



**Community Engagement Commission Agenda**  
**Thursday, January 12, 2016**  
**6:30 p.m.**  
**City Council Chambers**

- 6:30 p.m.      **1. Roll Call**  
                 **2. Approve Agenda**  
                 **3. Public Comment on Items Not on Agenda**  
                 **4. Approval of December 8 meeting minutes**  
                 **5. Old Business**
- 6:40 p.m.      a. 2017 Work Plan/Priority Projects Update  
                 b. Comprehensive Plan Community Engagement Plan  
                 **6. New Business**
- 7:00 p.m.      a. Welcome Packet Discussion  
                 b. Discuss Renewing Gavel Club Membership
- 7:30 p.m.      **7. Chair, Committee, and Staff Reports**  
                 a. Chair's report  
                 b. Staff report  
                    i. Upcoming items on future council agendas  
                    ii. Open House  
                    iii. Other items
- 7:40 p.m.      **8. Commission Communications, Reports, and Announcements**  
                 **9. Commissioner-Initiated Items for Future Meetings**  
                 **10. Recap of Commission Actions This Meeting**
- 7:45 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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## Minutes

### Roseville Community Engagement Commission (CEC)

Thursday, December 8, 2016 - 6:30 p.m.

#### 1. Roll Call

Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and City Manager Trudgeon called the roll.

**Commissioners Present:** Chair Scot Becker; Vice Chair Chelsea Holub, and Commissioners Peter Sparby, Erik Tomlinson, Amber Sattler, and Michelle Manke

**Staff Present:** Staff Liaison/City Manager Patrick Trudgeon

#### 2. Approve Agenda

Commissioner Tomlinson moved, Commissioner Sparby seconded, approval of the agenda as presented.

**Ayes: 6**

**Nays: 0**

**Motion carried.**

#### 3. Public Comment on Items Not on Agenda

#### 4. Approval of November 10, 2016 Meeting Minutes

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

Commissioner Sparby moved, Commissioner Sattler seconded, approval of November 10, 2016 meeting minutes as presented.

**Ayes: 6**

**Nays: 0**

**Motion carried.**

#### 5. Old Business

##### a. PRIORITY PROJECT UPDATES

*Monthly updates, as submitted by individual commissioner teams were provided in the latest iteration of City Manager Trudgeon's memorandum (Attachment 5A).*

**Assist in the formulation of the 2017 Comprehensive Plan Update Process (Commissioners Tomlinson & Sparby)**

45 Commissioner Sparby provided a brief update from his and Commissioner  
46 Tomlinson’s representation of the CEC and their attendance at last night’s  
47 Planning Commission meeting with staff and the WSB Consultant team  
48 specific to the comprehensive plan update. Commissioner Sparby reported  
49 that the focus for that initial internal planning meeting was community  
50 engagement strategies as the Planning Commission serves as the lead for  
51 this update. Commissioner Sparby reported that the consultant team  
52 presented their first draft of suggested strategies, seeking feedback from the  
53 CEC and PC before finalizing these strategies at the January 2017 Planning  
54 Commission meeting.

55  
56 City Manager Trudgeon referenced two bench handouts, made a part of the  
57 agenda packet materials consisting of a Memorandum dated December 8,  
58 2016 from LHB (WSB Consulting Team) along with a copy of their initial  
59 strategies for CEC feedback. Mr. Trudgeon noted that the CEC’s input had  
60 been requested by the Planning Commission for the strategies and  
61 suggestions to be submitted to him by December 19, 2016 for dissemination  
62 to the Planning Commission in anticipation of their January meeting. Mr.  
63 Trudgeon noted the availability and interest in a wide variety of options and  
64 how to include all pertinent groups, organizations and stakeholders. Mr.  
65 Trudgeon advised that he would send CEC commissioners an electronic  
66 copy that they could in turn submit to him in the same venue.

67  
68 Commissioner Tomlinson concurred, noting that those strategies and/or  
69 tools listed in the draft outline were proposed or previously used by the  
70 consultants as noted in submittal of their proposal; with “potential tools”  
71 listed as other options that could be used but were not included in the initial  
72 consultant cost estimate, and possibly subject to substitution of other  
73 potential processes or as part of the remaining contingency fund for the  
74 update. As noted on the Table list, Commissioner Tomlinson noted that  
75 the Planning Commission, consultants, and staff had brainstormed  
76 additional or different groups to involve, some that were yet to be listed, but  
77 reported that WSB reiterated that the list was only intended as a starting  
78 point, with the desire to obtain considerable feedback from the CEC and  
79 Planning Commission.

80  
81 **Recommend ways to expand city learning and engagement**  
82 **opportunities** (Commissioners Manke and Holub)

83  
84 **Form strategies for outreach to under-represented groups**  
85 **(Commissioner Sattler)**

86 Commissioner Sattler reported that she had revised the previous definition  
87 of “under-represented groups” and could forward it to City Manager  
88 Trudgeon for inclusion in the January 2017 CEC meeting agenda packet.  
89

90 **Implement additional Council suggestions** (Chair Becker); **Advocate for**  
91 **select items from 2014 CEC recommended policies and strategies.**

92 Chair Becker reported that there were no changes at this time to his past  
93 reports.

94  
95 **Photo Project Proposal**

96 Commissioner Holub referenced the revised draft of the Photo Project  
97 Proposal dated December 7, 2016, provided as a bench handout and  
98 included in meeting agenda packet materials.

99  
100 Commissioners Holub and Manke expanded on their project summary and  
101 display options as part of their proposal. That presentation and discussion  
102 among commissioners included types of pictures and possible themes;  
103 locations for displays considered critical in highly visible places for both  
104 residents and visitors to Roseville to view (e.g. possible negotiations with  
105 Rosedale Center management for display and logistics to consider); photo  
106 criteria and how to communicate themes; and a suggested first theme  
107 involving incorporation of an historical display as through coordination  
108 with the Roseville Historical Society to mine their photo inventory.

109  
110 Further discussion included advertising based on available media sources  
111 (e.g. city announcement on NextDoor.com; *Roseville Review*; Facebook;  
112 etc.). Additional discussion including cost and type of displays (e.g.  
113 Foamcore with Velcro) timing of the displays and their themes (e.g.  
114 Summer in Roseville); how to make the photo displays more personal in the  
115 broader market; and relocating displays after several months as the themes  
116 change (e.g. move displays from Rosedale Center to City Hall if you missed  
117 it); and the possibility of wall space available at local restaurants not only  
118 for customer interest and viewing but to encourage community engagement  
119 of residents and business owners.

120  
121 **Open House**

122 Commissioner Manke reported that she hadn't done anything further since  
123 last month's CEC discussion; pending City Manager Trudgeon's  
124 conversations with city staff and hearing their feedback on timing and  
125 logistics, including if and how to include break-out sessions for Roseville  
126 U as part of the open house.

127  
128 City Manager Trudgeon reported that he had talked to Department Heads  
129 only briefly at this point, but now that 2016 was wrapping up and the 2017  
130 budget adoption finalized, he anticipated having more details available for  
131 the CEC at their January 2017 meeting. Mr. Trudgeon reiterated his  
132 appreciation for the helpful topics and ideas provided by the CEC in past  
133 discussions and also for their personal and corporate perspectives on past  
134 events.

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**Welcome Packet**

Commissioner Manke reported similarly on a revamped welcome packet.

City Manager Trudgeon also noted that city staff would now have more time to collaborate with the CEC on formatting and what documents were worth while including for an electronic welcome packet, with hard pdf files available for those asking.

Commissioner Manke led a discussion on her interest in emphasizing opportunities to get local businesses working with the city on the welcome packet; (not necessarily through ads of coupons, but more a summary the business, their location and hours) under certain size criteria. Commissioner Manke reiterated her desire for working more closely with businesses, but admitted available manpower to get something up and running in the near future was the biggest and next step. After that, Commissioner Manke opined the packet should self-manage itself with minor updates and input.

City Manager Trudgeon cautioned that more discussion was needed on what the welcome packet should be based on city policy for not endorsing businesses, especially if soliciting their involvement that may create additional complications. Mr. Trudgeon clarified that he knew such an effort could be accomplished, but asked that it be given more thought; with agreement from Commissioner Manke.

Discussion ensued regarding what should or should not be included in the welcome packet; what was useful; and how to improve the previous and expensive-to-produce packets.

City Manager Trudgeon again suggested that the January 2017 CEC meeting and updated 2017 priority project list may move this higher on the priority list in the context of other CEC and city priorities.

**Comprehensive Plan Update Process**

Commissioner Tomlinson reported that at last night's Planning Commission meeting, the consultants had recognized 2016 city priority projects as they related to the comprehensive plan update.

Commissioner Tomlinson suggested that the CEC may want to suggest that a formal kick-off meeting be held in the City Council Chambers, or whether it should be a separate gala event. Also, Commissioner Tomlinson suggested considering incorporation the photo contest as a potential idea to bring to the consultants to include or facilitate community engagement for the plan update; and/or Roseville U moving beyond education of citizens on city departments and into listening sessions married to the comprehensive plan at the same time to obtain resident feedback on their

182 vision for Roseville’s future, along with sparking their interest in learning  
183 but also having an opportunity to voice their opinions.

184  
185 Commissioner Manke concurred that the open house would provide a great  
186 opportunity.

187  
188 At the request of Commissioner Holub, City Manager Trudgeon advised  
189 that the comprehensive plan update process would take the entire year of  
190 2017.

191

192 **6. New Business**

193

194 **a. 2017 Priority Project Planning**

195 Chair Becker thanked Commissioners Holub and Sparby for submitting  
196 their individual ideas for consideration as 2017 CEC Priority Projects and  
197 provided in meeting packet materials (Attachment 6.A).

198

199 Commissioner Sparby initiated tonight’s input by listing his four project  
200 ideas and discussion ensued on each; advising that part of his rationale for  
201 new ideas was to address fatigue he’d observed with some existing priority  
202 projects. Commissioner Sparby suggested dividing priorities into quarters  
203 as the CEC moved throughout the process and 2017 meeting year.

204

205 During the discussion, City Manager Trudgeon displayed and combined  
206 ideas from individual commissioners to consolidate their ideas and  
207 proposed initiatives, including those provided in writing by Commissioner  
208 Holub.

209

210 **CEC Documentation Review**

211 City Manager Trudgeon provided, as a bench handout and made part of  
212 tonight’s meeting agenda packet, a copy of Chapter 209 defining the scope,  
213 duties and functions established by the City Council for the CEC.

214

215 Commissioner Sparby suggested updating and/or completing documents  
216 guiding the CEC adjusting them to how the sitting commissioners  
217 envisioned their role on the CEC, opining that may be a different vision than  
218 those previously serving on the CEC. Commissioner Sparby emphasized  
219 the need for the CEC to clearly understand what it was doing, why and what  
220 it wanted to accomplish in 2017. Commissioner Sparby stated that was the  
221 first project he would like to have a role in accomplishing.

222

223 Commissioners discussed this idea; the suggested timing for the  
224 documentation update, with the consensus that it should be a first quarter  
225 2017 project to set the tone in developing the CEC’s strategic vision; and  
226 the need to involve Chair Becker in that discussion from his perspective and  
227 time in serving on the CEC.

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Commissioner Manke agreed that this idea needed discussion early on in 2017, recognizing that the current commission as well as a newly-elected Chair in 2017 being relatively new and needing to learn from Chair Becker the process involved and then slowly tweaking it if and as needed as within a learning curve. Commissioner Manke cautioned past practice by the CEC of spending three months talking about things that were already in the works or should be done, noting that part of the things the CEC was talked to do weren't up to them to decide, but what the City Council charged the CEC with, initially and occasionally changing. While agreeing that documentation was essential, Commissioner Manke noted that there were existing processes in place that had been documented over time and while each CEC will tweak that documentation, its history was also important. Therefore, Commissioner Manke reiterated the need to get Chair Becker's perspective, and begin working on this documentation now.

Commissioner Sparby clarified that his proposed quarterly timing on his four ideas wasn't intended as when an activity would start, but intended by him as a plausible point when that particular activity could be wrapped up. Commissioner Sparby noted that someone needed to actively review CEC documentation and what guided the CEC, and while there may be no changes, and with agreement that Chair Becker's input would be very valuable, along with past and current commissioners, it was important that everyone was aware of that documentation and how it was working. Since he considered this information to be the defining and guiding documents for the CEC, Commissioner Sparby opined that the information should be available on the city's website for all to see; therefore making it a priority project especially with new commissioners coming on board.

While Chair Becker stated that he liked the idea of having end dates for projects to focus efforts and accountability for the CEC, he suggested that the end dates be identified sooner rather than later, concurring with the comments of past delays mentioned by Commissioner Manke. Chair Becker also referenced the bench handout provided by City Manager Trudgeon tonight showing the scope and duties for the CEC, and opined that it needed to start the discussions for any changes or suggested strategies to review with the City Council.

Regarding the current list of priorities, Chair Becker apologized for being remiss in updating it as to what had been completed or what was still pending; and agreed that was more than a reasonable thing to facilitate now. If the CEC saw no changes that were needed for the current ordinance, Chair Becker suggested updating that current list first, by summarizing accomplishments and pending activities as part of the next joint meeting with the City Council and CEC.

274 If the consensus was that the scope, duties and function of the CEC in the  
275 ordinance was still relevant, Commissioner Sparby suggested then focusing  
276 efforts on part three of his first project idea: commission-recommended  
277 policies and strategies.

278  
279 Commissioner Sparby agreed with the suggestion of Commissioner Holub  
280 to include a mechanism or protocol for a more proactive and consistent  
281 review of projects as part of the CEC's annual discussion.

282  
283 Commissioner Tomlinson noted that all seemed to be in agreement for an  
284 annual look back or review of the previous year's work of the CEC; and  
285 what worked and what didn't work as a guide for the upcoming year. For  
286 those newer commissioners or those coming on board early in 2017,  
287 Commissioner Tomlinson suggested pulling up those documents that may  
288 still be unknown or unfamiliar at this time.

289  
290 Commissioner Manke opined that Commissioner Tomlinson's comments  
291 confirmed the importance of an annual review at the first CEC meeting or  
292 as new commissioners come on board. Commissioner Manke suggested  
293 there may be a need for better mentoring by existing CEC commissioners  
294 to impart that history and function.

295  
296 Chair Becker advised that on-boarding was scheduled annually by city staff  
297 for incoming and new commissioners; and offered his availability to ensure  
298 that was followed through; whether this was considered a priority project  
299 for 2017, or established as standard operating procedure each year for the  
300 CEC. Chair Becker suggested several ways the CEC could accomplish this  
301 for those CEC-specific priorities and projects within the City Council's  
302 charge, including appointing someone to provide a quarterly review of CEC  
303 documents, but not necessarily as a flagship priority project that the CEC  
304 needed to bring forward to the City Council at their joint meeting by  
305 identifying it as a priority project.

306  
307 **CEC Orientation Manual**

308 Commissioner Tomlinson suggested development of a new commissioner  
309 packet beyond the standard one already developed by the city, but CEC-  
310 specific.

311  
312 **Framework for Community Engagement Flow/Tool Box**

313 As his second project idea, Commissioner Sparby suggested a flowchart of  
314 community engagement ideas related to events and/or initiatives to share  
315 with other groups; including identifying under-represented groups and  
316 different aspects of the community.

317 Noting Commissioner Manke's artistic ability for displays, Commissioner  
318 Sparby suggested a Visio Diagram showing City Hall and offshoots into  
319 advisory commissions, under-represented groups, renters and other groups



320 as they become known; but essentially providing a different stakeholder  
321 group in the community and past best practices or successes for community  
322 engagement with and among those groups. Commissioner Sparby  
323 suggested making a more inter-active diagram about how the CEC views  
324 community engagement; and perhaps not a deliverable by the CEC,  
325 something that could visualize that community engagement was and  
326 different options or opportunities to achieve it.

327  
328 Commissioner Tomlinson summarized the idea as a picture telling the story  
329 versus words.

330  
331 Commissioner Sparby concurred, noting that “community engagement”  
332 meant different things to different people.

333  
334 Commissioner Manke noted her attempt to do that for the Rosefest poster  
335 she designed, and the areas of civic, police, fire and business community  
336 segment and showing people separate but all interconnected. From her  
337 perspective, Commissioner Manke opined it was about the people and how  
338 communication was intertwined.

339  
340 Commissioner Tomlinson suggested the need for a better understanding,  
341 advising that when first looking at Commissioner Sparby’s descriptive for  
342 engagement flow, he thought about tools and a process for each; while his  
343 own thinking was about things to develop and developing workflows for  
344 each of those tools.

345  
346 Commissioner Sparby opined it could take either course, but his intent was  
347 to think about community engagement in a general sense, then taking flow  
348 charts to apply specificity versus a narrative for each tools and explaining  
349 the structure and flow in detail and how to effectuate it.

350  
351 **Develop Spreadsheet of Community Engagement Activities**  
352 Discussion included the need for flexibility to recognize the unique nature  
353 of each stakeholder group; relationship to documenting methods and tools,  
354 relationships, dependencies and specific visuals proven successful in past  
355 practice.

356  
357 Commissioner Sparby noted his intent with this project was to gather  
358 metrics or information on the types of community engagement undertaking,  
359 its frequency or methods, and have an idea of those techniques available by  
360 year-end 2017 to serve as a community resource.

361  
362 Commissioner Tomlinson noted that City Manager Trudgeon and city staff  
363 had already started a list; and clarified that the City Council was requesting  
364 the CEC to develop a tool box that they could access, similar to that tool  
365 box developed as an option for neighborhood associations.

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Chair Becker concurred that the City Council had requested developing tools for community engagement for various situations and stakeholder groups.

**Format for Sharing Project Updates/Tracking**

Commissioner Sparby suggested formatting a catalog of projects and a summary for joint City Council meetings, noting that this is already available somewhat from CEC monthly meeting minutes, but needed better cataloging of those updates. Commissioner Sparby suggested that would allow those updates to be completed at CEC meetings and development of an interactive worksheet format to catalog thoughts and the status for each priority project at a glance.

With Commissioner Tomlinson comparing that format with the current memo used by Chair Becker and City Manager Trudgeon for updating priority projects, Commissioner Sparby noted the need to better track progress and be able to determine when discussions were held (at what meeting) and how a project was developing.

Commissioner Manke opined that this sounded more like a project plan with tasks assigned and specific dates in the process with key markers throughout the project (e.g. Microsoft Project).

Commissioner Sparby clarified that he wasn't suggesting a base line but how the CEC could work with staff to put more thought into priority project updates and better formatting them to capture next steps at future CEC meetings, using that resource to update individual commissioners and the City Council. Commissioner Sparby opined that it was imperative that a periodic look was given to see what needed the CEC's dedicated attention.

Chair Becker noted that the memorandum used in today's CEC meeting packets was developed at the request of the City Council for more transparency; but agreed that project updates were an important consideration as part of the CEC's function.

Commissioner Tomlinson noted a similar tool providing a rolling history that could be updated, serving as a catalog and supplementing meeting minutes.

Commissioner Sparby concurred; clarifying that he had yet to determine the best format, but recognizing that it would require some hours to work with staff and other advisory commissions for their input.

Commissioner Sattler suggested appointing one of the CEC commissioners to serve as secretary to make notes of each meeting's progress rather than

412 tasking the City Manager to do so. While recognizing that the information  
413 is available in meeting minutes, Commissioner Sattler opined that it would  
414 be better to provide the information in another format or document.

415  
416 Chair Becker agreed that had been an issue, and while needing updated  
417 whether in the current memo format or some other format, suggested that  
418 the document be kept as light as possible. Chair Becker stated his  
419 preference for a rolling history format versus an update, recognizing that it  
420 also would serve to apply more peer pressure to get projects and priorities  
421 accomplished in a timely manner.

422  
423 In general, Commissioner Holub, in referencing her written ideas, opined  
424 that her concern was that the CEC have more specific and measurable  
425 overall goals. Some of her ideas were discussed as follows.

426  
427 **Welcome Packet**  
428 From his personal experience in moving into Roseville in 2013,  
429 Commissioner Tomlinson stated that he found the welcome packet very  
430 nice, helpful and informative.

431  
432 Commissioners Sattler and Holub stated that they didn't recall receiving a  
433 packet when moving into the community.

434  
435 City Manager Trudgeon advised that the past practice for the trigger for a  
436 packet to be sent out was when receiving new utility account information,  
437 as city staff had no other viable means to contact with that information.

438  
439 Commissioner Tomlinson opined this needed further follow-up to  
440 determine how that communication is initiated; but stated his thought that  
441 the welcome packet should definitely be a 2017 priority project for the CEC.

442  
443 **Department Review - Ongoing Initiatives (A deeper dive)**  
444 Commissioner Sparby agreed that this idea had been sparked for him  
445 personally in his attendance at a public forum and ways he saw that it could  
446 be improved. Commissioner Sparby stated that he liked the idea of a city  
447 department review and suggested having the CEC attend several events or  
448 activities annually to provide recommendations to them. Commissioner  
449 Sparby opined that not only was this achievable, but also could provide the  
450 CEC with firsthand ideas for community engagement.

451  
452 Commissioner Manke asked if the CEC was overstepping its bounds by  
453 attending Department Head meetings of city staff and making  
454 recommendations.

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456 Commissioner Holub clarified that she was referring to public meetings or  
457 events, not internal meetings, where the community was engaged.

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Commissioner Tomlinson stated that his thought for such a review would be the usefulness of critiquing past engagement activities and the outcome from the information presented and how it was used. As an example, Commissioner Tomlinson referred to the SE Roseville meetings held at Galilee Lutheran Church to discuss the future of the armory property. Commissioner Tomlinson noted the value of evaluating how that mailing was done and; what other engagement or communication efforts were attempted; and agreed that a deeper dive and review of the success or lack of success of such an event could serve as a learning experience.

**Under-represented Communities**

Since this priority didn't get far in 2016, Commissioner Holub expressed her interest in continuing to work on more concrete goals for 2017, including increasing diversity on advisory commissions by seeking out potential community leaders from interested groups.

Chair Becker offered his agreement with and support for how Commissioner Holub framed her overall goals as a preamble to her 2017 priority project ideas. Chair Becker noted the limited amount of time people often had for involvement, and value of project status updates; and another category devoted to ongoing things and time spent on each, opining that was a good thing to keep in mind for any group. While agreeing that a department review may be good, Chair Becker asked what would be involved and suggested consideration be given to how to present that idea and how that presentation may influence the reaction it received. Chair Becker stated his agreement with specific goals around under-represented communities; while advising that diversity training was already being done in other areas, questioning whether or not it aligned with a good specific goal for the CEC beyond diversifying advisory commissions.

Commissioner Tomlinson noted previous CEC discussion on advisory commission diversity; but asked how best to reach out to the public to make it happen, who did it (e.g. staff, the City Council, or advisory commissioners) that may require a later discussion. In summary, Commissioner Tomlinson opined that the goal should be to make commissions mirror the community, noting a similar comment had been made at last night's Planning Commission discussion.

Also, Commissioner Sattler opined that the City Council could also mirror the community in its representation of the city.

Commissioner Tomlinson advised that the Planning Commission had put it even more bluntly as it observed that the room at last night's meeting was peopled by Caucasians only consisted only of white people; and was not representative of Roseville's diverse demographic.

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Commissioner Sattler opined that the CEC could provide feedback on the “how,” but with the City Council ultimately interviewing candidates, consideration was needed on how to get the word out to different people and assist more applicants to apply.

City Manager Trudgeon advised that the City Council interviewed every applicant for advisory commission openings.

Commissioner Manke noted that sometimes, for whatever reason, there may be only a few applicants for a commission vacancy.

Commissioner Sattler opined that may be another consideration in helping increase the applicant pool for city advisory commissions.

Commissioner Tomlinson agreed additional ways to get the word out on vacancies may be part of that discussion.

Commissioner Holub’s written comments included a question mark on the photo project as part of the 2017 priority list; and included pending 2016 priorities that would require ongoing feedback.

#### Commissioner Tomlinson Ideas

Commissioner Tomlinson stated his ideas were to develop the community engagement tool box and catalog existing tools, along with work flows for each. Given other projects underway for the CEC as well as the totality of the CEC’s involvement with the community engagement for the comprehensive plan update, Commissioner Tomlinson opined that the 2017 work plan should flow from them and those new ideas put forward tonight. Commissioner Tomlinson noted that there was a whole laundry list of activities on which to build and for which to develop work flows; including a deeper dive on previous community engagement efforts (e.g. zoning meeting task force).

#### Commissioner Sattler Ideas

Commissioner Sattler stated her agreement with many of the ideas already mentioned.

However, during discussion, Commissioner Sattler noted that it appeared there was consensus in seeking ways to increase audience participation and idea-sharing at public meetings. As a broader goal, Commissioner Sattler suggested considering different ways to create task forces or inviting public comment on different ideas. Commissioner Sattler opined that it was obvious from Facebook and/or Speak Up! Roseville postings that there were things people were interested in and suggested the need to invite them in for

549 discussion. However, Commissioner Sattler suggested another venue rather  
550 than a City Council meeting that many people found intimidating.

551

552 Commissioner Manke Ideas

553 Commissioner Manke noted her agreement with many of the items listed  
554 and already discussed tonight. However, Commissioner Manke reiterated  
555 the need for the CEC to keep in mind the direction of the City Council as  
556 part of the 2017 work plan.

557

558

General Discussion

559 Commissioner Tomlinson asked how engaged the CEC would be in the  
560 comprehensive plan update process specific to time commitments for 2017.

561

562 Based on his observations of the CEC and tonight's discussion, City  
563 Manager Trudgeon reminded the CEC as a first step to look at the CEC's  
564 scope and duties detailed in the ordinance and see how the 2017 work plan  
565 ideas and projects fit into that. Mr. Trudgeon agreed that he saw themes,  
566 but questioned how best for the CEC to characterize them within the scope  
567 of that City Council charge to the CEC.

568

569 City Manager Trudgeon suggested a breakdown that included CEC  
570 documentation review, CEC orientation manual, administrative and tool  
571 box resources, and a framework for community engagement flow, and  
572 development of a spreadsheet for community engagement activities.  
573 However, Mr. Trudgeon cautioned that the CEC didn't want to overextend  
574 itself, as had happened in the past, but to choose a few projects or priorities  
575 and do them well. Mr. Trudgeon opined that the CEC could always add to  
576 their list, but shouldn't be so diffused with too many priorities, something  
577 he think the CEC struggled with this year.

578

579 City Manager Trudgeon opined that individual commissioners had put forth  
580 a lot of good ideas during tonight's discussion. As an example, Mr.  
581 Trudgeon stated his agreement with under-represented communities as a  
582 project, but suggested it needed further refinement in its goals and  
583 strategies.

584

585 Specific to the idea of a department review, City Manager Trudgeon stated  
586 his concern that the CEC not become known as "grading" groups; but  
587 instead consider using such a concept to discuss their community  
588 engagement process for a particular event or activity and then learn from  
589 that tool and determine where and how best to include it in the list of tools,  
590 or ways to make a particular tool better in the future.

591

592 Regarding increasing participation and sharing of ideas, City Manager  
593 Trudgeon noted the difficulty in tackling such a goal. Agreeing that  
594 residents needed to know where best to go to voice or share their ideas and

595 opinions (e.g. CEC or Park & Recreation Commission for example), Mr.  
596 Trudgeon noted that was one need. However, Mr. Trudgeon noted a  
597 separate consideration was determining if there was intimidation occurring  
598 – intentionally or unintentionally – at public meetings or if it was just due  
599 to the process itself and the bright lights of a televised meeting. Mr.  
600 Trudgeon noted the goal was to foster more feedback on issues before the  
601 City Council and advisory commissions and to do so in a timely manner to  
602 assist and inform decision-making.

603  
604 As a “next step,” City Manager Trudgeon suggested penciling out 3-4  
605 different priorities and themes and then determining if they were  
606 manageable or not.

607  
608 Referencing the Zoning Notification Task Force consisting of two  
609 representatives each from the CEC and Planning Commission with city  
610 staff, Commissioner Manke opined that had proven a fantastic opportunity  
611 for partnering with another advisory commission. Commissioner Manke  
612 suggested similar opportunities be sought to partner with other city advisory  
613 commissions to coordinate on and work tougher on city projects.

614  
615 Chair Becker expressed his appreciation for how City Manager Trudgeon  
616 was laying out the framework for 2017 priority projects as displayed.  
617 Therefore, the following themes were combined for consideration and  
618 subsequent approval.

619  
620 **CEC Documentation Review**  
621 **CEC Orientation Manual**  
622 **Development of a Format for Sharing Project Updates/Tracking**  
623 Specific to updating the list of CEC 2016 strategic priorities, Chair Becker  
624 admitted that up until tonight’s discussion he hadn’t considered  
625 Commissioner Holub’s suggestion for ongoing feedback for city  
626 department review. Chair Becker noted the need to allocate available CEC  
627 work and meeting time, such as:  
628 25% CEC administration (minimum)  
629 25% other issues that come up at the request of the City Council or public  
630 50% CEC work on two projects, including in 2017 the comprehensive plan  
631 update process and based on the reality of commissioner time and available  
632 with other commitments and responsibilities. If time allows, and with  
633 ongoing feedback and review as suggested by Commissioner Holub, Chair  
634 Becker noted that list of projects could be increased as applicable.

635  
636 **Department / Advisory Commission Review; Ongoing Initiatives**  
637 **(deeper dive); and Increase Audience Participation and Sharing of**  
638 **Ideas (including Welcome Packet Revision and Photo Project)**

639 Commissioner Holub suggested choosing two things now and then  
640 deferring or tabling the remainder until new commissioners come on board  
641 with their particular levels of interest.

642  
643 Commissioner Manke noted this was her rationale in suggesting only those  
644 things that can be realistically accomplished, and then as things come up  
645 add new commissioner expertise or ideas accordingly. As this is put  
646 together, Commissioner Manke asked what the next steps would be.

647  
648 Chair Becker responded that, based on the CEC's past practice, they would  
649 meet with the City Council to update them on 2016 activities, and intended  
650 work plan for 2017 (probably at a February of 2017 joint meeting). Chair  
651 Becker suggested those updates could be quarterly, bi-annually or annually  
652 depending on the activities of the CEC. Also, at the request of  
653 Commissioner Manke, Chair Becker advised that past practice was that he  
654 ~~authored the~~ opened the discussion ~~update to~~ with the City Council. Also,  
655 Chair Becker agreed with Commissioner Holub that it was unfair to drop  
656 projects on new CEC commissioners until they became more familiar with  
657 their role. However, Chair Becker also noted on the flip side waiting too  
658 long negatively impacted the annual schedule if half the year was gone  
659 before the annual work plan could be undertaken. Chair Becker noted it  
660 was up to the CEC how they wanted their work flow to go; and suggested  
661 it may be better to develop priority projects for a 2017/2018 work plan  
662 instead.

663  
664 From her personal experience, Commissioner Sattler opined that she found  
665 it appropriate to have been thrown into projects in process with a sitting  
666 commissioner. Therefore, Commissioner Sattler suggested that the CEC go  
667 ahead and select its priority projects immediately allowing new  
668 commissioners to find their niche or preferences when they come on board.

669  
670 **Under-Represented Communities (stand alone priority project)**  
671 **Comprehensive Plan Update Feedback**

672 Commissioner Sparby opined that he thought the under-represented  
673 communities would be a good second quarter project, as per the City  
674 Council's directive, and not just for one subcommittee, but for the full CEC.

675  
676 With the comprehensive plan update happening in the very near future, City  
677 Manager Trudgeon noted the critical need to identify under-represented  
678 groups and complete recommendations for their respective community  
679 engagement tools immediately.

680  
681 Commissioner Sattler noted the comprehensive plan diagram discussed  
682 earlier tonight for specific populations and sources, and identifying how  
683 they were being reached. In undertaking such a project for the  
684 comprehensive plan update, Commissioner Sattler opined that it could



685 guide how to reach different populations and under-represented  
686 communities that could be put together.

687

688 **General Discussion**

689 Commissioner Sparby stated his preference for the quarterly approach,  
690 suggesting three projects be chosen immediately and the fourth left as an  
691 optional priority project. Commissioner Sparby opined that documentation  
692 was the most important priority to accomplish in the first quarter.

693

694 City Manager Trudgeon cautioned the CEC of their role and charge by the  
695 City Council and not getting involved in projects; suggesting a review of  
696 each proposed priority project and category; and consideration by the CEC  
697 of suggested groups and more discussion at the January 2017 CEC meeting.

698

699 Commissioner Manke suggested taking specific priority projects and a clear  
700 timeline; and then depending the legwork and actual work needed, the  
701 project may be accomplished sooner rather than later; or perhaps happening  
702 all year long.

703

704 Chair Becker agreed that was a valid point, but noted a priority project could  
705 develop an ongoing feedback section (e.g. welcome packet), and once  
706 defined and handed off, the CEC simply monitored it on a schedule  
707 depending on the project itself, some one time only and some ongoing  
708 throughout the year.

709

710 Commissioner Sparby clarified that he saw these projects to be set by the  
711 CEC as achievable goals, but wrapped up and not languishing for the entire  
712 year, then the CEC coming to the realization that nothing had been  
713 accomplished, but with Chair Becker's suggested goals having been met.  
714 However, Commissioner Sparby noted the need to not have those updates  
715 become repetitive or fatiguing the CEC, but simply consisting of quick  
716 updates at meetings about things happening in subgroups of the CEC or  
717 farther out. Commissioner Sparby suggested focusing on having each  
718 project accomplished within three monthly meetings in a quarter; and if it  
719 takes longer than that, the CEC as a whole could decide whether or not to  
720 extend the priority project, kill it or otherwise address its progress.  
721 Commissioner Sparby opined that framework would set the CEC up for  
722 better success.

723

724 Commissioner Manke opined that some people were more passionate about  
725 certain things than others; and based on past experience, opined that it had  
726 worked out well for several commissioners to tackle those projects  
727 accordingly versus having the full CEC take time to do so.

728

729 Chair Becker noted the need, in picking the four priority projects, to  
730 determine the deliverables and then assign them accordingly (e.g. increase

731 advisory commission diversity, welcome packets) and if the goal is to hand  
732 off recommendations then each quarter would naturally focus on 1-2  
733 priority projects, no matter when the City Council took action on those  
734 recommendations.

735  
736 Commissioner Sparby observed that with the current seven priority projects,  
737 he noticed all seven projects were proposed to be discussed at one meeting  
738 with an allotted timeframe on the agenda of 10-15 minutes before shifting  
739 to the next agenda item. However, Commissioner Sparby noted that  
740 experience had proven that each component of a project was discussed at  
741 length by the full CEC, rather than one aspect allowing for good input for  
742 the subgroup to then work on outside the full CEC. Commissioner Sparby  
743 opined that getting more concentrated feedback from the full CEC would  
744 prove more beneficial to those subgroups.

745  
746 Commissioner Sattler agreed with her colleague, expressing hope that this  
747 could be improved in 2017 with quicker updates and having them focused  
748 and in-depth. Commissioner Sattler questioned the need to divide projects  
749 up by quarter, but to allow more flexibility and simply assign them to  
750 different commissioners; and then focusing on only 1-2 at each full CEC  
751 meeting with subcommittees spending more time on the project outside the  
752 CEC meeting, while keeping the full body updated throughout that process.  
753 Commissioner Sattler opined that would allow for more productive CEC  
754 meetings and less surface level updates on what the subcommittee was  
755 accomplishing.

756  
757 Commissioner Tomlinson stated his interest in having several projects  
758 ongoing, whether divided quarterly or semi-annually. However,  
759 Commissioner Tomlinson questioned whether flipping back and forth on  
760 projects was prudent depending on the different working styles of the  
761 subcommittees. For instance, Commissioner Tomlinson advised that his  
762 preference was to work on one project at a time until it was completed. But,  
763 Commissioner Tomlinson clarified that he didn't intend that the full CEC  
764 would focus on one project, but simply allow for a report from the  
765 subcommittee, allowing for a robust discussion by the full CEC, with the  
766 subcommittee continuing to work on various aspects of it outside the full  
767 CEC meeting.

768  
769 Commissioner Sattler noted three projects may be prove easier to avoid the  
770 subcommittee quorum, with only two presenting at a time depending on the  
771 highest priority in a particular quarter, and other subcommittees still  
772 working on their projects, with the most urgent projects getting knocked  
773 down one at a time.

774  
775 Depending on the actual project, Commissioner Manke opined that some  
776 may be more appropriate for a subcommittee, while others (e.g. under-

777 represented groups) may need more involvement by the full CEC.  
778 Commissioner Manke opined that each and every project couldn't be treated  
779 the same way, but still needed a lead person for each and then to divide  
780 those various aspects, while the lead person made sure things were staying  
781 on track and gathered for presentation as applicable.

782  
783 City Manager Trudgeon asked the CEC to take into account the urgency of  
784 each project (e.g. advisory commission review and audience participation  
785 considered important, while not necessarily urgent) while other projects  
786 (e.g. documentation, under-represented groups, and community  
787 engagement tool box options) may be more urgent in nature. Mr. Trudgeon  
788 suggested the CEC decide its priorities for those projects at the onset.

789  
790 In a second attempt to group potential priority projects for 2017 into broader  
791 categories and in listening to further discussion of the CEC tonight, City  
792 Manager Trudgeon advised that he had come up with six groups.

- 793 • Documentation
- 794 • Community Engagement Toll Box / Information Flow Charts
- 795 • Involving Under-represented Communities
- 796 • Increased Participation in City Initiatives
- 797 • ONGOING FEEDBACK to other Outreach Efforts (Including the
- 798 Comprehensive Plan Update Process
- 799 • Direct Engagement

800  
801 Commissioner Sparby reiterated his feeling that the two most urgent  
802 projects to tackle was that of documentation in the first quarter, and under-  
803 represented groups in quarter two; and then leaving the remainder in a pool  
804 of ideas as the year progresses and work load is realized.

805  
806 Commissioner Holub suggested doing two projects concurrently by  
807 dividing them into subcommittees.

808  
809 Chair Becker agreed that the CEC should do projects concurrently,  
810 especially considering with the documentation project, that could happen in  
811 the background while planning for under-represented communities could be  
812 ready for presentation to the full CEC by March of 2017, as new  
813 commissioners are appointed and the full CEC could decide what to focus  
814 on next, and adding that additional time for ongoing feedback.

815  
816 City Manager Trudgeon concurred with Chair Becker, recognizing the  
817 realistic capacity of each monthly meeting, with ongoing feedback for a  
818 particular project (e.g. documentation), but no longer relegated to being a  
819 direct project.

820  
821 Commissioner Tomlinson suggested incorporating the tool box into the  
822 documentation projects, similarly with the under-represented communities.

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City Manager Trudgeon agreed that may be appropriate, but stated his concern was that those items not get buried. Specific to documentation, Mr. Trudgeon noted that staff had a considerable amount of that resource material available internally, including new commissioner orientation materials, while the tool box for community engagement and other resources was more external.

While being a huge project to accomplish, Commissioner Holub opined that it seemed an achievable goal.

Commissioner Tomlinson agreed, but as a dynamic resource, noted it would continue to grow and develop.

Chair Becker suggested the first projects for the CEC to address seemed to be:

- Documentation
- Under-represented Groups

Then, Chair Becker suggested for the remainder of the year, projects would be:

- Ongoing Feedback
- Direct Engagement.

Commissioner Manke noted several were already being worked on or nearing completion: photo project and city open house.

Commissioner Holub stated her interest in continuing to work on both of those projects as a subcommittee.

Commissioner Tomlinson stated that he saw the open house fitting in as an opportunity to incorporate with the comprehensive plan update; with the framework provided by the CEC and then working with the Planning Commission and consultant team.

Chair Becker and Commissioner Holub agreed that ongoing feedback also fit into that process.

Commissioner Sattler opined that it was fine to keep working on other projects as long as they didn't impact not accomplishing priority projects.

City Manager Trudgeon cautioned that those subcommittees remember they were not working independently or individually, but under the full decision-making of the CEC and under direction and charge by the City Council.

Chair Becker suggested that the photo project be under a category such as **Direct Engagement**.

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Commissioner Manke noted all of this discussion was dependent on what the City Council had to say, and whether or not a project (e.g. photo project) was really a priority for them. Commissioner Manke opined that the most prudent process for the CEC would be to prepare a plan for each proposed priority project independent of each other and then coming together to discuss those plans.

Commissioner Tomlinson noted the need to delegate tasks.

If pursuing the half and half concept for “documentation” and “under-represented groups,” Commissioner Holub [suggested that within](#) teams, each person could have a specific goal to accomplish some form of the task.

Commissioner Manke noted each person may also have another task in one of the other projects, actually working on two different projects but on specific tasks in each of the two designated areas.

City Manager Trudgeon questioned if “documentation” involved any heavy lifting, since staff could bring information and documents forward to the full CEC, possibly at the January 2017 meeting, and not actually requiring any work by a subcommittee.

Commissioner Manke stated her understanding was that documentation would be CEC-specific and establish a process for this advisory commission.

Commissioner Sparby stated his understanding that the documentation would involve a more in-depth discussion that could take part of one or two meetings, taking completion of the initial part of the project into March of 2017.

Discussion ensued regarding Chair Becker’s last meeting (March), elections for officers in April of 2017; with City Manager Trudgeon noting the importance of documentation for new commissioners, particular policy and procedures; then suggesting the next project of under-represented communities.

Commissioner Holub opined that under-represented communities needed [to be](#) addressed early and before March to ensure a considerable number of applicants applied for advisory commissions and to ensure diversity for that applicant pool.

At the request of Chair Becker, City Manager Trudgeon confirmed that the City Council had approved advertising vacancies on advisory commissions beginning in January.

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Specific to under-represented communities, City Manager Trudgeon noted the considerable project context, including advisory commission diversity and applications as part of that. However, Mr. Trudgeon questioned if the full project could be addressed before March, but suggested instead that it could be set up to take off and then refined further in the process and a determination made by April on where to go. City Manager Trudgeon reiterated his suggestion that the CEC define three priority projects, and then define a scope and goal for each one.

Commissioner Sattler asked if the CEC would be able to be involved in the advisory commission application process.

City Manager Trudgeon responded that there was nothing to stop the CEC from making suggestions in the meantime; again noting that under-represented groups involved a much broader scope than just getting people on commissions.

However, Commissioner Sattler noted that was one way to get those under-represented groups involved.

Commissioner Holub, with agreement by Commissioner Sattler, suggested the CEC divide up the two projects and each meet before January to come up with a plan for the project's goal and suggested timeline for the full CEC's review and approval and additional involvement by other commissioners if applicable.

City Manager Trudgeon agreed that would allow each project to be scoped out.

Commissioner Sparby agreed that documentation could be accomplished at the January and February CEC meetings; but opined that under-represented groups needed more definition for next steps, feedback, and then could become a more intense activity among the two subgroups of the CEC at that point. However, Commissioner Sparby opined that more real time was needed to think about next steps rather than trying to address it at every meeting of the full CEC.

Addressing that reality, City Manager Trudgeon noted the next meeting of the CEC was scheduled for January 12, 2017, and wanted all to understand how quick that would come.

**Documentation**

Commissioners Sparby, Becker, and Tomlinson expressed interest in this project as a subcommittee.

961 While having a little interest in a portion of this project, Commissioner  
962 Manke stated her willingness to see what came out of the subgroup first.

963

964 **Under-rep Communities**

965 Commissioners Holub, Sattler, and Manke expressed interest in this project  
966 as a subcommittee.

967

968 Chair Becker asked that the subcommittees meet before the January CEC  
969 meeting; and as a starting point, specifically look at proposed strategies and  
970 policies and what had been accomplished to-date. Chair Becker noted that  
971 updates on ongoing feedback, community engagement tool box options, and  
972 direct engagement would then follow as later projects for 2017.

973

974 **By consensus, the CEC approved the aforementioned draft 2017 work**  
975 **plan strategies.**

976

977 **7. Chair, Committee and Staff Reports**

978

979 **a. Chair Report**

980 Chair Becker noted development of Commissioner Holub of draft questions  
981 for former CEC commissioners (Attachment 7.a dated 11/28/16).

982

983 Commissioner Holub stated that, based on the discussion she'd prompted at  
984 the last meeting of the CEC, she had drafted some questions for  
985 consideration and was seeking feedback from the CEC in addition to a list  
986 of recipients for the questions.

987

988 Instead of former CEC commissioners, Commissioner Sattler suggesting  
989 polling current commissioners for their input similar to the questions asked,  
990 but anonymously versus those no longer serving; or at a minimum only  
991 those having left within the last year.

992

993 Commissioner Manke agreed that she wasn't supportive of going back any  
994 further than the last year, and suggested having the City Council ask the  
995 same questions as they evaluate serving commissioners as to the challenges  
996 in serving. Commissioner Manke suggested feedback from the City  
997 Council on advisory commissioners and from city staff as well, perhaps  
998 through a different set of questions.

999

1000 Commissioner Sattler suggested using these questions, but combining them  
1001 for feedback versus making a separate and different set of questions for each  
1002 responding group. However, Commissioner Sattler suggested making the  
1003 questions more general even beyond the current generality.

1004

1005 Commissioner Sparby suggested city staff could provide a list of former  
1006 commissioners that the CEC could reach out to as private citizens, whether

1007 or not anyone was interested in responding, opining that he wasn't sure he  
1008 would be interested in doing so in their place. At the request of  
1009 Commissioner Manke, Commissioner Sparby clarified that the CEC could  
1010 contact those former commissioners directly, allowing less cost and  
1011 involvement for city staff in formalizing a survey and the time to receive  
1012 those responses.

1013  
1014 Commissioner Holub volunteered to make a Google Form with a link.

1015  
1016 City Manager Trudgeon sought clarification on the intent of the information  
1017 (e.g. self-improvement for the CEC).

1018  
1019 Commissioner Holub affirmed that intent, as well as looking back at the  
1020 CEC and its directive(s).

1021  
1022 Commissioner Sattler advised that the idea had initially come out of fear  
1023 with so many resignations and apparent dissatisfaction among former CEC  
1024 commissioners without a clear reason. However, since that had been  
1025 clarified at the last CEC meeting, Commissioner Sattler stated it was no  
1026 longer of great concern to her. Commissioner Holub advised that her  
1027 company sends out such a survey every three months: what people like,  
1028 what they don't like, etc. However, Commissioner Sattler agreed that  
1029 things didn't need to be rehashed or involve people if they didn't want to  
1030 be; unless just determining what former commissioners liked and what they  
1031 didn't like.

1032  
1033 Commissioner Manke opined that that meant that the questions and  
1034 responses should be intended to be constructive and not destructive.

1035  
1036 Commissioner Tomlinson opined that as a commission, the CEC was now  
1037 moving forward with City Council direction and as an important step in the  
1038 process; and further opined that what happened before the current sitting  
1039 commissioners arrived is now over.

1040  
1041 Commissioner Sattler stated that her intent was to avoid any major pitfalls  
1042 that the CEC should be aware of; and from a different framework, opining  
1043 the CEC could risk seeking that feedback.

1044  
1045  
1046 While not opposed to feedback from former commissioners, Commissioner  
1047 Tomlinson opined that the intent of such feedback should be to guide  
1048 decisions moving forward, noting that the current CEC was now almost an  
1049 entirely different body.

1050  
1051 Chair Becker noted his concern with open-ended questions from past and/or  
1052 current commissioners; with those responses when compiled and included



1053 in meeting packet materials becoming part of the public record. Chair  
1054 Becker stated that he could envision scenarios where responses could cause  
1055 the CEC and/or public comment to cause argument and discussion at the  
1056 next three CEC meetings through a veracity of comments from the public  
1057 or former commissioners to voice their responses or rebut comments. While  
1058 not saying not to pursue the questions, Chair Becker cautioned that this  
1059 simply provided further focus on the past and many contentious issues  
1060 during his tenure, and not serving a positive purpose in the CEC going  
1061 forward with their charge from the City Council.

1062  
1063 Discussion ensued regarding whether or not the responses needed to be  
1064 made public or could be filtered before then, with Chair Becker clarifying  
1065 that if discussed as part of a CEC meeting, it became part of the public  
1066 record as part of a transparent public process.

1067  
1068 Commissioner Sattler suggested ratings from former commissioners versus  
1069 open-ended questions.

1070  
1071 Chair Becker clarified that he wasn't worried about negative feedback or  
1072 attempting to stifle someone from speaking; but his concern was ensuing  
1073 arguments about responses or what was included and under a limited  
1074 scenario to obtain that feedback and report on it. If proceeding with such  
1075 questions, Chair Becker suggested public comment ~~not be heard~~ limited on  
1076 the results for that specific item.

1077  
1078 Commissioner Sattler opined that it would be better and more useful to limit  
1079 feedback to current commissioners.

1080  
1081 Chair Becker opined it may be useful to receive feedback from more recent  
1082 commissioners, noting that some former commissioners had left early on  
1083 before the CEC had evolved from two different viewpoints for activities  
1084 into a clear mission that had solidified itself over time. Therefore, Chair  
1085 Becker questioned the value of feedback from that earlier era. Chair Becker  
1086 agreed with Commissioner Tomlinson that the information may be helpful  
1087 within a context.

1088  
1089 Commissioner Sparby noted the number of priority projects requiring time  
1090 for the CEC; and opined that he didn't want to see the CEC get bogged  
1091 down with other issues. Commissioner Sparby noted that each and every  
1092 CEC meeting was open to the public, as well as to former CEC  
1093 commissioners who want to show up to help inform a current priority  
1094 project. Under that scenario, Commissioner Sparby encouraged soliciting  
1095 feedback from former members, as part of the public record and at public  
1096 meetings, perhaps as a standing agenda item, such as "Solicit Feedback  
1097 Regarding the CEC."

1098

1099 Commissioner Holub opined that the idea of the questions offline was that  
1100 the responses could be anonymous versus public comment, and therefore  
1101 more useful.  
1102

1103 Commissioner Tomlinson opined that this could become a double-edged  
1104 sword, with results of those responses and their intent going both ways.  
1105

1106 Commissioner Manke opined that it would become the CEC meeting, since  
1107 history had proven it to be such.  
1108

1109 Commissioner Sparby opined that he wasn't promoting his last agenda  
1110 category, but was simply looking for a more direct way to get down to  
1111 business versus trying to get survey responses in the back door and interpret  
1112 them and then have them blow up into it and resources from the set CEC  
1113 agenda.  
1114

1115 If commissioners were looking for advice on a project or area they were  
1116 having trouble with or something they didn't understand, Commissioner  
1117 Manke suggested they seek input or support from within the CEC, as history  
1118 had also proven. Commissioner Manke opined that, in the past, some issues  
1119 could have been easily resolved if people had simply talked to other CEC  
1120 commissioners to understand the procedures and get clarification on  
1121 something. Commissioner Manke encouraged newer commissioners not  
1122 to hesitate to ask.  
1123

1124 Given tonight's additional discussion, Commissioner Sattler proposed a  
1125 survey of current CEC commissioners, relevant to the issues currently  
1126 bothering the group, such as if someone feels left out or has something they  
1127 don't understand, in order to nip it in the bud and keep everyone happy,  
1128 united and feeling productive. Commissioner Sattler opined that by  
1129 focusing on current commissioners it would serve to determine if they were  
1130 feeling more engaged and accomplishing what they had set out to do in  
1131 applying to serve.  
1132

1133 Commissioner Holub concurred with Commissioner Sattler.  
1134

1135 Commissioner Sattler moved, Commissioner Manke seconded, creating a  
1136 survey focused on current members of the CEC to determine whether their  
1137 expectations were being met in serving on the CEC when applying to do so.  
1138

1139 Commissioner Sparby noted, if there was interest in changing the process  
1140 going into an overview of 2017, everyone was at the same table, and it could  
1141 be used as a possibility as well.  
1142

1143 Commissioner Manke agreed discussion could occur at the table, or also on  
1144 a one-to-one basis between or among commissioners.

1145  
1146 Commissioner Sparby clarified that he wasn't trying to shoot down the  
1147 motion, but simply wanted to note that each one was here to help their  
1148 colleagues.

1149  
1150 **Ayes: 6**  
1151 **Nays: 0**  
1152 **Motion carried.**

1153  
1154 **b. Staff Report**

1155  
1156 **i. Upcoming Items on Future Council Agendas**  
1157 City Manager Trudgeon briefly reported on the second community  
1158 discussion on race and policing held last week; with approximately  
1159 80 attending. Mr. Trudgeon advised that a third community  
1160 discussion would be scheduled for follow-up in early 2017.

1161  
1162 Commissioner Holub commended everyone involved in working on  
1163 Imagine Roseville community meetings, opining it was a great thing  
1164 and provided for good communication.

1165  
1166 **ii. Other Items**  
1167

1168 **8. Commission Communications, Reports, and Announcements**

1169  
1170 **9. Commissioner-Initiated Items for Future Meetings**

1171  
1172 **10. Recap of Commission Actions This Meeting**

1173 Vice Chair Holub briefly highlighted actions and follow-up for tonight's meeting.  
1174 Among those items listed: City Manager Trudgeon and city staff would look  
1175 discuss previous welcome packet items and discuss open house format and potential  
1176 dates and logistics for a January 2017 CEC meeting update; Commissioner Holub  
1177 would make revisions to survey questions; and individual commissioners would  
1178 provide their ideas for community engagement specific to the comprehensive plan  
1179 update to City Manager Trudgeon by December 19, 2016 for inclusion in the  
1180 January meeting packet.

1181  
1182 **11. Adjournment**

1183 Commissioner Sattler moved, Commissioner Tomlinson seconded, adjournment of  
1184 the meeting at approximately 8:45 p.m.

1185  
1186 **Ayes: 6**  
1187 **Nays: 0**  
1188 **Motion carried.**

1189



## Memo

**To:** Community Engagement Commission  
**From:** Patrick Trudgeon, City Manager  
**Date:** January 6, 2017  
**Re:** 2017 CEC Priority Projects

---

The Community Engagement Commission considered and approved 2017 Priority Projects at the December 8, 2016 meeting. Attached please find the adopted 2017 Priority Projects. At the December meeting, the Commission also agreed to work on two of the priority projects immediately. They are: 1) Explore Opportunities for Involving Underrepresented Communities; and 2) Organize Community Engagement Commission Documentation.

Sub-groups of Commission members have been working on these topics since the last meeting and an update of each group is included with this memo for Commission discussion.



## **2017 Community Engagement Commission Priority Projects**

*Explore Opportunities for Involving Underrepresented Communities (Holub, Manke, Sattler)*

*Organize Community Engagement Commission Documentation (Becker, Sparby, Tomlinson)*

- *2014 CEC Recommended Policies and Strategies*
- *Orientation Packet*
- *Priority Projects Tracking*
- *Spreadsheet of City Community Engagement Activities*
- *Definitions of Community Engagement and Civic Engagement*
- *Neighborhood Associations Recommendations*
- *Zoning Notification Task Force Report*

Increase Participation in City Initiatives

Create Community Engagement Tool Box

Provide Feedback to Other Outreach Efforts by the City

- Comprehensive Plan
- Imagine Roseville
- City Open House
- Department Initiatives
- Welcome Packet

Direct Engagement Activities

- Photo Project

*Italics = 1<sup>st</sup> quarter priority*

Underrepresented Populations Sub Group (Holub, Manke, Sattler)

2017 CEC Priority Project

*Explore Opportunities for Involving Underrepresented Communities (Holub, Manke, Sattler)*

Goals for 2017

1) Finalize a working definition.

Underrepresented populations: Populations who, relative to their composition in the City, are:

- Provided with insufficient information about events/topics of interest.
- Engaging in events/topics of interest at relatively low rates.
- Proactively contacting the City with inquiries/ideas at relatively low rates.
- Not reflected in City leadership. (City leadership is defined for our purposes as Roseville's City Council, commissions, staff, and members of any task forces/advisory groups.)

Exactly who is underrepresented will differ depending on the City's effort. For any effort, Roseville should strive to have representation based on the City's population. Consider the following demographics (by no means an exhaustive list):

- Race/ethnicity
- Economic status
- Immigrant/refugee background
- Age
- Gender identity
- Sexual orientation
- Disability
- Rental/homeowner status
- Student (temporary) status

2) Create a graph or visual showing barriers to engagement for underrepresented communities and tools to overcome these barriers.

3) Recommend ways for increasing diversity within City leadership and further the City's commitment to underrepresented populations.

- Diversity on city councils and commissions
- Diversity of city volunteers (Talk to Kelly O'Brien about who is volunteering)

## ROSEVILLE COMMUNITY ENGAGEMENT COMMISSION

### Definition of Terms

~~for Consideration~~ **REVISED**  
~~August 13, 2015~~ January 12, 2017

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### PREFACE

Community and civic engagement are relevant no matter where you live. As an inner-ring suburb, Roseville has the best of urban life and suburban living, but like many other inner-ring suburbs, the City faces the challenges of rapid change, sprawl, and the growing isolation of urban and suburban culture. These challenges can be met with a strong community and civic engagement infrastructure. Engaged citizens have a stronger sense of self and of their community, and they have knowledge of and access to community networks and resources. Engaged citizens are invested in making their community the best it can be –for themselves and their neighbors.

In 2014, the Roseville City Council created the Community Engagement Commission ("CEC") to advise ~~them~~ on the effective and meaningful involvement of Roseville residents in their community, and to make recommendations, review policies and suggest strategies that will help to improve city communication and increase a sense of community. To that end, the ~~Community Engagement Commission~~ CEC is adopting the following definitions and principles to serve as guides to our work and the work of the City.

### COMMUNITY ENGAGEMENT

Community engagement is an intentional process that ~~includes multiple~~ utilizes strategies to promote the participation of residents and visitors in community life, ~~especially those~~ including those who ~~are~~ may be excluded and isolated, by engaging them in collective action to create a healthy community. Community is defined as those who are affiliated by geographic proximity, culture, special interests or similar situations with respect to issues affecting their well-being.

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### Principles/Practices of Authentic Community Engagement

- ~~Stay in it for the long term~~ Long-term Commitment: Community engagement is about relationships, not just issues, and relationships take time.
- ~~Honor the expertise in the community~~ Embrace Community Expertise: People are experts in assessing the long-term needs of their community and developing solutions to address their challenges.
- Work WITH ~~communities~~ Communities not FOR ~~communities~~ Communities: When you work with communities you help to build their capacity and leadership, and ensure that the engagement efforts leave the community better.
- Move ~~beyond~~ Beyond consultation ~~or input~~ Input: True community engagement goes beyond consultation to authentically facilitate community involvement in decision-making.
- Context ~~matters~~ Matters: Understand the historical context in which previous attempts of engagement have been occurring. What are the stories of success, lessons learned, barriers, and tensions?
- Know the ~~community~~ Community: Establish relationships, build trust, work with the formal and informal leadership, and seek commitment from community organizations and leaders to co-create solutions.

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- Be ~~intentional in addressing power~~. Aware of Potential Undue Influence: ~~Power imbalances~~ Inequitable influence will affect the ability of the community to participate and act as an equal partner.
- Embrace Diversity: Recognize, respect and appreciate the diversity/differences within and across communities. Awareness of the factors impacting communities’ ability to exercise their power (like historical trauma, oppression, disenfranchisement, etc.) must be intentionally addressed while co-creating, planning, designing, and implementing approaches to engage a community.
- Expect ~~tension~~ Tension-: Authentic engagement is not necessarily easy or peaceful.

**CIVIC ENGAGEMENT OR CIVIC PARTICIPATION**

Individual and collective actions designed to identify and address issues of public concern. Civic engagement can take many forms – individual volunteerism, volunteering on city commissions and committees, involvement with neighborhood groups or other non-profit civic organizations, and/or organizational involvement for electoral participation. It can include efforts to directly address an issue, work with others in a community to solve a problem or interact with the institutions of representative democracy.<sup>1</sup>

Principles of Civic Engagement<sup>2</sup>

- Inclusion Affected Parties: ~~Those Community members~~ who are affected by a decision ~~have a right~~ are able to be involved in the decision-making process.
- Ensure Demonstrable Contributions: Community members are assured that ~~their~~ contributions will influence ~~are incorporated into the a decision, and will be told/shown how their input affected the decision. in a demonstrable manner.~~
- Commitment to Inclusion of Affected and Interested Parties: Seek out and facilitate the involvement of those potentially affected by or interested in a decision.
- Acceptance of Diverse Engagement: Community members have a say in how ~~they want~~ to participate.
- Availability of Pertinent Information: Community members have access to ~~the information~~ pertinent information they need necessary to participate in a meaningful way.

<sup>1</sup> American Psychological Association

<sup>2</sup> Adapted from IAP2 USA – <http://iap2usa.org/resources/Documents/Core%20Values%20Awards/IAP2%20-%20Core%20Values%20-%20stand%20alone%20document.pdf>

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# 2017 Community Engagement Commission Recommended Policies & Strategies

Adopted by the Community Engagement Commission February \_\_, 2017  
Presented to the Roseville City Council on TBD

## Recommendations

<b>1. Perform Annual Review of Community Engagement Documentation .....</b>	<b>2</b>
<b>2. Develop Framework for Community Engagement Flowchart and Create Spreadsheet for Review and Consideration of Existing or Emerging Community Engagement Strategies .....</b>	<b>2</b>
<b>3. Define “Under-represented Groups” .....</b>	<b>2</b>
<b>4. Continue Participation In Ongoing Strategies for Active Community Participation and Civic Involvement.....</b>	<b>3</b>
<b>5. Continue participation in exploring City’s communication efforts relative to the Comprehensive Plan Process.....</b>	<b>3</b>

DRAFT

## Recommendations

### 1. Perform Annual Review of Community Engagement Documentation

- a. Initiatives – The Commission should be active in crafting language directly related to Commission’s Scope, Duties and Functions defined Chapter 209 of the City Code, specifically any promulgated definitions and recommended policies and strategies.
- b. Purpose/Rationale – The Commission will be more informed of the parameters set forth in Chapter 209 of the City Code and will be better situated to delineate specific policies or initiatives thereunder to further develop community engagement in the City.
- c. Recommendation – TBD

### 2. Develop Framework for Community Engagement Flowchart and Create Spreadsheet for Review and Consideration of Existing or Emerging Community Engagement Strategies

- a. Initiative – The Commission will work to develop a visual flowchart of community engagement in the City to better understand, visualize, and demonstrate how various groups, organizations, and interests interact. The Commission will also develop a discrete list of communication vehicles the City uses and build on those vehicles with additional criteria to utilize in its duties.
- b. Purpose/Rationale – The Commission will be better situated to serve its functions under Chapter 209 to review and recommend ways to improve City communication efforts by developing a necessary “tool box” to frame existing engagement efforts.
- c. Recommendation – TBD

### 3. Define “Under-represented Groups”

- a. Initiative – The commission will work to define “under-represented groups” as it relates to the City of Roseville and expects to present the same to the City Council this calendar year.
- b. Purpose/rationale – Identifying under-represented groups is specifically called out in 209.02 of the City Code and may be useful for the City Council to have the Commission formalize a preliminary definition of this term to assist in better community engagement outreach going forward.
- c. Recommendation – TBD

**4. Continue Participation In Ongoing Strategies for Active Community Participation and Civic Involvement**

- a. Initiative – Currently, the Commission is focusing on improving Roseville’s Welcome Packet and reviewing the possibility of Roseville Photo Exhibition.
- b. Purpose/Rationale – The Commission has identified the foregoing initiatives as specific strategies to actively promote effective and meaningful volunteerism as well as participation in civic activities as defined by 209.02 (B) of the City Code. The projects are also designed to increase City participation of all residents as defined by 209.02 (C) of the City Code. The Welcome Packet project is specifically designed to promote civic involvement of new residents. The Roseville Photo Exhibition is designed to promote increase participation of all residents. Both projects will be developed as proposals sufficient for Staff to carry out at the direction of the City Council.
- c. Recommendation – TBD

**5. Continue participation in exploring City’s communication efforts relative to the Comprehensive Plan Process**

- a. Initiative – Currently, the Commission is working closely with the Planning Commission to assist in the development of community engagement strategy for the ongoing Comprehensive Plan process.
- b. Purpose/Rationale – The Commission has a vested interest in ensuring the community engagement component is sufficiently addressed as part of the Comprehensive Planning process.
- c. Recommendation – TBD

**TITLE 2  
COMMISSIONS**

## CHAPTER 201 ADVISORY COMMISSIONS

### SECTION:

- 201.01: Establishment
- 201.02: Purpose
- 201.03: Membership
- 201.04: Terms
- 201.05: Compensation
- 201.06: Organization
- 201.07: Meetings and Reports

### **201.01: ESTABLISHMENT:**

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

### **201.02: PURPOSE:**

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

### **201.03: MEMBERSHIP:**

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms as ex-officio youth commissioners.

### **201.04: TERMS:**

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed.

D. **Term Limits:** Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.

E. **Vacancies:** Vacancies during a term shall be filled by the City Council for the unexpired portion of a term. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary.

F. **Attendance:** It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. **Removal:** Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

### **201.05: COMPENSATION:**

Members of all advisory commissions shall serve without compensation.

### **201.06: ORGANIZATION:**

A. **Election of Officers:** At the first meeting following the start of new regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. **Governing Documents:** City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. **Committees, Subcommittees and Task Forces:** Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. **Logo and Materials:** To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. **Accessibility:** Commission members will be available to residents of the city by providing a

preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016)

### **201.07: MEETINGS AND REPORTS:**

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.  
(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

## CHAPTER 209

### COMMUNITY ENGAGEMENT COMMISSION

#### SECTION:

- 209.01: Establishment and Membership  
 209.02: Scope, Duties and Functions

#### **209.01: ESTABLISHMENT AND MEMBERSHIP:**

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code..

#### **209.02: SCOPE, DUTIES AND FUNCTIONS:**

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

(Ord. 1462, 2-10-2014) (Ord. 1481, 07-20-2015)





## Memo

**To:** Community Engagement Commission

**From:** Patrick Trudgeon, City Manager

**Date:** January 6, 2017

**Re:** Comprehensive Plan Community Engagement Plan

---

On January 4<sup>th</sup>, the Roseville Planning Commission adopted their recommendations to the City Council regarding the community engagement plan for the 2040 Comprehensive Plan Update. I will bring forward the recommended community engagement plan to the CEC meeting for your information and discussion. The City Council is expected to consider that Planning Commission's recommendations at its January 23, 2017 meeting.



## Memo

**To:** Community Engagement Commission

**From:** Patrick Trudgeon, City Manager

**Date:** January 6, 2017

**Re:** Roseville Welcome Packet

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The Community Engagement Commission has previously discussed resurrecting the “welcome packet” that the City has sent out to new residents. The welcome packet has taken several forms over the years, with the most recent one focused primarily on the housing resources provided by the Roseville Housing and Redevelopment Authority (now the Roseville Economic Development Authority). These welcome packets were no longer sent out after the supply of folder ran out in mid-2014. At the time, the intention was to look at refreshing the welcome packet and consider what information should be included. In the interim, staff has created a small “welcome booklet” with housing resources that is now sent out to new residents.

For the Commission’s consideration, I have included an electronic copy of the HRA’s welcome packet and the new newer welcome booklet with this memo. I will have a physical copy of these materials as well as some examples of previous welcome packets the City has used.



## Welcome to Roseville

On behalf of the Roseville City Council and the Roseville Housing & Redevelopment Authority (RHRA), we would like to welcome you to your new home—the Roseville community.

Residents of Roseville take great pride in our city. Roseville's reputation as a vibrant place to live and work makes our city a truly special community with thriving businesses, beautiful and safe residential areas, quality schools, and a significant amount of green, open space.

Our city's housing resource team stands ready to help you find the information you need to sustain the most important investment you will ever make.

The RHRA provides a number of Federal and State programs directed at moderate income Roseville residents. We have programs and services to assist families and neighborhoods to sustain their values. We service single family and multi-family owners as well as rental property owners.

Please take a few moments to acquaint yourself with the enclosed materials that will help you find solutions to your housing needs. If you need more information or additional assistance, please visit our Web site at [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or simply give us a call at 651.792.7015.

We believe the quality of life in Roseville ranks among the highest in the Twin Cities. We are pleased to know that you have chosen Roseville as your new home.

We look forward to serving your needs.

Dan Roe  
Mayor

Dean Maschka  
RHRA Chair

# Meeting your family's housing needs. Our mission.



Roseville is a safe community to live, work and play with an enhanced quality of life and strong sense of community:

- Preserve existing & develop new housing through partnerships with other agencies, private and non-profit businesses.
- Provide a balance of housing in price and product type to meet life cycle needs of the community.
- Preserve quality neighborhoods by developing sustainable solutions to housing through green building initiatives.
- Develop & promote programs to provide choice and diversity in housing options.



## Your contacts.

Housing Financial Programs & Technical Assistance  
Housing Resource Center  
(651) 486-7401 ph

HRA Programs & Policies  
(651) 792-7015 ph  
(651) 792-7070 fax  
HRA@ci.roseville.mn.us



Roseville Housing and Redevelopment Authority  
2660 Civic Center Drive  
Roseville, MN 55113

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



Pub. Jan. 2009



We can help meet your

housing needs.

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



For Involvement

Opportunities

& Services

Programs

# About Roseville HRA

Welcome to the Roseville Housing & Redevelopment Authority. The Authority's housing resource team stands ready to help you find the information you need to meet your housing needs. Our mission is to plan, implement and manage housing projects and activities for the citizens in the community by providing equal opportunity for quality, decent and safe homes and a suitable living environment; and strengthening partnerships among all levels of government, non-profit and for-profit organizations to maximize social and economic opportunity. We serve our Roseville community's needs through the spirit of professionalism and integrity of the members of the Board and staff.

We can help meet your

**housing needs.**

We administer a number of Federal and State programs to assist low and moderate income Roseville residents. Our programs assist families and neighborhoods and help stimulate our community's economy by supporting jobs in the construction, real estate, and financial industries.



Please take a look at the programs and educational opportunities explained in this folder. We can help you meet your housing needs.



## Questions?

Our team is ready to assist you. Please contact (651) 792-7015 or email: [hra@ci.roseville.mn.us](mailto:hra@ci.roseville.mn.us).



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

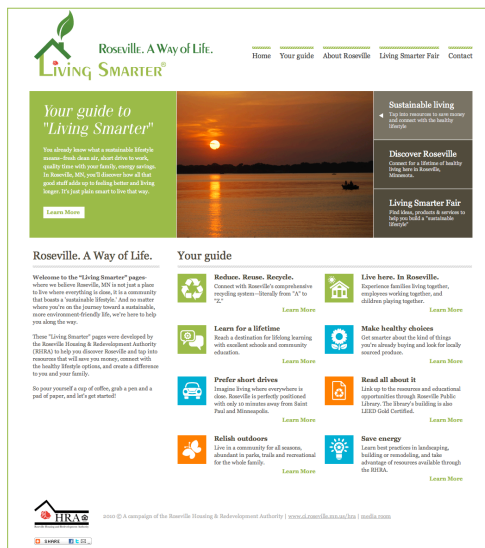
## PROGRAMS



## Connect for a Lifetime of Healthy Living. Here in Roseville.

**Welcome to the “Living Smarter” campaign**—where we believe Roseville is not just a place to live, it is community that boasts a ‘sustainable lifestyle.’ And no matter where you’re on the journey toward a sustainable, more environment-friendly life, we’re here to help you along the way.

The “Living Smarter” campaign has been developed by the Roseville Housing & Redevelopment Authority (RHRA) to provide current residents, as well as those looking to move into the community, with resources that not only help protect our environment, but also to save money in the process.



The all-new, easy-to-use [www.LivingSmarter.org](http://www.LivingSmarter.org) features resources that help you save money, connect with the healthy lifestyle options, and create a difference to you and your family. Feel free to set this as your browser’s home page, or bookmark “Living Smarter,” and check back frequently for the latest tips and features.

### Your Guide features:

- » Reduce. Reuse. Recycle.
- » Live here. In Roseville.
- » Learn for a lifetime
- » Make healthy choices
- » Prefer short drives
- » Read all about it
- » Relish outdoors
- » Save energy

**Making smarter choices** about transportation doesn’t necessarily mean buying a new, more fuel efficient car-it simply means learning how to drive less. **Making home energy efficient** doesn’t necessarily mean costly renovations-it means incorporating best practices in landscaping, building or remodeling, and taking advantage of programs and resources available to you and your family through the community. **Living healthy** needn’t mean expensive specialty foods-it means being smarter about the kind of things you’re already buying and looking for locally sourced produce. These changes may seem big and small, but ‘Living Smarter’ begins wherever you’re right now.

**So pour yourself a cup of coffee, grab a pen and a pad of paper, and let’s get started!**

**Access the “Living Smarter” resources at [www.LivingSmarter.org](http://www.LivingSmarter.org)**

#### Contact

651.792.7015

[hra@ci.roseville.mn.us](mailto:hra@ci.roseville.mn.us)

#### Location

Roseville Housing  
and Redevelopment Authority  
2660 Civic Center Drive  
Roseville, MN 55113  
[www.cityofroseville.com/hra](http://www.cityofroseville.com/hra)



For more information about the Living Smarter campaign, please visit [www.LivingSmarter.org](http://www.LivingSmarter.org) or contact 651.792.7015, or email [info@livingsmarter.org](mailto:info@livingsmarter.org).

## Get Ready to Improve Your Home's Energy Efficiency

### Schedule an Energy Audit and SAVE!

Xcel Energy & City of Roseville are offering a FREE Standard Energy Audit to the first 200 Roseville residents who request one. The Standard Energy Audit has a \$60 value!

### What Will I Learn in an Energy Audit?

During the Energy Audit an auditor will offer practical solutions to help you save energy and keep cash in the bank. You will learn about your home's energy systems and about the latest energy tax credits, utility rebates, grants and financing, and other incentives that will make energy improvements easy and affordable.

### How Long Will the Audit Last and What Will be Checked?

The audit will last about two hours. During that time, your auditor will analyze your utility bills, discuss your specific concerns, and examine the following areas of your home:

- Furnace or boiler • Air conditioner • Insulation
- Air leaks • Water heater
- Refrigerator, freezer, stove, & other appliances

The auditor will also conduct a blower door test, which helps identify air leaks, and use diagnostic equipment to check your home for efficiency, safety, and performance. After the testing, you will receive a list of the specific energy saving steps recommended for your home with their expected costs and savings potential. The NEC will follow up to help you implement these recommendations.

### What If I Want a More Thorough Audit?

When scheduling your audit you may want to have an infrared camera inspection, which pinpoints hidden gaps in your

home's insulation. An audit with this features costs \$100. If you qualify for the Free Audit, you will be reimbursed \$60.

### Want to Do Even MORE to Increase Your Home's Energy Efficiency?

Xcel Energy has a program to go with the audit called the Home Energy Squad. If you order a Squad visit with your audit, a pair of technicians will come to your home with the auditor and install energy-saving items on the spot. You get all the great analysis and recommendations from the audit, and these items installed by the Squad, if you need them:

- Compact fluorescent lights
- Efficient shower head and faucet aerators
- Door weather stripping
- Water heater insulation
- Programmable thermostat
- "Smart" power strips

These materials would cost at least \$80, but the Home Energy Squad will install them for you for just \$20 with an Audit (or \$40 if you don't want the Audit or have already had one).

### How Do I Get Started?

To apply for the FREE \$60 Standard Audit and/or the Home Energy Squad Visit, complete the form below and send it to the Neighborhood Energy Connection (NEC).



Neighborhood Energy Connection  
tools for energy-efficient living



Always There.



## Apply Now to Improve Your Home's Energy Efficiency!

### Check Which Audit You Would Like

(\$60 will be reimbursed for the first 200 Roseville Residents)

Standard Audit - \$60       Standard Audit with Infrared - \$100

### Would You Like an Energy Squad Visit (\$80 value)?

Yes, I would like a Home Energy Squad visit with my Audit (pay \$20)

Yes, I would like ONLY a Home Energy Squad visit (pay \$40)

No, I would like an Audit ONLY

### Clip & Mail to:

#### Neighborhood Energy Connection (NEC)

1754 University Avenue  
St Paul, MN 55104

OR

### Scan & E-mail to:

marshaa@thenec.org

### Questions?

Call 651-328-6221 OR Visit [www.thenec.org](http://www.thenec.org)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I understand that by submitting this form, Xcel Energy will provide Neighborhood Energy Connection with my 13- month energy bill history to be used for the purposes of my Home Energy Audit and my Home Energy Squad visit. I understand I must pay for my Home Energy Squad materials during the installation visit, and that the price of my chosen Home Energy Audit will be charged to my account after the audit is completed. The City of Roseville will reimburse the cost of the audit up to \$60 to the first 200 Roseville residents.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# HOUSING RESOURCE CENTER

## Get Your **Free & Personalized** Housing Improvement & Home Ownership Assistance

### PROGRAM ADMINISTRATION

The HousingResource Center provides homeowners with FREE advice on numerous home improvement loans and services including:

- A number of Minnesota Housing Finance Agency (MHFA) Fix Up Fund Loan Program
- Assisting homeowners through the loan application and disbursement process
- Assisting homeowners in finding the best program to fit their needs including collaborating with other agency programs

### CONSTRUCTION MANAGEMENT

The HousingResource Center provides FREE construction consultations to residents of participating communities. These services include:

- Information on construction, building codes and permits
- Site visits with homeowners regarding home improvements
- A written scope of work or a list of work for contractors to bid from
- Assistance in reviewing contractor bids, proposals and estimates
- Assisting homeowners during the construction process

### HOUSING INFORMATION

The HousingResource Center provides FREE information on a variety of housing related topics:

- Home Maintenance and Safety Topics
- Home Improvement Financing
- First Time Homebuyer Classes
- Limited Rental Information
- Mortgage Foreclosure Prevention Programs
- Energy Assistance Programs
- Purchase and Rehabilitation Mortgages

**Contact us now!**

[www.housingresourcecenter.org](http://www.housingresourcecenter.org)  
651.486.7401

## PROGRAMS

#### Hours & Contact

Mon-Thu 9am-5pm

2<sup>nd</sup> Sat 9am-1pm

Other hours by appointment

651.486.7401 ph

651.486.7424 f

#### Location

1170 Lepak Court

Shoreview, MN 55126

[www.housingresourcecenter.org](http://www.housingresourcecenter.org)



For more information about Roseville HRA programs & services, please visit [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or contact (651) 792-7015, or email [HRA@ci.roseville.mn.us](mailto:HRA@ci.roseville.mn.us).



## PROGRAMS

# LOAN PROGRAMS

## Learn More About

### Low-Interest Financing for Improvements for Your Roseville Home

#### FOR ENERGY CONSERVATION

##### *DEFERRED LOAN - NEC*

The Neighborhood Energy Connection (NEC) helps you obtain 0% financing on a 10-year forgivable loan for up to \$6,500 to:

- Perform energy audit in your home
- Improve health and safety conditions in your living environment
- Upgrade your heating system and insulation

##### Contact

Neighborhood Energy Connection  
651.221.4462, ext. 132

#### FOR HOME IMPROVEMENTS

##### *LOW INTEREST LOAN - ROSEVILLE*

The Roseville Home Improvement Loan program helps you make improvements with loans up to \$20,000 at 4% interest for up to 10 years. Homeowners may borrow an additional \$5,000 to cover Green Design improvements:

- Make interior and exterior improvements to your home
- Increase energy efficiency, indoor air quality, and water conservation
- Home must be at least 25 years old

##### Contact

HousingResource Center • 651.486.7401

#### FOR BASIC REPAIRS

##### *DEFERRED LOAN - RAMSEY COUNTY*

The Ramsey County Deferred Loan program provides 0% loans up to \$15,000 each to single family home owners for basic repairs. Loans are forgiven at 10% per year with a complete loan forgiveness after 10 years of continuous ownership:

- Make interior and exterior improvements to your single family home
- Increase energy efficiency, indoor air quality, and water conservation

##### Contact

HousingResource Center  
651.486.7401

#### FOR LIVABILITY, ACCESSIBILITY AND ENERGY CONSERVATION

##### *LOW & NO INTEREST LOANS - MHFA*

The Minnesota Housing Finance Agency Fix-Up Fund Loans and Rehabilitation Loans offer low interest and no interest loans ranging between \$2,000 and \$35,000 per household:

- Repair, remodel, and improve the energy efficiency of your home
- Improve health and safety conditions in your living environment
- Upgrade your heating system and replace windows
- Emergency repair for health or safety for very low-income homeowners

##### Contact

HousingResource Center • 651.486.7401

##### Contact

Jeanne Kelsey  
651.792.7015  
hra@ci.roseville.mn.us

##### Location

Roseville Housing  
and Redevelopment Authority  
2660 Civic Center Drive  
Roseville, MN 55113  
www.cityofroseville.com/hra



For more information about Roseville HRA programs & services, please visit [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or contact (651) 792-7015, or email [HRA@ci.roseville.mn.us](mailto:HRA@ci.roseville.mn.us).

# LOAN PROGRAMS

## FOR ENERGY CONSERVATION

**What:** Administered by the Neighborhood Energy Connection, the [Suburban Ramsey County Energy Conservation Deferred Loan](#) provides low-moderate income residents no interest loans to help reduce utility costs and improve health and safety conditions

**Terms:** Maximum loan up to \$6,500 at 0% (no interest, no monthly payment), forgiven after 10 years

### Requirements

- Must meet income limits (at or below 80% of the Area Median Income) based upon the number of people in the household
- Homeowner must remain in the home for 10 years or more to have the loan forgiven.
- Funds must be used for energy efficient home improvements such as energy audits, weatherization, insulation, and furnace improvements

**More Information:** Neighborhood Energy Connection at 651.221.4462, ext. 132

## FOR BASIC REPAIRS

**What:** Administered by HousingResource Center, the [Ramsey County Deferred Loan](#) for basic home repairs and is available to owner-occupied single family properties in Suburban Ramsey County

**Terms:** Maximum loan up to \$15,000 at 0% (no interest, no monthly payment); Tier I - forgiven after 10 years; Tier II - deferred until sale or transfer of home

### Requirements

Homes must be at least 15 years old and meet the Estimated Market Value limit. The loan is divided into two tiers:

#### TIER I: Low-Income Households:

For households with a gross annual income that is at or below 50% of the Area Median Income. The loan is forgiven at a rate of 10% per year. The loan is completely forgiven if the home is not sold and title is not transferred for 10 years after receiving the loan.

#### TIER II: Moderate Income Households:

For households with a gross annual income that is between 50% and the Section 8 limit of the Area Median Income. The loan is deferred without interest or payments and repaid in full at time of transfer or sale of the home, or, in some cases, when the mortgage is refinanced.

**More Information:** HousingResource Center at 651.486.7401

## FOR HOME IMPROVEMENTS

**What:** Administered by the HousingResource Center, [Roseville Home Improvement Loans](#) are available for improvements to owner-occupied single family homes, duplexes, townhomes, and condominiums with additional funds available when improvements include Green Design concepts.

**Terms:** Maximum loan up to \$20,000 at an interest rate of 4% and terms up to 10 years, with an additional \$5,000 for improvements that include concepts of Green Design such as energy efficiency, resource efficiency (including durability), indoor environment quality, and water conservation.

### Requirements

- Single family homes or duplexes must be at least 25 years old and be owner-occupied
- Townhouses/condominiums are eligible for interior repairs only.
- Households must be at or below 120% of the Area Median Income

**More Information:** HousingResource Center at 651.486.7401

## FOR LIVABILITY, ACCESSIBILITY & ENERGY CONSERVATION

### Rehabilitation Loan

**What:** Administered by the HousingResource Center, [Rehabilitation Loans](#) cover basic repairs that directly affect the safety, livability, or energy efficiency of the home.

**Terms:** Maximum loan up to \$27,000 at 0% (no interest, no monthly payment), forgiven after 15 years

### Requirements

- Household annual gross income must be at or below 30% of the Area Median Income as defined by HUD
- Homeowner must remain in the home 15 years

**More Information:** HousingResource Center at 651.486.7401

### Fix-Up Fund Loans

**What:** HousingResource Center offers both secured and unsecured [Fix-Up Fund Loans](#) from the Minnesota Housing Finance Agency (MHFA) to improve basic livability, enhance energy efficiency, address accessibility issues, and to bring properties into compliance with maintenance codes. The loans are for owner-occupied single-family dwellings, duplexes, up to quad homes.

**Terms:** Loan amounts range from \$2,000 to \$35,000. These fixed rate loans range between 4.99% – 6.99% for terms up to 20 years

### Requirements

- Household gross annual income limit is 110% of Area Median Income
- Available for owner-occupied, single-family dwellings, duplexes, up to quad homes
- Loan Origination/Processing Fees may apply



## PROGRAMS

## REMODELING BOOKS

Get Advice on How to  
**Update, Improve, and Fine-Tune**  
 Your Home to Today's Lifestyle

**Cape Cods & Ramblers: A  
 Remodeling Planbook for Post-  
 WWII Homes**



**Split Visions: A Planbook of  
 Remodeling Ideas for Split-Level  
 and Split-Entry Houses**



The Roseville HRA provides access to two planbooks that consist of remodeling plans for Cape Cod & Rambler, and Split-Entry/Split-Level style homes.

The books provide examples of how to update, improve and fine-tune your house to today's lifestyle in a manner consistent with the style and character of the existing home.

- The planbooks provide several renovation plans, designed by architect Robert Gerloff, AIA
- The planbooks are also available in an electronic format for download from [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra)
- Copies of the planbooks can be borrowed from the city library

**Contact**

Jeanne Kelsey  
 651.792.7015  
[hra@ci.roseville.mn.us](mailto:hra@ci.roseville.mn.us)

**Location**

Roseville Housing  
 and Redevelopment Authority  
 2660 Civic Center Drive  
 Roseville, MN 55113  
[www.cityofroseville.com/hra](http://www.cityofroseville.com/hra)

**Visit HRA online**  
[www.cityofroseville.com/hra](http://www.cityofroseville.com/hra)



For more information about Roseville HRA programs & services, please visit [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or contact (651) 792-7015, or email [HRA@ci.roseville.mn.us](mailto:HRA@ci.roseville.mn.us).

GET  
INVOLVED

# GREEN REMODELING PLAN BOOK

[www.LivingSmarter.org/GRPB](http://www.LivingSmarter.org/GRPB)

## Tap into Resources and Tools for Planning and Implementing Your Green Home Remodeling Projects

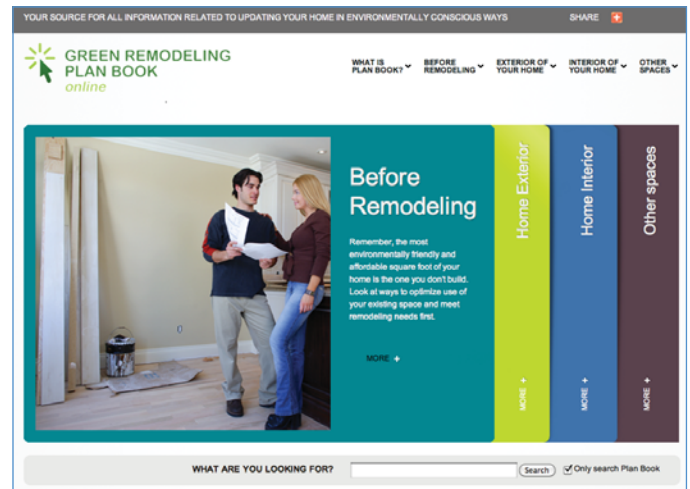
Green remodeling is the sustainable, environmentally conscious updating of your home, and it creates a healthier home for your family, eases utility bill burdens, and creates a home that's built to last.

The Green Remodeling Plan Book is a tool to help you make home remodeling choices that benefit your family, your pocket book, and your neighborhood.

Assembled by the Roseville Housing and Redevelopment Authority (RHRA) in collaboration with the Family Housing Fund, the Plan Book addresses the complex issues and choices homeowners face when making renovations.

The Plan Book offers a wealth of resources and information including:

- **Before you remodel** Prior to remodeling, it's important to recognize the structural and aesthetic characteristics of your home. It's also vital to understand the way utility systems function within your home in order to prioritize your remodeling needs.
- **Replace the exterior of your home** The shell of your home should be durable and functional. Make your home more comfortable, durable, airtight, and efficient.
- **Update the interior of your home** The healthiness of the indoor environments where you spend most of your time is critical to your well-being. From wall and floor finishes, to surfaces, to energy use, there are many ways you can make your home a healthier space for your family.
- **Consider other spaces** Assigning value to green remodel in your bathrooms, kitchen, mechanical, and utility spaces means looking beyond the bottom line. Green remodels will reduce your energy and utility costs over time, which can help to off-set higher initial costs.



### Contact

Jeanne Kelsey

651.792.7015

[hra@ci.roseville.mn.us](mailto:hra@ci.roseville.mn.us)

### Location

Roseville Housing  
and Redevelopment Authority  
2660 Civic Center Drive  
Roseville, MN 55113  
[www.cityofroseville.com/hra](http://www.cityofroseville.com/hra)



### SNAP IT.

Use a QR code reader on your cell phone to access the Plan Book

Visit Plan Book online  
[www.LivingSmarter.org/GRPB](http://www.LivingSmarter.org/GRPB)

For more information about Roseville HRA programs & services, please visit [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or contact (651) 792-7015, or email [HRA@ci.roseville.mn.us](mailto:HRA@ci.roseville.mn.us).





GET  
INVOLVED



FREE Annual Event



Call it “smarter living.”

Call it building a “sustainable lifestyle.”

Explain that you’re doing your part for the environment.

Say that you’re making choices to ensure that your family is healthy and comfortable.

This is your Fair! Come for the day. Come for an hour.

But come to discover what you can do to “live smarter.”

The Living Smarter Fair experience offers a feast of innovations, ideas, and opportunities. You will learn to make choices to ensure that your family is healthy and comfortable, widen your vision, and stimulate your thinking. The Fair will cover the latest best practices, products and services in these key areas:



#### Energy and Environmental Sustainability

Learn from the Fair’s experts how to put your house on an energy diet and do your part for the environment.



#### Home Improvement

Learn from the Fair’s experts how you can transform your home with inspiration and ideas for home design, decorating, home improvement, and more.



#### Gardening for Healthy Living

Use smart ideas from the Fair’s experts to create your dream yard or garden. Whether you’re 25 or 85, the Fair’s experts provides you with the essentials for landscaping, proper nutrition, cooking techniques, and preventative measures to best maintain your whole health.

#### Contact

Jeanne Kelsey

651.792.7015

[hra@ci.roseville.mn.us](mailto:hra@ci.roseville.mn.us)

Brought to you by

Roseville Housing  
and Redevelopment Authority

2660 Civic Center Drive

Roseville, MN 55113

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

The Living Smarter Fair features local builders, remodelers, home construction product vendors, healthy living specialists, and landscape and garden centers. It also includes free how-to workshops throughout the day, drawings for prizes, and children’s activities.



*“We received so much more information than we expected while attending the Roseville Home and Garden Fair.”*

~ Teresa Kothbauer, Roseville resident

Visit [www.livingsmarter.org/fair](http://www.livingsmarter.org/fair)



For more information about Roseville HRA programs & services, please visit [www.cityofroseville.com/hra](http://www.cityofroseville.com/hra) or contact (651) 792-7015, or email [HRA@ci.roseville.mn.us](mailto:HRA@ci.roseville.mn.us).



# SHARE YOUR STORY!



## A SUSTAINABLE FUTURE STARTS WITH YOU!

### JOIN THE LIVING SMARTER CAMPAIGN!

Join our “Living Smarter” campaign by sharing your story of how you and your family practice environmental stewardship in everyday household activities.

### SHARE YOUR STORY

Share 30 minutes of your time with a Living Smarter representative for a brief interview and a photo of you in your home. To share YOUR story, contact Jeanne Kelsey at 651-792-7086 or [jeanne.kelsey@ci.roseville.mn.us](mailto:jeanne.kelsey@ci.roseville.mn.us)

### ROSEVILLE'S LIVING SMARTER CAMPAIGN

In 2009, the Roseville Housing and Redevelopment Authority (RHRA) began a community-wide campaign called “Living Smarter,” which is aimed at providing free educational resources to Roseville residents and anyone interested in leading a more environmentally sustainable lifestyle.

The RHRA is taking the next steps in the “Living Smarter” campaign by highlighting the benefits of living in Roseville with testimonials about how easy it really can be to “Live Smarter.” The RHRA is also promoting the *Green Remodeling Plan Book* available at [www.livingsmarter.org/grpb](http://www.livingsmarter.org/grpb). This resource provides information on sustainable remodeling practices as well as information related to ensuring a healthier home, easing your utility bill burdens, and creating a home that's built to last.

To learn more about **LIVING SMARTER**, check out [www.livingsmarter.org](http://www.livingsmarter.org)

### HOW ARE YOU MAKING A DIFFERENCE?

If you do any of the following, we want your story for the Living Smarter ad campaign!

- I recycle  
e.g., *take part in “City-wide Clean-up Day”*
- I shop locally  
e.g., *at a Farmer’s Market*
- I use alternate transportation to work  
e.g., *bicycling, carpooling, or fuel-efficient vehicle (electric, hybrid)*
- I use energy-efficient appliances
- I have a raingarden, rainbarrel, compost bin, or solar panels
- I have made home renovations using green products, techniques
- I track my energy usage
- I lead an active, outdoors lifestyle
- I participate in community education programs
- I have attended the “Living Smarter” Fair to stay informed and improve my environmental practices
- I \_\_\_\_\_  
*What else do YOU do to make a difference?*

## SHARE YOUR LIVING SMARTER STORY

TO SHARE YOUR STORY,

CONTACT JEANNE KELSEY AT 651-792-7086 OR  
[JEANNE.KELSEY@CI.ROSEVILLE.MN.US](mailto:JEANNE.KELSEY@CI.ROSEVILLE.MN.US)

# GET TO KNOW *Roseville*

Attachment 6A

Roseville's reputation as a vibrant place to live and work makes our city a truly special community with thriving businesses, beautiful and safe residential neighborhoods, quality schools, and plenty of green, open space.

Roseville's Community Development team stands ready to help you find the information you need to sustain your home – one of the most important investments you will ever make.

Please take a few moments to acquaint yourself with the programs inside – they are designed to help Roseville residents make sure their homes are safe, secure, and energy efficient. If you need more information or assistance, visit [CityofRoseville.com](http://CityofRoseville.com), email us at [eda@CityofRoseville.com](mailto:eda@CityofRoseville.com), or call us at 651-792-7015.

We look forward to serving your needs.





# Home Loans

Roseville partners with the HousingResource Center (HRC) and the Neighborhood Energy Connection (NEC) to provide homeowners with low-interest loans for a variety of home improvement projects!

## Home Improvement Loans

These loans help residents make interior or exterior improvements to update their home, increase energy efficiency, and improve indoor air quality. Administered by the HRC, the loans are available for improvements to owner-occupied single family homes, duplexes, townhomes,\* and condominiums.\*

## Energy Conservation Loans

These no-interest loans are forgivable after 10 years and can be used for energy efficient home improvements projects.

\*Townhouses/condominiums are eligible for interior repairs only.



Contact the HRC  
651-486-7401 • [gmhchousing.org/1830-2](http://gmhchousing.org/1830-2)  
Contact the NEC at 651-221-4462, ext. 132  
[theNEC.org/home-and-energy-loans](http://theNEC.org/home-and-energy-loans)

# Housing Resource Center (HRC)

Attachment 6A

## **HRC provides FREE advice on home improvement loans and services**

- Information about Minnesota Housing Finance Agency (MHFA) Fix-Up Fund Loan Program
- Assistance in finding the best program to fit your needs
- Assistance with the loan application and disbursement process

## **HRC provides FREE construction consultations**

- Information on construction, building codes, and permits
- Site visits regarding home improvements
- A written scope of work or a list of work for contractors to bid from
- Assistance reviewing contractor bids, proposals, and estimates
- Assistance during the construction process

## **HRC provides FREE information on several housing-related topics**

- Home maintenance and safety
- Purchase and Home improvement financing
- First time homebuyer classes
- Mortgage foreclosure prevention programs
- Energy assistance programs



Contact the Housing Resource Center  
651-486-7401 • [housingresourcecenter.org](http://housingresourcecenter.org)

# Energy Efficiency

Attachment 6A

## Get a FREE Energy Audit and SAVE!

Roseville provides up to 200 FREE Standard Energy Audits (a \$60 value) to residents each year.

## What you'll learn from an Energy Audit

Practical solutions to help you save energy, information about your home's energy systems, and resources to learn about the latest energy tax credits, utility rebates, grants, financing, and other incentives. Your auditor will also analyze your utility bills, discuss your concerns, and look at these things in your home:

- Furnace/boiler
- Air leaks
- Air conditioner
- Water heater
- Insulation
- Other major appliances



Contact the NEC  
651-221-4462 • [hesscheduling@thenec.org](mailto:hesscheduling@thenec.org)

Download the audit application:  
[CityofRoseville.com/EnergyAuditWaiver](http://CityofRoseville.com/EnergyAuditWaiver)



**Neighborhood Energy Connection**  
*making energy conservation easy*

# Ideas to Update Your Home

Attachment 6A

## Green Remodeling Plan Book

Need ideas about how to update your home? Why not go green! "Green" remodeling is the sustainable, environmentally conscious way to update your home. It can help you create a healthier home for your family, ease your utility bill burdens, and ensure that your project results in a home that is "built to last." This online resource can help you make choices that benefit your family, your pocketbook, and your neighborhood. It also addresses the complex issues homeowners face when navigating the waters of green remodeling.

## More Remodeling Books

Do you have a Cape Cod, Rambler, or Split-Entry/Split-Level Home? Check out our online resources for ideas and inspiration for remodeling your home.



For more on Remodeling Resources  
651-792-7015 • [CityofRoseville.com/Remodeling](http://CityofRoseville.com/Remodeling)

# Green Building/Remodeling Award

Attachment 6A

## Thinking of making improvements to your home?

Go green and you may get rewarded. This award recognizes residential projects that incorporate best practices for improvements when gardening, landscaping, remodeling, or building a home.

If you are thinking of applying, take a look at our previous winners and the award criteria and guidelines at [CityofRoseville.com/Green-Award](http://CityofRoseville.com/Green-Award) before you start your project.

You'll want to be sure to take plenty of before/after pictures and consider using some (or all) of the following practices:

- Resource efficiency
- Water conservation
- Indoor environmental quality
- Site and community impact
- Energy efficiency
- Impact on the marketplace



First place: \$500 • Second place: \$250 • Third place: \$100

Applications are due November 30

Questions? 651-792-7015 or [eda@CityofRoseville.com](mailto:eda@CityofRoseville.com)

# Property Maintenance

Attachment 6A

In Roseville, maintaining our neighborhoods is a top priority. Well-kept homes maintain their value and keep our neighborhoods desirable places to live. Over the years, residents along with City staff, have developed the City Code as an agreed-upon set of guidelines and standards for appearance and upkeep of homes and yards. Many people do not read the City Code or may not be aware of the guidelines and standards.

For information about property maintenance standards, look at these sections in Roseville's City Code, which is available at

**[CityofRoseville.com/citycode](http://CityofRoseville.com/citycode)**

- Title 4, Chapter 407, Health & Sanitation
- Title 9, Chapter 906, Building Maintenance & Preservation Code

Questions? Contact the Code Enforcement staff  
**651-792-7014** or **[NEP@CityofRoseville.com](mailto:NEP@CityofRoseville.com)**



# THANKS FOR MAKING *Roseville* YOUR HOME!

Attachment 6A

## City Offices

City Council . . . . .	citycouncil@cityofroseville.com (goes to all Council Members)
City Manager: . . . . .	.651-792-7021
Code Enforcement . . . . .	.651-792-7014
Community Development . . . . .	.651-792-7005
Fire (non-emergency) . . . . .	.651-484-1267
Fire (administration) . . . . .	.651-792-7009
License Center . . . . .	.651-792-7010
Parks & Recreation . . . . .	.651-792-7006
Permits . . . . .	.651-792-7080
Police (non-emergency) . . . . .	.651-767-0640
Police (administration) . . . . .	.651-792-7008

Public Works . . . . .	.651-792-7004
Recycling . . . . .	.651-792-7049
Utility Billing . . . . .	.651-792-7196
Utility Problems After Hours . . . . .	.651-767-0640

## Other Services

Ramsey County Library . . . . .	.651-628-6803
Roseville School District 623 . . . . .	.651-635-1600
Mounds View School District 621 . . . . .	.651-639-6216

 [facebook.com/cityofrosevillemn](https://facebook.com/cityofrosevillemn)

 [twitter.com/RosevilleMN](https://twitter.com/RosevilleMN)

 [youtube.com/cityofrosevillemn](https://youtube.com/cityofrosevillemn)

 [cityofroseville.com/ReceiveUpdates](https://cityofroseville.com/ReceiveUpdates)

City of Roseville  
2660 Civic Center Drive, Roseville, MN 55113  
Monday – Friday • 8 am – 4:30 pm



## North Suburban Gavel Association

*Progress Through Coordination*

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Welcome to the North Suburban Gavel Association, also known as the **Gavel Club**. The purpose of the North Suburban Gavel Association, founded in 1964, is to facilitate the communication and cooperation of community organization leaders in the north suburban Ramsey County area, to keep leaders informed about community activities, and to recognize outstanding volunteer leaders. To view a current membership list, [click here](#).

**Meetings** of the Gavel Club are held monthly from September through June, on the third Wednesday of the month from 12:15 to 1:30 pm. at the Roseville City Hall. It's a bring-your-own bag lunch affair, with water and coffee provided. For directions and a map to City Hall, [click here](#).



Brief reports are made by member organizations, informing other Gavel Club members of upcoming events. Informed guest speakers give presentations on civic matters. The meetings are open to the public. Interested members can view the latest available meeting **minutes** on the [Gavel Members page](#).

**Membership** is open to all organizations and agencies, as well as to individuals, in the north suburban Ramsey County area. Current annual dues are \$15.00. A membership form can be viewed and downloaded by clicking the button below, or we can mail it to you by request using the [Contact Us](#) form.

Downloadable [Membership Brochure](#)



We now have a Facebook page – Like us!

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North Suburban Gavel Association

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