

1 **Community Engagement Commission**
2 **Meeting Minutes**
3 **January 15, 2015**
4

5 **Commissioners:** Gary Grefenberg, Desiree Mueller, Theresa Gardella, Kathy Ramundt,
6 Scot Becker, and Michelle Manke.

7
8 **Commissioners Absent:** Jonathan Miller.
9

10 **Staff Present:** Garry Bowman
11

12 **Others Present:** City Manager Pat Trudgeon; and Roseville residents Diane Hilden and
13 Lisa McCormick (all for only part of meeting)
14
15

16 **Call to Order**
17

18 A quorum being present, the Community Engagement Commission meeting was called to order
19 at 7:00 p.m. by Chair Gary Grefenberg. Chair Grefenberg had earlier noted that Commissioner
20 Miller's absence was due to illness.
21

22 **Approve Agenda**

23 Chair Grefenberg added staff report as item number 9.
24

25 Vice Chair Becker moved and Commissioner Manke seconded a motion to approve the agenda
26 as amended. **Motion passed unanimously.**
27

28 **Approve Minutes**
29

30 Commissioner Scott Becker recommended changing the wording on line 333 of the draft
31 November 13th minutes by striking *this was their attempt to say absent of one off item.*
32

33 *[Editor's Note: No motion made. Grefenberg only called for the vote.]* Commissioner __ moved
34 and Commissioner __ seconded a motion to approve the November 13, 2014 meeting minutes as
35 amended. **Motion passed unanimously.**
36

37 Vice Chair Becker moved and Commissioner Manke seconded a motion to approve the
38 December 8, 2014 meeting minutes as distributed. **Motion passed unanimously.**
39

40 **Public Comment**
41

42 There being no one present wishing to speak to the Commission on an item not on the agenda,
43 the Chair moved to the next agenda item.
44

45 **Discussion with City Manager Trudgeon on Various Topics:**

46 Chair Grefenberg welcomed City Manager Trudgeon to the meeting.

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

a. Policy on Use of Commission E-Mail Addresses

City Manager Trudgeon stated there was discussion at the November Commission meeting regarding the collection and use of email addresses and there was a concern by the Commission and others regarding those email addresses. He stated the reason the City was concerned about this was due to new 2014 state laws, noting the City was not negative on collecting e-mail addresses. He realized if anything was done wrong, it was all done in good faith.

Trudgeon indicated that recent changes in state law made the collection of email addresses complicated. He stated privacy was very important and the state has gotten involved in protecting privacy. He noted in 2013, the state made email addresses considered private data and it was protected and therefore the city could not release those emails. In 2014, there was a new law, which made city commissions bound by the privacy laws also. He stated by extension Commission members were by law a part of the city, whether they liked it or not.

Therefore, Trudgeon continued, the City had to have appropriate safeguards for data protection, which included email addresses. He stated only the appropriate people within the City were given permission to access the data; in this case, it meant only the City employees who maintained databases had access. Everyone had the ability to use the emails and could send out emails, but they could not have access to email addresses. He added the Commission could still collect email addresses, but it had to be done in a private manner.

Trudgeon added City officials were considering possibly having a city tablet at events where people entered the information themselves which went directly into the city’s database and therefore only the appropriate City personnel had access. He stated getting information out to people and having them sign up for things was appropriate, but they had to do it in compliance with the law since the City could be get sued for failure to follow the law in the collection and use of email addresses.

Vice Chair Becker said he understood the statutory law focused on the maintenance and use of the data and that collection of email addresses might be a different matter. Becker agreed the best way for people to sign up was directly on a city tablet; he asked, however, what happened if someone gave a commission member their phone number. He asked if they should collect the phone number and hand it off to the City. City Manager Trudgeon responded as silly as it sounded that might be against the law. He recommended the commissioner give them the phone number of a city staff person to contact directly to give them their information. He stated this would be the safest way to do it.

Vice Chair Becker asked for a legal opinion regarding this. City Manager Trudgeon responded he would do that.

Chair Grefenberg asked if someone asked for a commissioner’s email address or phone number was it was okay to give them that information. City Manager Trudgeon responded affirmatively.

92 Commissioner Kathy Ramundt thanked the City Manager for the information and noted it made
93 her feel a lot better about the procedure and process.

94
95 Chair Grefenberg stated he believed the commission had around 70 emails in total, which
96 included the e-mail addresses he had handed in last summer.

97
98 Vice Chair Becker suggested they might want to send an email asking people to opt in to get
99 future emails. He noted they might want to discuss this at a future meeting.

100

101 **b. Resumption of Roseville University program**

102

103 City Manager Trudgeon stated they were looking for some input from the Commission regarding
104 the Roseville University Program. He said this program, started in 2008 and continuing for 5
105 years, was not done last year. He described the program in the past as a series of seven meetings
106 held throughout the year where the City held 2-hour meetings to discuss the role of each city
107 department.

108

109 Trudgeon indicated, however, they were concerned that they were losing people along the way
110 and now they wanted to look at things differently. He asked the Commission for some feedback
111 and programming ideas for this year. He stated they were thinking about instead of making it
112 focused on each particular department to instead make it very specific to topics within the
113 department(s).

114

115 Current thinking, City Manager Trudgeon continued, was that participants not need to sign up
116 for all sessions, but they could pick and choose what session to attend. Trudgeon added they
117 would try and rotate the topics each year; by doing this they could get deeper into some of the
118 subjects. Trudgeon indicated that he hoped to start this program this coming spring. He
119 concluded by asking the Commission what they thought about this new approach, and if it had
120 merit what ideas and topics they thought were worthwhile.

121

122 Vice Chair Becker responded that breaking it up was an excellent idea. He suggested City staff
123 consider a Roseville 101 class on the structure of City government, as people might not
124 understand the various departments and their functions. Having that information might help
125 participants better choose the detailed sessions in which they were most interested. He stated,
126 for example, if they had a budget process discussion in November they would get a very
127 different tone and interest level than if that discussion was held at another time during the year.

128

129 Becker continued they might want to balance the timing and topic they want with whether it
130 should be a town hall meeting or educational format. In addition, some topics might be an
131 opportunity for someone to speak out about their particular issue to the detriment of other
132 attendees who are there to learn about the topic in general. Becker reiterated he was not offering
133 this feedback in order to limit citizen input, but rather to point out that such courses should be
134 carefully designed and timed to maximize the appeal for all attendees.

135

136 Commissioner Theresa Gardella asked if there was a piece of the meetings that would discuss
137 “who is Roseville” and give a general history of the city. City Manager Trudgeon stated this
138 could be a part of it and they could make this as a pre-requisite before taking the other sessions.
139

140 Commissioner Michelle Manke suggested a session with the Roseville Historical Society to talk
141 about the various houses of historical value in the city. She stated maybe those people would be
142 willing to open up their homes for this also.
143

144 Commissioner Ramundt volunteered it would be interesting to also include commissioners in the
145 Roseville U program, so it showed they had a voice in the city. She also recommended the
146 sessions be held at different locations throughout Roseville. She recommended holding these
147 sessions at different times during the day.
148

149 Chair Grefenberg recommended a Roseville U session on community engagement and the role of
150 commissions since Commissions were considered a part of government. He said such a program
151 could make more people aware of the current opportunities to participate in city affairs.
152

153 City Manager Trudgeon stated if they had any future topics or suggestions to let him know.
154

155 Commissioner Desiree Mueller asked if they needed to look at this in more detail. Chair
156 Grefenberg stated they could discuss this further at a future meeting if they so wished.
157

158 Staff Liaison Bowman asked the commissioners to go out and get feedback from the community.
159 He believed this would also be very helpful.
160

161 Commissioner Gardella suggested surveying prior Roseville U participants to see if they had any
162 recommendations.
163

164 Vice Chair Becker asked for clarity on the Council’s expectations as to the role of this
165 Commission in Roseville U. Chair Grefenberg said he believed the Council wanted the
166 commission’s comments and recommendations, and the opportunity to collaborate in the process
167 with them.
168

169 City Manager Trudgeon concurred, indicating that if this was a program concept the Commission
170 believed was important City staff would be looking for their input.
171

172 Commissioner Manke asked if the city was staffed adequately to take on these meetings. City
173 Manager Trudgeon responded he believed they were and it was a matter of putting together the
174 presentations and attending the meetings.
175

176 Chair Grefenberg thanked City Manager Trudgeon for updating the website to include the
177 commissioners’ emails and contact information, noting that this was one of the recommendations
178 contained in the Commission’s Report to the City Council.
179

180 Chair Grefenberg commented that tonight the Commission had achieved one of their many
181 recommendations. He also thanked staff for the Twin Lakes presentation. He said he was sure
182 the Commission looked forward to working with the City for other opportunities for community
183 engagement.

184

185 Chair Grefenberg requested the bench handout given by City Manager Trudgeon be incorporated
186 into the minutes.

187

188

189 **Old Business**

190

191 **a. Website Redesign Recommendation on a Civic Engagement Module and Vendor for**
192 **inclusion on the City website**

193

194 Chair Grefenberg stated they had an important decision to make on the Community Engagement
195 Module, which was in their packet along with recommended decision.

196

197 Vice Chair Becker stated last year the Website Committee got together and chose the vendors
198 they wanted to look at and the evaluation process to follow. He stated the goals for the
199 evaluation process were to try and have as much individual evaluation consistency as possible.
200 He stated they had basic requests for information they asked the vendors to provide. He noted
201 the commissioner's evaluations/scoring was in the packet. He stated based on the scoring there
202 was a clear winner, which was the vendor Granicus. He stated the contract could be an annual
203 contract as well.

204

205 Chair Grefenberg clarified CivicPlus was in at zero not because there was no value in their
206 program but because staff had decided not to invite them to submit. Staff Liaison Bowman
207 stated CivicPlus was not a for-sale program and they did not support it like that so there was
208 nobody to submit it to. It was a feature of the website. Grefenberg added that therefore, based
209 upon Bowman's recommendation, the Committee did not evaluate CivicPlus.

210

211 Chair Grefenberg stated since this is a committee recommendation, it implies a motion to
212 recommend Granicus as the provider of the civic engagement module.

213

214 **Motion passed unanimously.**

215

216 **b. Commission Consideration of its December Joint Meeting with the Council**

217

218 Chair Grefenberg asked if there were any comments the Commissioners wanted to make on the
219 joint meeting. There being no comments the Chair moved on to the next agenda item.

220

221 **c. Implementation Planning for 2015 Priority Projects**

222

223 A copy of the Commission's Priority Projects as revised by the Council is hereby attached and
224 made part of this record.

225

226 **i. Assist and Encourage the Formation of Roseville Neighborhood Associations**

227 Chair Grefenberg stated they had a summary of all of the recommendations, which deal with
228 community engagement. The recommendations and policies pick up civic engagement in more
229 than one section. He combined all recommendations relating to neighborhoods and associations
230 into one document so whoever was the Commission's lead on this effort would develop a similar
231 complete and comprehensive to track his or her work on the issue.

232
233 Chair Grefenberg noted Edina had a detailed neighborhood association policy which articulated
234 the ways the city could assist in the formation and sustaining of the neighborhood association.
235 Another example was St. Louis Park, whose process was simpler.

236
237 Grefenberg added that Next Door was a significant factor in neighborhood formation and
238 achieving a sense of identity; there has been some progress in reinforcing the neighborhood role
239 of NextDoor beginning with a meeting of neighborhood leads organized by himself and the
240 Roseville residents present tonight.

241
242 Commissioner Ramundt commented that in her opinion there were formal neighborhood
243 associations that had a lot of detail around it and there was Next Door where there was informal
244 communications. Both served important purposes, but they could not be grouped together.

245
246 Commissioner Gardella asked what the Chair needed from the commissioners; was he looking
247 for somebody to take the lead. Chair Grefenberg responded he believed one of the ways to
248 implement this priority recommendation was to form a task force of commissioners and
249 residents; this task force would engage others in assessing how the City could support and
250 facilitate neighborhood input to City Hall. Since this was an effort initiated by the Community
251 Engagement Commission the idea of engaging others in this effort was a 'no brainer'.

252
253 Grefenberg said it was his recommendation that it be authorized as a task force with its initial
254 focus to review Edina, St. Louis Park and other cities to see how Roseville could implement
255 neighborhood associations.

256
257 Commissioner Gardella recommended the formation of a task force and asked who would
258 participate. Commissioner Ramundt stated she thought this task force had already been
259 approved. Grefenberg responded the Commission had not formally created such a task force, but
260 they should do so now.

261
262 **Commissioner Gardella moved to form a neighborhood association task force**
263 **incorporating volunteers and commission member(s).**

264
265 Commissioner Ramundt asked for some clarification. She noted as it was written it was 3 to 4
266 meetings. She asked were the 3 to 4 meetings specifically about neighborhood associations or
267 was it about other neighborhood issues. She stated her expectations from the last meeting lead
268 her to believe it was specifically about neighborhood associations.

269

270 Commissioner Gardella stated she would want to remove in the language any expectations that
271 sets out specific timelines because they did not know.

272

273 Chair Grefenberg stated he was asked at the last meeting to come up with some volunteer
274 language and since any potential volunteer would want some sense of duration and what the
275 issues were. He stated he would like to do the wordsmithing now because this would be
276 submitted to the volunteer coordinator. He asked if there was anything they could delete. He
277 also inquired about the reference to length.

278

279 Commissioner Ramundt believed some expectation as to duration was needed.

280

281 Commissioner Gardella suggested adding the word *approximately* because sometimes things go
282 longer than anticipated or it could go faster.

283

284 Chair Grefenberg said the Commission would hopefully look at the next meeting the volunteers
285 and appoint them to the task force. He stated they could also name it the Neighborhood
286 Association Task Force to give it a little leeway to discuss other issues. He recommended
287 describing the task force as having a 3- to 4-month duration.

288

289 Commissioner Gardella stated she was in favor of leaving *neighborhood* in the name, as there
290 were different ways to address this.

291

292 Vice Chair Becker suggested it should be up to a neighborhood to decide how it wanted to
293 formalize their neighborhood organization.

294

295 Commissioner Ramundt commented that the topic of associations could consume 3 to 4 months
296 alone; this was her concern. Maybe this was an initial task force around neighborhood
297 associations and then there could be a subsequent task force around something else/

298

299 Commissioner Mueller stated she thought it would be a neighborhood association task force
300 when they initially discussed this. She agreed with Commissioner Ramundt because she felt
301 there was a lot of energy now on the neighborhood association issue; she felt it needed a lot of
302 Commission attention to get things established for other groups who might be interested, but if
303 they tied in issues such as neighborhood empowerment the effort could lose momentum.

304

305 Chair Grefenberg said he heard what Mueller was saying, but he was trying to add some
306 flexibility to the task force's charge so as to incorporate what Commissioners Becker and
307 Gardella had said.

308

309 Commissioner Gardella indicated she was comfortable incorporating Commissioner Ramundt's
310 concerns because in the Task Force's conversations it would become apparent that not everyone
311 wanted to form associations, and there might be other ways. She believed they needed to have a
312 time frame, but she wanted to err on the side of having more time and if the work was done early
313 that was great.

314

315 Chair Grefenberg asked if Commissioner Gardella was fine with dropping *neighborhood* from
316 the task force's name, leaving its title *Neighborhood Associations Task Force*. Gardella
317 responded she was fine with the focus being neighborhood associations but knowing that other
318 things would probably be discussed.

319
320 Vice Chair Becker added the task force could change its scope if it wanted. He suggested they
321 phrase the charge of being a 3 to 6 month process with the initial scope being neighborhood
322 associations. He stated they might want to think about dropping some topics if the focus is going
323 to be only neighborhood associations.

324
325 Chair Grefenberg said it appeared there was general agreement that there were other forms of
326 neighborhood involvement to be considered. Commissioner Gardella stated if it came up as part
327 of the Task Force's discussions that was fine.

328
329 Commissioner Ramundt said the volunteers should understand that within that timeframe the
330 Task Force needed to come up with a definition and what neighborhood associations would look
331 like in Roseville. Chair Grefenberg added *and what city support would be available*.

332
333 Commissioner Ramundt stated she believed they would attract different people when they were
334 focusing on neighborhood associations rather than community engagement in the neighborhoods.
335 She stated they would have people who are energized on the topic.

336
337 Chair Grefenberg stated he understood that but he wanted to keep the description of the Task
338 Force flexible enough to allow it to consider other neighborhood alternatives to associations.
339 Commissioner Ramundt added that maybe they could say the primary focus could be on
340 neighborhood associations.

341
342 Chair Grefenberg drew the Commission's attention to the fact that there were two people in
343 attendance who were interested in neighborhood associations and asked if they wanted to make
344 comment.

345
346 Diane Hilden introduced herself as a resident at 466 Bay View Drive, and commented if the
347 Commission wanted to see a neighborhood in action they needed to go to McCarron's Club as
348 there were approximately 40 people from her neighborhood there. Lisa McCormick introduced
349 herself as the Chair of the newly-formed Twin Lakes Neighborhood Association; she gave her
350 address as Wheeler Street N in Roseville.

351
352 Hilden having just arrived, Chair Grefenberg advised that they were at the point of forming a
353 Commission task force of community volunteers plus one or two commissioners to review
354 examples of how other communities have utilized their city governments' help in the formation
355 and sustaining of neighborhood associations. He asked if they had any feedback and invited
356 discussion.

357

358 Ms. McCormick said she liked Commissioner Ramundt's distinction and she agreed with the
359 concept. She liked the idea of having it focused on neighborhood associations yet encompassing
360 other items.

361
362 Ms. Hilden added she believed the task force was a good thing. She commented the City had not
363 promoted neighborhood associations in the past although she had offered her services on many
364 occasions to give guidance and discuss neighborhood associations. Based upon her experience as
365 a community organizer in St. Paul she was also concerned in terms of cities intervening too
366 much because she had learned was that if they formalize things too much it did not work. She
367 concluded that she did not want the City to direct neighborhood associations too much.

368
369 Chair Grefenberg suggested many of these issues could be discussed in the task force itself
370 which would make recommendations to the Commission and the Council.

371
372 Commissioner Ramundt stated based on this and her experience, the task force could decide how
373 formal they want to be. Chair Grefenberg added that the task force wouldn't be regulated by the
374 Open Meeting Law so it could make decisions via e-mail or phone. That allowed the task force
375 to not need to have a lot of formal meetings.

376
377 Ms. Hilden commented having the City requiring too much structure in an association was her
378 concern.

379
380 Chair Grefenberg suggested the Commission move onto the current motion before them,
381 including the Neighborhood Association Task Force description intended for potential
382 volunteers.

383
384 Commissioner Ramundt stated Ms. Hilden made a good point; she herself did not want the task
385 force to be directly involved in the neighborhood association, but this would be how the City
386 could interface with a neighborhood association and how the City could support a neighborhood
387 association.

388
389 Chair Grefenberg drew the Commissioners attention to the current language in the Volunteer
390 Appeal's first paragraph, which could be revised to refer to a 3-to 4-month task force life span.
391 [A copy of this entire handout is attached to these minutes and herein made part of the record.]
392 He noted in part this was based on a prior conversation with Ms. McCormick wherein she did not
393 want potential volunteers to think that they were going to have to redo everything. He stated
394 there had been some discussion tonight to revise the task force's duration, but the intent was only
395 to let potential task force volunteers know of a probable end date and duration.

396
397 Ms. McCormick commented she believed the task force could get their work accomplished in 3
398 to 4 months and that she would be interested in being on the task force.

399
400 Ms. McCormick stated she formed the association this past summer and she had then looked to
401 see if the city had any materials or website information on neighborhood associations. She could
402 not find anything except a web reference to the Commission. She then met with Chair

403 Grefenberg and began to research with reviewing first ring suburbs. She thus had a sense of
404 everything available and believed the task force could be expedited as she was willing to share
405 her research.

406

407 In an effort to achieve closure, Chair Grefenberg summarized what he believed was a consensus
408 in the making, namely: Delete *neighborhood and*, have the name of the task force be
409 *Neighborhood Association Task Force*. Add up to approximately a 4 month task force focused
410 on *Neighborhood Associations*.

411

412 Commissioner Ramundt suggested Chair Grefenberg work with Commissioner Gardella to
413 reword this paragraph, suggesting it was difficult in a meeting format to wordsmith and get it
414 right. Chair Grefenberg asked if Commissioner Gardella would work with him. Commissioner
415 Gardella stated she would be happy to.

416

417 Chair Grefenberg asked once they had the language then whether he had the authority to submit
418 it to the City's Volunteer Coordinator. There was no objection to proceeding in this manner.

419

420 Ms. Hilden asked how many people would be on the task force. Chair Grefenberg responded it
421 was his experience that you ask for volunteers and then decide.

422

423 Vice Chair Becker responded the Commission would get a list of volunteers and the commission
424 would discuss who to appoint.

425

426 Ms. Hilden stated at this point they already had three volunteers. Chair Grefenberg responded
427 that was correct. He stated once the Volunteer Appeal wording was finalized, requests for
428 additional volunteers would go out.

429

430 Chair Grefenberg reminded the Commission that a motion had been made by Gardella (see lines
431 300-301) that they proceed as outlined by tonight's discussion and that the Commission approve
432 the establishment of a Neighborhood Association Task Force.

433

434 **Vice Chair Becker seconded the motion. Motion passed unanimously.**

435

436 Ms. McCormick asked what the anticipated start date was; she wanted the task force to start right
437 away because there was now a lot of momentum.

438

439 Chair Grefenberg said a steering committee could be established to initiate the task force's
440 deliberations. He stated he could make this as a motion if necessary.

441

442 Commissioner Ramundt suggested they just needed to write this up, get the deadlines set, and get
443 working.

444

445 Commissioner Mueller asked if they needed public notification for task force volunteers and did
446 notice have to be given for a certain amount of time. Staff Liaison Gary Bowman stated there
447 were no requirements.

448

449

450 Chair Grefenberg said he was already working with the residents present and he would continue
451 to work with them. Based upon tonight's discussion he believed the Commission had made a
452 decision to move forward with what he and other residents were currently doing; what the
453 Commission needed to do was get this information into the community and search for further
454 volunteers.

455

456

ii. Host a conference on community engagement in Roseville

457 Chair Grefenberg asked which Commissioner wanted to volunteer for this. He specifically asked
458 Commissioner Gardella if she would like to volunteer.

459

460 Commissioner Gardella stated she was thinking more broadly about potential learning
461 opportunities on the topic of engagement. Commission Gardella agreed to take the lead on
462 drafting some preliminary ideas that would address the priority, and asked if anyone was willing
463 to work with her.

464

465 Commissioner Mueller volunteered. She believed there could be a connection to Roseville U
466 over time.

467

468 Chair Grefenberg asked Commissioners Gardella and Mueller to draft some ideas for this
469 recommendation to be reviewed at the next Commission meeting.

470

471 Vice Chair Becker recommended they look at what content would be directed to the public
472 versus what content would be directed at the commission and city staff.

473

474 Commissioner Gardella stated they might not want to focus on an all-day conference then but
475 focus on various other topics.

476

477 Chair Grefenberg said he supported this approach.

478

479 Commissioner Gardella stated they might not want to focus on an all-day conference then but
480 focus on various other topics.

481

482 Chair Grefenberg said he supported this approach.

483

**iii. Form a joint task force with the Planning Commission on notification issues and
formats, and make recommendations**

484

485 Chair Grefenberg stated the Planning Commission approved this conceptually at its October
486 meeting. He clarified that the Community Engagement Commission had already approved the
487 formation of the task force and asked if anyone was interested in this task force. He volunteered
488 he was interested, but would drop out if there were two commissioners interested.

489

490 Commissioner Manke stated she would be interested in volunteering.

491

493
494 Chair Grefenberg asked if Commissioner Gardella would assist him in working on the language
495 describing this joint task force. Commissioner Gardella responded she would assist him.
496

497

498

499 **iv. Recommend on online civic engagement module for new city website**

500

501 Chair Grefenberg stated the Commission had already taken significant action on this agenda
502 item.

503

504

505 **v. Involvement of Renters in Roseville Decision-Making and Civic Affairs in**
506 **General**

507

508 Since time was running out, Chair Grefenberg recommended they carry this item over to their
509 next meeting.

510

511

512 **vi. Implementation and other Strategic Recommendations**

513

514 **1. Low-Hanging Fruit**

515

516 **2. Other Recommendations**

517

518 Chair Grefenberg also recommended carrying this item over to their meeting next month.
519

520

521

522 **Chair and Committee Reports**

523

524 Chair Grefenberg congratulated Mr. Becker for being reappointed by the City Council to a 3-
525 year term. He noted he had also reappointed to a 3-year term by the Council.
526

527

528

529 Commissioner Ramundt noted that at the November meeting she had expressed concern about
530 having access to the website for the purpose of suggesting revisions, and after the meeting Staff
531 Liaison Bowman had been great about getting her access for that purpose. She spent a lot of
532 time reviewing the website and giving feedback, which had been incorporated.
533

534

535 **New Business**

536

537

538 **a. Living Smarter Fair, February 21st**

539

540 Chair Grefenberg reported the Living Smarter Fair was an annual event sponsored by the
541 Roseville Housing and Redevelopment Agency (HRA). Staff Liaison Bowman stated this was a
542 home improvement event with a green element to it as well.
543

544

545 Chair Grefenberg indicated that Commissioner Ramundt had asked that this item be on the
546 agenda, suggesting that they use the event to inform people on Commission activities.
547

548

539

540 Commissioner Ramundt stated she would like the Civic Engagement Module to be done so
541 people could sign up; she thus thought Community Engagement involvement was premature at
542 this time and encouraged the Commission to look at this event again next year. She stated she
543 was withdrawing her suggestion for this year.

544

545 Commissioner Manke asked Ramundt to come up with a list of outreach events for the next
546 meeting.

547

548 **b. Other New Business**

549

550 There was no other new business.

551

552 **Staff Report**

553

554 Staff Liaison Bowman stated the Council was starting off slowly this New Year so its agenda
555 was fairly light looking into the near future. Chair Grefenberg asked staff to give
556 Commissioners some lead time on the civic engagement module recommendation they would
557 soon be making to the Council,

558

559 **Future Agenda Items**

560

561 There were no future agenda items for the Commission's review other than what had been
562 previously noted.

563

564 **Commission Communications, Reports, and Announcements**

565

566 Staff Liaison Bowman told the Commission that City commission openings were announced last
567 week.

568

569 Chair Grefenberg noted the Ethics, Finance, Human Rights, Park and Recreation, and Planning
570 Commissions all had openings, with a deadline of March 2 to submit applications.

571

572 Chair Grefenberg also noted on Martin Luther King Day there was *Kick Buckthorn to the Curb*
573 event from 10-2 at Acorn Park and they were looking for volunteers.

574

575 **Commission-Initiated Items for Future Meetings**

576

577 Chair Grefenberg stated they would take a look at Task Force volunteers and those items not
578 covered tonight.

579

580 Chair Grefenberg noted the Minnesota Advocates for Human Rights wanted to meet with the
581 Commission to discuss how to better include immigrants in local civic engagement. A chapter in
582 their recent statewide report explored how that could occur. He asked if there was any objection
583 to inviting them to give a presentation to the Commission. There was no objection.

584

585 Chair Grefenberg stated the Minnesota League of Cities was having a conference on Community
586 Engagement at the end of this month. He indicated this demonstrated community engagement
587 was getting increased attention from public officials. He reported that he had asked the Mayor to
588 come back to the Commission with any handouts and to actually meet with them on any issues
589 he felt were significant.

590

591 **Recap of Commission Actions This Meeting**

592

593 Commissioner Gardella stated she would be working with Commission Mueller on the
594 conference and/or educational opportunities for community engagement priorities. In addition,
595 she would edit the volunteer paragraphs and submit them to Chair Grefenberg.

596

597 Commissioner Ramundt stated she was coming up with a list of outreach events the commission
598 might want to follow-up on.

599

600 Commissioner Gardella stated she would like to know what community engagement topics were
601 being presented at the League of Minnesota Cities Conference and how they were being
602 presented. Chair Grefenberg asked her to send an email to the Mayor on behalf of the
603 Commission.

604

605

606 **Adjournment**

607

608 Vice Chair Becker, moved and Commissioner Manke seconded, a motion to adjourn. **Motion**
609 **passed unanimously.** Meeting adjourned at 8:57 p.m.

610

611 Attachments (two): Commission 2015 Priorities as Revised
612 Volunteer Appeal for Neighborhood Associations & Zoning Notification Task Forces

613

614

615 Reviewed & revised gg, sb, and tg

616

617 *6, 992 words in revision 1.2*

618

619

Attachment

Community Engagement Joint Meeting with City Council December 8, 2014

Work Plan Priority Items for 2015:

- 1) Assist and Encourage the Formation of Roseville Neighborhood Associations
 - 2) Host a conference on community engagement in Roseville
 - a) The intent here is to reinforce the culture of neighborhood engagement and to integrate community engagement into City Hall culture
 - 3) Form a joint task force with the Planning Commission to study notification issues and formats, and make recommendations
 - 4) Recommend an online civic engagement module for new city website
- Added by Council:**
- 5) Resumption of Roseville U Program
 - 6) Involvement of Renters in Roseville Decision-Making and Civic Affairs in general

646

647

Volunteer Appeal

648 The Community Engagement Commission is an advisory commission appointed by the City Council to advise it on
649 ways and means to encourage, facilitate, and streamline the engagement of Roseville residents in their community.
650 It is seeking volunteers for the following two initiatives.

651

Neighborhood Association Task Force

652 The Community Engagement Commission is seeking volunteers to work with it on an approximately-four month
653 project focused on neighborhood associations. Volunteers would serve on a task force exploring ways to foster,
654 facilitate and encourage the formation of neighborhood associations and to encourage and organize authentic and
655 effective neighborhood input into civic decision-making.

656

657

658 Task Force meetings will occur once a month, with the exception of special meetings determined by Task Force
659 members. In addition to meetings, Task Force members will communicate with each other via phone and the internet
660 in between meetings.

661

662 For more information please see the Commission's website (*to be added*), or contact the Community Engagement
663 Commission's chair Gary Grefenberg at ggrefenberg@comcast.net or 651/645-6161.

664

665

666

Zoning Notification Task Force

667 The Community Engagement Commission is seeking volunteers to work with it and the Planning Commission on an
668 approximately four month project to review the City's zoning notification process. The task force will make
669 recommendations for improving the effectiveness in communicating with Roseville business and residents impacted
670 by zoning decisions. The Task Force recommendations will be transmitted to both Commissions, with a goal of
671 submitting any approved changes to the City Council.

672

673 No experience is required. The only requirement is an interest in improving the City's notification process and the
674 willingness to volunteer time for this short-term project.

675

676 Task Force meetings will occur once a month, with the exception of special meetings determined by Task Force
677 members. In addition to meetings, Task Force members will communicate with each other via phone and the internet
678 in between meetings.

679

680 For more information please see the Commission's website (*to be added*), or contact the Community Engagement
681 Commission's chair Gary Grefenberg at ggrefenberg@comcast.net or 651/645-6161.

681

682