

Community Engagement Commission Agenda

Thursday, October 13, 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 September 8 meeting minutes**
- 5. Old Business**
 - a. Priority project update: Assist in the formulation of the 2017 Comprehensive Plan update process
 - 6:40 p.m. b. Priority project update: Recommend ways to expand city learning and engagement opportunities
 - 6:50 p.m. c. Priority project update: Form strategies for outreach to underrepresented groups
 - 7:00 p.m. d. Priority project update: Advocate for select items from 2014 CEC Recommended Policies and Strategies
 - 7:10 p.m. e. Update on I Am Roseville Photo Project
 - 7:15 p.m. f. Continue temporary family health care dwellings discussion
 - 7:25 p.m. g. Speak Up Roseville review
 - 7:40 p.m.
- 6. New Business**
- 7:50 p.m. **7. Chair, Committee, and Staff Reports**
 - a. Chair's report
 - b. Staff report
 - i. Upcoming items on future council agendas
 - ii. Other items
- 8:00 p.m. **8. Commission Communications, Reports, and Announcements**
- 9. Commissioner-Initiated Items for Future Meetings**
- 10. Recap of Commission Actions This Meeting**
- 8:10 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, September 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 Theresa Gardella; and Commissioners Amber Sattler, Chelsea Holub, Michelle Manke, Erik Tomlinson, and Peter Sparby

Commissioners Absent: None.

Staff Present: Staff Liaison/City Manager Patrick Trudgeon

2. Approve Agenda

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

Ayes: 7

Nays: 0

Motion carried.

3. Public Comment on Items Not on Agenda

None.

4. Approval of August 11, 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 the tonight's agenda packet.

Chair Becker moved, Commissioner Tomlinson seconded, approval of August 11, 2016 meeting minutes as amended.

Additional Corrections:

- **Page 6, Lines 231-235 (Chair Becker)**

Change to read as follows: "Recognizing Mr. Grefenberg's reference to the Gavel Club, a Group of North Ramsey County community organizations, Ms. Sanders added that there was a City Interagency Task Force in SE Roseville whose quarterly meetings she also attended for the purpose of finding ways to work together."

- **Page 7, Line 209 (Commissioner Holub)**

Typographical correction: Remove extra "," after Manke.

- **Page 10, Line 106 (Commissioner Sparby)**

45 Typographical correction: Change “Lin” to “Line”

46
47 **Ayes: 7**

48 **Nays: 0**

49 **Motion carried.**

50
51 **5. Old Business**

52
53 **a. Recap Joint Meeting with City Council**

54 Joint meeting with City Council

55 Chair Becker stated they met on August 22, 2016 with the City Council.
56 He stated they gave updates on projects, reviewed prior projects, and
57 asked specific questions in the RCA. He stated the questions for the most
58 part were addressed and advised those who weren't in attendance to watch
59 the video to review the specific feedback. He reviewed some notes and
60 feedback from the City Council with the Commissioners and then opened
61 them up for discussion.

62
63 Chair Becker stated he presented his idea for having an open forum, Town
64 Hall, question and answer style meeting to the City Council. He stated the
65 City Council had good feedback on the idea. He recommends they move
66 forward with the process working with the City Council to get a meeting
67 scheduled where they will conduct it in that style. He stated the idea is to
68 draw in a larger audience, have some booths and stands offering a variety
69 of information available, and offer an open house type of event. His
70 opinion is that it would be a nice idea to have some City staff present to
71 answer questions at the booths. He stated the major concerns were
72 ensuring the meeting can be recorded and making sure it is accessible. He
73 noted those items are the first priority and he doesn't foresee any issues
74 fulfilling them. He will be working with Mr. Trudgeon to get this moving
75 forward and noted they will hold a City Council meeting in this format
76 first, and then roll it out to the Commissions if it all goes well.

77
78 Chair Becker stated the Councilmembers requested there be discussion on:
79 an update on the Roseville U, organizing an open house, and Speak Up
80 Roseville. They would like to get these on the Agenda for an upcoming
81 meeting. Chair Becker stated the City Council gave feedback on sending
82 some sort of welcome packets, and the recommendation is to send a
83 postcard or flyer type of communication that directs new residents to the
84 City website where they can find information and resources for the City.

85
86 I AM Roseville

87 Commissioner Sattler stated in her opinion that the City Council seemed
88 very excited and supportive regarding the “I AM Roseville” project.
89

90 Commissioner Gardella stated it was also noted some Councilmembers
91 had expressed interest in changing it to “We are Roseville.” She stated it is
92 an idea they would like considered.
93

94 Commissioner Sparby stated they did submit an RFP Comprehensive Plan
95 for Review and it wasn’t elaborated on too much by the Council but they
96 did state they were supportive of it and appreciative of the CEC efforts
97 thus far. He noted the Council was clear on the issue that they would like
98 the CEC to take an organizing standpoint instead of a hands-on role with
99 this item.
100

101 b. **Priority Project Update: Assist in the formulation of the 2017**
102 **Comprehensive Plan update process**
103

104 Commissioner Tomlinson stated the updated checklist has been provided
105 to the CEC for their review and asked City Manager Trudgeon to provide
106 an update on the selection of a firm process.
107

108 City Manager Trudgeon stated they have received seven different
109 proposals from several firms and staff is reviewing them. He stated once
110 staff has them down to a few firms, the recommendation then would be to
111 have the City Council interview them at a meeting and open the meeting
112 to the public. He stated having the CEC attend the meeting would be a
113 good way for them to be involved and learn more about what is at stake
114 and gain some transparency on expectations. He stated it is tentatively
115 scheduled to be heard at the October 17, 2016 meeting, and though they
116 are a bit behind schedule, they are making progress. He noted the
117 document/checklist provided to the Commission should definitely be
118 provided to the City Council once they are ready to move onto that phase.
119

120 Chair Becker asked if they will interview all the firms. City Manager
121 Trudgeon replied no, they will narrow it down first and then present the
122 top few choices to the City Council. Commissioner Sparby asked if City
123 Manager Trudgeon could offer any insight into the process that staff will
124 use to determine which firms they will proceed with. City Manager
125 Trudgeon replied he isn’t sure yet as they are just starting the process and
126 haven’t reported anything back to date. He stated once they get a report he
127 will forward to the Commission.
128

129 Commissioner Tomlinson asked if City Manager Trudgeon will be able to
130 report back to the Commission before the October 17, 2016 meeting
131 regarding the interviews. City Manager Trudgeon stated due to the initial
132 process of narrowing them down taking most likely month, he isn’t sure
133 they will have a formal check-in before that meeting but there will
134 certainly be some communication on where they are at and he will include

135 the Commission in on that so they have all the information he has at that
136 point as well.

137
138 Chair Becker asked how City Manager Trudgeon envisions the interview
139 process going. He stated it will be an open session meeting and they may
140 limit the questions to the Councilmembers. However, the plans are not
141 finalized yet on how they will conduct the process.

142
143 Commissioner Sparby stated at this point they need to review the CEC
144 Comprehensive Plan RFP Checklist and choose a few items to help steer
145 the City Council during the interview process. He stated these 5
146 points/questions will be beneficial to the City Council during their review
147 of the RFP specifically relating to the CEC.

148
149 Commissioner Sparby stated the first item on the RFP is to encourage the
150 Council to think of different ways to get information out there to people.
151 He stated different approaches through media outlets are one thing they
152 want them to explore.

153
154 Commissioner Holub stated the fifth item is closely related to the second
155 item on the RFP, she stated in her opinion it can be added into that item.
156 Chair Becker stated in his opinion, he likes it being separate and wouldn't
157 want it to overshadow other things they want to consider.

158
159 Commissioner Gardella stated in her opinion, she feels adding the
160 definition or distinction of "outreach" vs. "engagement" into this
161 document would be beneficial. She stated it seems at times outreach items
162 such as changes to a flyer, postcard, or mailing item are mistaken for an
163 engagement issue when they are more just an outreach issue. She stated
164 that it may actually complicate the RFP document and suggested leaving it
165 out.

166
167 City Manager Trudgeon agreed this distinction could be good; however,
168 the concern is overloading too much information on the Council. He noted
169 the overview is stated in the document and it is assumed they will
170 differentiate between the two items.

171
172 Commissioner Sparby stated he thinks it could be good to include the
173 difference between the two words. Chair Becker stated adding these
174 definitions to the RFP in bullet point No. 2 would possibly be the best
175 place to do that.

176
177 Commissioner Sparby stated he will add in the language "does the
178 consultant delineate between outreach and community engagement
179 efforts". The Commission consensus was to make this revision. Chair
180 Becker stated leaving bullet No. 5 as an outreach item seems appropriate.

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Commissioner Sparby stated he will draft an updated copy of the document adding in the revisions the Commission has agreed upon. He stated he will send it out once completed and asked the Commission to please let him know if there are any corrections that need to be made.

c. Priority Project Update: Recommend ways to expand city learning and engagement opportunities

Chair Becker introduced this item and asked Commissioner Manke for an update.

Commissioner Manke stated there isn't a lot to report at this time. She stated they have a pretty clear idea of what the City Council is looking for based on the prior meeting. She has noted that Roseville U and an open house are two main projects and priorities. She stated based on the agenda this evening she feels there may be further discussion on some of these items later on. In her opinion, the next thing to do as a Commission would be to sit down with the inventory, review what is being expected, and prioritize items.

Chair Becker suggested that if the City Council is indeed moving forward with the Town Hall style meeting, then it would be a good idea to start thinking about the open house concept next. He stated deciding how big they can go with the open house is something to think about. For example, ~~h~~He noted maybe having four tables would be a small open house, adding a few other items into it would be a medium style open house, and anything else could be considered a large style open house.

City Manager Trudgeon stated a few years back they did an open house style event which included fire trucks and food items. He stated he wasn't with the City at that time but heard it was very well attended.

Chair Becker asked if they have plans for Roseville U this year. City Manager Trudgeon stated not yet, in the past it has been a struggle to get many people to commit to a few hours several days a week. Commissioner Manke stated it could possibly work where they take pieces of that past open house event and add it into parts of the town hall/open house event ideas and plans.

Commissioner Holub asked if there is a specific person who would have more background information on Roseville U. City Manager Trudgeon stated in the administrative department there would be Carolyn and Gary, but he is also someone who can help in that department.

d. Priority Project Update: Form strategies for outreach to underrepresented groups

227 Chair Becker introduced this item and asked Commissioner Sattler to
228 provide an update.

229
230 Commissioner Sattler stated the following are groups of underrepresented
231 people and those the City Council would like the Commission to focus on
232 is: the elderly, specifically those living in assisted living; the mentally ill;
233 and, the handicap within the community.

234
235 Commissioner Gardella stated one Councilmember stated at the meeting
236 that if you look around the room, the underrepresented are those you don't
237 normally see at City Council meetings or City events. She stated in her
238 opinion, it was a good way to state that.

239
240 Commissioner Sattler stated the group the City Council seemed to focus
241 on, in her opinion, was the elderly group. She stated the group of people
242 who don't have access to social media or those who can't get around town
243 are the main focus presently.

244
245 City Manager Trudgeon stated narrowing down the specific group to focus
246 on engaging is very important and suggested the Commission work on
247 getting that clearly stated.

248
249 Commissioner Sattler suggested defining those who are without question
250 represented within the community and then looking at the offset would be
251 a good place to start.

252
253 Commissioner Manke suggested looking at the resources and tools the
254 City has and uses and where they go would help narrow down who isn't
255 receiving these resources and that would be a group of people who is
256 underrepresented.

257
258 Commissioner Sattler agreed and stated the last part of the task is to find
259 out how to engage the underrepresented. She noted getting
260 underrepresented people involved in the community is the main focus.

261
262 **e. Priority Project Update: Advocate for select items from 2014 CEC**
263 **recommended policies and strategies**

264 Chair Becker stated the main item recently reviewed was the town hall
265 style meeting. He stated once it is done they will review how effective it
266 was and decide when to extend it to the Commissions.

267
268 Chair Becker asked if there was an update on Section 6.3. City Manager
269 Trudgeon stated there isn't anything to update on currently.

270

271 Commissioner Tomlinson asked if there was a [dead](#) timeline for getting the
272 town hall style meeting started. Chair Becker stated not specifically but
273 they need to go through the process and make decisions and deadlines.

274
275 Commissioner Holub stated she had an issue possibly relating to Section
276 6.3. She explained she has had issues watching City Council meetings
277 online because while loading, the video it was very slow. She asked if this
278 was an issue that has been brought up before and if so, is this something
279 they could possibly explore resolutions for.

280
281 City Manager Trudgeon acknowledged this has been an issue in the past
282 but in recent years they have not had any complaints. Commissioner
283 Gardella noted like Commissioner Holub, she has also experienced the
284 same difficulties while watching online City Council meetings. City
285 Manager Trudgeon stated it is something he can look into.

286
287 f. **Priority Project Update: I AM Roseville photo project**
288 From her personal perspective, Commissioner Holub stated the City
289 Council's update on this item seemed clear and they would like the
290 Commission to hand this project over to other individuals.

291
292 Commissioner Sparby agreed and stated the Council was very supportive
293 of the efforts made by the Commission but at this point would like the
294 Commission to further formulate a plan to move forward with the project,
295 which would include handing this project off to other individuals. He
296 noted they are not sure which individuals would be taking over the project
297 but the goal is to hand it over and ultimately have the CEC involved on a
298 very limited basis towards the end of the project.

299
300 Commissioner Sparby stated the next step would be to work on the
301 proposal and narrow it down. He noted once that is complete, the next
302 item would be to research partners and individuals to get involved with
303 this project.

304
305 City Manager Trudgeon stated it isn't advised to spend a huge amount of
306 time looking at staff members to be partners on this project; however, it
307 has been noted that the Roseville Visitors Association could possibly be a
308 partner as they do a lot of marketing for the City as well as have
309 connections with hotels and other businesses within the City.

310
311 Commissioner Manke asked what is the goal of this project.
312 Commissioner Sparby replied to have photo exhibitions and then
313 distribute those photos throughout the City at places such as the City Hall,
314 fire station, and police department to foster a connection through the
315 community. Commissioner Manke stated the open house would be a good

316 place to use the images as well. The Commissioners were in agreeance
317 with this idea.

318

319 **6. New Business**

320 **a. Temporary Family Health Care Dwellings Discussion**

321 City Manager Trudgeon introduced this item, provided background on this
322 item as well as images of example temporary family health care dwellings
323 (otherwise known as drop homes). He stated the City has opted out of this
324 law as most cities have. However, the City would like to engage the
325 community and get some discussion and feedback on this idea. He stated
326 they are not looking for input on whether the Commission feels these are a
327 good idea, but for the Commission to look at ways to get this topic out into
328 the community for feedback.

329

330 Commissioner Gardella clarified that although the City has opted out of
331 this law, it doesn't mean they will not move forward with this at some
332 point in time, the City could still make their own laws for this based on
333 what is best for the City specifically. City Manager Trudgeon confirmed
334 that is correct.

335

336 Chair Becker asked if the City Council provided any specific reasons as to
337 why they ~~voted against this~~opted out of this law. City Manager Trudgeon
338 stated they didn't give any reasons specifically, they simply opted out. He
339 noted Roseville is not unique in this situation as over 90% of the cities
340 have opted out of this law.

341

342 Commissioner Gardella asked if other cities are going about this in the
343 same manner. City Manager Trudgeon replied he isn't certain how other
344 cities are handling this; however, he is sure some will post it in the paper
345 as a notice to the community using the traditional method of delivery for
346 these items. Commissioner Holub noted Roseville isn't a traditional City
347 and Commissioner Gardella agreed with her sentiments.

348

349 Commissioner Tomlinson asked if the City intended to consult, inform or
350 involve ~~they are looking to consult~~ the public ~~or only involve them~~. City
351 Manager Trudgeon replied Roseville puts emphasis on valuing the
352 public's input and wants to allow them to be involved in the process.

353

354 Commissioner Manke asked if any other cities have passed this law. City
355 Manager Trudgeon stated not that he is aware of and noted with the May
356 Session wrapping up, many cities were under time constraints to write the
357 language for opting out this summer.

358

359 Chair Becker stated he would be interested to see the demographics from
360 cities that passed this law compared to those who didn't move forward
361 with it.

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Commissioner Gardella stated she feels the timing of this issue is good due to the high percentage of people caring for their parents per the demographic trends currently. She noted this type of resource could offer great relief to some people; however, this won't be great for everyone which is why it is important they get input from the public on what the best thing to do collectively as a City is going to be.

Chair Becker stated one of the first steps to take with this process should be identifying the stakeholders in this issue. He noted the elderly as being a top priority in getting their input on this topic.

Chair Becker asked for clarification if the dwelling is meant for the caregiver or the person receiving care. City Manager Trudgeon stated it is for the person receiving care and noted the caregiver would need to live on the property in the main housing dwelling. City Manager Trudgeon also noted the dwelling is only for one person, not for a couple. He did state that as a City they do allow for accessory dwelling units otherwise known as granny flats.

Commissioner Manke expressed her concerns on how they would enforce these units and ensure they are being used appropriately. The Commission agreed this is one of the issues to consider when looking at how to move forward with this item.

Commissioner Sattler asked what the timeline would be for having the temporary dwelling on a property. City Manager Trudgeon replied it is a 6-month permit and could only be extended an addition 6 months for a total of 1 year. He noted the timeline for permits is something the City could reconsider if they decide to formulate their own law.

Chair Becker asked the Commission to give this item some thought as they will revisit it in the near future.

b. Receive inventory of current city-led community engagement activities

City Manager Trudgeon stated he wanted to provide a list of things the CEC is currently working on to allow transparency among the public and the Committee.

Mr. Trudgeon reviewed the list of items each department is working on currently. He noted the Administration Department mainly handles the communications, newsletters, oversees the website, televising of meetings, Speak Up Roseville, The Alzheimer's Submission Group, biannual survey, volunteer efforts, and other special meetings.

408 Mr. Trudgeon noted the Community Development Department, beyond
409 typical land use duties, is focusing on Southeast Roseville, having direct
410 interaction, and doing some planning for group gatherings. They had an
411 event in July with the cities of St. Paul and Maplewood where about 100
412 people showed up to communicate what each feels is important to focus
413 on for that area. They are focusing on the Koran community and culture
414 with the Koran Agency of MN. The Interagency Group also provides
415 some workshops, resources, and outreach at libraries in the communities.
416

417 Mr. Trudgeon stated the Finance Department doesn't have a lot of
418 engagement considering they pay bills and collect money mainly.
419 However, as part of their operations they do run the license center and
420 have over 600 people in daily, so they are engaging that way with the
421 community. They also participate in the Naturalization Ceremony led by
422 the Human Rights Society.
423

424 Mr. Trudgeon noted the Fire Department and Police Department is very
425 engaged with the community and encouraged everyone to attend a
426 "Fridays with the fire fighters" event. He noted it is now over for the
427 season but it is fun for families. He stated they give tours of the station,
428 allow trying the fire hose, and exploring of the fire trucks. They do a lot of
429 school tours, health related item such as blood pressure checks, wellness
430 events, staff high school events for safety measures, do Night to Unite
431 visits, and perform training of CPR. He noted they are a 24/7 operation
432 and work really hard to engage in the community.
433

434 Mr. Trudgeon stated the Police Department specifically does some other
435 community engagement items such as the Chief has a biweekly newsletter
436 that is very informative; he noted you can sign up on City website. They
437 have a televised series call "Behind the Badge", tailored after the TV show
438 Cops, where they follow some officers through shifts. He stated there have
439 been two episodes so far and they have been done very well. They have
440 Coffee with a Cop, youth events mainly with disadvantaged youth, Night
441 to Unite, block clubs (about 50 throughout Roseville), and work with
442 communities on safety. He stated the Citizen Academy is one of the major
443 things they offer to help citizens learn about safety.
444

445 Mr. Trudgeon stated the Parks and Recreation program runs all the park
446 programs, the Build a Playground, and Discover Your Parks programs. He
447 stated they engage volunteers in helping plant the blooming boulevard
448 along Lexington Avenue every spring and host a variety of festivals such
449 as Party in the Park, Wild Rice Festival, and Rosefest Parade.
450

451 Mr. Trudgeon stated the Public Works Department does more of a behind
452 the scene job. They do some clean-up day events where people can get rid

453 of junk, host a zero waste event, and hold the free shredding day every
454 year in May.

455
456 Mr. Trudgeon stated that is just an overview of what each department
457 does. He stated if anyone feels some of these items should be moved
458 around he is open for input. He asked the Commission to review and let
459 him know if there are items that could be moved or adapted at all.

460
461 Commissioner Sattler stated she will be at the Wild Rice Festival all day
462 on October 17th and encouraged everyone to come out.

463
464 Commissioner Holub asked what the Roseville AD chat stands for. City
465 Manager Trudgeon stated it stands for Roseville Alzheimer's and
466 Dementia, noting the Alzheimer's and Dementia Community Group is
467 very involved. He explained they provide resources for people wanting to
468 learn about it and get resources. He stated CHAT stands for Community
469 Health Awareness Team, who focus on raising awareness and resources
470 and bringing people together related to health more generally speaking.

471
472 Commissioner Holub asked Commissioner Gardella if she was indeed
473 interested in further distinguishing this list into other categories. Chair
474 Becker felt it would be a good idea to categorize them.

475
476 Commissioner Manke stated it would be helpful to see how these groups
477 reach out to the community and what tools they use.

478
479 **c. SpeakUp Roseville review**
480 Commissioner Sparby stated they are focusing more on the method of
481 contact and communication rather than what they put on the site. He is
482 looking at whether the tools are working and if not, explore other ways to
483 make it work. He also is working to get recommendations to improve
484 Speak Up Roseville and will then review those with the City Council.

485
486 Commissioner Sparby indicated usage for the site seemed to be moderate
487 as it was a small group chatting back and forth. He stated it was easy to
488 sign up for the site; however, finding it from the Roseville site was
489 difficult. He felt this was a strong community engagement tool but it
490 needed to be easily accessible so people know where to find it on the
491 website.

492
493 Commissioner Sparby stated there were a lot of open and closed
494 discussions, which shows people are using this tool and site. He noted it
495 wasn't clear why some discussions were closed, so getting some clear
496 communication about that would be helpful. He stated there are a lot of
497 good benefits to the site and help of the vendor to make it a bit easier to
498 navigate would make it much more efficient.

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City Manager Trudgeon stated as the contract comes to the end of its first year, they want to see how it's going and get a summary of information together. They will share the summary at the next Council meeting, get feedback on it, and he will report back to the Commission after that.

City Manager Trudgeon stated the idea is to allow people within the community to communicate and discuss issues or ideas for the City. He stated the struggle, in his opinion, is there are several topics that don't always interest everyone so not everyone is checking it often enough to see the change in topics.

Commissioner Manke wondered how many people know about Speak Up Roseville, noting the roll out for items didn't go off as planned and it seems they haven't done the due diligence to get this tool and resource out there. Commissioner Tomlinson agreed and stated he wasn't sure how they are getting this tool out there to the community.

Commissioner Sparby stated it doesn't seem to have a significant presence on the City's website home page, noting maybe this is something to look at changing.

Commissioner Holub stated she usually finds topics to look at on the Facebook page. She noted usually there are nice short hyperlinks for topics linked to the website or relating to the City. She noted, however, with Speak Up Roseville it doesn't seem to do that. Instead it gives just a URL that is often is long and people are possibly leery to click on those.

Chair Becker wondered about the timeframe they usually have when responding to inquiries from residents.

City Manager Trudgeon stated they try to respond within a few days. He noted lately they may be falling short but they are certainly doing their best to respond within a 48-hour time period. He believes the response timeframe may be listed in the policies and guidelines the Commission has reviewed.

7. Chair, Committee and Staff Reports

a. Chair's Report

None.

b. Staff Report

i. Upcoming Items on Future Council Agendas

544 City Manager Trudgeon noted that the Speak Up Roseville topic
545 will be discussed at the City Council meeting on September 19,
546 2016. They will also discuss the budget at this meeting; however,
547 they won't approve the budget until December as it is a long
548 process.

549
550 Mr. Trudgeon announced he will be attending the City Manager's
551 Convention in Kansas City this year, noting they always have great
552 topics and discussions.

553
554 Chair Becker stated he has heard conflicting answers on when the
555 City will again start taking up Neighborhood Associations. City
556 Manager Trudgeon stated it is not on the agenda or coming up
557 anytime soon.

558
559 **ii. Other Items**
560 Commissioner Gardella asked about the new table and discussion
561 on race and policing, and asked for an update on this topic. City
562 Manager Trudgeon stated right now, they are tentatively planning
563 for October 4, 2016. The plans are still coming together so he
564 doesn't want to promote it too much without all the details. He
565 noted it will be a panel discussion on the Castile shooting, a
566 presentation by the Police Department on our policies, other
567 discussions on our community, and other items. He noted they
568 have been having conversations on these topics in the normal
569 course of things; however, with the more recent events there is a
570 sense of urgency to keep the conversations going and open.

571
572 Commissioner Holub asked whether the City Council had any
573 feedback on the Koran Association items. City Manager Trudgeon
574 stated they expressed their appreciation for all the time and efforts
575 put into this item and will continue to work on bettering the
576 community. He noted they are working with Metro Transit to get a
577 line closer to that community but that will take some time.

578
579 **8. Commission Communications, Reports, and Announcements**
580 Commissioner Tomlinson reported there is a Do Good Roseville website and
581 October 1, 2016, from 9 a.m. to 2 p.m., they are holding their festival for
582 volunteers.

583
584 **9. Commissioner-Initiated Items for Future Meetings**
585 Chair Becker stated they will revisit the Temporary Healthcare Dwellings and
586 need to appoint a person to Speak Up Roseville to gather information and give an
587 update for next month. Commissioner Tomlinson stated he would oversee this
588 task. Chair Becker thanked him for volunteering.

589

- 590 **10. Recap of Commission Actions This Meeting**
591 At the request of Chair Becker, Commissioner Gardella reviewed action items
592 form tonight's meeting:
593 • Regular work items and priority items
594
- 595 **11. Adjournment**
596 Commissioner Gardella moved, Commissioner Manke seconded, adjournment of
597 the meeting at approximately 8:40 p.m.
598
- 599 **Ayes: 7**
600 **Nays: 0**
601 **Motion carried.**



Memo

To: Community Engagement Commission
From: Patrick Trudgeon, City Manager and CEC Staff Liaison
Date: October 7, 2016
Re: CEC Priority Project Update for October 13, 2016 Meeting

Below is a status update of the Priority Projects for the Community Engagement Commission (CEC). Additional updates will be provided at the meeting.

1. **Assist in the formulation of the 2017 Comprehensive Plan update process**
 (Eric Tomlinson/Peter Sparby)
 - a. Catalog types of engagement processes/tools and advise as to which to use in what circumstances
 - b. Define process for how to identify stakeholders
 - c. Evaluate community vision section(s) and suggest areas where it is "out of date" and could be updated
 - d. With an eye towards replicating what has worked in the past (i.e. not "reinventing the wheel"), evaluate Comprehensive Plan/Roseville 2025 organization and processes to recommend any needed changes

<p><u>October 2016 Update:</u> Checklist completed. See attached.</p>

2. **Recommend ways to expand city learning and engagement opportunities**
 (Michelle Manke/ Chelsea Holub)
 - a. Investigate (and potentially recommend) the implementation of a City "Open House" (e.g. in part a replacement of the Living Smarter Fair), including opportunities for learning about commissions, volunteering, the budget process, and other civic/community engagement topics
 - b. Recommend ways to re-establish some form of a welcome "packet"
 - c. Evaluate format/content of Roseville U, especially with respect to what is adopted via the above and recommend any changes

- d. Drive additional engagement via the Rosefest Party in the Park

October 2016 Update:

3. Form strategies for outreach to under-represented groups

(Theresa Gardella/ Amber Sattler)

- a. Recommend ways the city can engage renters
- b. Engage with the City Council's ongoing SE Roseville strategic project(s)

October 2016 Update:

4. Implement additional Council suggestions (Scot Becker)

- a. Conduct periodic check-ins with Volunteer Coordinator with respect to engagement, what has worked, and what hasn't
- b. Drive additional engagement "infrastructure" work, as needed

October 2016 Update: Volunteer Coordinator check-in completed and planned for in the future.

5. Advocate for select items from 2014 Community Engagement Commission Recommended Policies and Strategies [no changes from previously adopted version]

(Scot Becker)

- (Those that are not otherwise aligned with the above priorities)
- 1.1: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.
 - *b) The City Council should hold one regularly scheduled town-hall style meeting each year, with topics solicited from the eight City commissions.*

October 2016 Update: Working to schedule council town hall meeting

- 2.1: The City should foster public participation at both the council and commission level.
 - a) *Encourage each commission to hold community meetings.*

October 2016 Update: Pending council town hall meeting

- 4.1: The City should make available administrative support to foster more effective volunteerism and public participation.
 - a) *Repurpose an existing or create a new City position to support effective community and civic engagement across all departments. This position would coordinate neighborhood and community relations; he/she could develop procedures and methods to improve, track, and provide clear and consistent two-way communication between City government and residents and businesses, and find opportunities for more effective civic engagement. We recommend that this position also work with the Community Engagement Commission.*

October 2016 Update: Pending later budget cycles

- 6.3: The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.
 - a) *Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one (1) week of approval.*
 - i) If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.
 - b) *Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.*
 - c) *Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda*

October 2016 Update: Staff currently working on these items.

CEC 2040 Comprehensive Plan RFP Checklist(Edits from September 2016 CEC meeting)

<input type="checkbox"/>	Does the community engagement plan account to the level of engagement or outreach to match a particular section's level of revision? (e.g., if there is substantial revision needed to a chapter of the Comprehensive Plan, does the plan account for corresponding community engagement around that section?)
<input type="checkbox"/>	Is the plan for community engagement innovative and multimodal? Does it provide for different ways for residents to provide feedback? Does the consultant delineate between outreach and community engagement efforts?
<input type="checkbox"/>	Does the plan actively consider ways to reach diverse and underrepresented residents? Will the consultant strive to ensure that input provided matches all the demographics of Roseville?
<input type="checkbox"/>	Is the venue for engagement open and approachable? Does the process utilize different venues and formats to conduct engagement and/or outreach?
<input type="checkbox"/>	Does the outreach strategy include but not wholly rely on social media, such as Facebook, Twitter, Instagram, Speak Up Roseville, among others?



Community Development Department

Memo

To: Community Engagement Commission
cc: Pat Trudgeon
From: Bryan Lloyd, Senior Planner
Date: September 1, 2016
Re: Strategy For Community Engagement About Temporary Family Health Care Dwellings


1 In the 2016 legislative session, a bill was signed into law creating a new process for landowners to
 2 place mobile residential dwellings on their property to serve as a temporary family health care
 3 dwelling. This law was passed in response to a desire to provide transitional housing for those with
 4 mental or physical impairments and the increased need for short term care for aging family
 5 members. The legislation sets forth a short term care alternative for a “mentally or physically
 6 impaired person”, by allowing them to stay in a “temporary dwelling” on a relative’s or caregiver’s
 7 property. Cities would be required to accommodate these temporary family health care dwellings,
 8 unless they passed local ordinances to opt out of the law; opting out was provided for in the law so
 9 that municipalities can address these temporary family health care dwellings with locally-appropriate
 10 regulations rather than adhering totally to the state statute. An explanation of the law prepared by the
 11 League of Minnesota Cities (LMC) is included with this memo.

12 Roseville’s ordinance opting out of the statutory requirements was passed by the City Council on
 13 August 8, and published on August 10, 2016; now Planning Division staff wants to begin a deeper
 14 discussion with the public and the Planning Commission to assess the community’s desire to
 15 accommodate these temporary health care resources and, if desired, to develop regulations that
 16 reflect the needs and preferences of Roseville’s residents. The first step in this process is to identify a
 17 strategy for effectively engaging the community in this discussion.

18 The purpose for providing the above information about the temporary family health care dwellings is
 19 not to suggest that the Community Engagement Commission should become deeply familiar with the
 20 statutory requirements or effective local regulations. Instead, information about the subject matter
 21 has been provided here so that the Community Engagement Commission has a general
 22 understanding of why the public is being consulted in case knowledge of the reason for the discussion
 23 leads Commissioners to any insights about which segments of the community might be particularly
 24 important to include in this discussion. Identifying especially critical participants for the discussion
 25 might then allow an engagement strategy to be tailored to more effectively bring those folks to the
 26 table, with other willing participants, better than a generalized engagement strategy.

27 My hope is that you use this memo and the attached information from LMC to begin thinking and
 28 talking about an appropriate strategy for engaging the community on this particular topic. I would
 29 then plan to join the discussion at your meeting on October 13, 2016, and ultimately receive your
 30 recommendation for how best to gather robust community input about how Roseville should regulate
 31 temporary family health care dwellings.

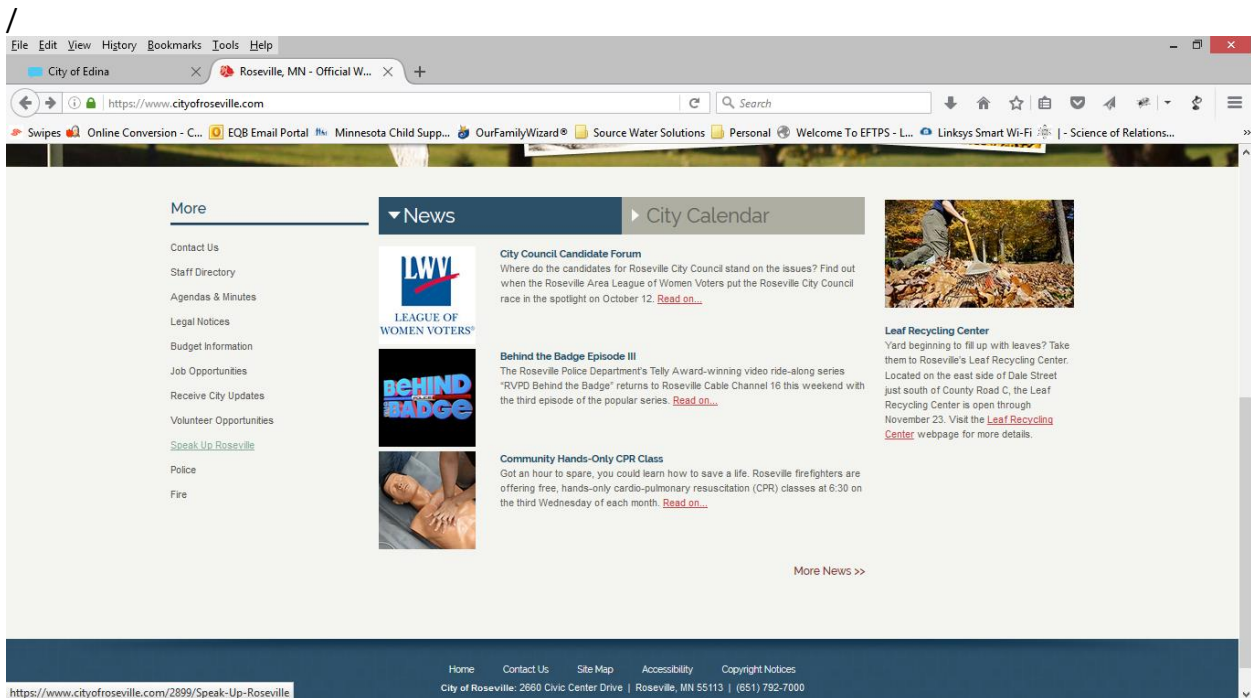
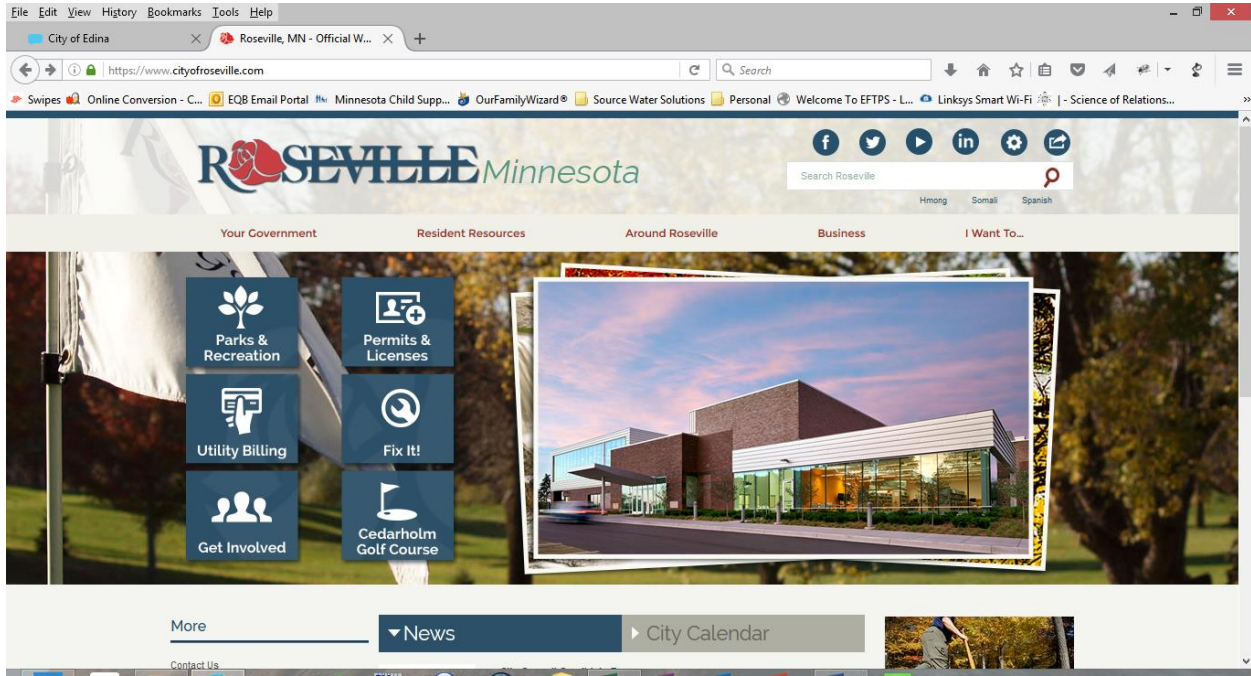
32 Thanks, in advance.

33  651-792-7073 | bryan.lloyd@cityofroseville.com

Speak Up Roseville! Update

CEC Meeting

10/13/2016



Active Discussions

1. Volunteering (No Change)
2. Rice and Larpenteur Revitalization (No Change)
3. Redevelopment In Roseville (+2 Answers)
4. **Comprehensive Surface Water Management Plan Update (New Discussion)**
 - a. 6 Topics/12 Responses
 - Flooding (3 Responses)
 - Water Quality (3 Responses)
 - Public Education and Outreach (3 Responses)
 - Pollution Prevention (2 Responses)
 - Coordination and Collaboration (0 Responses)
 - Other Input (1 Response)

Ideas (One New)

Hwy 36 and Fairview Ramps (Question about ramp closing)

Modules found on other Speak Up! websites

Forums

Forums are created and monitored by City staff who are collecting ideas tailored around specific topics or initiatives. Add your thoughts on the topic or comment on other users' ideas. Please help us keep the discussion on topic and civil. Comments that are off topic, offensive, or otherwise uncivil can be removed without warning. If you feel someone's comment should be removed please flag it and a moderator will review the comment.

Meetings

Meetings contain agendas for City's upcoming public meetings that are open for public comment. Find an item that you wish to comment on and post your opinion. If City has 'register to speak' functionality, you can also request to speak live during the meeting on that item. Let your voice be heard!

Surveys

City is taking a poll of public opinion and needs your help. Complete the surveys on this page to contribute your opinion and help shape an initiative in your community.