engagement Commission (HRIEC). The purpose of this subcommittee is to make recommendations to the City Council around profiling and discrimination based on race, religion, and other demographics. The subcommittee is not intended to be a body for investigation or litigation.

Working Proposal: The subcommittee proposes a series of efforts focusing on businesses in Roseville. The business approach seemed appropriate given the public comments and Imagine Roseville's separate focus on profiling in law enforcement. These proposals are intended for review and discussion with the entire HRIEC and, subsequently, the City Council.

Below is a list of items in the proposal, followed by more detailed descriptions of each.

1. Collect Data
2. Partner with Stakeholders to Engage Local Businesses
3. Gather and Share Community Stories Regarding Profiling
4. Improve Communication on HRIEC's Role and Provide Referrals
5. Examine Confidentiality of Complaints
6. Provide Guidance to Commissioners on Responding to Reports
7. Invite MDHR Commissioner to an HRIEC Meeting
8. Develop Protocol for Interaction with the MDHR

1. Collect Data

Request data from appropriate sources to gain a better understanding of the incidents of profiling in the community. Sources would include complaints filed with the Minnesota Department of Human Rights (MDHR) and hate crimes reported to the Roseville Police Department.

Updates

8/30/17: Rebecca Olson will contact MDHR and Roseville PD to request this data.

10/9/17: Rebecca Olson has contacted Roseville PD requesting this data; it is unknown whether they have this type of information available. Rebecca located two reports (FBI Hate Crime Statistics and MDHR case studies). We believe a specific request may still be need to be made to MDHR for data.

2. Partner with Stakeholders to Engage Local Businesses

Work with the Roseville Economic Development Authority (EDA) and related agencies to identify ways to combat and address discrimination in businesses. Options may include a training for business leaders and brochures to distribute to businesses.

Updates

8/30/17: Subcommittee members will do more research on potential business partners as the EDA may not be the most appropriate agency. Potential partners include the St. Paul Area Chamber of Commerce, Twin Cities North Area Chamber of Commerce, and Rosedale Mall.

10/9/17: Subcommittee members have not identified any other partners. Based on informal conversations with businesses in the community, distributing written materials (including scenarios) may be the most fruitful. Wayne Groff will informally contact MDHR about whether they have materials for businesses or have ever done a project like this before. We would like to identify how many businesses are in Roseville before we get much farther.

3. Gather and Share Community Stories Regarding Profiling

Create forums for community members to anonymously share incidents of profiling. This would supplement the data collected in item #1, serving that same purpose. In addition, it could be used as an educational tool for the community about discrimination that occurs locally. The end result would be a collection of stories similar to the *Green Card Voices* exhibit held at the Roseville Library that could be displayed in local places and on the City website. All identifying information, of both the reporter and location of where the incident happened, would be excluded, except the identity of the reporter with their consent. It would be framed clearly as information-gathering for educational purposes, not as a venue for filing formal complaints.

Updates

8/30/17: The subcommittee would like to examine the results of the information gathered in item #1 to see if there is a way to use that information in an educational way.

10/9/17: Etienne Djevi will write an action plan for this item.

4. Improve Communication on HRIEC's Role and Provide Referrals

Update the HRIEC website to confirm the scope of their role (i.e. not as an investigative body) and to provide the appropriate referrals for community members with complaints. Consult with the MNDHRS on effective outreach to promote their duties to residents of Roseville.

Updates

8/30/17: City staff will work on revised language for the website for approval of the HRIEC to include a list of resources and an overall more user-friendly page.

10/9/17: Staff continues to work on new language for the website. Rebecca has assembled a draft list of referrals for residents. We would like the commission's input on additional resources that should be on there. Final language will be pending the commission's approval as well.

- MDHR
- Legal Aid
- Roseville PD
- Ramsey County Sheriff
- EEOC
- Ramsey County Attorney Victim Witness Services
- Dispute Resolution Center
- NYFS
- Roseville School District
- NAMI
- List somewhere of culturally-specific resources?

5. Examine Confidentiality of Complaints

If a resident does wish to take a particular complaint to the City Council or HRIEC, redact identifying information of the complainant and the establishment where it occurred in the public record, pending the outcome of a MNDHR investigation. It is not the role of the City to investigate any complaints, and often times it will find itself in a position of awaiting the outcome of a MNDHR investigation. Until that investigation is complete, we believe it is in the best interest of residents and businesses to not be opened up to undue harassment. Keeping the complaints anonymous would inform the City and HRIEC of current trends while the MNDHR investigation is conducted, protecting the safety of everyone involved.

Updates

8/30/17: City staff will consult city attorney and report back to HRIEC.

10/9/17: Rebecca Olson reports, “In consultation with attorney, information can remain private if through an email, but once the city council or staff do anything with that data, it then becomes public. If someone emails an individual city council member with a complaint, according to the attorney, that can remain private information. However, if the city decides to take any action, discuss it, etc. then it becomes public.” We think it would be helpful to include language like this on the HRIEC and possibly the City Council website, in addition to including it in language commissioners can use to respond to someone who comes forward with a complaint.

6. Provide Guidance to Commissioners on Responding to Reports

The City Council and leadership should provide guidance to commissioners on responding to reports they receive personally about profiling in the community. Commissioners may feel stuck between their role as community members and commissioners, unsure what they are to say to their fellow residents, especially if an incident occurs during the weekend and City officials are unavailable to respond.

Updates

8/30/17: City staff will prepare materials with referrals and language that commissioners can use to respond to resident reports.

10/9/17: Staff has drafted the following language. We would add to it a link to future referrals we will have on the HRIEC webpage as well as information about confidentiality.

The Roseville Human Rights, Inclusion and Engagement Commission acts in an advisory capacity to the City Council on matters of human rights, inclusion and engagement. It is not the role of the Commission to investigate claims of discrimination or human rights violations. Rather, we provide leadership in the community in prevention of bias and hate crimes through education, collaborative community action and policy and program advice to the Council.

If you feel you have been the victim of discrimination or a human rights violation, you should contact the Minnesota Department of Human Rights to fill out a complaint inquiry form. You can either call their office, visit the office in person, or fill out the form online. Please note that submitting the form online does not mean you have filed a complaint. A department officer will contact you about the information provided in the form.

MDHR: Staff is available to take calls about discrimination complaints by phone, Monday - Friday, 8:00 a.m. - 4:30 p.m. You may leave a message after hours and your call will be returned.

651-539-1100 / 800-657-3704 / TTY 651-296-1283

Walk-in hours are Monday - Friday, 8:00 a.m. - 4:30 p.m. You do not need an appointment, they take walk-ins on a first come, first served basis. Directions to their office can be found here.

The time limit for filing a charge with MDHR is one year from the date of the incident. If you are close to the one-year deadline, contact us immediately by phone at 651.539.1100 / Toll Free 1.800.657.3704.

7. Invite the Minnesota Department of Human Rights Commissioner to an HRIEC Meeting

The commission would benefit from more information from the Department of Human Rights about the process for complaints and how it interfaces with local response.

Updates

8/30/17: This item was added to the action plan on this date.

10/9/17: We propose the commission vote on this item at the next meeting, and if it is approved then Rebecca can contact the commissioner.

8. Develop Protocol for Interaction with the Department of Human Rights

The City should be prepared to learn of and respond to human rights issues in Roseville. Clarity is needed on how city governments learn of investigations and verdicts in their city. There may need to be a process to regularly check in with MNDHR. In addition, there should be a process in place for things for the City to consider if a verdict is reached for an incident in Roseville.

Updates

8/30/17: This item was added to the action plan on this date.

10/9/17: We believe this can be discussed when the commissioner attends an HRIEC meeting as per item 7.

Background

At the September 20 meeting, the Commission received nominations for Chair and Vice Chair with the intention of voting on nominations at the October meeting. The Chair and Vice Chair terms will begin immediately and will end on March 31, 2018. The following nominations were received:

Chair – Chelsea Holub

Vice Chair – Nicole Dailey

Recommended Action

The Commission should vote on both officers for terms running October 18, 2017 – March 31, 2018.

Background

The Commission undertook an in-depth, two-night process to develop shared goals and actions for 2017-18. This process consisted of consensus and action planning workshops designed around the Technology of Participation method. Staff presented the results of these workshops to the Commission at the September 20 meeting. The Commission then formed a subcommittee to re-work and edit the information into a cohesive document. This draft action plan reflects the actions items the commission would like to move forward with in the coming year, in addition to a list of “parking lot” ideas that are not currently on the proposed plan but are of interest to the commission.

One of the co-founders of Community Connectors reached out to Assistant City Manager Rebecca Olson expressing that their group felt it was best to remain independent from the City. However, she encourages the City and HRIEC to consider regular community engagement opportunities. To this effect, the HRIEC may wish to consider substituting language for the action item "Monthly Community Engagement Meetings" with something similar to the following: "Regular meetings that promote community engagement opportunities and foster relationships."

Recommended Action

Review Draft Action Plan and finalize in order to be included in the City Council agenda packet for the October 23 joint meeting.

Identify who will be presenting information for each item.



Proposed 2017-18 Action Plan for
City of Roseville HRIE Commission
Submitted to City Council for Approval

Introduction

The Roseville Human Rights, Inclusion and Engagement Commission (HRIEC) undertook an in-depth, two-night process to develop shared goals and actions for 2017-18. This process consisted of consensus and action planning workshops designed around the Technology of Participation method.

The following document contains a list of action items that the commission would like to move forward with in the coming year, in addition to a list of "parking lot" ideas that are not currently on the proposed action plan but are of interest to the commission. The HRIEC strove to balance the core objectives of engage, evaluate, and advise.

The HRIEC is seeking initial approval of City Council to move forward with the proposed projects. Individual project plans would be submitted for the Council's final approval.

CORE OBJECTIVES



Engage	
<p>Community Engagement Meetings Partner with pre-existing group Community Connectors to assist in hosting monthly meetings that promote community engagement opportunities and foster relationships. <i>(Monthly)</i></p>	<p>Human Rights/Engagement Award Recognize individuals or groups that have done exemplary work in the area of human rights and engagement in the city of Roseville. <i>(Annually)</i></p>
<p>Essay Contest Present a human rights or engagement essay question for 6th, 7th, and 8th graders who go to school in or live in Roseville. The essays will be read by the HRIEC and winners will be selected to read their essay at a City Council meeting. <i>(April annually)</i></p>	<p>Naturalization Ceremony Host a naturalization ceremony in Roseville for new citizens. Possible further follow up with new citizens such as a welcome dinner. <i>(May annually)</i></p>
<p>Events/Films/Discussions Co-sponsored with other Commission or Community Groups Host or co-sponsor events that educate or engage the community about topics related to the HRIEC's scope. Evaluate methods used by the city to promote events. <i>(~4-5 events a year)</i></p>	<p>Photo Project Planning Create a physical display of photos at prominent places in Roseville to showcase the unique and diverse people and places of our community.</p>
<p>High School Summer Book Read Over the course of two-three sessions the youth commissioners will host a book discussion at the Roseville Library. The chosen book pertains to a timely human rights topic and may be a book required to be read for a class at RAHS. <i>(June-July annually)</i></p>	<p>Rose Parade and Party in the Park Organize a slot in the parade involving all city commissions. Host a booth at Party in the Park that contains information on the commissions and any other city engagement efforts. <i>(Annually in June-July)</i></p>

Engage/Evaluate	Engage/Advise		
<p>Town Hall or Open House Advise the City Council on effective means of holding town hall meetings and a city open house.</p>	<p>Imagine Roseville Continue having representatives from the HRIEC at Imagine Roseville planning meetings. Evaluate Imagine Roseville efforts, topics, and composition with regards to HRIEC's scope. <i>(Ongoing)</i></p>	<p>Commission Engagement and Collaboration Monitor other commissions for activity pertaining to the HRIEC's scope. Recommend other commissions bring agenda items to the HRIEC for assessment and discussion on the impact on human rights, inclusion, or equity. Assess and assist other commissions with engagement efforts when needed. <i>(Ongoing)</i></p>	<p>Welcome Materials Develop standard set of materials for City to share with new residents and businesses containing information about relevant resources.</p>

Advise
<p>Proactive Policy Advice Monitor issues that come before the City Council and that face the Twin Cities at large and provide recommendations to the Council on those issues from an equity, human rights, and engagement lens. <i>(Ongoing)</i></p>

Parking Lot Items

- City/Community Event Monitoring and Attendance
- Community Outreach Team
- Council-Directed Projects
- Cultural Access/Space
- Diversity in City/Commissions
- Evaluation of Selected City Projects
- Public Safety Engagement
- RAHS and Teens for Human Rights Club Partnership
- Stories from Diverse Communities Shared by the City
- Volunteer Fair Partnership

Timeline
pending approval



Background

The Ethics Commission includes a representative from each of the standing commissions. The duties and functions of the Ethics Commission are:

- Serve in an advisory capacity to the city council on matters involving the [ethics code](#) adopted by the city council.
- Administer the ethics code adopted by the city council.
- Conduct annual ethics training for city council and commission members ([2016 Ethics Training Video](#))
- Perform other duties and functions or conduct studies as specifically directed or delegated by the city council.

The Ethics Commission is required to meet annually per Chapter 207.1 of the Uniform Commission Code. The 2018 Ethics Training for city council and commissions is tentatively set for April 11, 2018.

Recommended Action

Appoint a member to serve on the Ethics Commission.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 14th day of July 2014, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten, Roe

and the following members were absent: None.

Council Member Laliberte introduced the following resolution and moved its adoption:

**RESOLUTION NO. 11163
A RESOLUTION AMENDING THE CODE OF ETHICS FOR PUBLIC
OFFICIALS IN THE CITY OF ROSEVILLE
(RESOLUTION NO 10905)**

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF
ROSEVILLE**

Purpose

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

Section 1. Declaration of Policy

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that annual training be held to discuss the meaning of this code with Public Officials, and in addition such training shall involve trained experts on government ethics. The City Manager shall be the coordinator for the annual training. The training will keep the subject of ethics in government fresh in everyone's mind.
(amended 5-23-2011)

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

Section 2. Definitions of Terms

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;
- b. The department head and assistant department head of each City department;

- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term “Anything of Value” shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient’s place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

Section 3. Ethical Considerations

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall any Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it.
- C. Solicitation of or Receipt of Anything of Value. A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.

- D. Holding Investments. No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. City Property. No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. Special consideration. No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.

- M. Official Action. No Public Official shall take an official action or attempt to influence any process which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Laws. Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

Section 4. Special Considerations

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

Section 5. Handling Alleged Violations of Code of Ethics

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.

- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
 - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.
- H. **A complainant may withdraw a complaint, filed under this Code at any time, in writing with the City Manager or City Attorney. Unless the City Council directs otherwise, City personnel need not take any further action in accordance with the Code after such withdrawal. Once acceptance by the City Council has been granted, the City Attorney or City Manager shall provide notice to the complainant, the subject of the complaint if appropriate, and the Ethics Commission that the withdrawal has been accepted.**

Section 6. Disclosure of Financial Interests

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon vote being taken thereon, the following voted in favor: McGehee, Willmus, Laliberte, Etten, Roe

and the following voted against: none.

WHEREUPON said resolution was declared duly passed and adopted.

Background

The Commission has expressed a desire to know more about the protocol for responding to emails in an official capacity, and what guidelines they should be aware of when responding.

Local governments, including city councils, boards and commissions and staff, are governed by the Minnesota Data Practices Act, and the Open Meeting Law. Commissioners should be aware of both of these laws when they communicate using e-mail or other electronic means.

Members of the public cannot require confidentiality when electronically communicating with Council members or Commissioners on matters of city business. Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient as provided by Minnesota Statutes Section 13.601, subd. 2.

Commissioners should act in accordance with the Minnesota Open Meeting Law when using electronic means to communicate with one another. A meeting is defined as the convening of members, either in person or through electronic media or other communications, of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting does not include social or chance gatherings not intended to avoid the law. When one-half or more of the members of a governmental body are present, it is considered a meeting for official purposes.

Further, any communication, including emails or other electronic communication or serial conversations, between some or all members could be considered a public meeting. If you have information or any type of communication that you would like to share with other members, please send it to the staff liaison who will forward it to all members of the commission.

This information is included in the [Commission handbook](#) under Appendix D. Meeting Procedures. The Minnesota State Department of Administration has put together a short video that explains the Data Practices Act for Council and Board members and it can be [found here](#), along with a short video explaining the [Open Meeting Law](#).

Recommended Action

Informational purposes only.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public. State or Federal law must specifically classify data for the government to limit access. The Act also describes government's duty to respond to data requests made by a member of the public or by the subject of the data.

WHO?

- The Data Practices Act applies to government entities in Minnesota, but does not apply to the Legislature or to the courts. Anyone can make a request to view or receive copies of government data. Public data are available to anyone for any reason, and private or non public data are available if the requestor is the subject of the data being requested. Confidential or protected non-public data are available only to those government employees who require access to it for work-related reasons.

WHEN?

- Government must respond to a request of public data within a reasonable amount of time. Government must respond to requests for data immediately or within ten business days.

HOW?

- **Step 1:** A person submits a data request to the Responsible Authority for the government entity that maintains the data. If the request is for private information, the government entity may ask for proof of identity.

Step 2: The government entity retrieves the responsive data, if it has any.

Step 3: The entity reviews the requested data. If the government entity denies access to any of the requested data, it must inform the requestor of the specific law that justifies the denial.

Step 4: The government entity provides access to the data and collects copy costs, if copies are requested.

WHAT?

- "Government data" means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Paper documents, email, CD-Roms, videotape, and computer files are all forms of "government data."

WHY?

- The Act seeks to balance three principles: **1)** Government's need to have data to do its work; **2)** The need to maintain an accountable and transparent government; and **3)** The need to protect individual privacy rights.

HOW MUCH?

- **Government may charge limited amounts for copies.** Inspection of government records is always free. Government may never charge for the cost of separating public and not public data (i.e. redaction).

For members of the public: If the request is for 100 or fewer printed black and white pages: no more than \$0.25 per page.

For all other requests (including electronic data): Actual cost of searching and retrieving the data, and for making the copies.

For data subjects: For all requests: Only the actual cost of making the copies. Government may not charge for search and retrieval time.



OPEN MEETING LAW

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires meetings of public bodies to be open to the public. The law also identifies limited times when a public body may or must hold a closed meeting, and the requirements for doing so. The Open Meeting Law does not address administrative concerns like agendas, meeting minutes, or parliamentary procedure (such as Roberts Rules). There may be other laws public bodies have to follow that affect how they conduct their meetings.

•• WHO? ••

Public bodies: public bodies are defined in the law and included State-level public bodies and local public bodies (such as county boards, city councils, and school boards). State public bodies and local public bodies have different requirements. The law also applies to committees, subcommittees, boards, departments, or commissions of public bodies.

The public: The public has the right to attend open meetings to observe the decision-making process of its governing bodies. The Open Meeting Law does not require that public bodies allow public participation at the meetings, but it does not prohibit public participation, either.

•• WHAT? ••

A public meeting occurs whenever a quorum (majority) of the public body is present and discusses official business. There are three types of meetings: regular meetings, special meetings, and emergency meetings. A meeting or a portion of a meeting may be closed if the circumstances allow or require closure. Those meetings must be recorded (except those closed for discussions protected by attorney-client privilege).

•• WHEN? ••

Every public meeting must be properly noticed. The Open Meeting Law has different requirements for notifying the public regarding when and where meetings are to take place depending on the type of meeting to be held:

Regular meetings: Public bodies must have a schedule of regular meetings.

Special meetings: Any meeting not on the regular schedule or that takes place at a different time, date, or location, than a regular meeting requires a special meeting notice.

- The notice must include time, date, location, and purpose of the special meeting
- The public body must post the notice at least three days before the meeting
- A public body may only discuss matters related to those listed on the notice.

Emergency meetings: Special meetings in urgent circumstances do not allow for the three-day notice, such as in the event of a natural disaster. No additional notice is required, except that public bodies must make a good faith effort to notify media that have requested notice.

•• WHY? ••

The Minnesota Supreme Court has stated that the purpose of the Open Meeting Law is to:

- Prohibit public bodies from holding secret meetings where they may hide their decision making process from the public
- To allow the public to be informed
- To allow the public to present its views to their public bodies

Background

As part of the 2017-2018 Priority Plan, the City Council has identified 'Inclusive Community and Governance' as a strategic priority. In order to implement these priorities, the City Council has identified strategic initiatives under each priority. One of the strategic initiatives is to review and consider inclusive city policies and procedures through possible participation in the Government Alliance on Race and Equity (GARE) program.

The work around racial equity for local governments, both in Minnesota and across the county, has been taking many forms. One of the regional and cross-jurisdictional efforts taking place over the past couple of years is the Local and Regional Government Alliance on Race and Equity. GARE is a cohort model program that was developed by Julie Nelson and Glenn Harris (both formerly with the Seattle, Washington Office of Civil Rights), and John Powell, former law professor at the U of M and now with the Haas Institute for a Fair and Inclusive Society at the University of California – Berkley.

GARE is a national network of government organizations working to achieve racial equity and advance opportunities for all. They provide a multi-layered approach for maximum impact to leverage and expand current efforts. One of the issues that many governmental organizations face is the lack of infrastructure, tools, research and resources that are needed to address issues of racial inequity. GARE provides these foundational basics as well as creates a pathway for increased engagement, while support and building regional collaborations and partnerships.

In January 2018, GARE will be again launching a new cohort of governmental jurisdictions that are systemically focusing on advancing racial equity. Participating jurisdictions will make a one-year commitment to attend monthly meetings, and complete the action steps between sessions. Each participating jurisdiction will receive tools and resources, including:

- A racial equity training curriculum, with cohort participants who are equipped to implement the training with other employees;
- A Racial Equity Tool to be used in policy, practice, program and budget decisions;
- A capacity building plan and organizational structure to institutionalize equity;
- Example policies and practices that help advance racial equity; and
- A Racial Equity Action Plan template that teams will use to develop their own jurisdiction-specific plan.

The structure of the program will consist of monthly sessions, with a quarterly rotation between 1) skill building and strategy development, 2) an *Advancing Racial Equity* Speaker Series, and 3) peer-to-peer networking and problem solving. Each participating jurisdiction is expected to identify a team of 5-15 members to make a commitment to participating in the year-long cohort.

Government Alliance on Race and Equity

Several municipalities have already undertaken work with GARE. The following jurisdictions have joined one of the recent GARE cohorts.

White Bear Lake	Three Rivers Park District	League of Minnesota Cities	Shoreview
Edina	Golden Valley	St. Anthony	Minneapolis Park Recreation Board
Duluth	Woodbury	Maplewood	St. Louis Park
Mankato	Red Wing	Hopkins	Brooklyn Park
Bloomington	Brooklyn Center	State of Minnesota – Department of Transportation	Ramsey County
Northfield	Hennepin County – Fourth Judicial District Court	Minneapolis	Metropolitan Council
St. Paul	Hennepin County Library	Ramsey County Workforce Solutions	Workforce Innovation Board of Ramsey County
State of Minnesota – Governor’s office	State of Minnesota – Minnesota Management and Budget	State of Minnesota – Department of Human Services	State of Minnesota – Department of Public Health

As part of the cohort, these jurisdictions have identified some of the outcomes and benefits to participation such as:

- Creation of racial equity training programs for staff
- Training programs for staff designed to address implicit bias
- Examination and revision of policies and procedures that may inadvertently have a disparate impact
- Review and update to Human Resources practices/procedures to help attain the goal of having a workforce that reflects the community demographics

Recommended Action

Informational.



GOVERNMENT ALLIANCE ON RACE AND EQUITY



City Council

October 9, 2017



LOCAL AND REGIONAL
GOVERNMENT ALLIANCE ON
RACE & EQUITY

race forward 
&
Csi CENTER FOR
SOCIAL INCLUSION



haas institute
FOR A FAIR AND INCLUSIVE SOCIETY

GOVERNMENT ALLIANCE ON RACE AND EQUITY

1. What is GARE?
2. What is their approach?
3. Why Government?
4. Why lead with race?
5. Who participates?
6. What resources and commitment level are needed?
7. What are the outcomes?

WHAT IS GARE?

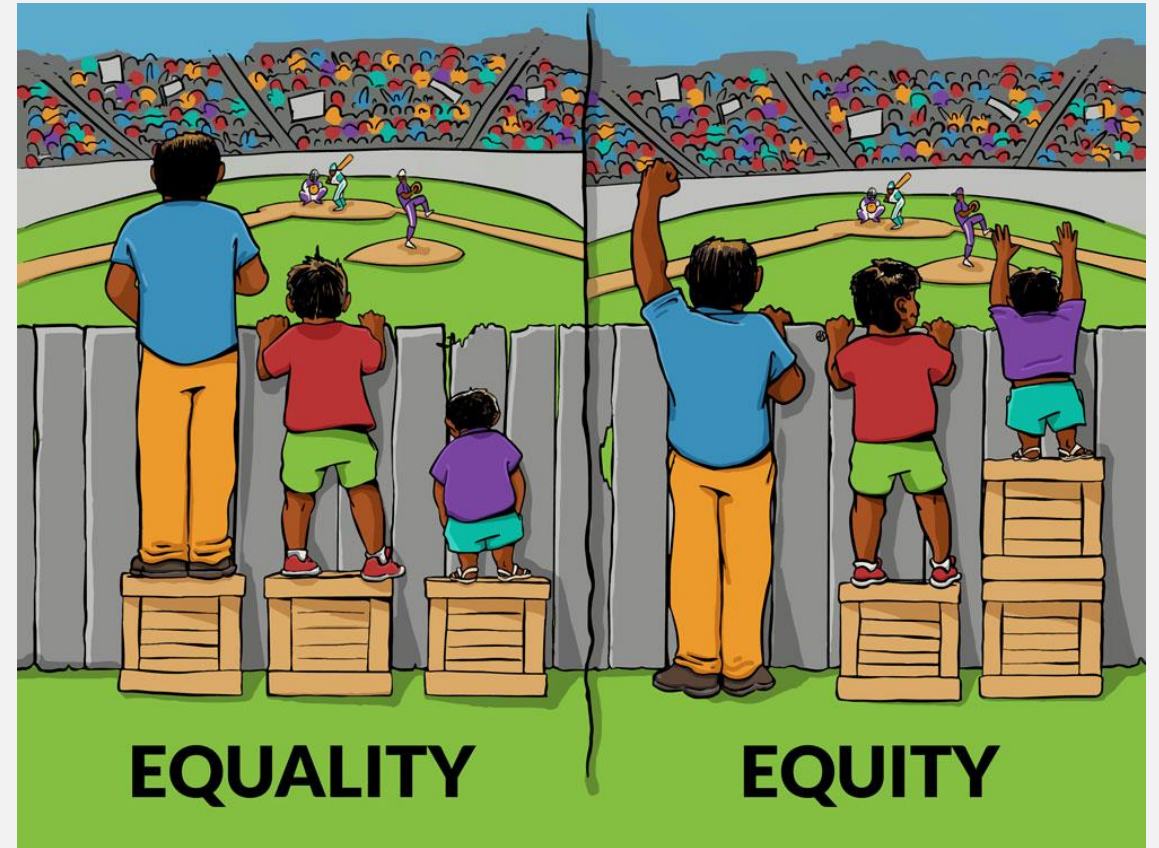
- National network of governments working to achieve racial equity and advance opportunities for all.
- Joint project of **Race Forward** and the **Haas Institute for a Fair & Inclusive Society**
- Establishing regional networks
- Use of expertise of practitioners and academia
- Create partnerships with other organizations
- Sharing a field of practice



GARE has worked with over 80 local and regional government jurisdictions across the country.

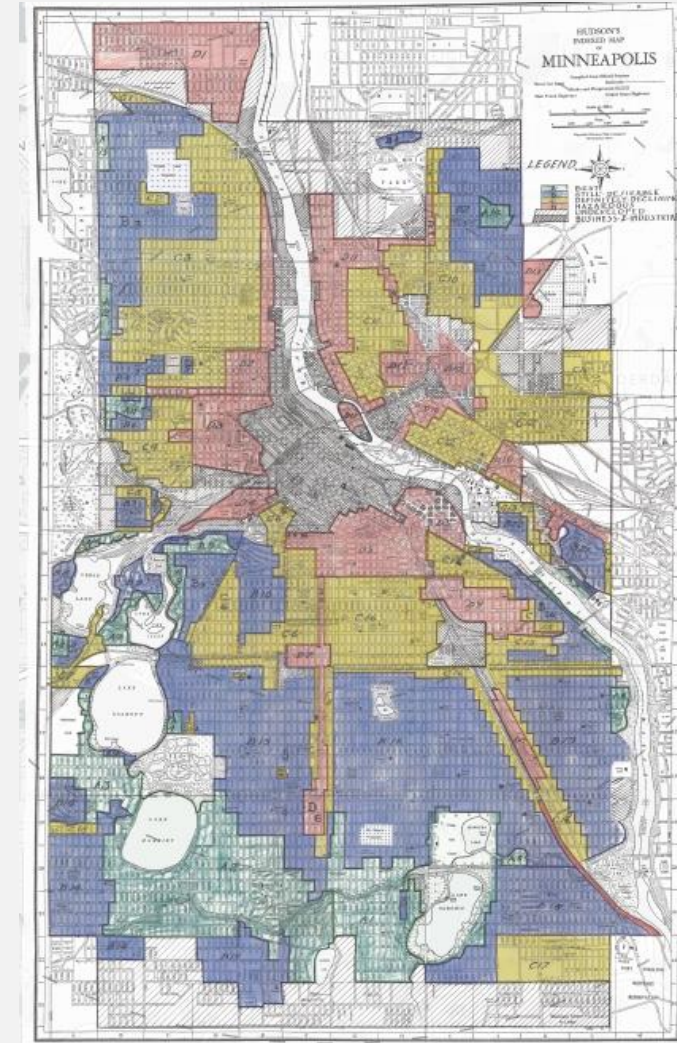
WHAT IS THEIR APPROACH?

1. Use a racial equity framework
2. Build organizational capacity
3. Implement racial equity tools
4. Be data-driven
5. Partner with other institutions and communities
6. Operate with urgency and accountability



WHY GOVERNMENT?

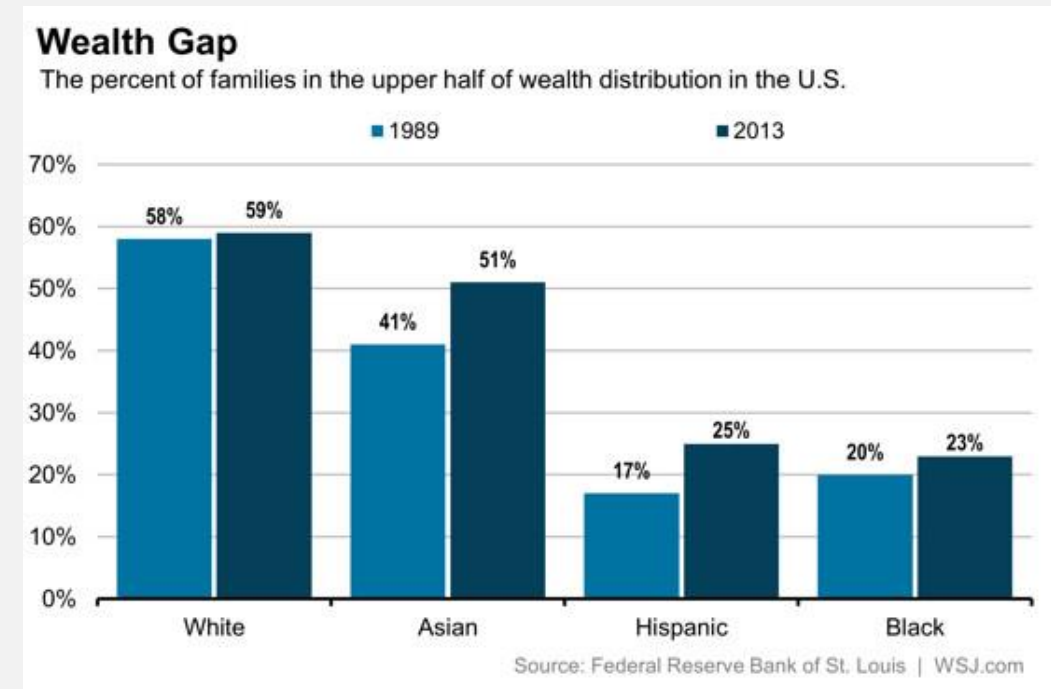
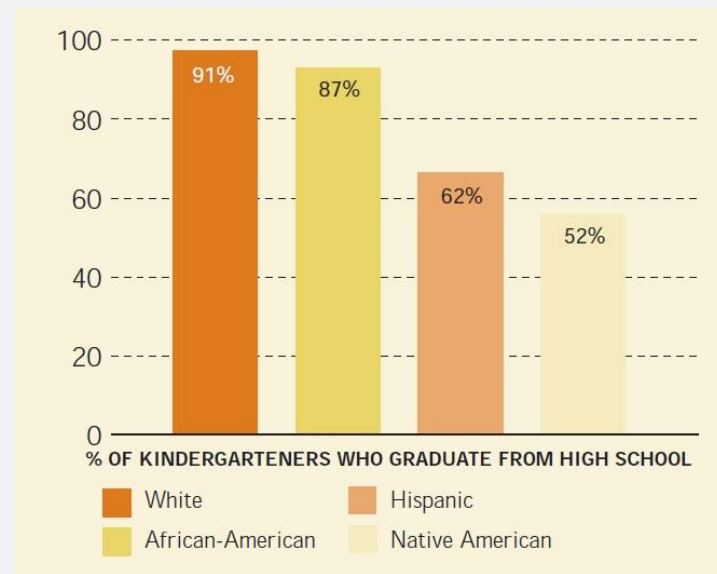
- Historically government has played a role in creating and maintaining racial inequity
- Ensure government processes, procedures & services work well for everyone
- Without intentional actions, will continue to perpetuate inequities sustained by historical legacies and structures and systems that repeat patterns of exclusion
- Government has the ability to affect change at multiple levels & drive larger systemic change
- Cities have master plans for other areas (parks, transportation, land use) – Road Map for the future of our city.



- Type A: Best (Green) – newer or areas still in demand
- Type B: Still Desirable (Blue) – areas expected to remain stable for many years
- Type C: Definitely Declining (Yellow) – areas in transition
- Type D: Hazardous (Red) – older areas considered risky

WHY LEAD WITH RACE?

- Racial inequities across all 'indicators for success' are deep and pervasive.
- Focusing on race allows a framework that can be applied to other marginalized groups.
- Strategies to achieve racial equity differ from those to achieve equity in other areas.
- Race can be an issue that keeps other marginalized communities from effectively coming together.



WHO PARTICIPATES?



DESIGNED FOR STAFF

- Internal skill building
- EIS statement example
- Team of 5-15 staff
- Commitment of 1 year
- Quarterly rotation between:
 - Skill building and strategy development
 - Speaker series – engage partners
 - Peer-to-peer networking

RESOURCES & COMMITMENT

- \$12,000 - \$15,000 depending on number of team members
- Monthly commitment to attend meetings by team members
- Commitment to continue work outside of the monthly meetings
- Commitment and dedication to have difficult conversations
- Support from high level staff and elected officials

WHAT ARE THE OUTCOMES?

ACTION PLANS

- Develop infrastructure and tools to increase employee and resident understanding of and ability to advance racial equity
- Implement strategies to ensure Roseville is an effective and inclusive government that engages community and is responsive to its needs
- Develop an action plan, & articulate a clear vision of what racial equity means for the city.



LEADERSHIP TEAM



*Julie Nelson, Director
GARE*



*Gordon F. Goodwin, Midwest Region
GARE*



*Glenn Harris, President
Race Forward*



*Dwayne S. Marsh, Deputy Director
GARE*



*John A. Powell, Director
Haas Institute*



*Rachael DeCruz, Vice President of Policy
Race Forward*



Q

&

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Questions?

Background

At the September 20, 2017 Human Rights, Inclusion and Engagement Commission meeting, commissioners asked staff to place a discussion on the October meeting regarding City Proclamations. Attached are a list of the proclamations from 2016 and 2017 that the City has passed.

Proclamations are ceremonial documents signed by the Mayor and typically issued for public awareness, arts and cultural celebrations, and special honors. Although the City does not have a formal policy, typically proclamations will not be issued for matters of political controversy, ideological or religious beliefs, or individual convictions. Proclamation requests for events or organizations with no connection to the City of Roseville or its residents, or for campaigns or events contrary to City policies are not granted.

January	Martin Luther King Jr. Day Optimist Day
February	Black History Month
March	Women's History Month
April	Arbor Day
May	Police Officer's Memorial Day National Police Week Asian-American and Pacific Islander Heritage Month
July	Parks and Recreation Month
September	Golden K Kiwanis Peanut Day Constitution Week Hispanic Heritage Month



Martin Luther King Jr. Day January 16, 2017

Whereas: The City of Roseville recognizes and honors the work of Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. was the chief spokesperson for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law; and

Whereas: Rev. Dr. Martin Luther King Jr. was jailed and arrested numerous times for speaking out against racism and discrimination and for trying to help African Americans to register and vote; and

Whereas: Rev. Dr. Martin Luther King Jr. was awarded the Nobel Peace Prize in December 1964; and

Whereas: Rev. Dr. Martin Luther King Jr. was assassinated on April 4, 1968 because of his fight for equality and civil rights for all; and

Whereas: An Act of Congress of the United States in 1983, declared the third Monday in January to officially honor Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. said "Life's most persistent and urgent question is what are you doing for others;" and

Whereas: Each year, Americans across the country answer that question by coming together on MLK Day to serve their neighbors and communities.

Now, Therefore Be It Resolved, that the City Council hereby declare January 16, 2017, to be Martin Luther King Jr. Day in the City of Roseville and urges all citizens to join together to honor Dr. King by committing to volunteering in the community.

In the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this ninth day of January 2017.

Mayor Daniel J. Roe

Date: January 30, 2017

Item: 5.b



Optimist Day

Whereas: Members of Optimist International will celebrate OPTIMIST DAY throughout the world the first Thursday of every February to promote their efforts in helping and recognizing the young people that make a difference in their communities and who will encourage a greater exchange of ideas between young people and adults, and;

Whereas: There are 2400 Optimists Clubs, with more than 70,000 Members, in Optimists International and Optimist members throughout the world that carry out more than 6500 service projects that serve six million young people a year;

Whereas: There is now a Roseville Area Optimist Club that recently became organized and chartered;

Now, Therefore Be It Resolved, that I, Dan Roe, Mayor of the City of Roseville, issue this Proclamation declaring the first Thursday of every February as Optimist Day in the City of Roseville. May this day instill pride in our city's Optimists for the impact they have in making a difference in our community and in the lives of members of our community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 30th day of January, 2017.

Mayor Daniel J. Roe



Black History Month February 2016

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our community; and

Whereas: Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History; and

Whereas: This movement grew over the years to Black History Month to give an objective and scholarly balance in American and World History; and

Whereas: The month of February was selected as Black History Month because it marks the birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes and Abraham Lincoln, leaders whose actions greatly impacted the lives of the American black population; and

Whereas: The contributions African Americans made to our nation's economic strength as well as to our history, music, arts, written words and discoveries are often overlooked; and

Whereas: On January 1, 1863, the Emancipation Proclamation set the United States on the path of ending slavery, and on August 27, 1963, hundreds of thousands of Americans, blacks and whites, joined the March on Washington to the memorial of Abraham Lincoln, the author of the Emancipation Proclamation, in pursuit of the ideal of equality of citizenship; and

Whereas: In 2017, Black History Month honors "The Crisis in Black Education," focusing on the crucial role of education in the history of African Americans; and

Whereas: The City of Roseville invites all members of the Roseville community to renew their commitment to ensuring racial equality, understanding and justice.

Now, Therefore Be It Resolved that the City Council hereby declare February 2016 to be Black History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this thirtieth day of January 2017.

Mayor Daniel J. Roe



Women's History Month March 2017

Whereas: The City of Roseville is committed to recognizing and honoring contributions of all members of our community; and

Whereas: In 1980 a Joint Congressional Resolution declared the week of March 8 as National Women's History Week, and in 1987 Congress expanded the celebration of women's contributions to the entire month of March; and

Whereas: The movement recognizes and celebrates contributions that women of every race, class and ethnic background have made to society; and

Whereas: Although often overlooked and undervalued, women collectively have dramatically influenced the development of sound public policy, institutions, and organizations; and

Whereas: From championing human rights to ensuring access and equal opportunity for all Americans, women have led the way in establishing a stronger and more democratic country; and

Whereas: Against social convention and often legal restraints, women have created a legacy that expands the frontiers of possibility. Women have demonstrated character, courage and commitment as mothers, political and community leaders, educators, institution builders, business, labor, relief workers, religious leaders, and CEOs; and

Whereas: Women have always worked, but often their work has been undervalued and unpaid.

Whereas: The 2017 National Women's History Month "**Honoring Trailblazing Women in Labor and Business**" honors women who have successfully challenged the role of women in both business and the paid labor force.

Now, Therefore Be It Resolved that the City Council hereby declares March 2017 to be Women's History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this thirteen day of February 2017.

Mayor Daniel J. Roe

PROCLAMATION

ARBOR DAY

April 28, 2017

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WHEREAS, Roseville's trees have been a significant element of our community because of their beauty and importance to our environment; and

WHEREAS, Trees are an increasingly vital resource for Roseville, enriching our lives by purifying air and water, helping to conserve soil and energy, in serving as recreational settings and wildlife habitat of all kinds; and

WHEREAS, Activities such as construction damage and pollution as well as drought and disease have damaged and destroyed many trees which are therefore in need of replacement, and

WHEREAS, The City of Roseville seeks to positively impact our environment by planting trees and insuring that these trees are nurtured and protected; and

WHEREAS, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual Renewal, and

WHEREAS, Trees assist with drainage, flood mitigation and reduce city costs for sewer and water treatment, and

WHEREAS, Everyone is encouraged to care for our trees and plant as many trees as possible

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Roseville does hereby proclaim April 28, 2017 as Arbor Day in the City of Roseville.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Roseville to be affixed this 27th day of March, 2017.

Daniel J. Roe, Mayor

(SEAL)



**Police Officers' Memorial Day
May 15, 2017**

**National Police Week
May 15-21, 2017**

Whereas: The Congress and President of the United States have designated the week in which May 15 occurs as National Police Week and May 15 as Peace Officers' Memorial Day; and

Whereas: The Roseville Police Department plays an essential role in safeguarding the rights and freedoms of all members of the community; and

Whereas: It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas: The men and women of the Roseville Police Department unceasingly provide this vital public service.

Now, Therefore Be It Resolved, that the Roseville City Council hereby declare the week of May 15 to May 21, 2017, to be National Police Week in the City of Roseville and May 15 as Peace Officers' Memorial Day.

Be It Further Resolved, that the Roseville City Council calls upon all citizens to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens

Be It Further Resolved, to observe May 15 as Peace Officers' Memorial Day in honor of law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community, to include Roseville Officer Howard Johnson and Officer Bruce Russell, or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this twenty-fourth day of April, 2017.

Mayor Daniel J. Roe



July as Parks and Recreation Month July 2017

Whereas: parks and recreation programs are an essential part of the Roseville Community; and

Whereas: parks and recreation are vitally important to establishing and maintaining the quality of life in Roseville and contribute to the economic and environmental well-being of Roseville and the larger community; and

Whereas: our parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, promote social bonds by uniting neighbors and also improve and ensure the physical, mental and emotional health of all citizens; and

Whereas: our parks and recreation programs increase Roseville's economic prosperity through increased property values, increased tourism, the attraction and retention of residents and businesses, and crime reduction; and

Whereas: our parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

Whereas: our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas: the U.S. House of Representatives has designated July as Parks and Recreation Month; and

Whereas: Roseville Minnesota recognizes the benefits derived from parks and recreation resources

Now, Therefore Be It Resolved that the City Council of the City of Roseville does hereby proclaim July 2017 as Parks and Recreation month in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this Nineteenth day of June 2017.

Mayor Daniel J. Roe

(seal)



Proclamation

Golden K Kiwanis Peanut Day September 22, 2017

Whereas, The North Suburban Golden K Kiwanis Club, headquartered in Roseville, is an organization dedicated to helping community youth educationally and spirituality; and

Whereas, The Golden K Kiwanis Club is also committed to other community services; and

Whereas, In order to raise funds for its many and varied programs, the North Suburban Golden K Kiwanis Club has requested a day be set aside in Roseville for the distribution of peanuts.

Now, Therefore Be It Resolved, That the City Council of the City of Roseville hereby proclaims Friday, September 22, 2017 as ROSEVILLE GOLDEN K KIWANIS PEANUT DAY.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 11th day of September 2017.

Mayor Daniel J. Roe



Constitution Week

September 17-23, 2017

Whereas: September 17, 2017, marks the 230th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

Now, Therefore Be It Resolved, that the City Council hereby declare September 17-23 to be Constitution Week in the City of Roseville and urges all citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

In the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this eleventh day of September 2017.

Mayor Daniel J. Roe



Hispanic Heritage Month September 15 - October 15, 2016

Whereas: The City of Roseville recognizes and honors contributions of all members of our community; and

Whereas: September 15 is the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico achieved independence on September 16; and Chile achieved independence on September 18; and

Whereas: In 1988 the United States Congress adopted a resolution designating September 15 to October 15 of each year as National Hispanic Heritage Month; and

Whereas: Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions which contribute to America's future; and

Whereas: The Hispanic community has had a profound influence on our country through their strong commitment to family, faith, hard work, and services, and they have enhanced and shaped our national heritage with centuries old traditions that reflect the multiethnic and multicultural customs of their community; and

Whereas: During National Hispanic Heritage Month, the United States celebrates the culture and traditions of Spanish speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean.

Whereas: The City of Roseville invites all members of the community to celebrate 2016 Hispanic Heritage Month "Honoring Our Heritage. Building Our Future;" and

Now, Therefore Be It Resolved, that the City Council hereby proclaim September 15 to October 15, 2016 to be Hispanic Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this twelfth day of September 2016.

Mayor Daniel J. Roe

Background

Help Us Plan Two New Parks

Roseville will soon be welcoming two new parks to its award-winning system – 1716 Marion St. in southeast Roseville and 2132 Cleveland Ave. on the west side of the city. But before they are officially opened there's lots of planning to do.

City staff and park architects will be gathering feedback at a number of community input sessions and are interested in hearing the thoughts of Roseville residents. The input sessions will give residents a chance to help develop a shared vision for the use of the land as well as provide opinions on preferred amenities and design preferences.

Cleveland Avenue Park – Three Meetings

November 2, 6:00 p.m. Master Plan Open House
Fairview Community Center
1910 County Road B

Marion Street Park – Two Meetings

October 17, 6:00 p.m.
Galilee Lutheran Church
145 N McCarrons Blvd.

Contact Park Superintendent Jim Taylor at 651-792-7107 or James.E.Taylor@cityofroseville.com for more information.

Flu Shots at City Hall

The Minnesota Visiting Nurses Association will give flu shots at Roseville City Hall on Monday, October 23. Free blood pressure, hearing and eye tests will also be available.

Who: Anyone 3 years or older. A parent or guardian must accompany minors.
Photo ID required (driver's license or employee work badge acceptable)
When: Monday, October 23
Where: Roseville City Hall, 2660 Civic Center Drive, corner of Lexington and County Road C
Time: 3:30 to 6:00 p.m.
Cost: Most health insurance accepted. Bring your health insurance card. If not covered by insurance, costs are \$38 for flu shot. Checks or cash only (credit cards not accepted). Sorry, no flu mist available this year.
Other: Wear clothing that allows easy access to your upper arm.

Introduction to the Police Department – Crime Scene Investigations

Policing 101 is your chance to get to know the Roseville Police Department. Join us on Wednesday, October 18 for a one-day Citizen Police Academy. Police Chief Rick Mathwig and officers will be on hand to explain how the department works - everything from the number of officers and the training they receive to how they gather evidence and do crime scene investigations.

The purpose of the Citizen Police Academy is to foster greater understanding between community members and police. It's an opportunity to acquaint Roseville citizens with the role of law enforcement in the community, providing an inside look at the tasks and challenges police officers face. The department hopes increased understanding will strengthen the partnership between police and residents.

Wednesday, October 18
5:30 p.m. to 8:00 p.m.
Roseville Skating Center
2661 Civic Center Drive
Classes are free
Light snacks and refreshments will be provided

Registration is not required, but we appreciate your letting us know if you plan to attend so that we can plan accordingly. Contact Community Relations Coordinator Corey Yunke at corey.yunke@cityofroseville.com or 651-792-7209 if you have questions.

Buckthorn Busters - Help Maintain Roseville Parks

Make an impact on Roseville parks and natural resources. Roseville is looking for volunteers to join our Natural Resources Renewal efforts to improve city parks. On October 21, we'll be dragging and stacking buckthorn near the Central Park soccer fields.

Drag and Stack Buckthorn
Saturday, October 21
10:00 to noon
Central Park Soccer Field, 2525 Dale St. North
Meet at soccer field, north of the arboretum

Each month, Roseville hosts a volunteer opportunity at one of the local parks as part of the natural resources renewal project. These efforts have greatly reduced the spread of buckthorn, but volunteers continue to attack smaller buckthorn stands to prevent birds from spreading seeds to other areas.

Groups, individuals, and families are encouraged to participate. People of all ages are welcome and will have a role to play. Please contact Volunteer Coordinator Rachel Boogs at rachel.boggs@cityofroseville.com or 651-792-7028 for information about joining these community-building events. Thanks for your help creating lasting environmental impacts in our parks.

Fire Station Open House

Explore Roseville's fire station as we recognize fire prevention week. The Roseville Fire Department invites the community to an open house on Saturday, October 14. Drop in anytime from 9:00 a.m. to noon. Tour the facility, climb on a fire truck, try some hands-on activities, enjoy refreshments and learn more about making your home safe.

October 14

9:00 to noon

Park at City Hall, 2660 Civic Center Dr.

www.facebook.com/RosevilleMNFireDepartment

Community Hands-Only CPR Class

Got an hour to spare, you could learn how to save a life.

Roseville firefighters are offering free, hands-only cardio-pulmonary resuscitation (CPR) classes at 6:30 on the third Wednesday of each month. This month the class will be on October 18. Classes meet at the Roseville Fire Station, 2701 Lexington Ave. North. Firefighters will teach a two-step, hands-only CPR process that could help save lives.

Cardiac arrest occurs when the heart stops and can no longer pump blood to the brain or vital organs. Only about one in 10 survives, according to the American Heart Association. By using hands-only CPR, we may be able to improve those odds.

Hands-Only CPR is CPR without mouth-to-mouth breaths. It is recommended for use by anyone who sees a person suddenly collapse. It can be used temporarily until professional help arrives. Please call 651-792-7009 if you have questions.

Rice-Larpenteur Gateway Vision Plan

What's the future of the Rice Street-Larpenteur Avenue Gateway?

The cities of Maplewood, Roseville and St. Paul have been working collaboratively with neighbors and local businesses to define common goals that support redevelopment and reinvestment along the Rice Street-Larpenteur Avenue Gateway Corridor.

Residents are invited to a workshop to review the plan and offer input on the guiding vision, design recommendations and implementation strategies to support the short- and long-term improvements along the corridor.

Community Workshop #3

Thursday, October 26

6:00-8:00 p.m.

Community School of Excellence Cafeteria

270 Larpenteur Ave. West, St. Paul

Please use the north building entrance

www.riceandlarpenteur.com

Refreshments and children's activities will be provided