

Human Rights, Inclusion and Engagement Commission

Wednesday, June 21, 2017

6:30 p.m.

City Council Chambers

- 6:30 p.m. 1. **Call to Order/Roll Call**
2. **Swearing-In of Members (Eichenlaub, Peterson, Tomlinson)**
3. **Approval of Agenda**
4. **Public Comment on Items Not on the Agenda**
5. **Approval of Minutes**
- 6:35 p.m. a. May 17, 2017
- 6:40 p.m. 6. **Receive Reports**
- a. Subcommittee on Parade and Party in the Park [**Engage**]
- b. City Engagement Efforts [**Advise/Evaluate/Engage**]
- 7:10 p.m. 7. **Youth Commissioner Report**
- 7:20 p.m. 8. **New Business**
- a. Review CEC & HRC work plans and prioritize items for new commission [**Organizational**]
- b. Establish a calendar of events [**Organizational**]
- c. Discussion on Project/Process Flow [**Organizational**]
- d. Essay Contest Question and Process [**Engage**]
- e. Discuss Process/Schedule for Interviewing Youth applicants [**Organizational**]
- f. Discuss meeting/working with other commissions [**Engage**]
- 8:00 p.m. 9. **Other New Business or Reports**
- 8:10 p.m. 10. **Announcements**
11. **Future Agenda Items**
- a. Civility Training
- b. Appoint Chair/Vice Chair
- c. Appoint member to Ethics Committee
- 8:20 p.m. 12. **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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1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – May 17, 2017 - DRAFT**
4

5
6 **Commissioners Present:** Lisa Carey, Nicole Dailey, Etienne Djevi, John Eichenlaub, Wayne
7 Groff, Chelsea Holub, Edward Johnson, and Michelle Manke
8

9 **Youth Commissioners:** Elizabeth Hansel
10

11 **Commissioners Absent:** Lauren Peterson and Erik Tomlinson
12

13 **Council Liaisons:** Mayor Dan Roe and Councilmember Lisa Laliberte
14

15 **Staff Present:** Rebecca Olson, Assistant City Manager
16
17

18 **Swearing in of New Commission**
19

20 Mayor Roe administered the Oath of Office for the Human Rights, Inclusion, and Engagement
21 Commission to Lisa Carey, Nicole Dailey, Etienne Djevi, Wayne Groff, Elizabeth Hansel,
22 Chelsea Holub, Edward Johnson, and Michelle Manke.
23
24

25 **Call to Order/Roll Call**
26

27 The Human Rights, Inclusion, and Engagement Commission (HRIE) meeting was called to order
28 at 6:03 p.m. Mayor Roe requested roll call.
29
30

31 **Introductions**
32

33 Mayor Roe requested everyone introduce and share something unique about themselves.
34

35 Commissioner Carey stated she has lived in Roseville for about four years and this is the first
36 year she is not running a half marathon.
37

38 Commissioner Dailey stated she lives with her grandfather in Roseville and has had six pet rats
39 throughout her life.
40

41 Commissioner Manke stated she is probably the oldest member on the Commission and takes
42 care of her mom here in Roseville.
43

44 Commissioner Djevi stated he is originally from west Africa and has lived in Roseville for five
45 years. He is married with two kids and speaks some French.
46

47 Youth Commissioner Hansel stated she has lived in Roseville for 10 years and is a 10th grader at
48 Roseville Area High School.

49
50 Commissioner Groff stated he has lived here since 2009 and he speaks some Norwegian.

51
52 Commissioner Holub stated she grew up in northern Minnesota, but has lived in Roseville for
53 about three years. She likes to take photos in parks, but does not like to hike.

54
55 Commissioner Johnson stated he moved to Roseville four years ago when he retired from Union
56 Gospel Mission where he worked with people in transitional housing.

57
58 Ms. Olson, Assistant City Manager, stated she lives in Blaine, has 4 kids, and speaks some
59 Spanish.

60
61 Councilmember Laliberte stated she has lived in Roseville for 23 years and she worked for 20
62 years in fine art publishing.

63
64 Mayor Roe stated he and Councilmember Laliberte are here representing the City Council and
65 will help them run their meetings until they are ready to select a Chair. Ms. Olson will be the
66 liaison to the Commission.

67
68

69 **Approve Agenda**

70
71 Commissioner Dailey moved and Commissioner Groff seconded a motion to approve the May
72 17, 2017 meeting agenda as presented. Motion passed unanimously.

73
74

75 **Public Comment on Items Not on Agenda**

76
77

78 **Approve Minutes**

79
80 **a. March 6 Community Engagement Commission**

81
82 **b. April 19 Human Rights Commission**

83
84 Youth Commissioner Hansel referred to page 3, line 110, and stated the word “is” should be
85 changed to “if”.

86
87 Commissioner Groff moved and Commissioner Manke seconded a motion to approve the March
88 6, 2017 Community Engagement Commission meeting minutes and April 19, 2017 Human
89 Rights Commission meeting minutes as amended. Motion passed unanimously.

90
91

92 **New Business**

93

94

a. Review the New Ordinance, Work and Membership

95

i. Discuss youth members for 2017-18

96

97

Ms. Laliberte commented she is happy with the work the task force has done and a copy of the Ordinance was sent out to members after adoption by the City Council on April 24, 2017.

98

99

100 Mayor Roe thanked everyone who participated in the small group meetings.

101

102 Commissioner Groff referred to Ordinance No. 1526, item A(1 and 2), and inquired if it will be
103 up to the Commission to decide which policies they will be reviewing.

104

105 Councilmember Laliberte responded the Council already has it on its list of priorities, but review
106 can be prompted by the Commission if something comes up that needs to be reviewed.

107

108 Commissioner Manke commented they had discussed looking at the departments to see where
109 they can be working together.

110

111 Commissioner Holub explained they had the idea to look at all the departments and determine if
112 their engagement with the community was effective, and then make recommendations.

113

114 Mayor Roe commented the Council's focus on City policies and inclusion will come through in
115 the Government Alliance on Race and Equality (GARE) process in 2018. As that begins, staff
116 and Council may request the HRIEC to review policies and the effect on the community. If the
117 HRIEC comes across something they would like to review, they should run it by the Council to
118 make sure it is appropriate to review.

119

120 Councilmember Laliberte referred to item A(2) of the Ordinance regarding the demographics of
121 the community. She stated the HRIEC should keep a pulse on the community and make the
122 Council aware of issues that come up.

123

124 Commissioner Djevi commented he likes the idea that the Commission makes sure minority
125 interests have been heard, and inquired how to get minority people involved.

126

127 Mayor Roe stated to the Commission that their role is to figure out how to engage better with the
128 community.

129

130 Councilmember Laliberte commented this Ordinance is set up differently with the three
131 functions of Evaluate, Advise, and Engage as the main objectives for the HRIEC. Previously, the
132 Human Rights Commission (HRC) mostly engaged, and the Community Engagement
133 Commission (CEC), did more evaluating and less engaging.

134

135 Mayor Roe stated the topics discussed by the HRIEC should fall into one of the three functions
136 of Evaluate, Advise, or Engage.

137

138 Commissioner Groff referred to item C of the Ordinance, and inquired what the City Council's
139 expectation would be regarding approval of anything the Commission would do.

140

141 Mayor Roe stated they should check in with the City Council to advise them of the
142 Commission's plans in an effort to keep them informed of their programs and activities. In the
143 past, grants were applied for without normal Council approval.

144

145 Commissioner Carey inquired if everything should go through City Council before they proceed.
146 She expressed concern with the length of time it takes to get Council approval.

147

148 Mayor Roe commented because the City Council meets two to three times per month, there
149 should be time to get it on an agenda.

150

151 Ms. Olson stated as Staff Liaison it would be good for her to bring these types of things to the
152 Council's attention since she attends both Council and HRIEC meetings.

153

154 Commissioner Manke recommended when they are working on a project, they should create a
155 plan, define who is going to work on it, and write out all the details of it so that everyone has a
156 clear understanding. The lead person on the project can accompany the paperwork to the Council
157 meeting where it is being presented. The Council will have all the information needed, and the
158 lead person can answer their questions. The process could potentially only take two weeks before
159 they could move forward on it.

160

161 Commissioner Carey stated they were approached by both Shoreview and the Library to partner
162 with them on an event, but they cannot move forward until they know they have Council
163 approval. After Council approval, they need to meet again to plan out the responsibilities of the
164 project, and they only meet monthly. There may be two levels of projects they participate in.
165 They have big projects that do require Council approval, but also smaller things that come up
166 that may not need approval.

167

168 Mayor Roe stated they will figure it out as they go. At the Commission meeting where an item is
169 discussed, they may need to also come up with a plan of action so that if it is approved by
170 Council, they are ready to implement it.

171

172 Councilmember Laliberte commented they can come to the Council anytime. As far as bringing
173 forth recommendations, they would like this group to be consistently acting like the other
174 Commissions, and the Council would like to have more have more engagement with them.

175

176 Commissioner Eichenlaub arrived at the meeting at 6:34 p.m.

177

178 At the request of Mayor Roe, Commissioner Eichenlaub introduced himself and commented he
179 enjoys games.

180

181 Youth Commissioner Hansel stated her term is up on July 31, and in the past if a Youth
182 Commissioner wanted to be reappointed, it was brought to the City Council as a
183 recommendation for approval. She expressed interest in being reappointed as a Youth
184 Commissioner.

185
186 The Commission agreed that Youth Commissioner Hansel has been a strong and dedicated
187 member of the Commission and they were lucky to have her. They discussed the importance of
188 Youth Commissioners and agreed they are beneficial to have as part of the HRIEC. They
189 outlined the process for the reappointment of Youth Commissioner Hansel, as well as the process
190 of potential new Youth Commissioners. While there is no term limit on Youth Commissioners,
191 there is an age limit. It was pointed out that Youth Commissioners do not have voting rights on
192 the Commission.

193
194 Commissioner Carey moved and Commissioner Eichenlaub seconded a motion to recommend
195 the reappointment of Elizabeth Hansel to another term as youth commissioner. Motion passed
196 unanimously.

197
198 The Commission discussed how to proceed in appointing additional Youth Commissioners and
199 how many to pursue. They agreed an additional two Youth Commissioners would be beneficial
200 to the Commission. It was suggested they contact Roseville Area High School Civics class,
201 Student Council, and National Honor Society, Roseville students that may attend different high
202 school, Scout troops, and Carolyn Ellis at the high school.

203
204 Commissioner Groff moved and Commissioner Carey seconded a motion to begin the process of
205 interviewing Youth Commissioners, and making a recommendation for up to two more to the
206 City Council for approval.

207
208 Motion carried unanimously.

209
210 Ms. Olson advised they will be recognizing Gabe Cederberg for his work as a Youth
211 Commissioner at the July 19, 2017 City Council Meeting.

212
213 **b. Review Leadership Plan for 2017**

214
215 Mayor Roe commented again that he and Councilmember Laliberte will be part of the HRIEC
216 meetings until the members of the Commission get to know each other and they are no longer
217 needed.

218
219 Commissioner Carey inquired if there was a timeframe before they are on their own as a
220 Commission.

221
222 Mayor Roe stated they will not be there any longer than they have to be and they could set a time
223 for them to be done.

224

225 Councilmember Laliberte stated they did not want to take on anything too monumental in the
226 first meeting and it may take a few meetings for both former Commissions to meld together.
227 They want to get one unified work plan that the whole group is setting for the course of the
228 future.

229
230 Commissioner Djevi stated it would be good to set a timeframe of two or three months for when
231 they can be on their own. The Commission agreed.

232
233 Commissioner Manke inquired about the continued role of the subcommittee.

234
235 Mayor Roe stated it will continue to function as a subcommittee of the Council. They will not be
236 at every meeting, and they will not be at the table, unless there is a discussion topic that requires
237 them to be. They will also serve as a point of contact in addition to the Staff Liaison.

238
239 Councilmember Laliberte stated they want to be available when they are needed. During
240 interviews, they heard a lot about inconsistency with communication between the Commission
241 and the Council.

242
243 Commissioner Manke recommended a discussion regarding project process be on the next
244 agenda.

245
246 Councilmember Laliberte advised it is already listed under future agenda items.

247
248 **c. Adopt a Meeting Schedule for 2017**

249
250 Ms. Olson stated the HRIEC is scheduled to meet on the third Wednesday of each month at 6:00
251 p.m.

252
253 Commissioner Holub inquired if people would be open to changing the meeting time to 6:30
254 p.m.

255
256 Commissioner Carey stated it was pushed from 6:30 p.m. to 6:00 p.m. because people have
257 families they need to be with.

258
259 Commissioner Eichenlaub moved and Commissioner Manke seconded a motion to a 2017
260 meeting schedule to meet the third Wednesday of each month at 6:30 p.m.

261
262 Commissioner Carey pointed out there have also been conflicts with the meeting room that
263 required them to be out by 7:00 p.m.

264
265 Motion carried 7/1. (Carey)

266
267
268 **Receive Report On**

269

270 **a. Essay Contest Presentations**

271

272 Ms. Olson reported they had the Essay Contest winners at a Council meeting and requested an
273 update from Commissioner Groff.

274

275 Commissioner Groff reported there were 120 essay participants. Two participants tied for
276 Honorable Mention, two tied for third place, and then there was a second and first place winner.

277

278 Commissioner Dailey reported out of the 120 participants, they chose 24, which were then read
279 by the entire Human Rights Commission.

280

281 Councilmember Laliberte inquired if there were any finalists from Parkview Center.

282

283 Commissioner Dailey stated the names of the participants and where they are from are not
284 revealed until after they are chosen.

285

286 Commissioner Groff stated they invited all the schools to participate, but some teachers
287 encourage more with their students than others.

288

289 Ms. Olson advised at the next Commission meeting, they should begin the process of figuring
290 out the next essay question so the teachers can include it in their curriculum for the beginning of
291 the school year.

292

293 The Commission discussed the process for developing an essay question. If possible, it is
294 important to have a question that focuses on something currently going on in the community, it
295 should now focus on something broader than human rights, and they should make sure teachers
296 are able to incorporate it into their curriculum.

297

298 Ms. Olson advised she will get the list of previous essay questions out to the Commission.

299

300 Commissioner Djevi suggested they send a letter to all the participants acknowledging their
301 essays in an attempt to keep them engaged. He also suggested creating a book of some of the
302 essays and making it available at the library for people in the community to read, and having a
303 video recording of the reading of 20 essays on the City website, CTV, Facebook, or other types
304 of social media.

305

306 Commissioner Djevi suggested they email a survey to each parent asking them about the essay
307 process and what next steps should be. They could also inquire if they would be willing to have
308 their child recorded while reading their essay.

309

310 Commissioner Holub inquired about the length of the essays, and suggested they create a word
311 cloud with some of the quotes from the essays and pass out a flyer at community events that
312 direct people to their website. The purpose would be to feature the kids that participated in the
313 contest and promote the essay contest.

314

315 Commissioner Groff responded the essays are between one and three pages long.

316

317 Commissioner Djevi commented Seigenn Thao will be reading his essay at the Ask a Black Man
318 event on Saturday at 9:00 a.m. at Roseville Area Middle School.

319

320 Mayor Roe advised promoting the essays and the next essay question can be discussed at the
321 next meeting in June. He does not think the ideas around promoting the essays will have to go
322 through the City Council because the contest has already happened. CTV provides the City with
323 100 hours of video service, so he is not sure if there would be a cost involved. However, parental
324 permission and a release is needed from the parents.

325

326 Ms. Olson stated she will check with the City Attorney to figure out if legal documents are
327 needed.

328

329 **b. Roseville Area High School Event**

330

331 Commissioner Dailey reported there were five different clubs represented at the Roseville Area
332 High School. They put on a performance and hosted food and artifacts from each club. A
333 highlight was to see how this event brought them all together and showed them how easy it was
334 to have their cultures interact. She recommended the Commission be part of the event in the
335 future as well as keep in contact with the cultural liaisons at the high school. It is a good outlet
336 to reach parents of children who are in these clubs.

337

338 Commissioner Groff stated the event offered a way to let both parents and students know of the
339 Commission and what the City has to offer. The performances were amazing and it was fun to
340 see the kids. There were around 350 to 400 people in attendance.

341

342 Commissioner Djevi stated it was a great event with good music and made him feel at home. In
343 an attempt to identify leaders in different communities, he got email addresses from people and
344 will reach out to them so they can learn about the City government process and how to
345 participate in discussions.

346

347 Mayor Roe stated there are some City data practices regarding collecting email address and Ms.
348 Olson will provide that information to Commission members.

349

350 **c. Imagine Roseville Community Dialogues**

351

352 Mayor Roe reported the Imagine process started last summer after different things happened in
353 the community and around the nation. The first dialogue took place last October and was
354 attended by a couple hundred people. They distributed information regarding policing, decision
355 making policies, and the Chief was present to answer questions. The second event took place in
356 December, was attended by just under 100 people, and was an unstructured brainstorming
357 session that discussed the type of things the City and community groups could be doing. A major
358 topic at that meeting was about immigration and how it intersects with what a City does. The
359 planning group then decided the next steps need to be education and small group discussion.

360 Another topic was on policing, statistics, keeping of data, and reporting that information to the
361 public. On May 3, they had a panel discussion at the high school that consisted of immigration
362 attorneys, a representative of the ACLU, and people who work with immigrants. There were
363 about 60 people in attendance. On May 4, they had an event at the Skating Center to discuss
364 immigration policy and the City. The recommendations that came out of the small group
365 discussion time will be presented to the City Council for consideration. This way of addressing
366 and discussing community issues may be used as a template in the future when other issues come
367 up. The panel discussion and Q & A is available on the City's YouTube page and website.

368

369 Commissioner Groff commented Mayor Roe and the Police Chief did an excellent job speaking
370 and answering questions at the event. He agreed that the process was done very well and people
371 felt like they were heard and part of the process.

372

373 Commissioner Djevi thanked Mayor Roe for participating and commented it was a good,
374 proactive way of engaging people.

375

376 Commissioner Holub inquired if there was any commitment from the City regarding policing,
377 race, and use of force.

378

379 Mayor Roe responded they have not had the third step of conversations regarding those issues
380 yet, but he would make a similar commitment that the Council would consider it. They plan to
381 have another event to continue the discussion.

382

383 Commissioner Holub suggested the HRIEC work with the Council on whatever policy proposal
384 comes out of the Imagine Roseville discussions.

385

386 Mayor Roe agreed and stated going forward, he would like the HRIEC to become the planning
387 group.

388

389 Commissioner Djevi inquired what the next steps will be regarding immigration.

390

391 Mayor Roe stated the facilitator is taking all the feedback from the small group discussions and
392 will generate a report that will come to the City Council for consideration and action in the next
393 few months. It will first come to the Council during a work session so they can decide which
394 direction to go and then any formal action would be at a regular Council meeting.

395

396 Commissioner Holub inquired if the report will be shared with the HRIEC for them to make any
397 recommendations to the Council.

398

399 Mayor Roe stated because it is specific and came out of community discussion, it should go right
400 to the Council.

401

402 Commissioner Carey stated it does not make sense for the report to come to them because they
403 do not know if there will be recommendations, or what the policies or next steps will be. They
404 need to get through the process first in order to know which direction to go.

405
406 Commissioner Holub stated if there is a commitment that the Council is going to be taking up a
407 policy related to human rights and engagement, it would be part of their duties to take a look at
408 it, even if the Council does not take action on what they may recommend.

409
410 Mayor Roe stated when the report is finished, the Commissioners and planning Committee will
411 receive a copy. After the Council decides what direction to go, that is when the Commission will
412 have a chance to respond.

413
414 Councilmember Laliberte clarified the results of the two-night discussion event are coming to the
415 Council in the next few months, not at the end of a several ongoing discussion events over the
416 next year.

417
418 Commissioner Carey responded she has not heard there is an end date to Imagine Roseville
419 events and it could be ongoing based on topics that come from future conversations. She
420 understands that some discussions will reach a point that require action and policies, and others
421 will just be discussion.

422

423

424 **Discuss Upcoming Events**

425

426 **a. Naturalization Ceremony (5/24)**

427

428 Ms. Olson commented Commissioners who plan to attend should arrive at 9:00 a.m. Staff will
429 take care of refreshments.

430

431 Commissioner Manke inquired about a reporter that wished to attend.

432

433 Ms. Olson stated staff as reached out to the court system to see if reporters are allowed to attend.

434

435 **b. Rosefest Parade (5/24)**

436

437 Commissioner Holub commented she is no longer on the Rosefest committee. She reported the
438 theme this year is We Are Roseville. The parade committee had hoped all the Commissions
439 could be near the City Council showcasing that Commissions are part of City leadership, and
440 also an opportunity for residents to be involved.

441

442 Ms. Olson advised they will be line up number 14 and they need to be there between 5:00 p.m.
443 and 6:00 p.m.

444

445 Mayor Roe stated all the Commissions were invited to participate.

446

447 Commissioner Holub suggested they form a subcommittee to work with the staff liaison on the
448 logistics. This subcommittee could involve the other Commissions in the planning the logistics,
449 but she is not sure what the interest level would be.

450
451 Councilmember Laliberte inquired if all the Commissions will walk together, or if there will be a
452 banner to identify the various Commissions.

453
454 Commissioner Manke stated it is up to the subcommittee to present ideas and move forward.
455 They will need to determine if Commissions are willing to participate in the parade as well as
456 with Party in the Park.

457
458 Commissioner Holub commented Party in the Park is a joint event and it could be used again as
459 an interactive engagement opportunity.

460
461 Mayor Roe stated current engagement activities that could be used at Party in the Park are the
462 Comprehensive Plan process, and the Rice-Larpenteur effort. He agreed that a subcommittee
463 could jointly work on the parade and Party in the Park since they are both a part of Rosefest.
464 With a 10-member commission, they could have 4 people be part of the subcommittee. It would
465 be a great way to build relationships and have a project that is fun to do.

466
467 Commissioners Groff, Manke, Dailey, and Holub volunteered for the subcommittee.

468
469 Commissioner Holub moved and Commissioner Manke seconded a motion to form a
470 subcommittee of Wayne Groff, Michelle Manke, Chelsea Holub, and Nicole Dailey to discuss
471 Rosefest parade participation and Party in the Park. Motion passed unanimously.

472
473 Commissioner Groff inquired if there were funds available.

474
475 Mayor Roe responded the City Manager can authorize funds up to \$5,000 without Council
476 approval.

477
478 **c. Party in the Park (7/4)**

479
480 *(This item was discussed as part of the previous agenda item under Rosefest Parade).*

481
482
483 **Other New Business or Reports**

484
485 Commissioner Hansel suggested a Youth Commissioner report be added to future agendas.

486
487
488 **Announcements**

489
490 Councilmember Laliberte advised that everyone needs to sign their oaths before they leave.

491
492 Ms. Olson requested people let her know if they would like to receive a printed meeting packet,
493 otherwise she will assume everyone wants it electronically.

494

495 Commissioner Holub inquired if they could get some business cards for their Commission.

496

497 Ms. Olson confirmed she will look into it.

498

499

500 **Future Agenda Items**

501

502 **a. Review CEC & HRC Work Plans and Prioritize Items for the New Commission**

503 **b. Establish a Calendar of Events**

504 **c. Discuss Meeting / Work with Other Commissions**

505 **d. Project / Process Flow**

506 **e. Essay Contest Process**

507 **f. Data Practices**

508 **g. Civility Training in partnership with Imagine Roseville**

509

510 Ms. Olson advised the website has been updated with the new Commission name.

511

512 Commissioner Carey suggested future discussion regarding bringing back Civility Training in
513 partnership with Imagine Roseville.

514

515

516 **Adjournment**

517

518 Commissioner Carey moved and Commissioner Manke seconded a motion to adjourn. Motion
519 passed unanimously. Meeting adjourned 8:16 p.m.

520

521

522 Respectfully submitted,

523

524 Shannon Schmidt

525 *TimeSaver Off Site Secretarial, Inc.*

Background

The City of Roseville hosts the annual Rose Parade on the fourth Monday of June. This year the parade will be on Monday, June 26, 2017, beginning at 6:15 p.m. at the Roseville Area High School. The lineup time is from 5:00 p.m. to 6:00 p.m. The lineup position is #14.

At the last HRIEC meeting a subcommittee was formed in order to work through logistics of how to get other commissions involved. As part of a recommendation of the subcommittee, the City has authorized the purchase of t-shirts for Commissioners and has sent an email to all city commissioners on behalf of the Mayor and Councilmember Laliberte inviting them to attend. The subcommittee has created an electronic sign up to keep track of those commissioners who are interested in participating in the parade and/or Party in the Park.

The Commission will receive an update from the subcommittee on the work they have done to date for the planning of these two events.

Requested Action

Receive the information from the subcommittee.

Memo

To: Community Engagement Commission
From: Patrick Trudgeon, City Manager
Date: September 1, 2016
Re: Current and Ongoing Community Engagement Efforts by City of Roseville

One of the charges of the Community Engagement Commission is to look at ways the City can expand its community engagement activities. As this discussion occurs, there ideas often brought forward that the City is already currently doing. I thought it would be helpful for the Commission to have an extensive list of engagement activities being doing by the City. In this way, you will have a better understanding what is already being done. Having this list will also help identify any gaps we have regarding engagement opportunities. Below is the listing of activities.

Administration Department

- Bi-Monthly Newsletter
- Weekly News Updates
 - Direct dissemination of information via listserv email
- Public announcements at City Council meetings
- Website
- Dissemination of council information of public interest
- Social Media
 - Facebook
 - Twitter
 - Youtube
 - LinkedIn
 - Nextdoor
- SpeakUp Roseville!
- Televising and webstreaming of all meetings
- Televising of special community events
 - Community meetings
 - Alzheimer's/Dementia special events
 - Commission meetings held in the community
- Online support for RSVL A/D and CHAT

Administration Department (cont).

- Conduct a bi-annual community survey

- Outreach to facilitate community involvement in things like the budget and other items of public interest
- Marketing support for volunteer recruitment activities and events
- Administrative support for the Community Engagement Commission
- Roseville U

Community Development Department

- SE Roseville Initiatives
- Karen Interagency Group
- Workshop Series at Ramsey County Library focusing on home improvement and senior services
- Greater Notification Policy including expanded notification to renters (CEC initiated)
- Upcoming Comprehensive Plan

Finance Department

- Daily interaction with 600+ customers through license center, utility billing, and business licensing.
- License center staff participation in annual naturalization ceremony hosted by Roseville Human Rights Commission.

Fire Department

- Fridays with Firefighters- Community fire education focused on children. Held six times throughout the summer months.
- Annual Fire Department Open House- Opportunity for the public to visit the fire station, interact with firefighters, learn about firefighting, and fire safety.
- School Tours- the Fire Department provides in excess of 25 annual tours of the fire stations for school groups throughout the year.
- School Visits- the Fire Department visits most of the elementary schools during Fire Prevention week each October.
- Library Reading- The Fire department regularly participated in the reading to children program at Roseville Area public library.
- Blood Pressure clinics- the Fire department hosts several clinics throughout the community annually to seniors, businesses, and community groups, providing free blood pressure checks.
- Walk-in Blood Checks- The Fire Department provides walk-in blood pressure checks on a daily basis to the community. We provide an estimated 250 annually.
- Community Wellness Events- The Fire Department attends several health wellness events throughout the year, focused on schools, and community groups.

Fire Department (cont).

- Medical Standby for youth sports- The Fire Department provides medical standby for sporting events throughout the city for many youth sports, as well as events at the Oval.
- The Fire Department is active in support of the annual Susan G Komen breast cancer walk.
- The Fire Department hosts on-site “lemonade stands” in the Southeast part of the community, as part of its community outreach programs.
- The Fire Department attends new business open houses to help support and welcome new businesses into the community.
- The Fire Department provides fire safety and fire extinguisher training to business, and their employees.
- The Fire Department provides free smoke detector and batteries for elderly and disabled residents throughout the community.
- The Fire Department will assist digging out fire hydrants for elderly and disabled.
- The Fire Department hosts a Fire Explorers program for community youth.
- The Fire Department attends more than 150 community block parties annually.
- The Fire Department participates in Annual Night to unite and Family night out.
- The Fire Department attends community children birthday parties throughout the year.
- The Fire Department assisted with after school soccer with the kids program through the school district.
- The Fire Department is active in Social Media engagement.
- The Fire Department provides “free” CPR training to the community.
- The Fire Department has a program to teach every sophomore student at Roseville Areas High school.
- The Fire Department provides Animal rescue, ducks, cats, dogs, deer, etc.
- The Fire Department hosts an EMT student ride-a-long program for area high school students.
- The Fire Department assists in teaching drivers education at Roseville Area High School.
- The Fire Department teaches emergency medical training, and CPR to Roseville Area teachers and nursing staff.
- The Fire Department is part of the Roseville Areas High School Football program assisting at all home football games.

Police Department

- Bi-weekly Newsletter: “One Chief’s Perspective”
- Monthly Summaries: brief summary of crime incidents, training and community engagement
- Two Behind the Badge segments, third will be out soon
- Patrol officers required to make an average of eight positive community outreach contacts every 24-hour period
- Coffee with a Cop events

Police Department (cont).

- Lemonade stands- ongoing in summer- apartment complexes and parks

- Soccer/ Futsal/ Badminton Camps
- Annual Northeast Youth and Family Services vs. RVPD basketball game
- Fraud and Identity Theft presentations
- Make a Difference- two per year per crew
- Night to Unite
- Family Night Out
- Annual Citizen Police Academy (eight weekly sessions, 3-4 hours per session)
- Twitter, Facebook and email notifications
- Lunch in the Schools program
- Shop with a Cop
- New Americans forums
- Neighborhood Watch
- Annual Block Captain meeting
- Citizen Park Patrol
- Neighborhood Speed Board program
- Property Watch program
- Residential and Business Security checks
- Rosedale Merchant's Meetings
- Safety talks with residents, businesses, daycares, adult care settings, realtors, etc.
- Child Safety- multiple programs
- Child Safety Seat program
- Medicine Disposal Bag program
- Emergency 911 cell phone program
- Human Trafficking (investigations and training for area businesses)- in cooperation with Ramsey County Attorney's Office
- Grant Funded Activities- Safe & Sober, Click It or Ticket, Operation Nightcap, Auto Theft Prevention
- CarFIT (safe driving for seniors)
- AAA "I Got Caught" helmet safety program
- Rental Licensing outreach and education- in cooperation with Community Development
- 2015 department-wide Diversity Awareness training open to other City staff and law enforcement agencies throughout the state
- Partnership with Ramsey County to halt sex trafficking in Roseville area
- Helped coordinate and participated in "Dialogues on Community Violence" with the Human Rights Commission
- Hot vehicle outreach and education
- Animal control outreach and education: coyote clinic
- Safety education through parks and rec programs
- Partnership with area places of worship: co-hosted recent carnival alongside Grace Church for youth at Brittany Marion Apts
- Fingerprinting services offered to the public
- School and scouting tours of the department
- Minnesota Special Olympics Torch Run

Police Department (cont).

- Police volunteers (Reserves, Park Patrol and interns)

- Roseville Police Foundation outreach
- Participation in a variety of engagement meetings (e.g. Karen Interagency, Service Enterprise, RAS Community Conversations, ECHO “Rental Rights and Responsibilities” project, Communicating with Volunteers Workshop, Ramsey County Out of School Time Network meeting, League of Women Voters Police panel, Ramsey County Sexual Assault Protocol meeting, etc.)

Parks and Recreation Department

- Recreation Programs throughout the year (Served 3,472 Roseville residents in 2015)
- Monthly Natural Resource volunteer events
- Natural Resources Stewardship Program
- Community Playground Builds
- Discover Your Parks
- Volunteer flower plantings
- Volunteer Adopt a Park Program
- Community Orchard Volunteer Events
- Facilitating community engagement efforts through “non-paid” use of city facilities
- Neighborhood project meetings
- Support of community organizations and affiliated groups
- Muriel Sahlin Arboretum Green Team
- Some more significant special events including:
 - Wild Rice Festival, Fall Spooktacular,
 - Rosefest
 - Parade
 - July 4th
 - summer concert series

Public Works Department

- Coordinating and staffing Roseville Clean Up Day in Spring.
- Coordinating Zero Waste Events at Roseville event.
- Coordinating Annual Shredding Day.

Background

Comprehensive Plan

The City is currently in the process of updating its Comprehensive Plan. A comprehensive plan is a tool for guiding growth, redevelopment and overall improvement of a city. For, example, Roseville's current 2030 Comprehensive Plan identifies not only a land-use plan, but also develops a broader framework to help shape the character of the community and enhance the quality of life. The City has been working with a consultant on the community engagement portion of the Comprehensive Plan and gathering input from throughout the city.

In addition to a schedule of engagement opportunities for residents, there is also a link to email the Community Development Department directly with questions about the plan update as well as a link to sign up to receive Comp Plan and Planning Commission updates right in your email inbox.

Upcoming opportunities for residents to engage in the Comprehensive Plan Update process include:

1. Online Survey: Submit your feedback via the Comp Plan online survey at <https://www.surveymonkey.com/r/Roseville...> This short survey will prompt you for answers to questions about what Roseville is doing well, what it could be doing better, and what you would like to see in the near (and more distant) future.
2. Meeting in a Box: A kit of simple materials that residents can borrow to facilitate their own mini engagement event with neighbors, friends and family. The kit includes a large map to draw on, markers and pens, sticker-dots and post-its, and a facilitation guide.
3. Walkabouts: A walkabout is an engagement activity takes place in a specific part of the community. These events focus directly on particular region of the city and are designed to receive feedback about that area from the residents that live, work or recreate there.

Upcoming Walkabouts

Thursday, June 8 – 6 p.m.

Oasis Park

Thursday, June 8 – 6 p.m.

Evergreen Park

Thursday, June 22 – 6 p.m.
Lexington Park

Tuesday, June 27 – 6 p.m.
Marion Street Playlot

Maps and more information about each walkabout is available on the Comp Plan Update website www.cityofroseville.com/CompPlan.

Also attached is the Community Engagement Plan Update that was presented to the City Council at their May 22, 2017 meeting.

Rice and Larpenteur Gateway Vision Plan

The cities of Maplewood, Roseville, and St. Paul are initiating a process to define common goals to support redevelopment and reinvestment along the Rice Street – Larpenteur Avenue Gateway Corridor.

The intersection of Rice Street and Larpenteur Avenue is the gateway to three cities and their connection by two county roads. This is a unique opportunity to cooperatively develop a guiding vision for the corridor that will result in a concise recommendations and implementation strategies for short- and long-term improvements within the project area.

There are two upcoming workshops scheduled. These will be opportunities for residents and businesses to share their vision. Participants will use interactive activities designed to help identify the shared values and vision for the area.

Community Workshop #1

Wednesday, June 14, 6:00 – 8:00 p.m.

Community Workshop #2

Wednesday, June 21, 6:00 – 8:00 p.m.

Workshops will be held at the Washington Technology Magnet School, 2820 Great Hall, 1495 Rice Street, St. Paul, MN 55117.

Additional information about the Rice Street-Larpenteur Avenue Gateway Corridor Vision Plan is available at www.riceandlarpenteur.com

Park Planning

At the May 8, 2017 City Council meeting, the City Council approved the Planning and Design Services for two properties within the city – 1716 Marion Street and 2132 Cleveland Avenue.

In 2016, the City of Roseville purchased a .68 acre of property for park purposes at 1716 Marion Street. The property is located in the midst of numerous apartment buildings. The effort is to coordinate a place for the apartment residents to gather and to prepare a staging area for programs or other community services. It is anticipated that the parcel will be used for programming efforts and in cooperation with the nearby Tamarack Park and Lake McCarrons Beach. Attached is the Public Engagement Process proposal.

In the Roseville Parks and Recreation System Master Plan it was identified that there is a lack of Parks and Recreation Opportunities serving Southwest Roseville. As part, the Roseville Parks and Recreation Renewal Program, monies were allocated to actively pursue improvements to this area. In 2016, the City purchased a parcel located at 2132 Cleveland Avenue (SE corner of County Road B and Cleveland Avenue) that is approximately .79 acres. Attached is the Public Engagement Process proposal.

Requested Action

Informational.



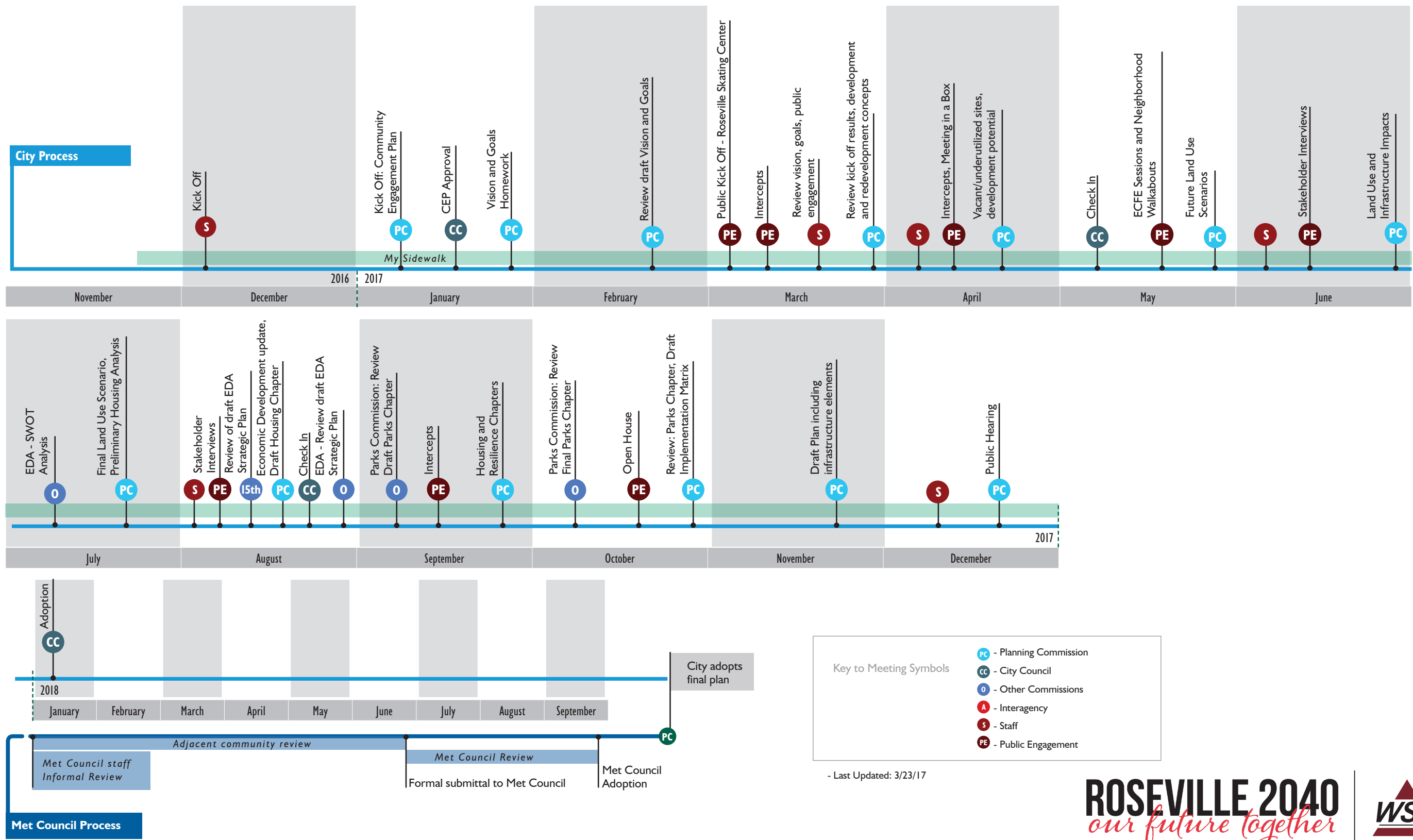
COMMUNITY ENGAGEMENT PLAN PROCESS UPDATE



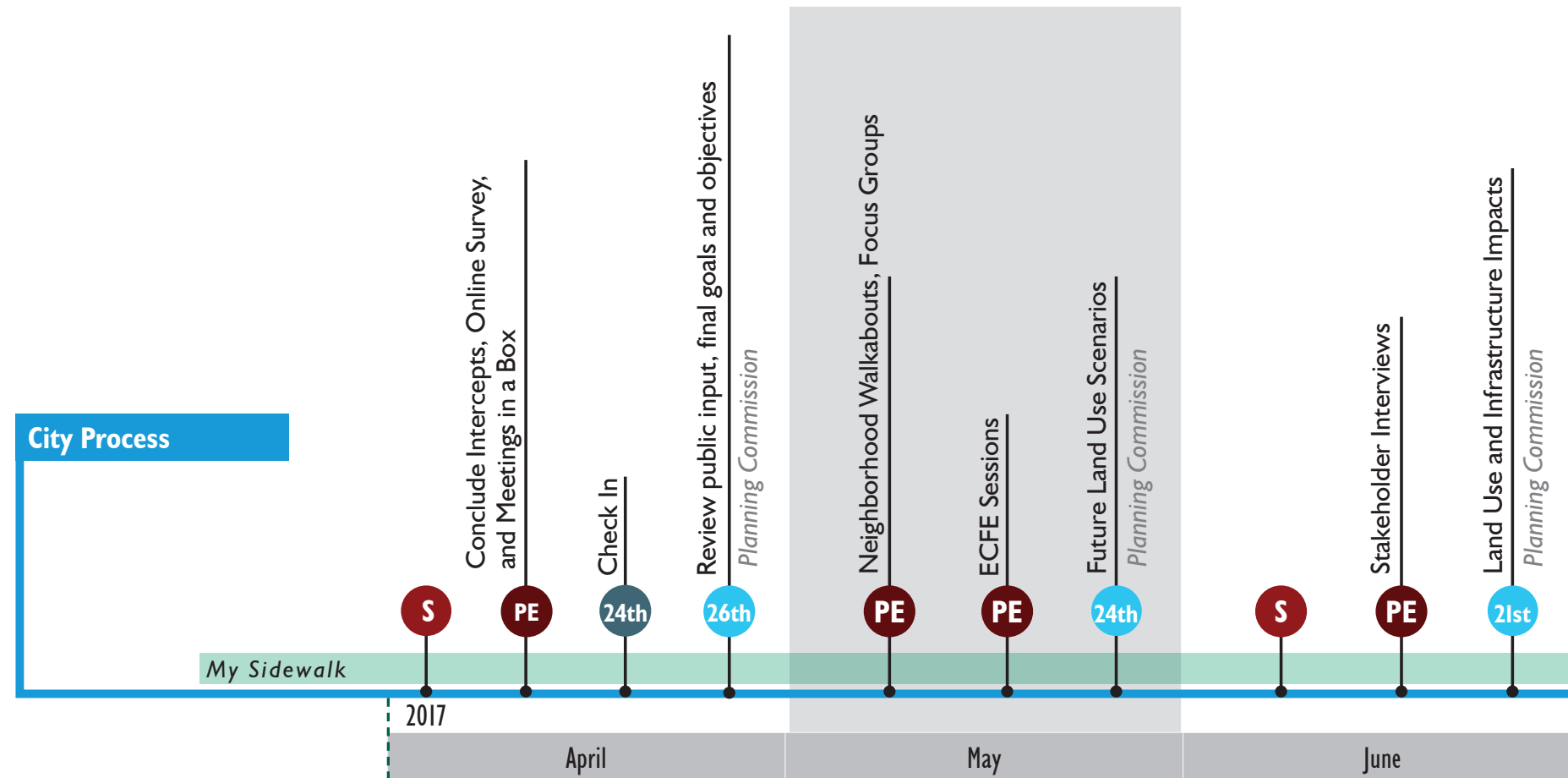
COMMUNITY ENGAGEMENT PLAN REPORT

- » **PLANNING COMMISSION + CITY COUNCIL MEETINGS**
- » **COMMUNITY MEETINGS**
- » **FOCUS GROUP MEETINGS**
- » **TOPIC-BASED INTER-AGENCY MEETINGS**
- » **GEOGRAPHY-BASED NEIGHBORHOOD WALKABOUTS**
- » **ECFE MEETINGS**
- » **FUTURE CITY**
- » **ONLINE SURVEY**
- » **INTERCEPT BOARDS**
- » **MEETINGS-IN-A-BOX**

Roseville Comprehensive Plan Schedule



Roseville Comprehensive Plan Schedule



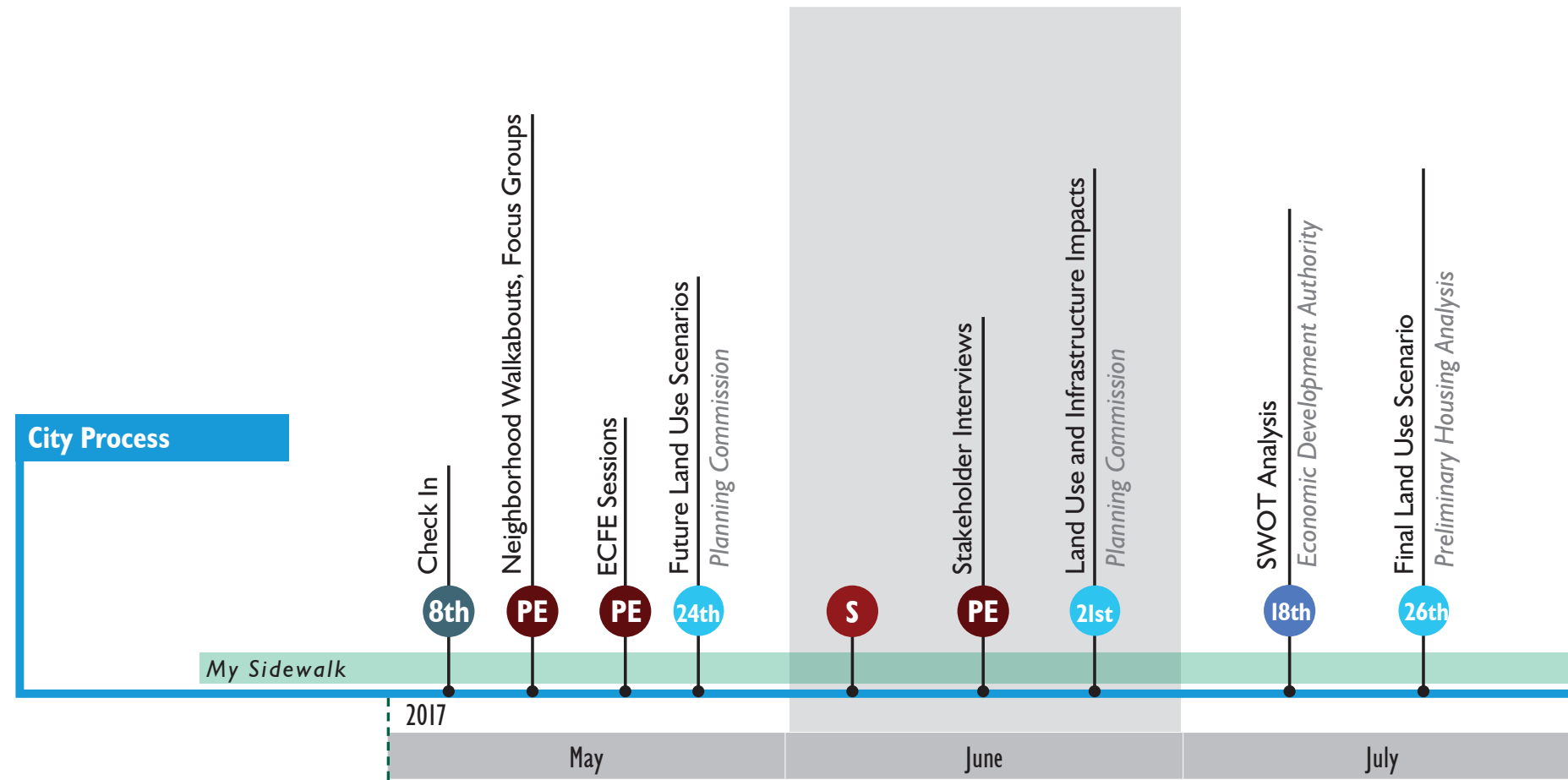
Key to Meeting Symbols

- PC - Planning Commission
- CC - City Council
- O - Other Commissions
- A - Interagency
- S - Staff
- PE - Public Engagement

ROSEVILLE 2040
our future together



Roseville Comprehensive Plan Schedule



Key to Meeting Symbols

PC	- Planning Commission
CC	- City Council
O	- Other Commissions
A	- Interagency
S	- Staff
PE	- Public Engagement

ROSEVILLE 2040
our future together



PLANNING COMMISSION + CITY COUNCIL

□ PLANNING COMMISSION

» MONTHLY MEETINGS

□ CITY COUNCIL

» UPDATE MAY



COMMUNITY MEETINGS

□ KICK-OFF MEETING FEEDBACK SUMMARY

- » ATTRACT AND PROVIDE FOR **MILLENNIALS, SENIORS + LOW-INCOME FOLKS**
- » EXPAND INFRASTRUCTURE OF **WALKING + BIKING**
- » IMPROVE **TRANSIT, TRAFFIC CONGESTION + CONNECTIVITY**
- » ATTRACT MORE **LOCALLY-OWNED BUSINESSES + REDEVELOP EXISTING RETAIL AREAS**
- » INCORPORATE **MORE GREEN** INTO CITY: PARKS, NATURAL AREAS, + ALTERNATIVE ENERGY
- » EXPAND **PARK PROGRAMMING**
- » ADDRESS CONFLICTS BETWEEN **RENTERS + OWNERS**
- » BUILD NEW, **UPDATED COMMUNITY CENTER**



FUTURE CITIES

□ JANUARY 26 MET WITH MIDDLE SCHOOL STUDENTS:

- » KEEP OPEN SPACE + TREES
- » BREAK UP LARGE COMMERCIAL AREAS + PROVIDE OPPORTUNITIES FOR SMALL BUSINESSES
- » CREATE SENSE OF PLACE VIA STREETScape IMPROVEMENTS
- » MAKE THE CITY MORE WALKABLE
- » BUILD DIVERSE TYPES OF GATHERING SPACES
- » CREATE PLACES FOR THE ARTS + CULTURE
- » CITY NEEDS A BETTER GROCERY STORE



ONLINE SURVEY

□ 237 RESPONSES SO FAR



FOCUS GROUP MEETINGS

□ DIVERSITY, ECONOMIC DEVELOPMENT, EDUCATION, HOUSING, + OPPORTUNITY:

- » STRONG INTEREST IN TRANSIT AND PEDESTRIAN/BICYCLE ACCESS
- » LACK OF QUALITY AFFORDABLE HOUSING
- » OPPORTUNITY TO PARTNER WITH SCHOOL DISTRICT AND OTHER ORGANIZATIONS TO IMPROVE ACCESS TO SERVICES



INTERCEPT BOARDS

□ SIX LOCATIONS HAVE REPORTED:

- » APPRECIATION OF THE LAKES, PARKS, AND LIBRARY
- » INTEREST IN GREENING THE CITY VIA INCREASED GREEN SPACE, GARDENS, ALTERNATIVE ENERGY (SOLAR, WIND, ETC)
- » DESIRE FOR A COMMUNITY CENTER
- » A DOWNTOWN-LIKE RETAIL CENTER IS PREFERABLE TO STRIP MALLS
- » TRAFFIC/TRANSPORTATION ARE ISSUES OF CONCERN, WITH AN INTEREST IN INCREASING TRANSIT AND BIKE/PEDESTRIAN ACCESS



MEETINGS-IN-A-BOX

□ HAVE HAD ONE SUCCESSFUL MEETING, THREE OTHER KITS READY TO GO

- » **SMALL NEIGHBORHOOD MEETING OF FRIENDS**, MOSTLY FEMALE + SOME SENIORS
- » **TOP 5 UNIQUE QUALITIES OF ROSEVILLE**: LOCATION, PLOWING, PARKS AND LAKES, ROSEDALE MALL, PROXIMITY TO BOTH U OF MN CAMPUSES
- » **TOP 5 CHALLENGES**: NO DOWNTOWN, NO GATHERING PLACE FOR ALL-AGES, LACK OF WADING POOL FOR LITTLE ONES, NO COLLECTIVE PLACE FOR CITY INFORMATION
- » **TOP 3 CHALLENGES/OPPORTUNITIES**: HWY 35/36 IS A CHALLENGE FOR DRIVERS; BETTER BUS TRANSPORTATION NEEDED; CONTINUOUS SIDEWALKS ON MAJOR STREETS NEEDED

COMING UP

□ INTER-AGENCY MEETINGS


□ NEIGHBORHOOD WALKABOUTS (PLANNED FOR JUNE)

- THE AREA NEAR UNW-SP TO REVIEW THE IMPACTS OF RENTAL AND OTHER FORMS OF HOUSING ON THIS EVOLVING NEIGHBORHOOD.
- COUNTY ROAD B/SNELLING AVENUE NODE TO EXPLORE THE SEAM BETWEEN THE RETAIL AND RESIDENTIAL AREAS, AS WELL AS THE GENERAL DIRECTION OF THIS KEY COMMERCIAL DISTRICT.
- THE TRANSITION AREA BETWEEN THE RESIDENTIAL NEIGHBORHOOD GENERALLY SOUTH OF COUNTY ROAD B, BETWEEN HAMLINE AND LEXINGTON AVENUES, AND THE COMMERCIAL NODE AT LEXINGTON/LARPENTEUR.
- SOUTHEAST ROSEVILLE, NORTHWEST OF RICE/LARPENTEUR, WHERE WE ARE HOPING TO REACH TARGETED POPULATIONS WHERE THEY ARE AND EXPLORE THE IMPACTS OF HIGH- AND LOW-DENSITY

□ ECFE MEETINGS (PLANNED FOR JUNE)




QUESTIONS?

2040 Future Land Use


 Changed areas 2030-2040

2040 Future Land Use




Residential

-  LR - Low Density Residential
-  MR - Medium Density Residential
-  HR - High Density Residential




Mixed Use

-  CMU - Community Mixed Use








Commercial

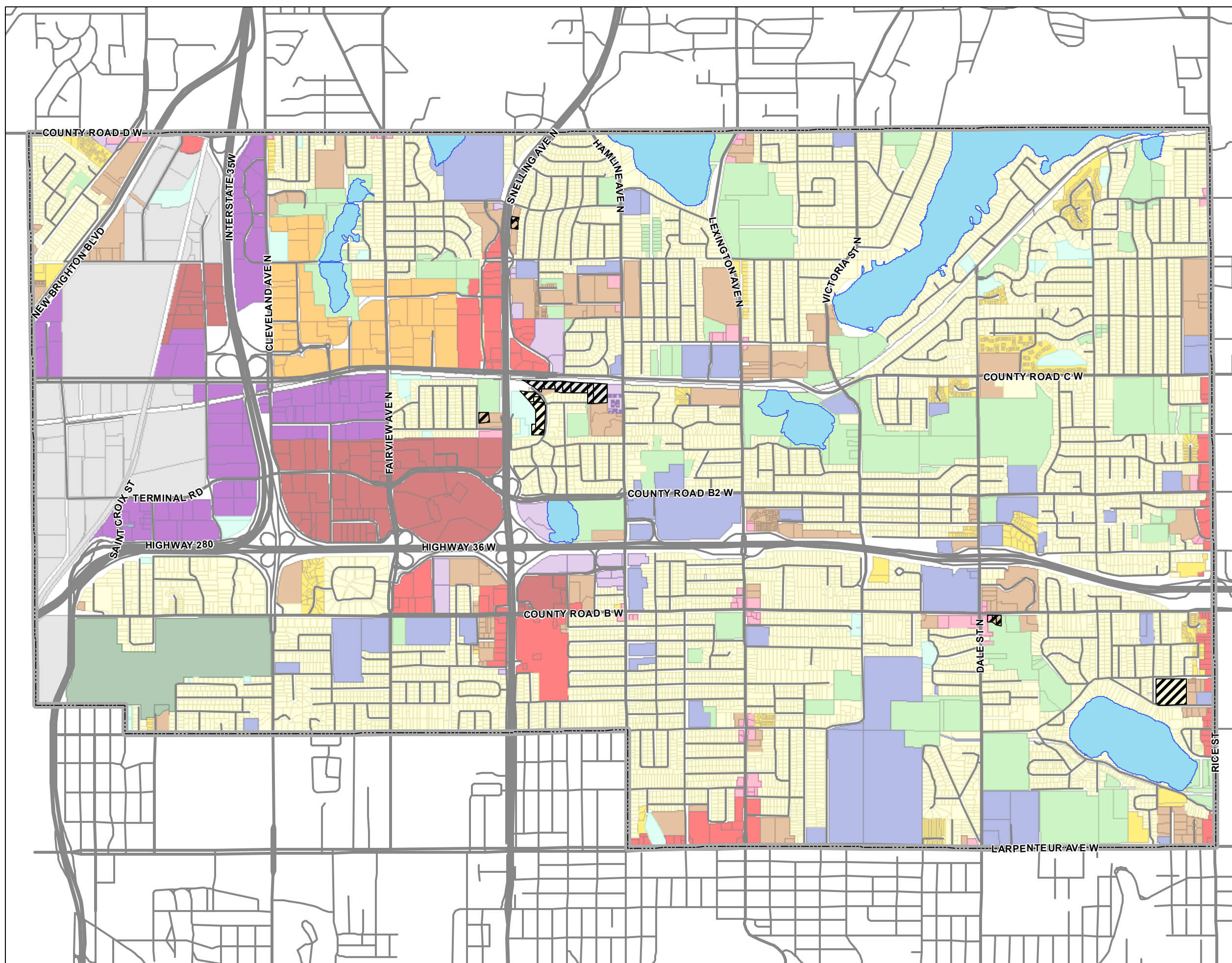
-  NB - Neighborhood Business
-  CB - Community Business
-  RB - Regional Business

Employment

-  O - Office
-  BP - Business Park
-  I - Industrial

Public / Institutional

-  IN - Institutional
-  POS - Park/Open Space
-  GC - Golf Course
-  ROW - Right of Way
-  RR - Railroad
-  W - Water Ponding
-  Lake



0 2,000 Feet
1 inch = 2,100 feet



Goal	Does this action...	Measurables
<p>Roseville is a welcoming community that appreciates differences and fosters diversity.</p>	<p>...reach residents whose first language is not English?</p> <p>...create a program geared toward a currently underserved population?</p> <p>...bring groups of people together?</p> <p>...create an opportunity for currently underrepresented populations to participate in City government?</p> <p>... flexible enough to allow and encourage diversity?</p>	<ul style="list-style-type: none"> • Budget devoted to communication including printing, mailing, social media participation and website update. • Participation in city-sponsored youth activities • Outreach programs for new residents. • Statistics regarding race, age, gender, disability, income and other applicable characteristics of the population for city staff and appointed positions. • Increase in public art representative of populations of the community • Increase in translation opportunities in the top languages spoken by residents.
<p>Roseville is a desirable place to live, work, and play</p>	<p>...create a distinct “place” that is unique to Roseville?</p> <p>...allow for creative redevelopment of a site?</p> <p>...foster locally grown enterprises?</p> <p>...improve the diversity of the business mix?</p>	<ul style="list-style-type: none"> • Parks and golf course usage statistics. • Number of new residents and age breakdown of residents • Number of permits issued for small, locally-owned businesses • Number of permits issued for new housing • Stable or increasing property values • Known places where people enjoy meeting and connecting (“placemaking” successes) • Number of jobs/employment in the City (including daytime v. other times)

YOU ARE INVITED!



RICE-LARPENTEUR

RICE STREET-LARPENTEUR AVENUE GATEWAY VISION PLAN

Community Workshop #1

Wednesday, June 14, 2017 • 6:00pm - 8:00pm

Washington Technology Magnet School - 2820 Great Hall
1495 Rice Street, St. Paul, MN 55117

Refreshments and Children's Activities will be provided.

Community Workshop #2

Wednesday, June 21, 2017 • 6:00pm - 8:00pm

Washington Technology Magnet School - 2820 Great Hall

What is the Rice-Larpenteur Gateway Vision Plan?

The cities of Maplewood, Roseville and St. Paul have initiated a planning process to define common goals to support redevelopment and reinvestment along the Rice Street/Larpenteur Avenue Gateway Corridor. This unique opportunity will cooperatively develop an overall guiding vision for the corridor that will result in a concise set of recommendations and implementation strategies for short- and long-term improvements within the project area.

WORKSHOP #1 AGENDA

6:00 - 6:20 Meet Your Neighbors

6:20 - 7:40 Group Conversations

7:40 - 8:00 Conversation Recap

How can I stay updated?

Please make sure to visit the project website regularly to stay on top of project activities and be informed of opportunities for further input.

www.riceandlarpenteur.com

Who can I contact?

If you have any follow-up questions or concerns throughout the planning process please contact:

CITY OF MAPLEWOOD

Shann Finwall

Environmental Planner

City of Maplewood

651-249-2304

Shann.Finwall@maplewoodmn.gov

CITY OF ROSEVILLE

Kari Collins

Comm. Development Director

City of Roseville

651-792-7071

Kari.Collins@cityofroseville.com

CITY OF SAINT PAUL

Jamie Radel

City Planner

City of Saint Paul

651-266-6614

Jamie.Radel@ci.stpaul.mn.us





**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

February 17, 2017

Jim Taylor, Parks Superintendent
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7107

1716 MARION PARK CONCEPT DESIGN AND PUBLIC ENGAGEMENT PROCESS PROPOSAL FOR SERVICES

Dear Jim:

Thank you for sending the Request for Proposals (RFP) for the 1716 Marion site. We are pleased to provide our proposal for this park planning effort. Included in this proposal are coordination with City staff, facilitation of a public engagement process, concept and schematic design, budget estimation, and final presentations of proposed plan to the Parks and Recreation Commission and City Council. This is a very similar process to what we propose for the 2132 Cleveland site and we hope to find efficiency and synergy by working with you on both simultaneously. I look forward to working with you to refine this proposal to better meet your needs.

SCOPE OF SERVICES

Coordinate Planning efforts in concert with Roseville Parks and Recreation Staff

LHB will work closely with you throughout this process to ensure that we meet your goals. We will conduct a “Focus” (kick-off) meeting and provide regular check-ins and updates on project process, schedule, and budget. The “Focus” meeting will include a team site visit and review of existing conditions.

The City will provide the following:

- Availability and location for the “Focus” and other team meetings
- Attendance and participation in team meetings
- Available surveys and base site information for the site

Meetings and deliverables will include:

- Meeting agendas, notes/summaries
- Plan and photo summary of existing site conditions

Facilitate public meetings to obtain residents wants and desires for their park

Together, we will plan, develop materials for, and conduct three public meetings. We understand that community engagement in this area will require a creative and collaborative approach. We look forward to working with staff to develop the approach in more detail, but currently anticipate that we will need to work directly with local community leaders, perhaps based on existing relationships with the Karen and other community groups and both the Human Rights and Community Engagement commissions, to reach as many people as possible. We also hope to conduct meetings as close to community members as possible (perhaps on site in the park property) or work with Roseville to plan to provide transportation to the meeting site. We are also involved in the Roseville2040 Comprehensive Plan Update process and see opportunities

to coordinate engagement efforts. The public meetings for this project will follow the design process as follows:

1. Public Programming Meeting will introduce participants to the existing site opportunities and constraints, previous planning efforts, and process/schedule for construction. It is intended to develop a shared basis of understanding regarding the overall scope of the project and restart the process of exploration and discovery while honoring the work done during 2008 and 2012.
2. Conceptual Design Public Meeting will involve a deeper exploration of potential directions for the park program and design directions. It is intended to spark dialog with several options and preliminary solutions for the issues and ideas raised at meeting one, but to still offer a preliminary, “sketchy” stage of the process to invite further revision and discussion.
3. Preliminary Master Plan Public Open House will present a single proposed, refined site program and design, based on the feedback received during the second public meeting. The goal for this meeting is to generate community support for the preferred plan, as well as to collect any final suggestions for refinement that can be incorporated into the design documents.

The City will provide the following:

- Schedule, location, and notification for three meetings
- Materials and graphics from related planning process for use in developing meeting materials
- Attendance and participation in three meetings

Meetings and deliverables will include:

- Three preparatory team meetings (one in advance of each meeting, concurrent with design review, as described below)
- Meeting agendas and materials (presentations, boards, exercises, etc.)
- Meeting notes/summaries

Create a park concept design based on outcomes of the Park and Recreation Master Plan and Community process

LHB will develop up to three concepts for the site, exploring different programs and design elements, based on the work done during the master planning processes in 2008 and 2012. These concepts are specifically intended for use at the second public meeting and will be developed to the degree needed to help the public understand the site’s potential.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design).

Meetings and deliverables will include:

- One meeting with staff to review and refine concepts (concurrent with public meeting preparation as described above)
- Concept design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - A brief narrative/bullet points describing the three concepts’ program and design elements

Park Schematic Design

LHB will refine a preferred concept for the site, based on feedback received at the second public meeting and from City Staff. This concept is specifically intended for use at the third public meeting and will be developed to the degree needed to help the public understand the preferred direction for the park, as well as to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review and refine preferred concept (concurrent with public meeting preparation as described above)
- Schematic design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - Two illustrative perspective renderings intended to evoke a sense of place
 - A brief narrative/bullet points describing the concept's program and design elements
 - Schematic design-level construction cost estimate (primarily for City Staff's use)

Provide budget estimates for the Preferred Concept

LHB will develop a budget estimate for the preferred (schematic) park layout. This cost estimate is for preliminary planning purposes, to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Any recent construction cost information deemed relevant to this project.
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the cost estimate (concurrent with public meeting preparation as described above)
- Cost estimate in Microsoft Excel format, including approximate quantities and unit costs in 2017 dollars

Provide final presentations and reports to the Parks and Recreation Commission and the City Council

LHB will provide the Commission and Council with a summary overview presentation and memo-style report, describing the process, preferred schematic design (in narrative and plan form), and cost information developed in the steps above. The report and presentation will be formatted to be compatible as an appendix or supplement to Roseville's Park and Recreation Master Plan, though they will also work as a standalone memo describing this process and outcomes.

The City will provide the following:

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the summary presentation and report document
- Presentation at one regularly-scheduled Commission meeting and one regularly-scheduled Council meeting

Exclusions:

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other stakeholder engagement are required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- Construction documents and specifications are excluded. If the project proceeds towards bidding and construction as anticipated, LHB will work with you to determine a fee before beginning this

work, based on the schematic design, construction cost estimate, and other information available at that time.

- This proposal assumes that both this and the Cleveland Park process will proceed simultaneously and we have built certain efficiencies (concurrent meetings, similar meeting materials, etc.) into the budget for both projects. If either project does not proceed, the combined cost for each individual project would need to be adjusted accordingly. If that is the case, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate.

SCHEDULE

Public meetings will occur between February 2017 and June 2017. If the project proceeds to bidding and construction, the schedule for that will be determined in advance of beginning the work.

COMPENSATION

Compensation for the Landscape Architect's services shall be on an hourly not to exceed basis for Twenty Eight Thousand Five Hundred Dollars (\$28,500.00). Reimbursable expenses shall be additional including document reproduction, postage, and mileage and will not exceed Four Hundred Dollars (\$400.00) without prior approval.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact me at 612.752.6956 with any questions. I am excited to have the opportunity to continue to work with you and the community of Roseville.

LHB

A handwritten signature in blue ink, appearing to read "Lydia Major". The signature is fluid and cursive, with the first name "Lydia" and the last name "Major" clearly distinguishable.

Lydia Major

c: LHB File 160127
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**PERFORMANCE
DRIVEN DESIGN.**

LHBcorp.com

February 17, 2017

Jim Taylor, Parks Superintendent
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7107

2132 CLEVELAND PARK CONCEPT DESIGN AND PUBLIC ENGAGEMENT PROCESS PROPOSAL FOR SERVICES

Dear Jim:

Thank you for sending the Request for Proposals (RFP) for the 2132 Cleveland site. We are pleased to update our proposal for this park planning effort to better meet your needs. Included in this proposal are coordination with City staff, facilitation of a public engagement process, concept and schematic design, budget estimation, and final presentations of proposed plan to the Parks and Recreation Commission and City Council. This is a very similar process to what we propose for the 1716 Marion site and we hope to find efficiency and synergy by working with you on both simultaneously. I look forward to working with you to refine this proposal to better meet your needs.

SCOPE OF SERVICES

Coordinate Planning efforts in concert with Roseville Parks and Recreation Staff

LHB will work closely with you throughout this process to ensure that we meet your goals. We will conduct a “Focus” (kick-off) meeting and provide regular check-ins and updates on project process, schedule, and budget. The “Focus” meeting will include a team site visit and review of existing conditions.

The City will provide the following:

- Availability and location for the “Focus” and other team meetings
- Attendance and participation in team meetings
- Available surveys and base site information for the site

Meetings and deliverables will include:

- Meeting agendas, notes/summaries
- Plan and photo summary of existing site conditions

Facilitate public meetings to obtain residents wants and desires for their park

Together, we will plan, develop materials for, and conduct three public meetings. We are also involved in the Roseville2040 Comprehensive Plan Update process and see opportunities to coordinate engagement efforts. These meetings will follow the design process as follows:

1. Public Programming Meeting will introduce participants to the existing site opportunities and constraints, previous planning efforts, and process/schedule for construction. It is intended to develop a shared basis of understanding regarding the overall scope of the project and restart the process of exploration and discovery while honoring the work done during 2008 and 2012.
2. Conceptual Design Public Meeting will involve a deeper exploration of potential directions for the park program and design directions. It is intended to spark dialog with several options and

preliminary solutions for the issues and ideas raised at meeting one, but to still offer a preliminary, “sketchy” stage of the process to invite further revision and discussion.

3. Preliminary Master Plan Public Open House will present a single proposed, refined site program and design, based on the feedback received during the second public meeting. The goal for this meeting is to generate community support for the preferred plan, as well as to collect any final suggestions for refinement that can be incorporated into the design documents.

The City will provide the following:

- Schedule, location, and notification for three meetings
- Materials and graphics from related planning process for use in developing meeting materials
- Attendance and participation in three meetings

Meetings and deliverables will include:

- Three preparatory team meetings (one in advance of each meeting, concurrent with design review, as described below)
- Meeting agendas and materials (presentations, boards, exercises, etc.)
- Meeting notes/summaries

Create a park concept design based on outcomes of the Park and Recreation Master Plan and Community process

LHB will develop up to three concepts for the site, exploring different programs and design elements, based on the work done during this master planning processes in 2008 and 2012. These concepts are specifically intended for use at the second public meeting and will be developed to the degree needed to help the public understand the site’s potential.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design).

Meetings and deliverables will include:

- One meeting with staff to review and refine concepts (concurrent with public meeting preparation as described above)
- Concept design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - A brief narrative/bullet points describing the three concepts’ program and design elements

Park Schematic Design

LHB will refine a preferred concept for the site, based on feedback received at the second public meeting and from City Staff. This concept is specifically intended for use at the third public meeting and will be developed to the degree needed to help the public understand the preferred direction for the park, as well as to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review and refine preferred concept (concurrent with public meeting preparation as described above)
- Schematic design documents will include the following information:
 - Plans and sections illustrating key features and relationships

- Precedent imagery to illustrate concepts and programmatic elements
- Two illustrative perspective renderings intended to evoke a sense of place
- A brief narrative/bullet points describing the concept's program and design elements
- Schematic design-level construction cost estimate (primarily for City Staff's use)

Provide budget estimates for the Preferred Concept

LHB will develop a budget estimate for the preferred (schematic) park layout. This cost estimate is for preliminary planning purposes, to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Any recent construction cost information deemed relevant to this project.
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the cost estimate (concurrent with public meeting preparation as described above)
- Cost estimate in Microsoft Excel format, including approximate quantities and unit costs in 2017 dollars

Provide final presentations and reports to the Parks and Recreation Commission and the City Council

LHB will provide the Commission and Council with a summary overview presentation and memo-style report, describing the process, preferred schematic design (in narrative and plan form), and cost information developed in the steps above. The report and presentation will be formatted to be compatible as an appendix or supplement to Roseville's Park and Recreation Master Plan, though they will also work as a standalone memo describing this process and outcomes.

The City will provide the following:

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the summary presentation and report document
- Presentation at one regularly-scheduled Commission meeting and one regularly-scheduled Council meeting

Exclusions:

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other stakeholder engagement are required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- Construction documents and specifications are excluded. If the project proceeds towards bidding and construction as anticipated, LHB will work with you to determine a fee before beginning this work, based on the schematic design, construction cost estimate, and other information available at that time.
- This proposal assumes that both this and the Marion Park process will proceed simultaneously and we have built certain efficiencies (concurrent meetings, similar meeting materials, etc.) into the budget for both projects. If either project does not proceed, the combined cost for each individual project would need to be adjusted accordingly. If that is the case, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate.

SCHEDULE

Public meetings will occur between February 2017 and June 2017. If the project proceeds to bidding and construction, the schedule for that will be determined in advance of beginning the work.

COMPENSATION

Compensation for the Landscape Architect's services shall be on an hourly not to exceed basis for Twenty Eight Thousand Five Hundred Dollars (\$28,500.00). Reimbursable expenses shall be additional including document reproduction, postage, and mileage and will not exceed Four Hundred Dollars (\$400.00) without prior approval.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact me at 612.752.6956 with any questions. I am excited to have the opportunity to continue to work with you and the community of Roseville.

LHB



Lydia Major

June 21, 2017

Item 8a.

Work Plans

Background

Attached is the Community Engagement Commission's 2017 Priority Projects document (along with an update from 2016) for discussion on developing a work plan for the Human Rights, Inclusion and Engagement commission. Also attached is a Request for Council Action (RCA) that was prepared for a joint meeting with the City Council in October of 2016. This RCA briefly outlines the work plan items for 2016-17 for the Human Rights Commission.

Requested Action

Discuss work plans and begin prioritizing items for new commission for the remainder of 2017.



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 = 1st quarter priority

Memo

To: Community Engagement Commission
From: Patrick Trudgeon, City Manager and CEC Staff Liaison
Date: August 11, 2016
Re: CEC Priority Project Update for June 9, 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

<u>August 2016 Update:</u>

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

August 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)

August 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

August 2016 Update:

- 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.*

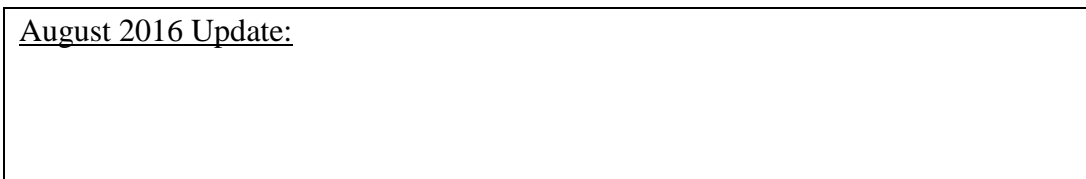
August 2016 Update:



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



- 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.*



- 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*

August 2016 Update:


REQUEST FOR COUNCIL ACTION

Date: October 10, 2016
Item No.:

Department Approval

City Manager Approval

Item Description: Human Right Commission Meeting with the City Council

1 **BACKGROUND**

2 Each year, the Human Rights Commission meets with the City Council to review activities and
3 accomplishments and to discuss the upcoming year’s work plan that may be considered.

4 **ACTIVITIES/ACCOMPLISHMENTS**

- 5
- 6 • Sponsored middle school Essay Contest – 113 students participated
 - 7 • Hosted Naturalization Ceremony – 26 new citizens from 12 countries
 - 8 • Collaborated with Advocates for Human Rights, Karen Organization of Minnesota and
9 the Community Engagement Commission in outreach activities into the Karen
10 community
 - 11 • Co-sponsored film fest with Shoreview Human Rights Commission and the Roseville
12 Library to highlight the 19th amendment and Women’s Right to Vote
 - 13 • Participated in Rose Parade
 - 14 • Helped with the planning of Imagine Roseville Community Conversation
 - 15 • Received applications and will be awarding the Human Rights Award
 - 16 • Appointed the second Youth Commissioner. Youth Commissioners have:
 - 17 ○ Organized and hosted a Youth Summer Book Read of the book *Arab in America*
18 at the Roseville Library
 - 19 ○ Worked with the Roseville Review to do a story about hidden disabilities
 - 20 ○ Established a Teens for Human Rights at RAHS
 - 21 • Four new commissioners were appointed

22 **WORK PLAN ITEMS FOR 2016-2017**

- 23
- 24 • Planning two mental health forums discussing elder mental health
 - 25 • Co-hosting “Race: The Power of Illusion, a three-part video series with the Roseville
26 Library
 - 27 • Seek ways to coordinate efforts/collaborate with the Teens for Human Rights at RAHS
 - 28 • Explore feasibility/ideas to sponsor a cultural festival
- 29

Prepared by: Carolyn Curti, Staff Liaison

Background

Attached is the calendar that was used for the Human Rights Commission that included meeting dates as well as some key dates for events. The Community Engagement Commission did not have a written calendar of dates.

Requested Action

Discuss work plans and determine if there are any items that need to be added to a Calendar of Events for 2017.

2017 Human Rights Commission Calendar of Events and Deadlines

Wednesday, January 18	Human Rights Commission meeting 6:00 p.m.
Thursday, January 19	Depression in Older Adults presentation 2:00-3:30 p.m. at Lexington Park Building
Monday, January 30	Student Essays Due
Wednesday, February 15	Human Rights Commission meeting 6:00 p.m.
Monday, February 27	Commission Interviews at City Council Meeting (Chair Groff invited to attend) Note: One vacancy on HRC
Wednesday, March 1	Race: The Power of an Illusion The Difference Between Us Roseville Library 6:30-8:30 p.m. Part one examines how recent scientific discoveries have toppled the concept of biological race
Wednesday, March 8	Race: The Power of an Illusion The Story We Tell Roseville Library 6:30-8:30 p.m. Part two uncovers the roots of the race concept, including the 19th-century science that legitimated it and the hold it has gained over our minds
Wednesday, March 15	Race: The Power of an Illusion The House We Live In Roseville Library 6:30-8:30 p.m. Part three focuses not on individual behaviors and attitudes, but on how our institutions shape and create race, giving different groups vastly unequal life chances Commissioners help welcome participants, set up/tear down, help with refreshments
Wednesday, March 29	Human Rights Commission meeting 6:00 p.m. Commissioners will receive top essays to review
Wednesday, April 12	Annual Ethics Training for elected and appointed officials
Thursday, April 13	Essay Contest scores due to Carolyn Curti
Wednesday, April 19	Human Rights Commission meeting 6:00 p.m.

Wednesday, April 26	RAHS One World Under the Same Sky 6:00 to 8:00 p.m. Notes: Have table with HRC information available – other information? Commissioners available to help set up and clean up Help with promotions
Monday, May 8	Council recognition of essay contest winner
Wednesday, May 17	Human Rights Commission meeting 6:00 p.m. Notes: Discuss HRC Involvement in parade
Wednesday, May 24	Naturalization Ceremony, 10:00 a.m. Roseville Skating Center Notes: Provide refreshments, Chair to speak briefly at beginning of ceremony. LWV register voters. License Center give info about passports
Wednesday, June 21	Human Rights Commission meeting 6:00 p.m. Notes: Consider questions for middle school essay contest
Monday, June 26	Rosefest Parade
Wednesday, July 19	Human Rights Commission meeting 6:00 p.m.
Wednesday, August 16	Human Rights Commission meeting 6:00 p.m.
Wednesday, September 20	Human Rights Commission meeting 6:00 p.m.
Monday, October 9	Tentative date for annual meeting with City Council
Wednesday, October 18	Human Rights Commission meeting 6:00 p.m.
Wednesday, November 15	Human Rights Commission meeting 6:00 p.m.
Wednesday, December 20	Human Rights Commission meeting 6:00 p.m. Contact Deborah Bell to consider naturalization ceremony dates Deborah_Bell@mnd.uscourts.gov

Background

Since this is a new commission with a new mission and focus, it is important to discuss what the process will be for bringing forward ideas, issues, and projects in order to engage the community, advise the council and evaluate the issue. The commission will discuss ways to handle these items moving forward.

Requested Action

Discuss the process for bringing projects forward for approval at the City Council level as well as what the process is for other aspects of advising, engaging and evaluating ideas, issues, projects, etc.

Background

In the past, the Human Rights Commission sponsored an Essay Contest for middle school students. A brief outline of the process is included below. In order to get the information to teachers in a timely manner, it is important that the Commission decide on and select a question to be used in this contest. A list of previous questions has been provided for reference and is attached.

Process:

1. Commission selects a question for the essay contest
2. Staff establishes a timeline that allows a) plenty of time to get essays to the teachers; b) time for staff to collect and copy essays; c) time for commissioners to review essays.
3. Prepare a packet that is sent to principals of the public and private schools in the Roseville Area School District. It includes the essay question, deadline to complete essay, contest rules, and entry form. This is sent as close to the beginning of the school year as possible (end of August).
4. Submit an article about the essay contest to the local media. Post at City Hall and put on the website.
5. Once essays are collected, they are numbered and copied, removing any information identifying the student. Essays are divided among commissioners, and are rated based on a rubric. Winners are chosen.
6. Letters are sent to winning students, principals and teachers. Students and families are invited to the City Council meeting and brief reception.
7. Winning essays are posted on the website.

Requested Action

Discuss potential questions and decide on one by the July meeting date in order to get information to teachers prior to the start of the 2017-18 school year.

Schedule for Youth Commissioner Interviews

Background

The City has started advertising for applications for a Youth Commissioner for the Human Rights, Inclusion and Engagement Commission. Recently, the City Council took action that outlined the number of youth commissioners each commission was permitted. The ordinance states:

In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one year terms on a commission as ex-officio youth commissioners.

At the May 17 HRIEC meeting, a motion was made to recommend to the City Council reappointment of the current youth commissioner, Elizabeth Hansel. This item will be on the agenda at the June 19th meeting. Therefore, the commission may appoint one additional youth commissioner to serve a one-year term.

Outlined below is a draft schedule for the application period, suggested framework for interviewing applicants and a timeline for recommending appointment.

June 28:	Application Period closes
July 19:	<u>HRIEC Commission meeting</u> Review applications and nominate a subcommittee to conduct interviews of applicants.
August 16:	<u>HRIEC Commission meeting</u> Bring forward subcommittee recommendation for applicants Vote on a recommendation for appointment (students are notified of recommendation)
August 28:	<u>City Council Meeting</u> Recommendation to appoint youth commissioner
August 29:	Youth Commissioner is notified of Council decision & orientation is scheduled with staff
September 20:	Youth Commissioner attends first meeting

Requested Action

Discuss schedule and finalize.

Human Rights, Inclusion and Engagement Commission

YOUTH

COMMISSIONER

Get involved in city government. The **City of Roseville** is seeking applications for a youth commissioner to the new Human Rights, Inclusion and Engagement Commission (HRIEC). We are looking for a student who is a Roseville resident and a sophomore, junior or senior in high school.

The **commission** advises the **City Council** on programs and efforts which could improve civic engagement and human rights and meets the third Wednesday of most months at 6:30 p.m.

Applications are available at www.cityofroseville.com/commapp or by calling 651-792-7001. Information about the commission is available at www.cityofroseville.com/hriec.

Application deadline is **June 28, 2017**.

MAKE A DIFFERENCE

ROSEVILLE
2660 Civic Center Drive
Roseville, MN 55116

June 21, 2017

Item 8e.

Working with other commissions

Background

As stated in the ordinance establishing the Human Rights, Inclusion and Engagement Commission, the purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission should discuss the process for meeting and working with the other city commissions.

Requested Action

Discussion purposes.