

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 13.b

Department Approval

City Manager Approval



Item Description: Discussion of Council Liaisons

1 **BACKGROUND**

2 Each year the Council reviews, discusses and appoints Councilmembers to various commissions,
3 community groups, task forces and other groups. The Council revisited the issue on August 17,
4 2009. The RCA and its attachments and minutes are included. The attached list includes the
5 August 17, 2009 changes and appointments

6 **REQUESTED COUNCIL ACTION**

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8 Discussion of Council Liaisons could include:

- 9
- 10 • Are there additional groups appropriate to have a Council or staff liaison?
 - 11 • What is the policy for selection and rotation of councilmembers to these groups?
 - 12 • What are the expectations (frequency, type of information) for reporting to the Council?
 - 13 • How active of a role do liaisons play?
 - 14 • Should a Councilmember serve as a voting member or an ex-officio liaison to the HRA?
- 15

Prepared by: William J. Malinen, City Manager

Attachments: A: August 17, 2009 RCA and attachments
B: August 17, 2009 minutes
C: Current Council Memberships/Liaisons

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: August 17, 2009
Item No.: 13.d

Department Approval

City Manager Approval



Item Description: Revisit Council Liaison Appointments

1 **BACKGROUND**

2 On January 5, 2009, the Council discussed City Council liaisons, but made no changes to the
3 existing appointments. Currently Councilmembers do not have alternates to the North Suburban
4 Cable Commission and the Ramsey County League of Local Governments.

5 **POLICY OBJECTIVE**

6 Ensure adequate communication and representation between Councilmembers and other
7 governmental and non-governmental committees, associations and organizations.

8 **FINANCIAL IMPACTS**

9 None

10 **STAFF RECOMMENDATION**

11 Consider appointing alternates to the North Suburban Cable Commission and the Ramsey
12 County League of Local Governments and discuss any other issues relating to liaisons.

13 **REQUESTED COUNCIL ACTION**

14 Consider appointing alternates to the North Suburban Cable Commission and the Ramsey
15 County League of Local Governments and discuss any other issues relating to liaisons.

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Prepared by: William J. Malinen, City Manager
Attachments: A: Minutes of January 5, 2009
B: Current list of Council Memberships/Liaisons

~~C~~ouncilmember Roe noted that no formal action was necessary; that the Rules of Procedure would stay in effect as written until changed.

~~*~~ b.

Discuss City Council Liaisons

City Manager Malinen noted that this item was being brought forward for discussion purposes with the new City Council now in place.

Discussion included past discussions with no indication for additional and/or more formalized liaisons; lack of general consensus for designated liaisons for advisory commissions to the City Council; perceptions of whether Council liaisons were voting members or their influence on discussions at commission levels; and how the City Council related as a body to other government groups and agencies (i.e., School Board).

Further discussion included past history and criticisms from City Council liaisons to the Planning Commission; education of the public and outside agencies of specific and appropriate contacts within City government for their particular concerns and/or questions, and whether a specific contact person was indicated.

Mayor Klausning opined that he preferred advisory commissions to provide him with their honest and independent opinions and recommendations.

Councilmember Roe opined that if the City Council is paying attention to advisory meetings through their personal attendance at meetings or review of those meetings via tape-delay, they were aware of their discussions regarding specific topics. Councilmember Roe noted that it may make sense to have a designated point of contact for those advisory commissions to help facilitate communication between the City Council and advisory group; however, clarified that he was not advocating for such a contact person.

Councilmember Pust opined that Councilmembers should not be on advisory commissions; and offered that she was willing to discuss the City Council liaison role on the Housing and Redevelopment Authority (HRA) as well if the City Council so desired. Councilmember Pust further opined that the City's advisory commissions were doing great work; however, the City Council was not always aware of their discussions outside their annual report to the City Council, and questioned whether there was a role for a communication link between the City Council and commissions.

Councilmember Johnson opined that perhaps the Chairs of each commission should serve as liaisons to the City Council to make the City Council more accessible to their specific commission.

Mayor Klausning expressed interest in Councilmember Johnson's concept, and sought additional detail and how that liaison position would best function.

Councilmember Johnson advised that commissions had great access to in-house assistance through staff providing good communication flow; and noted that commission Chairs could serve as conduits between their respective groups and the City Council, similar to ambassadors.

Mayor Klausing reiterated his preference that the liaison roles for the City Council would be informal, allowing for continued independent advice from advisory commissions.

Councilmember Roe noted the original intent in having a City Council liaison to the HRA was to ensure a good connection between the two bodies.

Councilmembers concurred that additional thought needed to be given; and requested that staff provide an updated list of assignments and involvement in various groups by current Councilmembers. Mayor Klausing asked that individual Councilmembers provide feedback to staff on their specific interests to include with the updated list for Councilmembers to facilitate further discussion and consideration.

Councilmember Johnson sought clarification on the original point of reference for liaison assignments, whether at the request of or from frustrations expressed by commissions, or in the City Council's efforts to be more communicative with their advisory commissions.

Councilmember Roe advised that it was initiated from his review of other cities and their interactions with their advisory commissions and other government agencies. Councilmember Roe specifically noted that roles of the City Council liaisons in the Ramsey County League of Local Governments (RCLLG) and the Cable Commission, and potential need for designated alternates for those groups.

Mayor Klausing noted his ongoing interest in serving as an alternate to the Communication Commission.

Councilmember Pust noted that part of the discussion should be whether Councilmembers wished to continue serving in their current liaison roles, or whether they were interested in expanding or refreshing their interests.

Mayor Klausing concurred, noting that there was value in continuity, but also value in educating Councilmembers in other areas of interest to aid their decision-making.

Councilmember Ihlan noted that a designee to the Cable Commission could be a member of the public, as well as a Councilmember.

Council Memberships/Liaisons

Current Memberships:

Mayor Klausung	Fire Relief Association <i>(required by state statute)</i> <i>(1 x mo)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Ihlan (Council appointed/requested only)	Ramsey County League of Local Governments <i>(1 x mo plus meeting prep time and email discussions)</i> Nature Center Study Task Force <i>(1 x mo plus meeting prep time and email discussions)</i> Comprehensive Plan Steering Committee <i>(1 x mo plus meeting prep time and email discussions)</i>
Councilmember Kough	North Suburban Communications Commission
Councilmember Pust	Housing and Redevelopment Authority <i>(1 x mo, Value to Council: Consistency in communication and policy direction)</i> North West Youth & Family Services Board of Directors <i>(1 x mo, Value to Council: Policy input for cost-effective programming)</i> Roseville Community Foundation (VP) <i>(2 x Qtrly, one business meeting, one meeting to review grant apps)</i> North Suburban Senior Council (unofficial liaison for 2 yrs, serve as attorney) <i>(1 x mo for 2 hrs plus meeting prep time)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Roe	NSCC/NSAC Vice Chair/Vice Pres 2009 <i>(1 x mo)</i> Comprehensive Plan Steering Committee <i>(1 x mo)</i> Roseville Armory Citizens Committee <i>(as needed)</i>

Suggested Memberships:

Councilmember Roe	Roseville Armory	Library Group
	School Boards	P&R Foundations
	Neighborhood Assns	Senior Assns
	Neighboring City Councils	Roseville Community Fund
	Ramsey County Board	Roseville Historical Society

Note regarding Councilmember Roe's suggested memberships: "Organizations listed are not strictly for membership, but rather in many cases for possible liaison status. I think it makes sense to discuss how we as a city and/or as a council want to relate to many of those organizations in our community (and others that council or staff might identify, too.)"

Regular City Council Meeting**Monday, August 17, 2009****Page 16**

Mr. Miller advised that the consultant's analysis would not include various funding streams and/or restrictions; however, that staff would provide that additional detail to the City Council, based on each department's standards and benchmarks that are already in place.

Councilmember Pust requested that a copy of the signed contract with the consultant for their services be provided to Councilmembers.

Councilmembers reiterated their preference for staff's detailed list of programs to initiate preliminary discussions and considerations with staff.

d. Discussion on Council Liaisons

City Manager Malinen reviewed openings for alternates on the Ramsey County League of Local Governments (RCLLG) and the North Suburban Communications Commission (NSCC).

Councilmember Johnson volunteered his service to one or both boards at the City Council's discretion, and his lack of service on any outside agencies, due to his newness to the City Council.

Mayor Klausung advised that he would also be interested in serving on the NSCC as an alternate; however, expressed his willingness to defer to Councilmember Johnson as alternate, recognizing Councilmember Roe's superb attendance record, and limited demand of alternates.

A brief discussion was held on current liaison assignments; with Councilmember Pust encouraging individual Councilmembers to attend meetings of the RCLLG whether a delegate or not.

Klausung moved, Pust seconded, appointment of Councilmember Jeff Johnson as Alternate Liaison to the NSCC and as Alternate Liaison to the RCLLG..

Roll Call

Ayes: Pust; Johnson; Roe and Klausung.

Nays: None.

14. City Manager Future Agenda Review

City Manager Malinen reviewed upcoming tentative agendas.

Discussion included Councilmember Pust's request a copy of the previously-sent information from City Manager Malinen to the City Council related to extension of the City Manager's selection of a firm, as referenced on the August 24, 2009 tentative agenda.

Council Memberships/Liaisons**Current Memberships:**

Mayor Klausung	Fire Relief Association <i>(required by state statute)</i> <i>(1 x mo)</i> Roseville Armory Citizen's Committee <i>(no regular meetings; they do have public events as announced at council meetings)</i> GEARS Adv Board - Review for Transportation issues
Councilmember Ihlan (Council appointed/requested only)	Ramsey County League of Local Governments <i>(1 x mo plus meeting prep time and email discussions)</i> Nature Center Study Task Force <i>(1 x mo plus meeting prep time and email discussions)</i> Comprehensive Plan Steering Committee <i>(1 x mo plus meeting prep time and email discussions)</i>
Councilmember Johnson	North Suburban Communications Commission - Alt Ramsey County League of Local Governments - Alt
Councilmember Pust	Housing and Redevelopment Authority <i>(1 x mo, Value to Council: Consistency in communication and policy direction)</i> Northwest Youth & Family Services Board of Directors <i>(1 x mo, Value to Council: Policy input for cost-effective programming)</i> Roseville Community Foundation (VP) <i>(2 x Qtrly, one business meeting, one meeting to review grant apps)</i> North Suburban Senior Council (unofficial liaison for 2 yrs, serve as attorney) <i>(1 x mo for 2 hrs plus meeting prep time)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Roe	NSCC/NSAC Vice Chair/Vice Pres 2009 <i>(1 x mo)</i> Comprehensive Plan Steering Committee <i>(1 x mo)</i> Roseville Armory Citizen's Committee <i>(no regular meetings; they do have public events as announced at council meetings)</i> P&R Park master Plan Update Team

Suggested Memberships:

Councilmember Roe	Roseville Armory	Library Group
	School Boards	P&R Foundations
	Neighborhood Assns	Senior Assns
	Neighboring City Councils	Roseville Community Fund
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Note regarding Councilmember Roe's suggested memberships: "Organizations listed are not strictly for membership, but rather in many cases for possible liaison status. I think it makes sense to discuss how we as a city and/or as a council want to relate to many of those organizations in our community (and others that council or staff might identify, too.)"