



City Council Agenda

Special Meeting

Wednesday, August 20, 2025

6:00 p.m.

Council Chambers, 2660 Civic Center Drive

- | | |
|----------------|--|
| 6:00 PM | 1. Roll Call
a. Groff, Bauer, Strahan, Schroeder, and Roe. |
| 6:05 PM | 2. Business Items
a. Interview Applicants for Commission Vacancies |
| 6:15 PM | Public Works, Equity, and Transportation Commission <ul style="list-style-type: none">• Katie Brokaw Palalay• Sean Gulbranson |
| 6:25 PM | Adjourn |

Public Works, Environment, and Transportation Applications

Commission Member Application

First Name Katie

Last Name Brokaw Palalay

Address 1

City Roseville

State MN

Zip Code 55113

Home or Cell Phone
Number

Email Address

How many years have
you been a Roseville
resident? 1

Have you applied for a
commission before? No

If yes, please select
which commission(s)
you have applied for: *Field not completed.*

Commission
preference Public Works, Environment, and Transportation

Commission
preference *Field not completed.*

This application is for

New Term

The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed.

I've lived in Roseville for just over a year, but my connection to the city goes back much further. My grandparents called Roseville home for more than 30 years, and I've been spending time here since I was a baby—at the parks, shopping centers, and family gatherings. Now that I live here myself, I want to contribute to the future of a city that's always felt like part of my life.

What I really appreciate about Roseville is its unique blend—it's urban and connected, yet full of green space. It's diverse, both in who lives here and how people live. My own neighborhood includes everything from apartments and senior housing to single-family homes and townhouses. That kind of community mix is something I deeply value.

I'm especially interested in helping Roseville improve its walking and biking infrastructure. I'd love to see a city where it's safe and easy for anyone—no matter their age or ability—to get around without needing a car. I see this commission as a meaningful way to support projects that improve quality of life, promote sustainability, and make our city more connected.

Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.

I work in marketing strategy at Ecolab, where I lead projects that bring together different teams—sales, technical experts, and marketers—to find smart, practical solutions. I've worked on everything from launching new product strategies to mapping out long-term growth plans across business divisions. I enjoy turning complex problems into clear plans and helping people with very different viewpoints find common ground.

Earlier in my career, I led diversity recruiting and early-career hiring at Ecolab, which meant partnering with universities and community groups to build a stronger, more inclusive pipeline. I led a team that created a new employment brand and messaging strategy that brought in over 10,000 applicants in one season, and I was honored to receive an internal award for that work.

Outside of my day job, I served on the Pedro Park Task Force in downtown St. Paul and helped push that community green space project forward. I also completed two years of AmeriCorps service through College Possible, working closely with low-income high

school students on college access. That work taught me how policy and infrastructure decisions shape real people's lives—and how important it is to be a voice for inclusion, access, and equity.

I bring experience in planning and collaboration, but also a sincere interest in listening, learning, and working with others toward a shared goal.

How do you see your lived experiences contributing to the City's equity and inclusion initiatives?

Equity has been a consistent focus in both my professional and volunteer work. Through my time with College Possible, I worked one-on-one with students navigating systems that weren't built for them—helping them apply to college, access financial aid, and believe in what was possible for their futures. That experience grounded me in the importance of designing systems that are truly accessible to everyone.

In my career, I've worked hard to push for more inclusive hiring practices. At Ecolab, I led a diversity recruiting strategy that connected our company with new talent pipelines through community-based organizations, universities, and employee advocacy. It was about more than checking a box—it was about creating opportunities and changing how people see themselves fitting into spaces of leadership.

Living in Roseville now, in a diverse neighborhood that includes people of different generations, cultures, and income levels, I'm reminded every day that infrastructure is about more than roads and pipes—it's about how we move through the world. Things like safe sidewalks, lighting, connected bike trails, and stormwater systems impact some people more than others, depending on their situation.

I want to help Roseville keep moving toward a future where those decisions are made with intention, inclusion, and care.

Commission Member Application

First Name	Sean
Last Name	Gulbranson
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
Have you applied for a commission before?	Yes
If yes, please select which commission(s) you have applied for:	Public Works, Environment, and Transportation
Commission preference	Public Works, Environment, and Transportation
Commission preference	<i>Field not completed.</i>
This application is for	New Term
The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed.	Serving on the City's Public Works, Environment, and Transportation Commission would be a great way for me to use my professional skills and knowledge as a professional structural engineer to benefit and serve the community. My educational background in civil engineering makes me an excellent candidate to serve as a knowledgeable advisor on public works projects. As a resident of Roseville, I have a stake in using and observing our infrastructure and its maintenance in action. I tend to be a level-headed team player who values cooperation and seeks to find the common ground to execute projects for the common good. My goal would be to provide my educational knowledge and

	worldview to build consensus and mediate discussions constructively on the commission.
Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.	My experience in the civil engineering field, specifically in building maintenance and repairs and new bridge design and maintenance projects, gives me a critical eye when observing the built environment around me. I believe my broad knowledge of civil engineering, including transportation engineering, materials testing and specifications, environmental engineering, and water resources and wastewater treatment, combined with a can-do attitude, makes me an excellent candidate to serve as a voluntary commissioner in Roseville. Beyond the technical skills, I see daily how our infrastructure and investment in the community affect the residents and the people that commute through our City.
How do you see your lived experiences contributing to the City's equity and inclusion initiatives?	My holistic worldview and agreeable spirit are assets that would positively serve the Commission and promote an equitable City. My broadened understanding of how the interconnected pieces of public works come together to serve everyone would positively serve the commission and the inclusivity of the community. As an engineer, I have a professional eye and understanding of how infrastructure serves and either excludes or includes the people that use it.
Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	<i>Field not completed.</i>
Preferred method to be contacted	Email
How did you hear about this board or commission?	City Newsletter

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September. .
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

THANK YOU

For applying to be a City of
Roseville Commissioner!



We are excited that you have applied to the City of Roseville. Because the city frequently has more applicants than vacancies, there is a process established to help the City Council decide who to appoint to fill those vacancies.

You have already completed the first part of that process by applying. The next step is to get to know you a little more.

As part of the next step, we wanted to let you know what to expect at the upcoming interviews.

The City Council would like to take some time to ask you some questions and get to know you. Each applicant is invited to participate and meet with the City Council for a brief time (approximately 10 minutes) and answer some questions.

Interviews

Date:

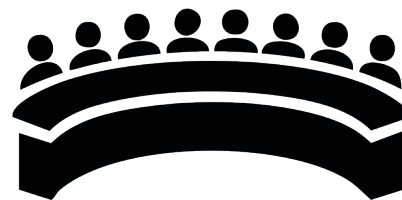
August 20

Time:

6:00 p.m. –8:00 p.m.

Where:

City Council Chambers
2660 Civic Center Dr
Roseville, MN 55113



Potential Questions

- How do your experiences and skills relate to serving on a city commission?
- Can you explain your understanding of the scope or duty of the commissions you applied for?
- What motivates you to be a part of this volunteer commission?
- What do you love most about living in Roseville?
- Sometimes the commission must make a recommendation on a matter that has a lot of strong feeling from the public, perhaps from opposing perspectives. How would you expect to deal with such situations while serving on the commission?

Commissioners serve as advisors to the City Council and staff. No experience is needed. Training and onboarding are part of learning how to become an effective commission member.

**MORE DETAILS ON
THE FOLLOWING PAGE**



Details

1. Please make sure you arrive at least 15 minutes before your scheduled time. We understand that childcare can be difficult. Please notify us if you will need to bring a child with you to your interview.
2. Interviews will be recorded.
3. If you are unable to attend for any reason, please contact me as soon as possible at 651-792-7028 or rachel.boggs@cityofroseville.com
4. Should you be appointed, you will be expected to attend a virtual orientation session.

Information

We encourage you to learn more about the commission to which you are applying. Included is information specific to the commission you selected on your application. We also encourage you to check out the latest commission agendas, minutes and video found on our website at CityofRoseville.com/civic-clerk

Follow-Up or Questions

If you are not chosen to serve on a commission, do not be discouraged!

Your skills and time are very valuable and we have many others way in which you can contribute to your community. If you are not chosen, we will reach out to you to see if there are other areas in the community where you can share your time and talents.

If you have any questions, please feel free to contact me. You can reach me via email at Rachel.Boggs@cityofroseville.com or via phone at 651-7092-7028.

Rachel Boggs
Volunteer Manager

THE MOST VALUABLE ASSETS YOU BRING ARE **YOUR VOICE** **AND YOUR TIME**



Role of a Commissioner

Serving on a commission is a privilege that implies a responsibility to act in the best interest of the City of Roseville. Members serve as ambassadors of the city, and represent the interests of the city both at official meetings as well as outside of City Hall. As an ambassador of the city, it is important to understand that your words and actions reflect that role at all times.

Commissioner Expectations

- Attend scheduled meetings or let the staff liaison know if you will be absent from a meeting.
- Read agenda packet carefully and be familiar with issues on the agenda prior to the meeting.
- Contact the staff liaison if the member requires additional information on an agenda item prior to the meeting.
- Fully participate in meetings and carry out assignments.
- Engage with community members to obtain feedback on topics under consideration.
- Demonstrate respect, kindness, consideration, and courtesy to fellow members and staff and others
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Do not direct staff.
- Do not speak for the commission unless authorized by the commission.
- Do not speak for the City unless authorized to do so by action of the City Council.

Commissioners will be appointed to three-year full or partial terms. Commissioners serve in a voluntary capacity.

COMMISSIONS

Equity and Inclusion Commission

Meets the third Wednesday of the month at 6:30 p.m.

Finance Commission

Meets the second Tuesday of the month at 6:30 p.m.

Parks and Recreation Commission

Meets the first Tuesday of the month at 6:30 p.m.

Planning Commission

Meets the first Wednesday of the month at 6:30 p.m.

Public Works, Environment and Transportation Commission

Meets the fourth Tuesday of the month at 6:30 p.m.

Police Civil Service

The commission meets on an as needed basis.

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity.



The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.



Roseville aspires to be...



a city that fosters a **strong sense of community** through effective and inclusive communication, effective engagement, and collaborative decision making.



a community that is **welcoming and inclusive** of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing.



a place where all people feel **safe and secure** where trust and mutual respect for police, fire, and all emergency responders is fostered.



secure in diverse neighborhoods, with quality housing and business developments that offer a range of choices to meet the needs of all people and a healthy mix of businesses.



a city that **embraces diversity** through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.



a community that **treasures and preserves natural areas** and open space and prioritizes environmental conservation and sustainability.



economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.



a place with **safe, inclusive, and well-connected** transportation and infrastructure systems that support the health and well-being of residents, visitors, customers, businesses and employees regardless of ability, access, cultural background, or