

**Community Engagement Commission Agenda**  
**Thursday, May 14, 2015**  
**6:30 p.m.**  
**City Council Chambers**

- 6:30 p.m.      1.    **Roll Call**  
                  2.    **Approve Agenda**  
                  3.    **Approval of April 9 Meeting Minutes**  
                  4.    **Public Comment on Items Not on Agenda**
- 6:40 p.m.      5.    **Old Business**  
                  **A. Progress Reports on Priority Projects for 2015**  
                  **i. Priority Projects for 2015**  
                      1.    Assist and encourage the formation of Roseville neighborhood associations  
                      2.    Create Learning Events on community engagement in Roseville  
                      3.    Joint task force with Planning Commission to study notification issues and formats  
                      4.    Online civic engagement module for new city website  
                      5.    Assist in the Resumption of Roseville U Program  
                      6.    Involvement of Renters in Roseville Decision-Making and Civic Affairs  
                  **ii. Implementation of Other Strategic Recommendations**  
                  **B. Rosefest Parade and Party in the Park Planning**  
                  **C. Update on Welcome Packet**  
                  **D. Other Old Business**
- 7:45 p.m.      6.    **Chair, Committee, and Staff Reports**  
                  **A. Chair's Report**  
                  **B. Operations Committee Report**  
                  **C. Staff Report**  
                      i.    Upcoming Items on Future Council Agendas  
                      ii.   Other Items
7.    **New Business**  
                  8.    **Commission Communications, Reports, and Announcements**  
                  9.    **Commissioner-Initiated Items for Future Meetings**  
                  10. **Recap of Commission Actions This Meeting**
- 8:15 p.m.      11. **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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45 | Chair Grefenberg stated significant revisions ~~had~~ have been made to the minutes by the Chair  
 46 | and Vice-Chair Becker to adequately reflect, in their opinions, the discussion and decisions of  
 47 | the last meeting.

48 |  
 49 | Commissioner Gardella moved and Commissioner Mueller seconded a motion to approve the  
 50 | March 12, 2015 meeting minutes as emailed on Tuesday, April 7, 2015. **Motion passed**  
 51 | **unanimously.**

### 52 | **Public Comment**

53 |  
 54 |  
 55 | There being no one present wishing to speak on an item not on the agenda, the Chair moved to  
 56 | the next agenda item.

### 57 | **Old Business**

58 |  
 59 |  
 60 | Chair Grefenberg postponed Agenda Item 7.A 1-3 until speaker Madeline Lohman arrived  
 61 | moving on to Agenda Item 7.B with the unanimous approval of the Commission.

#### 62 | **~~a. — Advocates Partnership Proposal Projects for 2015 (Continued)~~**

##### 63 | ~~1. — Introduction of proposal by Madeline Lohman of Advocates~~

##### 64 | ~~2. — Discussion between various parties, including Department of Administration~~

##### 65 | ~~3. — Next Steps~~

#### 66 | **b. Progress Reports on Priority Projects for 2015 (Continued)**

##### 67 | **(i) Priority Projects for 2015**

68 |  
 69 |  
 70 | Chair Grefenberg provided drew the Commission's attention to ~~with an~~ the meeting packet's  
 71 | updated version to depict the Current Sstatus for the R report on I implementation of the  
 72 | Community Engagement Commission's recommendation recommended policies and strategic  
 73 | recommendations, as presented -to the City Council last December. He noted items in blue  
 74 | depicted the original report created at the December 7, 2014 meeting as approved by the  
 75 | Commission and submitted to the City Council; items depicted in black indicated updated  
 76 | remarks.

77 |  
 78 |  
 79 | Chair Grefenberg noted commented that this agenda items presented would provide an overview  
 80 | of the Community Engagement Commission's priorities and objectives for Commissioner  
 81 | Sanders.

##### 82 | **1. Assist and Encourage the Formation of Roseville Neighborhood Associations**

83 |  
 84 |  
 85 | Chair Grefenberg noted items presented would provide an overview of the Community  
 86 | Engagement Commission's priorities and objectives for Commissioner Sanders. He Chair  
 87 | Grefenberg noted reported the Neighborhood Associations Task Force had been formed, two

90 meetings had occurred, and Chair Grefenberg himself and Donna Spencer had been elected to  
 91 serve as ~~leadership~~ co-chairs. He stated, ~~upon~~ with the consent of the next Chair, the Task Force  
 92 had requested to meet with the Commission on May 14, 2015 for a preliminary progress  
 93 assessment report and to be sure the Task Force is was covering the issues ~~in question and what~~  
 94 which the Commission ~~wants them to~~ intended.

95  
 96 Chair Grefenberg ~~He noted~~ reviewed the various policies adopted by the Commission to assist  
 97 and foster the development of neighborhood associations.

## 98 99 **2. Host a Conference on Community Engagement in Roseville**

100  
 101 Chair Grefenberg noted the Commission formed a Planning Committee, appointing  
 102 Commissioners Gardella and Mueller. He stated the intention would be to host a learning event  
 103 or events and not a conference, would be restructured as a learning opportunity event. He  
 104 requested Gardella and Mueller prepare an outline and/or document describing the opportunities;  
 105 noted the next steps would be to create an outline depicting the events purpose for the City  
 106 Council. He recommended Gardella and Mueller prepare a written outline to be reviewed at a  
 107 later date by the Community Engagement Commission.

## 108 109 **3. Joint Task Force with Planning Commission to Study Zoning Notification** 110 **Issues and Formats**

111  
 112 Chair Grefenberg ~~stated~~ reported the Joint Task Force ~~appointed~~ was now composed of Planning  
 113 Commissioners: Michael J. Boguszewski, James Daire, and Shannon Cunningham (~~Chair~~  
 114 ~~Grefenberg called her Commissioner Huntington~~), and Community Engagement Commissioners:  
 115 Gary Grefenberg and Michelle Manke. He stated that this membership had been approved at the  
 116 last meeting but the possibility of ~~addition of~~ adding a public member had not been determined.  
 117 Staff Liaison Bowman would schedule the first meeting.

118  
 119 Grefenberg ~~He stated~~ reviewed the Current Status Report for this item, noting that the priority to  
 120 form a joint task force with the Planning Commission on zoning notification issues ~~policies~~  
 121 ~~depicted had now been achievements~~ achieved. ~~completed by the Community Engagement~~  
 122 ~~Commission~~ He noting noted the next steps for the Commission would be to ~~review input from~~  
 123 ~~the appointed Planning Commissioners.~~ the recommendations of the joint task force.

## 124 125 **4. Online Civic Engagement Module for New City Website**

126  
 127 Chair Grefenberg highlighted the Commission's achievement ~~for in~~ -completing the ~~this priority~~  
 128 task, stating the City had approved the contract for the online community engagement module.  
 129 He noted City staff had at their own initiative already successfully created and launched a City  
 130 Facebook page and Twitter account, as recommended in the December 2014 Commission  
 131 recommendations to the Council.

132  
 133 Staff Liaison Bowman stated there would be a kickoff meeting with the Consultant community  
 134 engagement module vendor to introduce the next steps in putting together the new on-line

135 module including timelines, materials, and promoting the new module. He would distribute this  
 136 information to the Website Redesign Committee. The thing that would be key in the success of  
 137 | this is being able to inform several different groups, to include the commission, and engage  
 138 people where they are at not just where the City is or what the City wants to know.

139

140 Chair Grefenberg stated Staff Liaison Bowman had informed him that the Committee would be  
 141 involved in the rolling out process. He recommended they also work with him on the “Speak-  
 142 Up” topics. The city utilizes “Speak-Up”, You Tube, and Twitter along with the City News  
 143 would be utilized to provide information, announcements, and encouragement for people to use  
 144 the Civic Engagement Module. This has been a major accomplishment for the Community  
 145 | Engagement Commission, he said.

146

### 147 **5. Assist in the Resumption of Roseville U Program**

148

149 | Chair Grefenberg ~~stated~~ said since the meeting packet had been sent out there had been an  
 150 announcement that Roseville U has resumed. There has been delineation of some of the topics  
 151 and people can register by topic. The first topic will include Civic and Community Engagement  
 152 and how residents can get involved both as volunteers and as commission members. The  
 153 | Commission will be involved in planning this, he said.

154

155 Commissioner Manke stated the first session was scheduled for May 7. She asked at what point  
 156 the Commission would be involved given the tight time line and what the Commission’s mission  
 157 would be for the event.

158

159 Chair Grefenberg stated Staff Liaison Bowman had indicated the Commission would be involved  
 160 in the planning and share the hour with the Volunteer Coordinator. He would be comfortable  
 161 with Staff Liaison Bowman letting him and Commissioner Manke know when they should be  
 162 involved.

163

164 Staff Liaison Bowman stated he had not started putting together the program. The segment  
 165 would be less than 1-hour and shared with the Volunteer Coordinator. He suggested reviewing  
 166 the steps the City is taking to encourage people to communicate and receive communication and  
 167 how they engage the City. He stated he would discuss this with Chair Grefenberg.

168

169 Chair Grefenberg asked if anyone else would like to volunteer. He clarified he and  
 170 Commissioner Manke would be involved.

171

172 Commissioner Gardella asked if Staff Liaison Bowman would be designing the whole Roseville  
 173 U program or just the first module.

174

175 Staff Liaison Bowman stated he would be responsible for the first session. Each Department  
 176 would develop their own curriculum for Roseville U and the curriculum topics have been set.

177

178 Chair Grefenberg stated he thought the City would be open to suggestions and feedback at the  
 179 end of this process. The last session is set for the fall. The Commission is able to provide input  
 180 at this time for the first session.

181

182 Commissioner Mueller asked how Roseville U would be marketed to residents.

183

184 Staff Liaison Bowman stated the information is in the news update, on the City's website, and  
 185 there would be a social media rollout next week. It would also be included on the first page of  
 186 the City's newsletter.

187

188 Chair Grefenberg asked Staff Liaison Bowman to forward all the information on Roseville U  
 189 topics to the Commissioners.

190

191 Staff Liaison Bowman also suggested Commissioners could view the city's website for  
 192 information.

193

## 194 **6. Involvement of Renters in Roseville Decision-Making and Civic Affairs**

195

196 Chair Grefenberg stated this had been a recommendation from the City Council. The only  
 197 activity at this time has been the zoning notification to renters who would be considered by the  
 198 Zoning Notification Task Force. The first meeting for this Task Force would be organized soon.  
 199 He suggested to the Committee to suggest Roseville resurrect the Welcome to Roseville packet  
 200 and distribute this to renters as well as new homeowners.

201

### 202 **a. Advocates Partnership Proposal Projects for 2015 (Continued)**

203

#### 204 **1. Introduction of proposal by Madeline Lohman of Advocates for Human**

205

206 Chair Grefenberg explained the proposal in front of the Commission is the same ~~one-proposal~~  
 207 that had been reviewed by the commission in February. He said he would like an open  
 208 discussion on the specifics and the rational of the proposal including community forums,  
 209 strategizing sessions, and training for Commission Members, City Staff, or other target groups.

210

211 Ms. Madeline Lohman introduced the proposal. She indicated that tThe goal of the strategizing  
 212 sessions is to use the information that had been gathered from the community forum to move  
 213 forward. She said that iIn other communities, for example, multiple there have been more  
 214 community forums may be held in order to get this information from residents or to focus on  
 215 specific topics such as civic engagement. Roseville, she noted, having previously held a broader  
 216 community forum, may now be interested in holding community forums in different locations  
 217 regarding civic engagement and out of this there would be ideas and findings from residents  
 218 about what they think is going on in the City. ~~The strategizing session would look at this~~  
 219 ~~information and see if there are opportunities for the City.~~ She clarified that tThese forums are  
 220 typically an open ~~forum-format that in which~~ everyone can attend and the Commission chooses  
 221 the specific framing of ~~it~~ a given forum. However, sShe would encourage a specific outreach to  
 222 refugees and immigrants and other groups that have trouble attending such as seniors or those

223 | that have trouble getting around. She added that Advocates for Human Rights (~~Advocates~~)  
 224 | focuses on refugees and immigrants because this is their area of expertise and this is a group that  
 225 | typically has barriers to participation. She illustrated that sometimes these forums have  
 226 | immediate opportunities for improvement in community engagement that can be implemented in  
 227 | the near term. Otherwise, Once actions have been identified through the strategizing session,  
 228 | Advocates for Human Rights can provide training to help with the medium and long term  
 229 | shifting of the City culture as neededs.

## 230 |

### 231 | **2. Discussion between Various Parties, Including Department of**

### 232 | **Administration**

234 | Ms. Lohman indicated that in some situations, communities have previously had sufficient  
 235 | community forums and instead engaged the Advocates for Human Rights to facilitate only the  
 236 | strategy sessions. Vice-Chair Becker asked what data would be used as an input for the  
 237 | strategizing sessions if a community forum was not held.

239 | Ms. Lohman ~~stated~~ replied that if community forums are not done then the ~~group~~ City should  
 240 | have a specific defined area of concern that they would like to address.

242 | Chair Grefenberg ~~stated~~ offered that the City had initiated a vigorous and comprehensive ~~plan~~  
 243 | effort to working with the Karen Organization of Minnesota. He said ~~initially~~ this work initially  
 244 | focused was on some of the housing issues ~~there~~ the Karen were experiencing but this has since  
 245 | expanded well beyond that. He noted ~~t~~ That relationship, in initiated by the City and associates  
 246 | assisting in other ancillary issues, is being carefully considered already with input from the  
 247 | Karen Organization of Minnesota. He noted that Ms. Collins is the coordinator of this effort and  
 248 | Commissioner Sanders also participates in some of these discussions. He stated he personally  
 249 | feels the City is well along in this process with the Karen population.

251 | City Clerk Kari Collins concurred with Chair Grefenberg. She said ~~t~~ The Immigrant Experience  
 252 | forum was well done and offered a catalyst to some of the discussions that are currently  
 253 | occurring. She thought that a At this time, Advocates for Human Rights is referring to  
 254 | participating in civic life ~~and~~ but what is currently being done with the Karen is focused on  
 255 | community engagement and identifying gaps in services and resources. Once the frame-work of  
 256 | basic services has been laid then the City can work on engaging the Karen at the civic levels as  
 257 | well. She thought Advocates for Human Rights ~~can~~ could work with the Commission on how to  
 258 | ~~lay~~ apply this framework established for the Karen ~~for~~ to other immigrant groups in Roseville.

260 | Volunteer Coordinator Kelly O'Brien stated she was involved with MN Volunteers Association  
 261 | and they had done a lot of work around engagement of immigrant populations. She said she  
 262 | recently met with some of the leaders from the Karen Organization and one of the things that  
 263 | keeps coming up is being aware of approaching it with our first world lens and our concept of  
 264 | what civic engagement means because this is not a concept that people who have spent decades  
 265 | living on the run have as part of their reality. So, she feels we need to start with that and being  
 266 | able to articulate what that means because we can build a relationship where we are meeting their  
 267 | needs. She felt ~~t~~ This can create a power situation versus a give and take that they have not had

268 | as part of their reality for decades or generations. She said wWhat she talked with the KOM  
 269 | about was starting with defining what community engagement is and why it is a benefit to them  
 270 | as a resident of the community and helping KOM staff with some of this language that they can  
 271 | use with the people they are working with. She reiterated that iIt starts fundamentally with  
 272 | defining what it is and acknowledging our first world lens.

273 |  
 274 | Ms. Collins ~~stated it would an opportunity for the CEC, down the road.~~ noted that oOne of the  
 275 | things that came out of the large group conversations on Karen needs was that transportation is a  
 276 | huge issue and they cannot always get to the public library to use the computers and there are  
 277 | literacy issues as well. She asked hHow do they become part of the community when they are  
 278 | not tapped in and they are not on-line. She felt it was a huge challenge ~~They need~~ to identify  
 279 | ways to not just exchange information with these populations but also engage them as well.

280 |  
 281 | Vice-Chair Becker asked, related to training, how targeted Advocates for Human Rights would  
 282 | get to specific City services. For example, he asked, Dø-do they get to the level where they  
 283 | would do training related to law enforcement or emergency response or would it be a broader  
 284 | training.

285 |  
 286 | Ms. Lohman stated Advocates for Human Rights does have some law enforcement training but  
 287 | they would look to partner with ~~these other~~ groups because it is often better to have law  
 288 | enforcement train law enforcement because it makes it more credible to those receiving the  
 289 | training. She said tThere are certain areas Advocates for Human Rights can tailor the training  
 290 | but she does not know that they have all the expertise in family services, for example. She  
 291 | offered tThey could offer more general training ~~or and~~ find partners to address these specific  
 292 | aspects.

293 |  
 294 | Chair Grefenberg stated he did not foresee the CEC having community forums except for the one  
 295 | learning event or conference. He said iIt seems to him that the Human Rights Commission  
 296 | (HRC) has more of ~~thesesuch forums~~, especially revolving on human rights. He noted is not  
 297 | against a forum talking to immigrants about civic engagement when the time might be  
 298 | appropriate but he does not agree it is appropriate right now. He added he is not sure how much  
 299 | use the CEC would have in working with Advocates for Human Rights on community forums  
 300 | and asked for input from other Commissioners.

301 |  
 302 | Commissioner Gardella ~~stated-felt~~ there is a lot of need for community forums so whether the  
 303 | CEC takes that as a charge or the HRC would not matter so much but that the idea that they  
 304 | could encourage forums and conversations in multiple locations on multiple topics with multiple  
 305 | audiences is important to a healthy and engaged civic democracy. She stated not just having  
 306 | conversations but then moving that into what does that mean and how they are taking what they  
 307 | heard and implementing that. She said she would like to see community forums stay a part of  
 308 | this proposal but if it is better positioned with the HRC then they could collaborate together. She  
 309 | said she thinks tThere is overlap in how the CEC was initially thinking about some of the  
 310 | community learning events as more than a conference or one event but rather as multiple events  
 311 | with different opportunities for learning about engagement and the community forums platform.

312 |



313 | Vice-Chair Becker asked if there were any time constraints related to this proposal and how long  
 314 | the funds available.

315

316 | Ms. Lohman ~~stated~~ replied they had funding available until the middle of 2016.

317

318 | Chair Grefenberg asked if Advocates for Human Rights would be asking for any money from the  
 319 | Commission for these events.

320

321 | Ms. Lohman ~~stated~~ replied that the programming would be paid for by grants but if the  
 322 | Commission wished to offer food or beverages at the events then this would not be covered by  
 323 | the Advocates for Human Rights.

324

325 | Ms. Collins stated the Police Department typically puts on a New American Forum and it has  
 326 | generally revolved around public safety but due to the nature of the forum this year it also took  
 327 | on a theme of rental rights and responsibilities. She added that oOne of the things that Staff is  
 328 | looking at is expanding this event to be more of an all-day event where they could have  
 329 | organizations such as the Advocates for Human Rights to do breakout sessions. She said tThe  
 330 | City could invite interpreters for the immigrant communities. She said tThis would provide the  
 331 | City an opportunity to get information to the immigrant populations as well as to learn from them  
 332 | as well. Further, she noted that tThe School District put on a similar event and they are looking  
 333 | to expand it as well.

334

335 | Ms. Lohman ~~stated~~ responded that it is helpful to use an established and trusted event as a  
 336 | starting point. She said she does not know if the Commission has a specific mandate on civic  
 337 | participation engagement but the Advocates for Human Rights y would be able to assist these  
 338 | groups in learning where to go for specific basic needs. She added that Meeting-meeting a  
 339 | ~~communities~~ community's basic needs is a form of civic engagement but it should also foster a  
 340 | relationship where the City works with them to meet other needs. She said that tThe community  
 341 | forums could be used to look at these broader topics.

342

343 | Chair Grefenberg stated the problem with forums is reaching the targeted groups and noted that-  
 344 | The City has a relationship with the Karen but he is not aware of a similar structure for other  
 345 | refugees or immigrants or ways to contact these groups.

346

347 | Ms. Collins stated the City has not even scratched the surface as far as reaching out to other  
 348 | populations. She thought wWhat is unique about Roseville is they do have a large Karen  
 349 | population compared to surrounding municipalities but the City could reach out to other cultural  
 350 | organizations because these populations should all be engaged equally.

351

352 | Vice-Chair Becker ~~stated~~ noted that in addition to being unique to Roseville the Karen were an  
 353 | emergent issue and wondered if -The other populations may-might not be in the same state of  
 354 | crisis.

355

356 | Chair Grefenberg stated one of the Commissions charges in the City Ordinance was to review  
 357 | and recommend ways to improve the City's public participation process and policies, and

358 | identify underrepresented groups, and remove barriers and engage and promote increased  
 359 | participation of all residents. He felt tThe City has done a remarkable job responding to the  
 360 | emergent or emergency issues with the Karen. and- hHe personally agrees that civic engagement  
 361 | of the Karen not only needs some thought but should be a later stage. He asked that wWhen this  
 362 | happens he would appreciate the City involving the CEC. He stated the strategizing sessions are  
 363 | something he would be interested in and he asked if these would primarily be for City Staff,  
 364 | Commissioners, or Councilmembers or if it would include immigrant and underrepresented  
 365 | community members as well.

366

367 | Ms. Lohman stated-replied these sessions could involve all these people but the strategy session  
 368 | is very focused on naming an issue that was brought up in the forum but the session does not  
 369 | spend a lot of time identifying issues. She clarified that tThe strategizing sessions assume the  
 370 | issues have been identified and the session is to identify ways to address ~~these~~them. She noted  
 371 | that cCommunity members have the knowledge of what is going on outside of City Hall that  
 372 | contributes to the issues. She states that if a larger community forum is not what the CEC  
 373 | would be interested in then she would recommend contacting key members of the communities  
 374 | they are trying to reach and have an informal discussion.

375

376 | Vice-Chair Becker asked where the City Council was at with their work-visioning sessions on  
 377 | civic engagement.

378

379 | Ms. Collins stated-responded that community engagement had been listed as one of the top five  
 380 | priorities and there have been strategic planning sessions to define what this means. She noted  
 381 | that This-this involves not only the immigrant population but other underrepresented groups such  
 382 | as renters. P and that part of the strategic initiatives are making sure the City is continuing to  
 383 | have communication and having subgroups. She felt tThe Commission can play a large role in  
 384 | this.

385

386 | Chair Grefenberg asked if the council had received the final report from the Retreat consultant  
 387 | and what the consultant had recommended.

388

389 | Ms. Collins stated ~~there was~~ a draft proposal had been submitted and the Council would be  
 390 | reviewing and deliberating about it at a City Council meeting. She noted that the sStaff had a  
 391 | session where they provided input and-on the strategic initiatives.

392

393 | Chair Grefenberg stated the Council made civic community engagement one if its five top  
 394 | priorities and it would be useful if the Commission could get an advance copy of the report prior  
 395 | to the Council's discussions because- if the CEC is advising the Council on community  
 396 | engagement then they should be advising them when it comes to the grand plan as well.

397

398 | Ms. Collins stated the Council would have to decide if they would want to make that-the report  
 399 | available ahead of time and that-W when the Council does discuss it, the CEC would be  
 400 | welcome to attend the meeting.

401

402 | Vice-Chair Becker rephrased his previous question ~~questioned to~~ how interested the Council  
 403 | would be in participating in a strategizing session since they have just completed this ~~en~~visioning  
 404 | process with the consultant.

405 |  
 406 | Chair Grefenberg asked if the training would be Commissioners or City Staff and employees.

407 |  
 408 | Ms. Lohman stated-replied the training could be for these groups but it would depend on what  
 409 | the identified issues were because generic training for everyone may not solve ~~these~~-specific  
 410 | problems identified.

411 |  
 412 | Chair Grefenberg stated it seemed to him that the management of the various Departments would  
 413 | benefit from this.

414 |  
 415 | Ms. Collins stated if Roseville were not doing it's current outreach efforts it would be different  
 416 | but outreach has already been identified as necessary across all departments.

417 |

### 418 | **3. Next Steps**

419 |

420 | Chair Grefenberg stated the Interagency Task Force had Department Heads represented. He  
 421 | asked what role, if any, should the CEC provide.

422 |

423 | Commissioner Miller asked if groups such as seniors would fall under Advocates for Human  
 424 | Rights purview.

425 |

426 | Ms. Lohman stated-noted one of the Council's priorities is renters in general and although  
 427 | Advocates for Human Rights is working to ensure immigrants and refugees are a meaningful part  
 428 | of the process. ~~s~~She felt they would be able to do a program around broad populations.

429 |

430 | Chair Grefenberg stated the thing that would be helpful to the CEC and City Staff would be the  
 431 | information that Advocates for Human Rights has as far as how to reach these groups, how to  
 432 | gain their attention and where to post information. He felt t~~F~~This would be a valuable resource as  
 433 | the CEC and Staff continue their work.

434 |

435 | Ms. Lohman stated they have general information but nothing specific to Roseville or its  
 436 | residents. She stated her general advice would be to put information where these groups are and  
 437 | where they feel safe. These are often places that connected to their cultural community. She  
 438 | recommended ethnic grocery stores, religious institutions, Laundromats, coffee shops, and free  
 439 | clinics.

440 |

441 | Vice-Chair Becker stated if the CEC wants to engage with renters there may be an opportunity to  
 442 | partner with Advocates for Human Rights and do a specialized meet and greet in apartment  
 443 | complexes that are predominately refugees or immigrants.

444 |

445 Commissioner Gardella asked if the CEC was approving entering into a collaboration with  
 446 | Advocates [for Human Rights](#) at this time or if this had already been done and they are just trying  
 447 | to decide what this collaboration would look like at this time.

448  
 449 Chair Grefenberg stated previously the HRC had sponsored a program facilitated by Advocates  
 450 | for Human Rights. He clarified at this time the CEC is considering a partnership with Advocates  
 451 | [for Human Rights](#) but he would like to know specifically what this would look like.

452  
 453 | Commissioner Mueller asked if this [proposal and approach](#) would need to be approved by the  
 454 | City Council.

455  
 456 Chair Grefenberg stated the Commission would not need City Council approval but they could  
 457 | involve the City Manager.

458  
 459 Ms. Collins recommended involving the City Council to be sure the vision aligns with what they  
 460 | envision especially with the strategic planning that will be coming up. [She felt that b](#)Before  
 461 | entering into a partnership she suggested making sure this was a direction the Council was  
 462 | identifying as well.

463  
 464 Commissioner Gardella stated if this partnership as implications for City Staff and the various  
 465 | departments it would be important to coordinate and connect with them- [and felt that a](#)As a  
 466 | Commission they should move forward and identify some next steps. [She noted that This-this](#)  
 467 | can be done by a smaller Committee that would work closely with Advocates [for Human Rights](#)  
 468 | to identify the groups involved and who to target.

469  
 470 | Ms. Collins stated there would be an [upcoming](#) joint meeting between the CEC and the City  
 471 | Council- [T and](#) the Commission would have an opportunity to discuss what they have been  
 472 | working on and what they would like to work on. She encouraged the Commission to tell the  
 473 | City Council, at that time, that this would be something they would like to work on and get their  
 474 | feedback.

475  
 476 Chair Grefenberg clarified the Commission was not in opposition to a partnership but they would  
 477 | like to proceed methodically. [He felt The-the](#) opportunities given by the strategic planning  
 478 | retreat and the upcoming joint meeting with the Council may be an opportunity to present  
 479 | something in more detail as to what this means- [T and](#) this would require thought but there is  
 480 | time because they are not going to be meeting with the Council before May.

481  
 482 | Commissioner Gardella stated this [since](#) has the potential to hit on a number of the different  
 483 | priorities identified and may align with some of Staff's efforts- [T](#) these would be a great points  
 484 | to bring up to the Council. She stated this could be combined into some of the community  
 485 | learning events he Commission has been discussing.

486  
 487 It was the consensus of the Commission to enter a partnership with Advocates for Human Rights  
 488 | and move forward carefully and inform the City Council at their joint meeting of the opportunity.  
 489 | Commissioner Gardella and Commissioner Mueller would work with Advocates [for Human](#)

490 | Rights to determine appropriate programs and present these in detail to the Commission for  
 491 consideration.

492  
 493 | Ms. Lohman ~~pointed~~clarified out that the strategic planning was very targeted and is probably a  
 494 different approach than the visioning that the City is currently doing with the consultant.

495  
 496 Vice-Chair Becker asked if it would be possible to reach out to Chief O'Neill and Chief Mathwig  
 497 to see if they had any specific needs reaching out to immigrant communities.

498  
 499 | Chair Grefenberg asked Ms. Collins to relay this ~~information~~partnership with the Advocates for  
 500 Human Rights to the HRC. He stated the CEC would be open to co-sponsoring a program such  
 501 as this.

502

## 503 (ii) Implementation of Other Strategic Recommendations

504

505 Chair Grefenberg suggested due to time constraints this item be moved to the agenda for the next  
 506 meeting.

507

### 508 c. Other Old Business

509

#### 509 1. Participation in the Rosefest Parade

510

511 Chair Grefenberg stated the Rosefest Parade was June 25 and this would be an opportunity for the  
 512 | Commission to interact with the community and have fun. He suggested using a pick-up truck in  
 513 the parade.

514

515 Commissioner Gardella asked what they would need a pick-up for.

516

517 | Commissioner Manke ~~stated the Commission would sit in the back, wave to people and throw~~  
 518 ~~candy. She suggested stated this was a community engagement event and the Community~~  
 519 ~~Engagement Commission cannot be engaged if they are riding in a pick up. She suggested they~~  
 520 walk and they all wear their Commission t-shirts, since it will be hard to engage with the  
 521 residents from a pick up truck.

522

523 Vice-Chair Becker stated vehicles are generally involved if they are pulling something. He  
 524 suggested the Commission discuss what they wanted to do at the parade.

525

526 | Commissioner Gardella? suggested wearing the Commission t-shirts and carrying a banner.

527

528 Commissioner Manke stated they could use a smaller vehicle to pull something with the banners  
 529 attached to the sides. This would give better visibility to who they are and also give them a place  
 530 to put their materials and belongings. She clarified the route was about 1-mile.

531

532 Chair Grefenberg stated the Commission does not need to decide at this time. He asked for a  
 533 volunteer to look into the cost of two (2) banners, candy, and water and to make a plan for what  
 534 the Commission would do at the parade.

535

536 Vice-Chair Becker asked if there was a specific message they would want to convey such as the  
537 Community Engagement Module on the website.

538

539 Commissioner Miller suggested putting together a flyer encouraging people to visit the website  
540 and check out the module.

541

542 Staff Liaison Bowman stated he would not want someone to hand him a piece of paper if her  
543 were attending the parade.

544

545 Commissioner Manke stated there would not be enough time to get involved in conversations  
546 with people but they could consider having a booth at the Party in the Park event on July 4.

547

548 Chair Grefenberg stated people would be more willing to stop and talk at that type of event and  
549 they could hand out materials at that time. He recommended the new Chair and Vice-Chair work  
550 on putting together a proposal.

551

552 Commissioner Gardella stated this would be a good activity for the Outreach Committee to work  
553 on.

554

## 555 **2. Welcome Packet**

556

557 Chair Grefenberg suggested due to time constraints this item be moved to the agenda for the next  
558 meeting.

559

## 560 **Chair, Committee, and Staff Reports**

561

### 562 **a. Staff Report**

563

#### 563 **1. Upcoming Items on Future Council Agendas**

564

565 Staff Liaison Bowman ~~stated~~ [reported](#) between now and the next meeting there was nothing  
566 pertaining to the Commission on ~~the~~ City Council agendas. He clarified he would talk to City  
567 Manager Trudgeon regarding the [consultant's strategic community engagement plan, which](#)  
568 [included community engagement issues](#).

569

570 Chair Grefenberg ~~stated~~ [added](#) the Commission is waiting for City Manager Trudgeon to draft  
571 language for the Uniform Commission Code. The Commission has already adopted a fair  
572 amount of these policies and all they need is an opportunity to engage with the City Council on  
573 this topic.

574

#### 575 **2. Other Items**

576

577 There being no other business Chair Grefenberg moved to the next item on the agenda.

578

### 579 **b. Chair Grefenberg's Last Report**

580  
581 Chair Grefenberg suggested due to time constraints this item be moved to the end of the meeting  
582 or to the next meeting.

583  
584 **New Business**

585  
586 **a. Election of Chair and Vice-Chair for 2015-16**

587 **1. Brief Description of Election Process**

588  
589 Chair Grefenberg reviewed the nomination and election process.

590

591

592 **2. Nominations**

593

594 Chair Grefenberg opened the nominations for the position of Chair of the Community  
595 Engagement Commission.

596

597 Commissioner Manke nominated Vice-Chair Becker to serve as Chair.

598

599 Vice-Chair Becker accepted the nomination.

600

601 There being no other nominations for the position of Chair, Chair Grefenberg closed the  
602 nominations.

603

604 Chair Grefenberg opened the nominations for the position of Vice-Chair of the Community  
605 Engagement Commission.

606

607 Vice-Chair Becker nominated Commissioner Becker to serve as Vice-Chair.

608

609 Commissioner Gardella accepted the nomination.

610

611 There being no other nominations for the position of Vice-Chair, Chair Grefenberg closed the  
612 nominations.

613

614 **3. Chair & Vice-Chair Elections**

615

616 Chair Grefenberg called for a show of hands in favor of approving Vice-Chair Becker to serve as  
617 Chair of the Community Engagement Commission for a term of approximately ~~4~~one (1) year.

618

619 Vice-Chair Becker was unanimously elected to serve as Chair of the Community Engagement  
620 Committee.

621

622 Chair Grefenberg called for a show of hands in favor of approving Commissioner Gardella to  
623 serve as Vice- Chair of the Community Engagement Commission for a term of approximately 1-  
624 year.

625  
626 Commissioner Gardella was unanimously elected to serve as Vice-Chair of the Community  
627 Engagement Committee.  
628

629 **8. Chair, Committee, and Staff Report (Continued)**  
630 **b. Chair Grefenberg's Last Report**

631  
632 Chair Grefenberg said he had reflected over the last few days on where the CEC has been during  
633 his term as chair. and First, however, he would like to reiterate the CEC's role is not to do  
634 community engagement but to facilitate and reinforce the engagement of residents, businesses,  
635 and community groups in civic decision-making and community building. He believes the  
636 CEC's approach to this work should rely on the formation of resident task forces to work with  
637 the Commission on implementing the strategies contained in its recommendations to the Council.  
638 He Grefenberg clarified that the Commission's ~~their~~ role now should be more on process, not  
639 projects, adding that this approach would be up to the new leadership and Commission.  
640

641 He Grefenberg said he had enjoyed going back to the Commission's first meeting ~~and going~~  
642 ~~around the table~~ when the Commission ~~talking~~ talked about where they would all individually  
643 like the Commission to be in ~~approximately 1-~~ one year. He provided a copy of these minutes of  
644 that Commission meeting a year ago ~~for the Commission.~~ He ~~stated~~ noted those year-old  
645 minutes captured ~~when he announced his intent to~~ he would be Chair for 1-year, and that his goal  
646 for the year was ~~he had said he would like to see the Commission accept and revise~~ the previous  
647 Task Force's ~~its recommendations and prioritize these recommendations~~ them. and This has  
648 been done.  
649

650 Grefenberg reflected that many of the Commission's ~~desires~~ desired objectives have seen some  
651 realization except possibly for an aggressive outreach and communication strategy, which may  
652 take more time than he had originally thought.  
653

654 Grefenberg also noted that Commissioner Becker's goal a year ago had in part been achieved,  
655 commented that his remarks a year ago had been prophetic in describing that the Commission  
656 was now are a team, and as happens with teams they usually go through a period of 'forming,  
657 storming, norming, and performing'.  
658

659 ~~He would like this Commission to also hear ideas and suggestions from other Roseville~~  
660 ~~residents, which means an aggressive outreach strategy. It was faulty of him to think this could~~  
661 ~~be done in 1 year but he would like to see the Commission continue with this outreach.~~  
662

663 ~~He would also like to point out the Vice Chair Becker had said he would like to echo these~~  
664 ~~comments and see in a year the Commission working together to accomplish its goals. Vice-~~  
665 ~~Chair Becker~~ had indicated then that he wanted to be sure in a year there was something  
666 established that would lay the foundation for the Commission's future ~~of the Commission.~~ He  
667 Grefenberg said he believes this has been done, ~~and he thinks~~ now the Commission needs to  
668 now move ~~onto~~ into execution and implementation. ~~The one thing he is not sure the~~  
669 ~~Commission has done is to learn from each other and work as a team. What happens with teams~~



670 is they usually go through a period of “forming, storming, norming, and performing.” And  
 671 hopefully they have done that.

672  
 673 -As they the Commission moves on he would like to make several recommendations based on his  
 674 experience as Chair. ~~You~~ The Commission needs to value the Chair and Vice-Chair and trust  
 675 them. They are an important Commission resource ~~and are~~ as the touchstone for  
 676 Councilmembers and Staff to contact on Commission policies and proposals. The Chair and  
 677 Vice-Chair need to develop credibility with ~~those~~ the people- the Commission advises (City  
 678 Manager, Staff, and City Council). Public criticism of your leaders undermines that credibility  
 679 so he would ask that the Commission give the new Chair and Vice-Chair a “honeymoon period”  
 680 because such criticism ~~of our leaders undermines their credibility and~~ makes the Commission  
 681 work impossible since ~~and as everyone knows~~, much of the execution of the CEC’s work relies  
 682 on the City Manager and/or Council. He recommended the Commission give its leadership Give  
 683 ~~them~~ a break until they prove themselves untrustworthy, which he does not believe would occur.  
 684 Grefenberg added He would like to say that he does not believe there to be was an instance  
 685 where he had betrayed the trust of the Commission over the last 11- plus months. The  
 686 Commission now has a set of comprehensive policies and recommendations which have received  
 687 some review from the City Manager and the City Council and he thinks this puts them in a  
 688 position where every time there is a City Council meeting on an issue, the policy can be applied  
 689 without calling a meeting.

690  
 691 Grefenberg continued ~~a~~ As the Commission moves forward, the concept idea of a Task Force  
 692 ~~now forming on neighborhood associations~~ is probably an effective and beneficial way to engage  
 693 others. This may need some thinking because he is finding out through his own experience it  
 694 requires some thought. Task Forces should know their limits and time lines, and that there  
 695 should always be is dialogue between the Task Force and the Commission. He thinks There may  
 696 ~~they~~ need to develop be a better protocol developed for this.

697  
 698 He Grefenberg concluded by wants to reminding the Commission of two (2) recommendations  
 699 contained in their orientation materials a year ago. First, “commissions act as a group”. As  
 700 A Commissioner you must work with your you’re his or her fellow Commissioners on the  
 701 issues the City Council has assigned. ~~As an individual, Commission members should work~~  
 702 ~~cooperatively with your fellow Commissioners~~. That requires that you each commissioner needs  
 703 to persuade convince the majority of the Commission that your-his or her idea has merit and  
 704 should be pursued. This means persuasion and even arguments need to occur openly at a  
 705 Commission meeting.

706  
 707 Dissent and disagreement at a Commission meeting are not a sign of personal opprobrium dislike  
 708 but are a sign of adversity diversity and health. To disagree with a fellow Commissioner is not  
 709 disrespectful but a condition of employment as a Commissioner. ~~One can argue respectfully but~~  
 710 Once decisions need to are be reached after full deliberation: ~~Since we act as a group, once a~~  
 711 ~~decision is reached~~ All Commissioners should share in implementing decisions ~~it~~ as far as their  
 712 time and other commitments allow. It is not acceptable to just say parades ‘are not my thing so I  
 713 am not going to participate’. If ~~it has been~~ Commission participation has been decided upon and

714 | if you ~~a Commissioner~~ have has the time then it is ~~your~~ his or her-responsibility to participate in  
715 | that event.

716 |  
717 | As an ancillary concern, ~~he~~ Grefenberg indicated he is not sure that a Committee structure or  
718 | work group is the way to divide up Commission tasks if it is meant as a way to avoid  
719 | disagreements. Delegating responsibility to a subgroup is fine if it is simply deciding specific  
720 | implementation tactics or strategies ~~such as meeting details~~. Delegating a Committee to come up  
721 | with recommendations or alternatives is often an ~~expeditious~~ effective way to expedite decisions.

722 |  
723 | Grefenberg finally concluded by stating hHe wants everyone to be able to work with each other  
724 | and ~~he~~ wants the team to start enjoying itself more. As a “back bencher” ~~he will be lobbing~~  
725 | ~~grenades when the honeymoon is over.~~ He suggested each commissioner tTake you the work  
726 | seriously, ~~but don't take yourself~~ themselves seriously.

727 |  
728 | Grefenberg thanked ~~He would like to thank~~ all those who supported him before and for their  
729 | cooperation and friendship. He looks forward to continuing to work with the new leadership and  
730 | with all Commissioners.

731 |  
732 | Vice-Chair Becker thanked Chair Grefenberg for everything he had done for the Commission  
733 | since its inception. It had been a formidable task, he noted.

734 |  
735 | **b. Other New Business**

736 |  
737 | There being none, Chair Grefenberg moved to the next agenda item.

738 |  
739 | **Commission Communications, Reports, and Announcements**

740 |  
741 | Vice-Chair Becker stated the Human Rights Commission, working with the US District Court of  
742 | Minnesota, is hosting a Naturalization Ceremony on April 15 at 10:00 a.m. at the Roseville  
743 | Skating Center. There would be approximately 50 people taking their oath of citizenship at the  
744 | ceremony and the community is invited to witness the occasion. This is the second year that  
745 | Roseville has hosted a Naturalization Ceremony. As an added bonus a City Staff member would  
746 | be singing the National Anthem. In September 2013, members of the community formed the  
747 | Roseville Alzheimer's and Dementia Community Action Team to work to improve conditions  
748 | for Roseville individuals with Alzheimer's disease and other forms of dementia. Participants in  
749 | this alliance include community members, municipal staff, agents, professionals, and  
750 | Independent School District 623 personnel. They are planning many events and kicking it off  
751 | April 23 with an event ~~called~~ titled Roseville: Becoming a Dementia Aware Community. It will  
752 | be from 1p.m. to 3 p.m. at City Hall. No registration is required and the website is  
753 | [www.cityofroseville.com/dementiainfo](http://www.cityofroseville.com/dementiainfo).

754 |  
755 | Commissioner Gardella ~~stated~~ added they are looking for volunteer greeters for the event.

756 |  
757 | Commissioner Mueller stated April 18 at 8:30 am Southeast Roseville Parks are doing an  
758 | organized cleanup of Villa Park, ~~Materion~~ McCarron's Beach, and Reservoir Woods.

759  
760 Chair Grefenberg stated the Roseville U programs would be starting May 7 and the first session  
761 would be on City Government and civic and community engagement. This is 6:30 p.m. to 8:30  
762 p.m. at City Hall and registration is required. He encouraged the Commission to attend.

763  
764 **Upcoming Items on Future Council Agendas**

765  
766 ~~Chair Grefenberg stated the Website Committee would be working with Staff Liaison Bowman~~  
767 ~~on the roll out of the Civic Engagement Module. He stated he would work with Staff Liaison~~  
768 ~~Bowman on the presentation materials for this.~~

769  
770 None mentioned.

771  
772 **Recap of Commission Actions This Meeting**

773  
774 Chair Grefenberg stated the Website Committee would be working with Staff Liaison Bowman  
775 on the roll out of the Civic Engagement Module. He stated he would work with Staff Liaison  
776 Bowman on the presentation materials for the Roseville U session on Community Engagement.

777  
778 Chair Grefenberg stated asked the Outreach Committee ~~would~~ to prepare a proposal on the  
779 Commission's Rosefest Parade participation and the Party in the Parks event in July.

780  
781 Commissioner Gardella stated she would follow-up with Commissioner Mueller and Ms.  
782 Lohman on collaborating with Advocates and what this could look like.

783  
784 **Adjournment**

785  
786 Vice-Chair Becker moved and Commissioner Gardella seconded a motion to adjourn. **Motion**  
787 **passed unanimously.** Meeting adjourned at 8:27 p.m.

788  
789  
790 Respectfully submitted,

791  
792 Tina Borg  
793 *TimeSaver Off Site Secretarial, Inc.*

794

Neighborhood Association Task Force  
of the Community Engagement Commission



Neighborhoods & Community Building

Date: May 7, 2015

To: Community Engagement Commission

From: Gary Grefenberg

Donna Spencer

Task Force Co-chairs

Re: **Current Status Report**

We appreciate the opportunity to meet with you to report on the current status of your Task Force's work. We look forward to discussing with you the scope of our current work and the chance to dialogue with you on this important topic.

We want to make sure we are discussing the right issues and addressing the questions you wanted us to address when you first commissioned the Task Force last January.

After four meetings the Task Force is now at the stage in our work where we would especially welcome your confirmation of two preliminary Task Force decisions:

- 1) We have slightly but not substantively changed our charge or mission from what you reviewed at past meetings.

The Task Force's purpose was originally described as exploring ways to foster, facilitate and encourage the formation of neighborhood associations and to encourage and organize authentic and effective neighborhood input into civic decision-making.

The Task Force now views its mission as to explore ways and **make recommendations for the City to:**

- A. Encourage and facilitate the formation of neighborhood associations; and
- B. Foster and facilitate effective and authentic neighborhood participation in civic decision-making.

The above words in bold font were added to make explicit that the City, whether it be Council, Staff, or Commissions, were the primary recipients of our recommendations.

**2)** We have developed a listing of Issues/Questions currently under our consideration. This nearly final list is attached for your review and concurrence.

Please review this list and advise us of whether we are missing any issue or question you want us to address, or whether there are any listed issues or questions you think are not within our scope as your Task Force.

Again we look forward to a dynamic and dispositive discussion.

Attachments: Issues/Questions under Consideration

**Roseville Neighborhood Association Task Force  
DRAFT Issues/Questions under Consideration  
May 6, 2015**

***Task Force Charge:***

Task Force shall explore ways and make recommendations **for the City to:**

- A. Encourage and facilitate the formation of neighborhood associations
- B. Foster and facilitate effective and authentic neighborhood participation in civic decision-making

***Issues/Questions Under Consideration to Address Task Force Charge:***

**A. Encourage and facilitate the formation of neighborhood associations**

- 1) What are the purposes of a Neighborhood Association?
- 2) What are benefits of Neighborhood Associations
  - a. To the City?
  - b. To neighborhoods?
  - c. To residents, both property owners and renters?
- 3) Should the City Council adopt Neighborhood Association policy guidelines for residents?
  - a. Should Neighborhood Associations be recognized by the City? If so, should there be any criteria for recognition?
  - b. What should be the roles & responsibilities of Neighborhood Associations?
  - c. Should the City recognize only one Neighborhood Association in each Roseville Neighborhood, while recognizing that other neighborhood groups and individuals may also form and contribute?
  - d. Neighborhood Associations will not be assumed to speak on behalf of all residents in a neighborhood. They will not limit the ability of any individual resident to participate on their own.
- 4) How can the City encourage and facilitate Neighborhood Associations start up and operations?

*Examples under consideration:*

  - a. Providing a mailing address list of neighborhood geographic area
  - b. First organizational mailing paid for and conducted by the City
  - c. Use of meeting and event space and priority scheduling of City buildings at no charge

- d. Space on website for neighborhoods; neighborhood meeting included in calendar if desired
- e. Potential optional start-up or support grants for Neighborhood Associations
- f. Copies of relevant documents without charge; electronic documents relating to particular neighborhood, i.e., building applications in/near neighborhoods; new business land use applications; list of registered rental properties in neighborhood
- g. Feature neighborhood news in City News and on City website
- h. City staff person with the added function to serve as contact for Neighborhood Associations

**B. Foster and facilitate authentic and effective neighborhood participation in civic decision-making**

- 5) What should be the expectations for communications from the Neighborhood Associations to the City?
- 6) What should be the expectations for communications from the City to the Neighborhood Associations?
  - a. Should the City include Neighborhood Associations in the City's notification system and planning processes, including but not limited to: the review and comment on development projects, both public and private; land use planning, zoning variances and rezoning proposals; and Comprehensive Plan amendments
  - b. Feedback from City on how neighborhood input impacted the decision making
- 7) What are other ways the City and Neighborhood Associations can interface to facilitate neighborhood participation and input?

*Examples under consideration:*

- a. Provide opportunity for introductions between new Council/Commission members and Neighborhood Association leadership annually or as appropriate.
  - b. Neighborhood Association leadership invited to participate in Council/Commission sessions as a neighborhood representative on issues impacting their neighborhood if appropriate and willing to participate
  - c. City Manager to meet with a neighborhood leadership/coordinating council monthly or every other month
  - d. Involve Neighborhood Associations in developing future Comprehensive Plans, with specific focus on neighborhood impact
- 8) What are other ways the City can facilitate neighborhood participation in civic decision making?







WELCOME TO ROSEVILLE UNIVERSITY

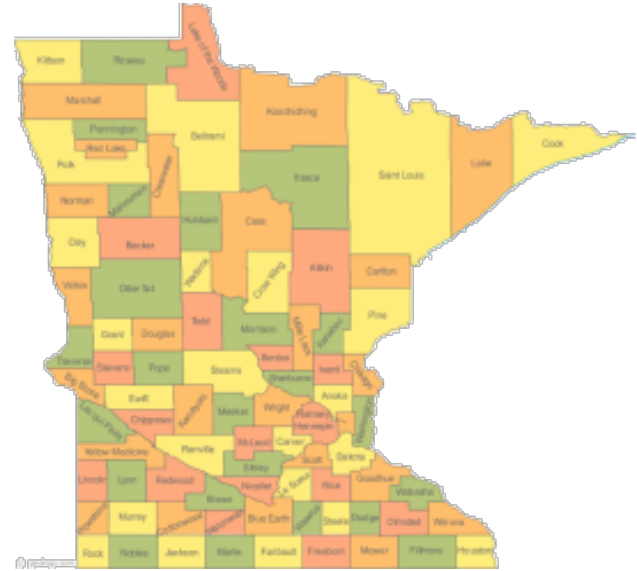


CITY GOVERNMENT 101



# Minnesota Government Structure

- Counties – 87
- Cities – 853
- Townships – 1,784
- School Districts - 340





# Roseville History

- Originally called Rose Township
- Incorporated as Village of Roseville in 1948
  - Population was 4,589
  - Population in 1980 ~36,000; 13th largest in MN
  - Population in 2010 ~ 33,660 27th largest in MN
- January 1, 1974 – became statutory city



**Isaac Rose**



# What Federal Government Does

- ❑ Make laws for entire country
  - Including Minnesota and Roseville)
- ❑ Responsible for Military Defense of the country
  - Army, Navy, Air Force, Coast Guard
- ❑ National Parks, Interstate Highways
- ❑ Power from all people in the U.S.
- ❑ Set up by U.S. Constitution



# What State Government Does

- ❑ Laws for State of Minnesota (including Roseville)
- ❑ State Patrol, DNR (fishing and hunting licenses)
- ❑ State highway, state parks
- ❑ Power from People of Minnesota
- ❑ Set up by Minnesota Constitution





# What Cities Do

- ❑ Protect people, homes and streets
- ❑ Manage impacts of growth
- ❑ Build capital facilities
- ❑ Manage water and sewer utilities
- ❑ Maintain and manage the streets
- ❑ Provide Park and Recreation activities
- ❑ Protect environment





# Council-Manager Form of Government



- Roseville follows Plan B form of government
- City Council has legislative power of the city and determines matters of policy



- City Manager has administrative power and is responsible for proper administration of all city affairs





# Roseville City Council





# Roseville City Council

- Mayor and Council members serve four-year terms of office:

**2016**

Jason Etten

Lisa Laliberte

**2018**

Dan Roe (Mayor)

Tammy McGehee

Bob Willmus



# Roseville City Council

## Types of meetings

- ▣ Regular (including work sessions)
- ▣ Special

Log on to

[www.cityofroseville.com/ReceiveUpdates](http://www.cityofroseville.com/ReceiveUpdates)

to sign up for meeting notices



# Role of the Mayor

- Presiding Officer at council meetings
- Executes official documents
- Power to make some appointments
- HRA, Emergency Services Director
- Weed Inspector – State Statute mandates this appointment



**Mayor Dan Roe**



# Role of the City Council

## Major areas of council authority and responsibility

- ❑ Set and interpret rules governing its own proceedings
- ❑ Exercise powers of cities that the law does not delegate to others
- ❑ Direct enforcement of city ordinances
- ❑ Legislate, i.e. set policy, for the city
- ❑ Establish budget for the City



# Role of the City Council

## Major areas of council authority and responsibility

- Appoint City Manager
- Transact city business and manage financial operations
- Appoint members of commissions
- Conduct intergovernmental affairs
- Protect welfare of city and its inhabitants



# Roseville City Council

## Council Liaisons

- Improve communication between the Council and organizations
- Achieve more cooperative ventures
- Ensure strategic planning implemented with all available information and consider impacts on all parties



# Council-Manager Form of Government

## City Manager Duties

- Enforce statutes, ordinances, and resolutions
- Hire City staff
- Oversee City departments
- Attend Council meetings
- Recommend ordinances and resolutions
- Report on City finances and budget
- Chief purchasing agent



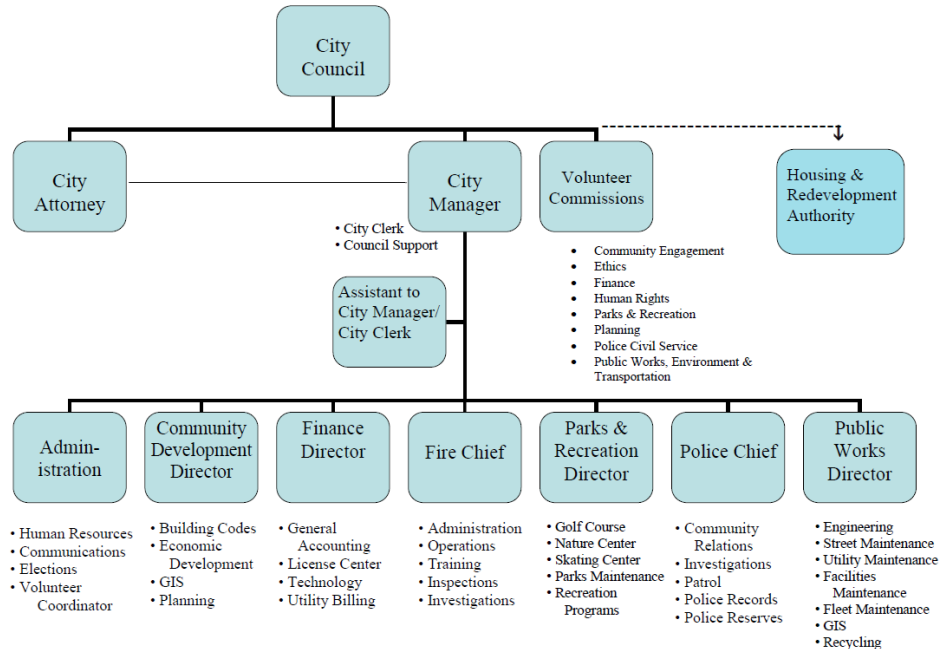
**City Manager  
Patrick Trudgeon**





# City of Roseville Organizational Chart

City of Roseville Organizational Chart





# City of Roseville Departments

- ❑ Administration
- ❑ Community Development
- ❑ Finance
- ❑ Fire
- ❑ Parks and Recreation
- ❑ Police
- ❑ Public Works





# Administration Department



- ❑ Seven full-time employees
- ❑ Oversees operation of entire city organization
- ❑ Provides support services to City Council
- ❑ Maintains official city records
- ❑ Provides Human Resources functions
- ❑ Supervises municipal elections
- ❑ Communications (newsletter, website, etc.)
- ❑ Volunteer Coordination



# Community Development

- ❑ 13 full-time employees
- ❑ Provides building plan review and inspection
- ❑ Enforces zoning code and regulations
- ❑ Planning for future of community
- ❑ Economic Development
- ❑ GIS (Mapping)
- ❑ Housing and Redevelopment Authority
- ❑ Nuisance Code Enforcement





# Finance Department



- 34.5 Full-time Employees
- Responsible for city budget, financial planning and reporting
- Pays city's bills and collects fees and payments
- Oversees IT functions for the city
- License Center (driver's license, passports, etc.)



# Fire Department



- ❑ 11 Full-time employees
- ❑ 65 part-time firefighters
- ❑ Fire suppression and rescue
- ❑ Medical first-responders
- ❑ Fire prevention
- ❑ Emergency Management



# Parks and Recreation Department

- ❑ 25 Full-time employees; 75+ seasonal employees
- ❑ Administers and maintains 30 parks, 679 acres of parkland and open space, and 67 miles of trails and walkways
- ❑ Provides recreation opportunities for youth, adults, and seniors
- ❑ Operates Roseville Skating Center and OVAL





# Police Department



- ❑ 57 Full-time employees
- ❑ Provides 24/7 patrols
- ❑ Investigative services
- ❑ Crime Prevention
- ❑ Parks and Recreation
- ❑ Community Outreach





# Public Works Department

- 37 Full-time employees
- Oversees and maintains city infrastructure (roads & utilities)
- Repairs street, water, and sewer lines
- Manages storm water drainage
- Administers recycling program
- Plows city streets during snow events





# City of Roseville

- City's 2015 budget is \$52 million
- Total FTEs: 181
- 2015 budgeted Personnel costs is \$18,718,960 or 36% of the total operating budget





# Monthly Cost to Residents

Police Protection	\$15.85
Fire Protection	\$7.43
Parks & Recreation	\$12.87
Public Works (streets and infrastructure)	\$7.42
Capital Replacement	\$6.98
Debt Service	\$13.25
Administrative Services	\$5.93
<b>Total</b>	<b>\$69.75</b>

*\*Based on the projected cost of a median-value home. Estimated market value of \$215,000.*

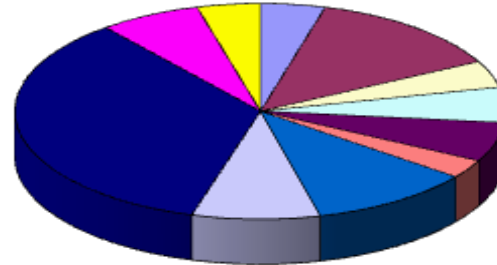


# Roseville Budget

2015 Budget  
is \$52 million

## Where do your taxes go?

2015 Budget by Function

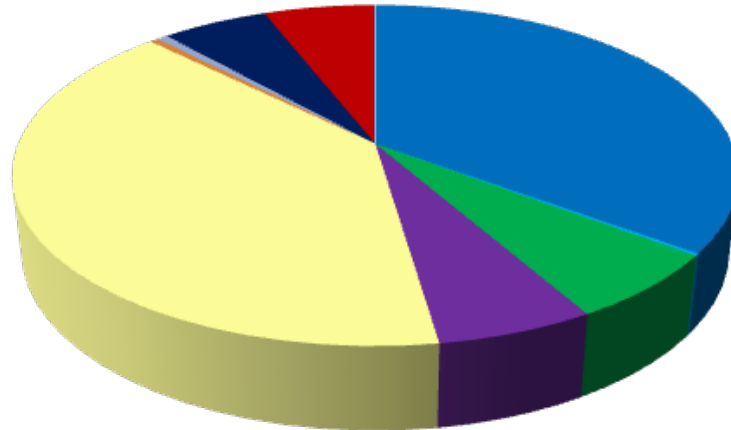


- |                      |                           |                         |
|----------------------|---------------------------|-------------------------|
| ■ General Government | ■ Police                  | ■ Fire                  |
| ■ Public Works       | ■ Parks & Recreation      | ■ Community Development |
| ■ Special Purpose    | ■ Capital (non-operating) | ■ Enterprise Operations |
| ■ Debt Service       | ■ TIF                     | ■ Trust Operations      |



# Roseville Budget

2015 Funding Sources



- |                      |                        |                      |
|----------------------|------------------------|----------------------|
| ■ Property Taxes     | ■ Special Assessments  | ■ Intergovernmental  |
| ■ Licenses & Permits | ■ Charges for Services | ■ Court Fines        |
| ■ Interest Earnings  | ■ Other Revenues       | ■ Use of Reserves ** |

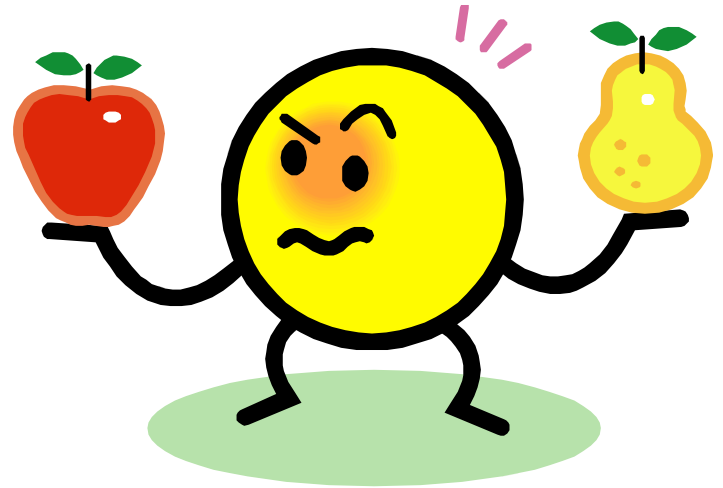
2015 Budget  
is \$52 million

- Property Taxes 35%
- \$18.3 million



# Funding Decisions

- ❑ Require a balancing of competing priorities
- ❑ What level of services do the citizens of Roseville want?
- ❑ What level of services are they willing to pay for?





# Decisions Get Implemented



- Council sets priorities based on long-term planning and community input
- City Manager establishes programs and plans to carry out decisions
- Staff implements decisions



OPEN MEETINGS | DATA PRACTICES | RECORDS RETENTION





# Open Meetings Law

Open meetings law ensures that:

- No secret meetings
- No improper influence

Open meetings law protects the public's rights:

- To be informed
- To present views



# Data Practices Act

## Minnesota Government Data Practices Act balances

- ▣ The public's right to know about their government
- ▣ The government's need to have/use data to do its work
- ▣ Individual privacy rights

All data is subject to data practices act

Data is classified public, private or confidential – depending upon its classification, it may or may not be made available to members of the public



# Records Retention

- Cities create hundreds of thousands of pages of data a year
- Record Management Act defines how long we must keep data



[www.cityofroseville.com/rvarchives](http://www.cityofroseville.com/rvarchives)



## More Information

▣ For more information log on to:

[www.revisor.leg.state.mn.us/statutes/](http://www.revisor.leg.state.mn.us/statutes/)

- Open Meetings – MN Statutes 13D
- Data Practices – MN Statutes 13
- Records Retention – MN Statutes 15.17 and 138.17
- IPAD: MN Department of Administration -  
Information Policy Analysis Division  
[www.ipad.state.mn.us](http://www.ipad.state.mn.us)

# Thank You

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- Next Session - *May 21, 6:00p.m.*
- Finance Department – Budget 101  
Understanding Roseville's Budget



WELCOME TO ROSEVILLE UNIVERSITY, PART 2



# CITY COMMUNICATIONS



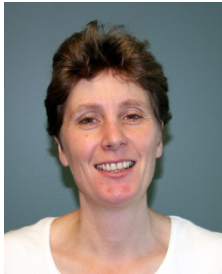
# Communications Staff



**Garry Bowman**

Communications Manager

[Garry.Bowman@cityofroseville.com](mailto:Garry.Bowman@cityofroseville.com)



**Carolyn Curti**

Communications Specialist

[Carolyn.Curti@cityofroseville.com](mailto:Carolyn.Curti@cityofroseville.com)





# Internal Communications

- Actively seeking news and information items from a variety of internal City sources in order to provide residents and media outlets with more proactive, relevant messages
- Established key communicators group, which includes all departments, and the Roseville Visitors Association
- Creation of the communicators group has:
  - Fostered greater cooperation and coordination among departments
  - Promoted more consistent, professional messaging
  - Helped the City be more proactive in its communications
  - Enriched content and relevance of the City's weekly News Update as well as the content of the City newsletter.
  - Provided the City with the ability to cross-promote events and initiatives across multiple communications channels
  - Helped the city earn coverage in every major media outlet in the Metro in the last year



# Communications Channels

- Newly-Designed website  
[www.cityofroseville.com](http://www.cityofroseville.com)
- Emphasizing the user experience with clear access to relevant information, improved content and features
- Incorporates responsive design to be mobile friendly





# Communications Channels

## □ Receive Updates

[www.cityofroseville.com/list.aspx](http://www.cityofroseville.com/list.aspx)

### □ Sign up to receive email or text updates directly from the City

- News updates
- Department updates
- City Council notices
- Commission notices
- And more...

The screenshot shows the City of Roseville website's 'Receive Updates' page. At the top, there is a navigation bar with social media icons and a search bar. Below the navigation bar, there are several menu items: 'YOUR GOVERNMENT', 'RESIDENT RESOURCES', 'AROUND ROSEVILLE', 'BUSINESS', and 'I WANT TO...'. The main content area is titled 'Home - Receive Updates' and features a 'Receive Updates' form. The form includes a 'Sign in' button and a 'Sign up' button. Below the form, there is a table of available updates:

METHOD	LIST NAME	DESCRIPTION
<input type="checkbox"/>	Alert - Snow Plows	Interested in finding out when Roseville's snowplows are about to roll? Sign up to receive this alert from the city. When 2 inches of snow has accumulated a parking ban immediately goes into effect and parking is prohibited on all city streets.
<input type="checkbox"/>	Bids and RFPs	The City of Roseville periodically issues requests for bids and requests for proposals to procure goods and/or services. Sign up to receive notification when bids or RFPs are issued.
<input type="checkbox"/>	City News Updates	Receive general announcements about news regarding the City.



# Communications Channels

- Increased emphasis and use of social media
  - ▣ Created a new City Facebook page in January 2014, which now has just shy of 1,000 likes and has been used actively since its creation
  - ▣ Greater use of City Twitter account, which now has more than 800 followers, a marked increase over the last year
  - ▣ Developed a LinkedIn profile for the City



## Facebook

[www.facebook.com/  
CityofRosevilleMN](http://www.facebook.com/CityofRosevilleMN)

## Twitter

[www.twitter.com/  
RosevilleMN](http://www.twitter.com/RosevilleMN)

## LinkedIn

[www.linkedin.com/co  
mpany/city-of-  
roseville-mn](http://www.linkedin.com/company/city-of-roseville-mn)

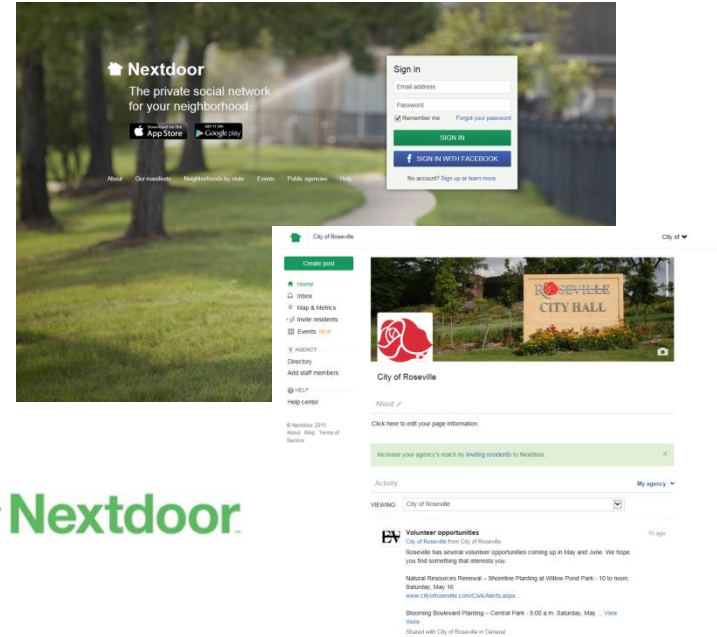
## YouTube

[www.youtube.com/us  
er/CityofRosevilleMN](http://www.youtube.com/user/CityofRosevilleMN)



# Communications Channels

- Targeted use of Nextdoor
  - ▣ Nextdoor has grown by more than 800 members in the last year to 2,432 users – about 12% of all Roseville households
  - ▣ Used for specific, directed messaging to residents





# Communications Channels

## Redesigned Newsletter

- Emphasizes our commitment to printed communications to help bridge the digital divide
- Perhaps the City's most important communications tool according to the City's 2014 Survey

- 86% of residents recall receiving the publication in the last year
- 92% of those report a member of their household regularly reads the publication





## COMMUNITY ENGAGEMENT



# What is Community Engagement?







# What is Community Engagement?

- Community engagement means involving community members in all activities - from identifying the relevant issues and making decisions about how to address them, to evaluating and sharing the results with the community
- Understanding that the public has a right to participate and encouraging that right
- For the City of Roseville it is more than that
  - ▣ Staff's vision of community engagement also includes reaching out to our residents in an effort to be both transparent and accessible



# Key Tenants of Community Engagement\*

- ❑ **Inclusive Planning:** The planning and design of a public engagement process includes input from appropriate local officials as well as from members of intended participant communities.
- ❑ **Transparency:** There is clarity and transparency about public engagement process sponsorship, purpose, design, and how decision makers will use the process results.
- ❑ **Authentic Intent:** A primary purpose of the public engagement process is to generate public views and ideas to help shape local government action or policy, rather than persuade residents to accept a decision that has already been made.
- ❑ **Breadth of Participation:** The public engagement process includes people and viewpoints that are broadly reflective of the local agency's population of affected residents
- ❑ **Informed Participation:** Participants in the public engagement process have information and/or access to expertise consistent with the work that sponsors and conveners ask them to do.

\*From the Institute for Local Government



# Key Tenants of Community Engagement\*

- ❑ **Accessible Participation:** Public engagement processes are broadly accessible in terms of location, time, and language, and support the engagement of residents with disabilities.
- ❑ **Appropriate Process:** The public engagement process utilizes one or more discussion formats that are responsive to the needs of identified participant groups, and encourages full, authentic, effective and equitable participation consistent with process purposes. This may include relationships with existing community forums.
- ❑ **Authentic Use of Information Received:** The ideas, preferences, and/or recommendations contributed by the public are documented and seriously considered by decision makers.
- ❑ **Feedback to Participants:** Local officials communicate ultimate decisions back to process participants and the broader public, with a description of how the public input was considered and used.
- ❑ **Evaluation:** Sponsors and participants evaluate each public engagement process with the collected feedback and learning shared broadly and applied to future engagement efforts.



# City Boards and Commissions

- Community Engagement Commission
- Ethics Commission
- Finance Commission
- Housing and Redevelopment Commission
- Human Rights Commission
- Parks and Recreation Commission
- Planning Commission
- Police Civil Service Commission
- Public Works Commission
- Variance Board



# Commitment to Community Engagement

- City Council is committed to engaging with the Roseville community
  - Created the Community Engagement Commission in January of 2014
  - Commission began meeting in May of 2014 and is already having its recommendations approved and enacted
  - Continues to work on recommending additional engagement strategies





# Community Engagement Commission

- The City Council's creation of the Community Engagement Commission came together thanks to the tireless efforts of the Community Engagement taskforce, many of whom are in attendance tonight and who probably know a lot more about this topic than I do

- Scot Becker  
Chair of the  
Community  
Engagement  
Commission





# Additional Community Engagement Efforts

## □ Staff engagement efforts

- Roseville U
- Fridays with Firefighters
- Firefighters and Police Lemonade Stand
- Discover your Parks
- Parks Renewal Open Houses
- Rain Barrel and Compost Bin events
- Living Smarter Fair
- Twin Lakes Public Input Meetings
- Coffee with a Cop
- Police Youth Basketball and Soccer Camp
- Shop with a Cop
- Police Community Connection Events



# VOLUNTEER ENGAGEMENT





# Investing in Volunteers

- Volunteer Coordinator Position created by City Council
- Started end of May 2014
- Kelly O'Brien
  - ▣ [Kelly.O'Brien@cityofroseville.com](mailto:Kelly.O'Brien@cityofroseville.com)

**LillieNews.com**

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## Roseville creates staff position to expand municipal volunteering

By: Johanna Holub



### Kelly O'Brien envisions broad city support for volunteerism

Roseville has begun ramping up its efforts to tap into a new resource: volunteers. New hire Kelly O'Brien is spearheading the cause in the city's newly created volunteer coordinator position.

O'Brien comes to the city with a plentitude of experience managing volunteers.

"I don't even want to say [how long I've been doing this]," O'Brien joked, conceding that she has over 20 years' experience in the field managing volunteers from large nonprofits to small grassroots organizations.

Searching out volunteers is something most departments had to do on their own before the volunteer coordinator position was created, O'Brien said.

"Until this point, it's been something that staff members have been doing as part of their job, and they've been doing a phenomenal job," she said. "But we want to be reaching everyone we can."

Kelly O'Brien



# Investing in Volunteers



- For every \$1 an organization invests in volunteer engagement they can expect a \$6 return on investment





# The Power of Volunteers

- ❑ Organizations that excel at leveraging the skills and talents of volunteers in their core operations are known as “Service Enterprises”





# The Power of Volunteers

- ❑ Planning and Development
- ❑ Leadership Support
- ❑ Resource Allocation
- ❑ Tracking and Evaluation
- ❑ Outreach
- ❑ Effective Training
- ❑ Onboarding and Supervision
- ❑ Funding
- ❑ Technology and Communication
- ❑ Partnering to Extend Reach





# City of Roseville Opportunities





Questions?





# Thank You!

- Next Session - *May 21, 6:00p.m.*
- Finance Department – Budget 101  
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