

**Saint Paul City Council**

**Organizational Committee Planning Session**

**Thursday, January 5, 2017 - 2:00pm – 6:00/7:00pm**

**Friday, January 6, 2017 – 9:00am – 12:00pm**

**Location:**

University of Minnesota Continuing Education and Conference Center  
1890 Buford Avenue, St. Paul, MN 55108

**Meeting Notes**

**APPENDIX**

- Meeting Agenda
- All Meeting Handouts

## Saint Paul City Council

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#### Location:

University of Minnesota Continuing Education and Conference Center, Room 62  
1890 Buford Avenue Saint Paul, MN 55108

### **Organizational Committee Planning Session Objectives**

- 1) Identify individual and collective policy priorities for 2017.
- 2) Determine topics of the 2017 policy sessions.
- 3) Build stronger working relationships among Council members.

### **Meeting Agenda**

**Thursday, January 5, 2017**

- 2:00**                    **Welcome, Session Orientation and Overview**
- Review of the Meeting Objectives and Agenda.
  - Review and Discussion of the Meeting Guidelines and Process.
  - Discussion: Council Members' Commitment to Service.
  - Brief overview of research on City Council deliberations and "Best Practices."
  - Discussion of the Research. Identification of Possible Topics for Exploration by the Council.
- 3:15**                    **BREAK**
- 3:30**                    **As Needed, Above Continued**
- Brief Review of the Saint Paul City Council Charter and Roles**
- Review and Discussion of the Saint Paul City Council Charter and Roles and Responsibilities
  - Identification of Possible Topics for Exploration by the Council
- 4:15**                    **Review and Discussion of the Assessment Findings, Including 2017 Priorities**
- Presentation and Discussion of the Findings
  - Identification of Possible Non-Policy Issues Identified in the Assessment and in Need of Further Exploration
  - Agreement on a Process and Criteria for Selecting the 2017 Priorities
- 5:40**                    **Meeting Wrap Up**
- Preview of Tomorrow's Agenda
  - Next Steps for any Non-Policy Topics to be Further Explored by the Council
- 5:55**                    **Meeting Closure**
- 6:00**                    **Informal Dinner**

## **Meeting Agenda**

Friday, January 6, 2017

9:00am – 12:00pm

- 8:30 -- 9:00**    Arrival  
Coffee, Muffins and Fruit Provided by the Meeting Facility
- 9:00**            **Check-in and Review of the Day Two Session Agenda and Objectives**
- Approval of Day Two Meeting Objectives and Agenda
- 9:15**            **Discussion and Identification of the Council's 2017 Policy Priorities**
- Using an Agreed Upon Criteria, Selection of the Priority Policy Topics for the 2017 Policy Sessions
  - Key and Initial Objectives Identified for Each Session/Topic
  - Initial Scheduling of the Policy Sessions
- 10:30**            BREAK
- 10:45**            **Continued...Priorities**
- 11:30**            **Identification of All Next Steps and Agreements**
- 11:45**            **Reflections on the Session**
- 12:00**            **Meeting Closure**

## Debate, Discussion, Deliberative Dialogue

Deliberation is a particular kind of talk. It is the kind of talking that people do when they realize that they are responsible for making decisions and choices—or giving guidance to others who will make those decisions—that will not only affect them but will affect others and will also have costs and consequences along with the good things that may happen. Deliberation is hard work. People work at looking at the pros and cons of each approach, or perspective. That means making a real effort to find out how other people see the issue and, more importantly, *why* they see it the way they do. In deliberation, this means listening to the people you don't agree with as carefully as to the people you do agree with.

It is, of course, possible to have a great discussion about issues and problems; sharing opinions, personal experiences, and favorite solutions. And that's a fine, and often satisfying, thing to do. Or it is possible to debate an issue; presenting evidence supporting your chosen view, countering and undercutting the arguments that others present for their chosen views, persuading, and trying to win by presenting the best and most eloquent argument. But with deliberation, talk goes beyond just discussion or debate to trying to understand the problem together and to finding solutions that will be best for everyone. Deliberation happens when a group of people work on a problem as if solving it is up to them and no one else, and when they recognize that they and others will be living with the consequences, both good and bad, of the choices they make.

Debate	Discussion	Deliberative Dialogue
<ul style="list-style-type: none"> <li>• Winners and losers</li> <li>• Search for glaring differences</li> <li>• Search for weaknesses in others' positions</li> <li>• Counter another's position at the expense of the relationship</li> <li>• Invest wholeheartedly in your beliefs</li> <li>• Listen to find flaws and counterarguments</li> <li>• Is oppositional and seeks to prove the other wrong</li> <li>• The goal is winning</li> <li>• Defends assumptions as truth</li> </ul>	<ul style="list-style-type: none"> <li>• Back and forth exchange of information, stories, experiences, viewpoints,...</li> <li>• May focus on a topic, theme, idea, problems, issues, etc., may be broad or focused</li> <li>• A generic term meaning talking together</li> <li>• Focuses on the experience of talking without any particular goal or desired outcomes</li> <li>• May be between two people or among many</li> <li>• May mean many kinds of talking together (such as a deliberative discussion, informative discussion, debate, dialogue, etc.)</li> <li>• Usually implies participants are not adversarial or competing as in debate</li> </ul>	<ul style="list-style-type: none"> <li>• Goal is shared understanding of the issue/problem</li> <li>• Examining costs and consequences of even most favored approaches</li> <li>• Assumes that many people have pieces of an answer and a workable solution</li> <li>• Listening to understand and find meaning</li> <li>• Presents assumptions for re-evaluation</li> <li>• Opens possibilities for new solutions</li> <li>• Leads to mutual understanding of differences and ways to act even with those differences</li> <li>• People explore what's important to them and others by asking questions</li> </ul>
<p><b>Most useful when: A position or course of action is being advocated and winning is the goal.</b></p>	<p><b>Most useful when: People want to talk together about something without desiring any particular outcome from the conversation.</b></p>	<p><b>Most useful when: A decision or criteria for a decision, about the best way(s) to approach an issue or problem is needed.</b></p>

Source: ala.org

# IAP2 Spectrum of Public Participation



International Association  
for Public Participation

Increasing Level of Public Impact 

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public participation goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Example techniques</b>	<ul style="list-style-type: none"> <li>■ Fact sheets</li> <li>■ Web sites</li> <li>■ Open houses</li> </ul>	<ul style="list-style-type: none"> <li>■ Public comment</li> <li>■ Focus groups</li> <li>■ Surveys</li> <li>■ Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>■ Workshops</li> <li>■ Deliberative polling</li> </ul>	<ul style="list-style-type: none"> <li>■ Citizen advisory committees</li> <li>■ Consensus-building</li> <li>■ Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>■ Citizen juries</li> <li>■ Ballots</li> <li>■ Delegated decision</li> </ul>

# **Saint Paul City Council**

## **Org Committee Planning Meeting**

January 5-6, 2017

### **Meeting Objectives**

1. Identify individual Council member and Council-wide priorities for 2017 and determine topics for the 2017 policy planning sessions.
2. Briefly review and discuss Council member roles and responsibilities/City Charter.
3. Enhance working relationships among Council members. \*

## Guidelines for Effective Dialogue and Deliberations

- Aim for balanced participation: create space for others and take your space.
- Listen to learn, not for rebuttals.
- Demonstrate interest and curiosity in another's point of view by asking open ended questions.
- Check your assumptions: ask for clarification, provide clarification. Summarize what someone said to ensure understanding.
- Be open to changing your mind or enlarging your perspective.
- Trust in the integrity of each other and your commitments as elected officials. Okay to "attack" positions, but not people, during or following a meeting.
- Focus on interests, unique perspectives and back stories, rather than positions.
- Engage your emotional intelligence and resiliency when and if *natural* defensiveness arises.

## Assessment Findings: *Strengths*

- Thoughtful, and hard working Council members who all want the best for the City of St. Paul. Diversity of backgrounds, perspectives and experiences.
- Good and experienced staff.
- Good working relationships
  - Work together to serve our constituents
  - Engaged, integrity, even when differences
  - Increased *discourse and deliberation*, airing of our differences

## **Assessment Findings:**

### ***Challenges***

- **Tension between ward preference/advocacy vs. City as whole/greater good**
- **Limited opportunity for important discussions, outside formal meetings**
- **Part time Council positions and understaffed/under resourced**
- Structural: Strong mayor, weak council.
- Council roles with City Departments: reviews, limited authority, and audits
- Budgeting, taxes, finances
- Council interactions, less respectful

**MISC:** lack of diversity, more discussion on issues of equity, lack of planning

## **Top 1-2 Things: Change/Improve?**

- **Balance representing wards and needs of the entire city**
- **Work together on focused policy priorities**
- **Increase Council member interactions**
- **Establish Council member norms and expectations**  
(Member-to-member communications/"Respectful" interactions. Advance notifications – ward-related and prior to public. Attendance at POC and community events. When to seek advice, inform or engage?)
- Full time Council role
- Increase Council staff and resources
- Accountabilities/Authorities for performance of City departments

## **Possible Council *Guiding Principles***

- Value Each Others' Perspectives, Even When We Disagree
- Agree to Disagree
- Respect the *Integrity* of Each Council Member, Regardless of their *Position*
- One Ward/All City
- Work for and Accountable to the People of St. Paul
- Demonstrate Good Stewardship
- Deliberative and Thoughtful Decision-Making
- Racial and Social Equity Considered in All We Do
- Others: Transparency, Follow the Constitution, Hold True to Our Values

## OVERVIEW OF CITY COUNCIL AUTHORITY

As the legislative body, the City Council is responsible for setting City policy through ordinances and resolutions. The Council also has sole responsibility for adopting the City's budget. The Council legislates by passing Ordinances which become City laws. The Council also makes performance auditing decisions and monitors the operation and performance of city agencies and holds regular oversight hearings on city departments to determine how programs are working and whether budgeted funds are being spent well. In its decision-making roles, the City Council actively involves public through its weekly public meetings.

In addition, the Council acts in a quasi-judicial role in hearing appeals regarding actions taken by a number of City agencies. In addition to their duties as Councilmembers, the City Council serves as the Board of Health and as the directors for the [Public Library / Agency](#) and commissioners for the [Housing and Redevelopment Authority \(HRA\)](#). Representatives from the Council are members of the boards for the Saint Paul [RiverCentre Convention and Visitors Authority](#), the [Saint Paul Port Authority](#), the [Joint Property Tax Advisory Board \(JPTAC\)](#), and the [Board of Water Commissioners](#).

## CITY CHARTER

### **CHAPTER 4. - THE COUNCIL<sup>[1]</sup>**

- **Sec. 4.01. - Legislative power.**

The legislative power shall be vested in the council, which shall be composed of seven (7) councilmembers.

**Editor's note**— Section 4.01 amended, election Nov. 4, 1980; see Resolution, C.F. 275919 and Note 1 following Chapter 2.

**Note**— Amended, see Note 4 to Chapter 2.

- **Sec. 4.01.1. - Council wards.**

Each member of the council shall be elected from a separate ward which is substantially equal in population to all other wards. Each councilmember shall be a resident of the ward from which elected. Voters may only vote for a candidate for the council ward seat within which the voters reside.

(Ord. No. 12-9, § 2, 3-28-12)

**Note**— Amended, see Note 4 to Chapter 2.

- **Sec. 4.01.2. - [division of city into wards.]**

For the purposes of electing city councilmembers, the city shall be divided into seven (7) contiguous wards of substantially equal population, and serially numbered. After every federal decennial census the Charter Commission, after public hearings, shall redistrict in the manner described herein. The

commission shall redefine the council wards so as to make them substantially equal. The public hearings shall be held after published notice of said hearings, and opportunity to speak shall be allowed members of the public upon such reasonable terms as the commission shall adopt. The commission shall adopt its districting resolution by a majority vote of its entire membership, and file it in the office of the city clerk no later than the first Tuesday in June prior to the first city election after the federal decennial census. The council shall provide for a sum of money, adequate for this purpose, to be used by the commission to hire staff to aid it in preparing its districting plan.

(Ord. No. 12-9, § 2, 3-28-12)

**Editor's note**— Ord. No. 12-9, § 2, adopted March 28, 2012, amended the Charter by repealing former § 4.01.2, and adding a new § 4.01.2. Former § 4.01.2 pertained to initial districts, and was part of the original Charter.

- **Sec. 4.01.3. - Reserved.**

**Editor's note**— Ord. No. 12-9, § 2, adopted March 28, 2012, amended the Charter by repealing former § 4.01.3 in its entirety. Former § 4.01.3 pertained to mandatory redistricting, and derived from Ord. No. 11-13, adopted March 2, 2011.

- **Sec. 4.02. - Quorum and rules.**

A majority of the council shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of absent members under such terms and penalties as the council may prescribe. The council shall determine its own rules and order of business and shall keep minutes of its proceedings. The minutes shall be a public record.

Within thirty (30) days after approval of the minutes, the official minutes, with a condensed version of the discussion, which includes the action on resolutions and ordinances and other official proceedings, shall be published in the official newspaper of the city.

(C.F. No. 05-908, 10-26-05)

**Editor's note**— Section 4.02 amended by resolution adopted July 22, 1993, pursuant to Minnesota Statutes 1992, Section 410.12, approved by the voters at the general election conducted on November 2, 1993.

- **Sec. 4.03. - Organizational meeting and officers.**

At the first meeting after taking office, or as soon thereafter as practicable, the council shall elect from its members a president and a vice-president. At the same time, the council shall elect a secretary of the council, who shall not be a member of the council, or it may designate the city clerk or other officer or employee to act as secretary. The officers of the council and the secretary of the council shall serve at the pleasure of the council.

- **Sec. 4.04. - Business meetings.**

The council shall hold at least one (1) meeting each week, except during any week when such meeting would be the fifth meeting in that calendar month and except during the weeks in which the legal holidays of Independence Day, Thanksgiving, and Christmas occur. Notice of the date, time and place of any council meeting shall comply with the requirements of state law and any additional requirements adopted by the council. The president of the council may call special meetings of the council, and the secretary of the council shall do so on written request signed by four (4) councilmembers. Special meetings may be held anywhere in the city. Notice of the date, time and place of special meetings shall be served upon each member of the council and the mayor in a manner prescribed by the council. The business conducted at special meetings shall be confined to that stated in the notice.

(C.F. No. 98-59, § 1, 3-4-98; Ord 13-10, § 2, 2-27-13)

**Editor's note**— Section 4.04 amended by Ord. No. 15895, C.F. 266021, adopted Oct. 7, 1975; by Ord. No. 17507, § 1, C.F. 87-1376, adopted Nov. 4, 1987; and by Ord. No. 17568, § 1, C.F. 88-580, adopted June 7, 1988, pursuant to Minnesota Statutes, Section 410.12.

- **Sec. 4.05. - Meetings and records public.**

All meetings of the council, boards, committees and officers, whether elected, appointed or employed, shall be open to the public under regulations fixed by administrative ordinance. All proceedings, records and documents belonging to the city shall be accessible to the public under restrictions fixed by ordinance. All such proceedings, records and documents shall be prima facie evidence of the facts therein stated, and copies, when certified by the person entitled to the official custody thereof, shall be received in evidence in all courts with the same force and effect as the original.

- **Sec. 4.06. - Employees of the council.**

The council may provide by administrative ordinance for positions it deems necessary for the performance of its duties; provided, however, that each councilmember's personal staff shall be limited to one (1) full-time equivalent aide and one (1) secretary.

(C.F. 91-1645, 9-19-91)

- **Sec. 4.06.1.**

There shall be included in the council an office of the city clerk, with such functions as prescribed by this charter, the ordinances and other law. The council by resolution shall appoint a city clerk, who shall serve at the pleasure of the council.

(C.F. No. 07-212, § 2, 6-20-07)

- **Sec. 4.07. - Investigations.**

The council may make investigations into the affairs of the city and the conduct of any department, office or agency and for this purpose shall have the power to administer oaths and require the presence

of witnesses and production of evidence by subpoenas obtained by order from the district court on application from the council.

- **Sec. 4.08. - Independent audit.**

The council shall provide for an annual independent audit of all city accounts and may provide for such additional audits as it deems necessary. Any audit of all city accounts made pursuant to law by the state public examiner or other state officer designated by law shall be deemed an independent audit.

**Day Two REVISION: Suggested 2017 Policy Planning Priorities**

<p><b>1) Budget &amp; City Financing</b></p> <ul style="list-style-type: none"> <li>Fiscal Management: budget figured out, especially with recent changes to <i>Right of Way</i>.</li> <li>Budget – touches on everything we do. Reductions.</li> <li>Budget, given new <i>Right of Way</i> ruling.</li> <li><i>Right of Way</i> and maintenance fees. A 32 million dollar re-do.</li> <li>What can the City afford and what is realistic for the taxpayer? Need to balance needs/wants with affordability.</li> <li>Transparency with our budget negotiations.</li> <li>Carefully examine our long-term income generation and our tax base.</li> <li>Delivery of services: reality of delivering city services, costs and benefits.</li> <li>Deferred maintenance.</li> <li><b><i>PILOT Program.</i></b></li> <li><b><i>COPP Funding</i></b></li> </ul>	<p><b>2) Opportunities for Youth and Young Adults</b></p> <ul style="list-style-type: none"> <li>Youth development.</li> <li>City role in child welfare in school settings and with social services.</li> <li>Develop/integrate policies.</li> <li>Strengthen ways we systematically work with youth &amp; young adults to deter them from criminal activity and gangs. Provide opportunities, jobs and social support.</li> <li>Economic Development for young people.</li> <li>Strengthen after school programs and community playgrounds.</li> <li><b><i>Joint meetings with St. Paul Public Schools, change in school times and other topics.</i></b></li> </ul>	<p><b>3) Economic Development</b></p> <ul style="list-style-type: none"> <li>Economic Development: creating an ideal environment for businesses to be successful in St. Paul. Determine how to create and support job opportunities.</li> <li>Small and micro business program assistance - is it a component of Open for Business process improvements, or a new program?</li> <li>Small business development for woman and minority owned businesses.</li> <li>Smart Development.</li> </ul>	<p><b>4a) Community Relations &amp; Public Safety</b></p> <ul style="list-style-type: none"> <li>Police and community relationships: increase transparency and mutual respect, especially within communities of color and the police.</li> <li>Focus on process for building trust and communication between the police department and communities of color.</li> <li>Policy and process for the Police-Civilian Internal Affairs Review Commission.</li> </ul>	<p><b>4b) Public Safety</b></p> <ul style="list-style-type: none"> <li>Public Safety (police, fire, medical and protection of life and property).</li> <li>Public safety: more resources for training the police department and to hire additional police officers and fire fighters.</li> <li>Pedestrian/walker safety.</li> <li><b><i>Fire Study</i></b></li> </ul>	<p><b>INDIVIDUAL PRIORITIES</b></p> <ul style="list-style-type: none"> <li>Transit investment: Riverview corridor decision point is 2017 (route preference of transit mode). Doubtful with new congress.</li> <li>Transparency: capacity to audit City departments' effectiveness against outcomes.</li> <li>Rethink the Vacant Building Program – now that we are past the foreclosure crisis.</li> </ul>
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**Day Two NEW: Suggested 2017 Policy Planning Priorities**

<b>Equity</b>	<b>Community Engagement</b>	<b>Minimum Wage</b>	<b>Population Overview</b>	<b>Housing</b>	<b>Enhanced Coordination with the County</b>
<ul style="list-style-type: none"> <li>• Explore and address the City's poverty issues.</li> <li>• Work to ensure Equity: social, gender and racial equity.</li> <li>• Understand the larger consequences (perhaps unintended) of our policy decisions on all the residents of the City of St. Paul.</li> </ul>	<ul style="list-style-type: none"> <li>• CIV Process</li> <li>• Work with District Councils</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Barriers to affordable housing.</li> </ul>	<ul style="list-style-type: none"> <li>• Transit</li> <li>• Poverty</li> <li>• Other topics/ involvement with other jurisdictions</li> </ul>