

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 9, 2012
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 On November 14, 2011, Councilmembers discussed and updated the current council membership
7 list.

8 **REQUESTED COUNCIL ACTION**

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10 Discussion of Council Liaisons could include:

- 11
- 12 • Changes to memberships
 - 13 • Are there additional groups appropriate to have a Council or staff liaison?
 - 14 • What is the policy for selection and rotation of councilmembers to these groups?
 - 15 • What are the expectations (frequency, type of information) for reporting to the Council?
 - 16 • How active of a role do liaisons play?
- 17

Prepared by: William J. Malinen, City Manager

Attachments: A: August 17, 2009 RCA and attachments
B: August 17, 2009 minutes
C: November 14, 2011 minutes
D: Current Council Memberships/Liaisons

ROSEVILLE
REQUEST FOR COUNCIL ACTION

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

Department Approval

City Manager Approval

W. J. Malinen

Item Description: Revisit Council Liaison Appointments

BACKGROUND

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

Prepared by: William J. Malinen, City Manager

Attachments: A: Minutes of January 5, 2009
B: Current list of Council Memberships/Liaisons

Councilmember 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 Klausing 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 Klausing 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.)"

Excerpt from 8/17/09

Regular City Council Minutes

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 Klausing 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.

Klausing 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 Klausing.

Nays: None.

**Excerpt from 11/14/2011
City Council Minutes**

Discuss City Council Liaisons and Rules

Discussion was held on the current City Council Liaison positions (Attachment B) presented; and corrections made (e.g. Councilmember Pust is now the RCLLG liaison with Councilmember Johnson the alternate; Mayor Roe no longer serving on the Parks and Recreation Master Plan group as it no longer exists; removal of Councilmember McGehee from the GLWMO Stakeholder group now disbanded); and whether it was appropriate for Councilmembers to serve on those groups as a liaison when it could be a conflict of interest with their decision-making role.

Discussion continued as to a City Council liaison to School Boards for District No. 621 and No. 623; previous annual meetings with School Board No. 623; and the need to have a roundtable discussion with the Boards, specifically related to park implementation and shared resources.

Councilmember were of a consensus to direct staff to extend an invitation to both School Boards to arrange for such a joint discussion.

Mayor Roe suggested that individual Councilmembers consider other groups not currently listed that they would like to liaise with; and to bring that information to the attention of City Manager Malinen for further City Council discussion before January.

Councilmember Willmus offered his interest to Mayor Roe in serving on the HRA if Councilmember Pust would like to step down from that role.

Councilmember Pust offered to step back from her role with the RCLLG if anyone else was interested in serving in that capacity.

Council Memberships/Liaisons

Current Memberships (November 2011):

Mayor Roe	Fire Relief Associati NSCC/NSAC Chair 2010/2011
Councilmember Johnson	Ramsey County League of Local Governments - Alternate North Suburban Communications Commission - Alternate Northwest Youth & Family Services
Councilmember McGehee	
Councilmember Pust	Housing and Redevelopment Authority Arterial Transitway Corridors Study Stakeholder Workshop Ramsey County League of Local Governments
Councilmember Willmus	