



Equity and Inclusion Commission Agenda

Wednesday, November 19, 2025

6:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

(Times listed are approximate – please note that items may be earlier or later than listed on the agenda)

1. Roll Call

6:02 p.m. **2. Approve Agenda**

3. Receive Public Comment

4. Approval of Meeting Minutes

- a. Review and approval of October Meeting Minutes

5. Business Items

- a. Strategic Priority Objective Discussion: Commissions
- b. Strategic Priority Objective Update: Community Engagement in Decision Making
- c. 2026 Meeting Calendar

6. Commission Direction on Member Initiated Agenda Items

- a. Commissioner Guide Update Discussion

7. Other Business

8. Adjourn

1 **Equity and Inclusion Commission**
2 **Meeting Minutes**
3 **DRAFT – October 15, 2025 - DRAFT**
4

5
6 **Commissioners Present:** Amanda LaGrange, Gabrielle Filip-Crawford, Sofia Silinas-Ruiz,
7 Nicole Singaram, Paul Stanley, and Prajwal Vemireddy
8

9 **Youth Commissioners:** Gwen Goedken

10
11 **Commissioners Absent:** Alfred Chan, Chris Taylor, and Anica Barze (excused)
12

13 **Staff Present:** Equity and Inclusion Manager Antonio Montez
14

15 **Call to Order/Roll Call**

16
17 The Equity and Inclusion Commission (EIC) meeting was called to order at 6:30 p.m.
18

19 **Approve Agenda**

20
21 The agenda was approved by consensus of the Commission.
22

23 **Receive Public Comment**

24
25 None.
26

27 **Business Items**

28
29 **a. Approve Minutes**

30
31 Commissioner Filip-Crawford moved and Commissioner Goedken seconded a motion to approve
32 the September 17, 2025, Equity and Inclusion Commission meeting minutes as presented.
33 Motion passed unanimously.
34

35 The Commission went through an icebreaker activity before moving on to regular business
36 items.
37

38 **b. Roseville Community Survey Discussion**

39
40 Equity and Inclusion Manager Montez introduced Community Development Corey Yunke, who
41 presented the Roseville Community survey to the Commission.
42

43 Mr. Yunke introduced himself and his team, including Community Relations Coordinator
44 Shannon Prather and Community Relations Specialist Ian Wallace. He highlighted their roles
45 and responsibilities in community relations. He discussed the challenges and strategies involved

46 in managing communications and community engagement across the city. He emphasized the
47 importance of accessibility and the role his team plays in supporting various city departments.
48

49 Mr. Yunke provided an overview of the team’s work, including messaging, print newsletters, and
50 community engagement efforts. He discussed the specifics of their community activities, such as
51 using QR codes and social media. He addressed the challenges of reaching diverse communities
52 and emphasized the importance of inclusive design in their communications.
53

54 Mr. Yunke emphasized the need for better coordination and resource allocation among the city’s
55 departments. The discussion also covered the impact of the city’s community survey and the
56 importance of using survey data to guide decision-making.
57

58 Chair Vemireddy inquired about the ten percent decrease in residents feeling welcome in the
59 city, according to the survey.
60

61 Mr. Yunke explained that the decline could be caused by national and state trends, post-COVID
62 shifts, and other factors.
63

64 The conversation shifted to how survey data is utilized to guide decision-making and enhance
65 city services.
66

67 Commissioners showed interest in accessing raw survey data to perform their own analysis and
68 gain more insights.
69

70 The commission proposed ideas to boost community engagement, such as using QR codes for
71 fun facts and developing more interactive social media content.
72

73 Mr. Yunke acknowledged the challenges of reaching younger audiences and the need for creative
74 approaches.
75

76 The conversation discussed the potential of using QR codes for education and engagement, with
77 ideas for incentives like stickers or free skate rentals.
78

79 The commission stressed the need to make city communications more accessible and engaging
80 for all residents.
81

82 Commissioners discussed the challenges of navigating the city’s website and suggested
83 improvements, such as organizing content by user goals rather than department names.
84

85 Mr. Yunke outlined the limitations of the current website design and emphasized the need for
86 improved user experience (UX) practices.
87

88 The conversation emphasized the need to make city information more accessible and easier for
89 residents to find.
90

91 Commissioners showed interest in finding new methods to gather community feedback, like
92 using informal surveys and QR codes.

93
94 Chair Vemireddy outlined the next steps for the strategic plans, emphasizing the need for a
95 community engagement guide to standardize practices across departments.

96
97 Mr. Yunke highlighted the significance of providing training and resources to staff for effective
98 community engagement.

99
100 The conversation addressed the need for improved coordination and better resource distribution
101 in the city’s community relations efforts.

102
103 Commissioners showed support for the strategic plan and emphasized the importance of aligning
104 community engagement efforts with the city’s overall goals.

105
106 Chair Vemireddy acknowledged Mr. Yunke’s contributions and flexibility in managing walk-ins
107 from the police department.

108
109 Mr. Yunke described his role in keeping officers on patrol and his ability to handle various walk-
110 in issues, including administrative problems. He encouraged residents to come to him with
111 questions, stressing his readiness to assist with matters like backyard chickens.

112
113 Chair Vemireddy expressed gratitude to Mr. Yunke for the presentation and discussion.

114

115 **c. Strategic Plan Update: Commissions**

116

117 Chair Vemireddy introduced the topic, emphasizing strategic planning for commissioners. He
118 stated the goal was to ensure Roseville’s public felt informed and valued, with an emphasis on
119 accessible pathways for residents from all backgrounds. The strategies involve enhancing
120 transparency, improving onboarding, and aligning Council expectations with the commission's
121 scope of work. He welcomed feedback and suggestions, highlighting the need for mock
122 documents and a commissioner handbook.

123

124 Commissioner Filip-Crawford proposed emphasizing accessible pathways for residents of all
125 backgrounds in the objective statement.

126

127 Commissioner Stanley emphasized the importance of developing strategies that involve people
128 from underrepresented groups in Roseville.

129

130 Commissioners Filip-Crawford and Stanley emphasized the importance of outreach and
131 recruitment to expand the pool of diverse applicants.

132

133 Commissioner LaGrange stressed the importance of clear communication regarding the impact
134 and value of commission work to attract more applicants.

135

136 Commissioners Filip-Crawford and Stanley emphasize the importance of clear communication
137 about who should be involved in commissions.

138

139 Commissioner LaGrange suggested that highlighting the impact of lived experiences on the
140 commission could attract more diverse applicants.

141

142 Chair Vemireddy emphasized the importance of empowering people to apply for commissions
143 and recommended training documents as a starting point.

144

145 Commissioner Filip-Crawford and Chair Vemireddy discussed the importance of better
146 communication regarding the value and impact of commission work.

147

148 Commission Goedken shared her experience of feeling inspired to join a commission after
149 receiving a fan at a block party.

150

151 Commissioner Salinas-Ruiz said her mother encouraged her to apply, and she became interested
152 after researching it.

153

154 Chair Vemireddy appreciated the personal stories and emphasized the importance of diverse
155 perspectives in commissions.

156

157 **Commission Direction on Member-Initiated Agenda Items**

158

159 **Other Business**

160

161 **Adjournment**

162

163 Commissioner LaGrange moved, and Commissioner Filip-Crawford seconded, a motion to
164 adjourn the meeting at 8:03 p.m. The motion passed unanimously.

165

166 Respectfully submitted,

167

168 Sue Osbeck

169 *TimeSaver Off Site Secretarial, Inc.*

Roseville Equity and Inclusion Commission Agenda Item

DATE: November 19, 2025

ITEM: 5.a.

ITEM DESCRIPTION: Strategic Priority Objective Discussion: Commissions

Background

The City assigned core team created an objective that would guide the city work related to goals approved by city council related to city commissions. At the October 2025 meeting, the commission started a discussion about the objective and began to provide feedback to staff. This is a continuation of that conversation.

Recommendation

Review and discuss changes to the objective to better accomplish city goals related to commissions.

Attachments

1. Community.Civic Engagement - Commissions 11.4.2025

Community and Civic Engagement (Desired Impact): Roseville’s public, across all demographics, feels informed and valued for its feedback and input.

We will do this by (Goal):

Utilizing Roseville’s commissions to provide accessible pathways for residents of all backgrounds representing the voice of the community to shape city decisions and become better informed residents.

To get there we will (Objective):

Create processes that demonstrate the city values commissioners input, improve transparency of commissioner appointment process, strengthen the onboarding of new commissioners, better align council expectations with commissions scope of work better align commissions scope of work with council priorities.

Prepare ppl to be at meetings with knowledge to do it

Develop workplan collaboratively with staff, council and commission

Bring forward work that’s helpful

Improve understanding of council decision

Increase support for staff liaisons by standardizing commissioner onboarding and better aligning commissions scope of work with council priorities so that commissioners can effectively advise council.

Strategies:

- Create a standard onboarding process for all new commissioners.
- Update commissioner handbook.
- Create reimbursement and recognition program for commissioners.
- Incorporate virtual meeting participation.
- Create application scoring matrix for council to use.
- Standardize commission workplan.
- Recommend council liaisons for each commission.
- Create a process for staff liaison to follow up with commission applicants that
- Create commission “job description”
- Create support and training for staff liaisons.

Measuring success (how do we know we're making progress):

- There is growth in commission appointments from underrepresented groups.
- Commissions understand their role and feel that they have an impact in city decision making processes.
- Residents are aware of and understand the opportunity for participation on city commissions.
- Commissioners are well-informed on issues related to their commission scope.
- Create annual survey for commissioners to provide feedback to city.

Workplan/Action Plan

	Year 1	Year 2	Year 3
Create processes that demonstrate the city values commissioners	<ul style="list-style-type: none"> • Create reimbursement program (stipends, reimburse for rideshare cost, food/snacks etc.) • Create recognition program for commissioners. 	<ul style="list-style-type: none"> • 	
Improve transparency of commissioner appointment process	<ul style="list-style-type: none"> • Create application scoring matrix. • Create commissioner descriptions. 	<ul style="list-style-type: none"> • City council onboarding for commissions. • Create commissioner descriptions. 	
Strengthen the onboarding of new commissioners	<ul style="list-style-type: none"> • Create the commissioner mentorship program (Buddy system) • Update commissioner handbook. • Learn about how government works. 	<ul style="list-style-type: none"> • Create standard onboarding process for commissioners. • 	

<p>Better align council expectations with commissions scope of work</p>	<ul style="list-style-type: none"> • Assign council liaisons to commissions. • Create standard workplan and feedback loop. 	<ul style="list-style-type: none"> • Review commissions purpose bi-annually. 	
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Roseville Equity and Inclusion Commission Agenda Item

DATE: November 19, 2025

ITEM: 5.b.

ITEM DESCRIPTION: Strategic Priority Objective Update: Community Engagement in Decision Making

Background

The city department head team has begun to review objectives proposed by core teams. During this review, some revisions have been made to the objectives. Since the last review by the commission of the first objective for community and civic engagement, the department head team has made suggestions to revise the objective. This conversation is a review of those suggested changes.

Recommendation

Review and approve the objective.

Attachments

1. Community.Civic.Engagement - Participation.Decision Making 11.4.2025

Community and Civic Engagement (Desired Impact): Roseville’s public, across all demographics, feels informed and valued for its feedback and input.

We will do this by (Goal):

Create an environment for diverse stakeholder participation at all levels and types of city decision-making

To get there we will (Objective):

Strengthen the city’s connection with community by implementing fundamental community engagement practices, strengthening City collaboration on community engagement initiatives, and creating initiatives so residents are informed about city programs and operations.

Create a strategic approach to city-wide community engagement initiatives that better aligns city resources and leads to more informed residents.

Strategies:

- Create a community engagement guide with city fundamentals about engagement.
- Create strategic work group with representatives of each department to share engagement initiatives.
- Develop strategies to encourage community members to engage with us.
- Incorporate all stakeholders in community (residents, neighborhoods, businesses).
- Create learning initiatives that are flexible (open doors) to meet stakeholders needs.

Measuring success (how do we know we’re making progress):

- Roseville stakeholders report being informed about the city’s, mission, vision, values, and strategic plan and how they drive/influence decisions.
- Residents understand how their input will be used and the level of impact it has on decision making in advance of participating.
- Co-creation with community, on community engagement guide.
- Engagements include an intentional plan for historically underrepresented populations to participate.
- Community engagement guide created and number of staff trained to use it.
- Create an environment that fosters a sense of civility in public engagement.

Workplan/Action Plan

	Year 1	Year 2	Year 3
Strengthen the city’s connection with community by training and development/implementing fundamental community engagement principles	<ul style="list-style-type: none"> • Create community engagement guide • Train staff on IAP2 and inclusive design 	<ul style="list-style-type: none"> • Trauma informed care response training • 	
Strengthen the city’s connection with community by coordinating/collaborating city community engagement events	<ul style="list-style-type: none"> • Create standing bi-monthly meeting for departments to share upcoming engagement events/plans • Create organization wide organizational calendar for engagement events 	<ul style="list-style-type: none"> • Create upcoming year events calendar 	
Strengthen the city’s connection with community by educating residents about government.	<ul style="list-style-type: none"> • Create/update Roseville U (government 101) • Develop strategies 	<ul style="list-style-type: none"> • Partner with CBO to host Roseville U at their site 	

Roseville Equity and Inclusion Commission Agenda Item

DATE: November 19, 2025

ITEM: 5.c.

ITEM DESCRIPTION: 2026 Meeting Calendar

Background

Commission will review and set meeting dates for the 2026 calendar year.

Recommendation

Review and approve meeting dates for 2026.

Attachments

1. 2026 EIC Meeting Dates



2026 Equity and Inclusion Commission Meeting Schedule

The Roseville Equity and Inclusion Commission will meet at 6:30 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

Wednesday, January 21

Wednesday, February 18

Wednesday, March 18

Wednesday, April 15

Wednesday, May 20

Wednesday, June 17

Wednesday, July 15

Wednesday, August 12 (this is the second Wednesday in August)

Wednesday, September 16

Wednesday, October 21

Wednesday, November 18

Wednesday, December 16

Roseville Equity and Inclusion Commission Agenda Item

DATE: November 19, 2025

ITEM: 6.a.

ITEM DESCRIPTION: Commissioner Guide Update Discussion

Background

As a part of the strategic plan goals for commissions, the city has decided to update the commissioner handbook available as a resource to all city commissioners. This effort to update the commissioner handbook is a partnership between the EIC (and other commissions as necessary) and city staff to create a resource that will assist city commissioners joining a commission and help them be better prepared to impact the work of their commission.

Recommendation

Review and discuss.

Attachments

1. What is a Commission 1 pager plus notes

SERVE. LEARN. SHAPE ROSEVILLE.

City Commissions: A One-Page Guide

What is a commission?

Volunteer advisory groups, created by city ordinance and appointed by the City Council, that study topics and recommend actions. Commissions don't make laws or spend money, that's Council job, but they bring resident voice into decisions.

How City Hall runs (and where commissions fit)

Roseville uses a **Council-Manager** model: the **City Council** sets policy and direction; the **City Manager and staff** run **day-to-day operations**. Commissions are the public's study teams, meeting and recommending strategies to Council.

What to expect:

- **Monthly public meeting.** Meetings are noticed and recorded; minutes are public.
- **Prep & show up.** Read the agenda packet; suggest items through the liaison or during a meeting.
- **Open Meeting Law made easy.** Don't "reply-all" with other commissioners, send materials to your staff liaison to distribute.

Commented [1]: What do you guys think should here?

Built-in support:

Every commission has a staff liaison and chair who helps with agendas, onboarding, logistics, and is your first stop for questions.

Who can serve:

Current Roseville residents. Training is provided; onboarding is part of becoming effective. (Background check required.)

Apply

[← PLACE QR CODE HERE →]

Scan to reach the **Commissioner Application**.

- Roseville reviews applications **twice a year (spring & fall)**; specific deadlines and interview dates are posted online.
- If a window is closed, your application **stays on file** for the next review. Vacancies may also be filled off-cycle.

What commissions exist?

Roseville has seven standing commissions: **Ethics, Finance, Equity & Inclusion, Parks & Recreation, Planning (and Variance Board), Police Civil Service, and Public Works, Environment & Transportation (PWET)**.

Inclusion matters

Ask about translation, captioning/ASL, or other accommodations, we want meetings to be welcoming and accessible.

Remember: Decisions are made by those who show up!

Questions? See the application page for current timelines and Rachel Boggs, Roseville's Volunteer Manager, contact info.

Commented [2]: This is my favorite quote from West Wing. Would like to include it somewhere if possible!

Should the one pager be more earnest or exciting and funny?? Or have both?

I feel like at least having a catchy title is crucial to get people interested more.

AI Generated Titles below 😊

Title options

1. "Change Your City from a Comfy Chair"
2. "So You Want to Boss Around City Hall (Politely)"
3. "Commissions: Low-Drama, High-Impact Civic Power"
4. "Roseville Commissions: Where Opinions Become Action"
5. "Join a City Commission: It's Like Group Chat, But Productive"
6. "Make Your City Better. One Agenda at a Time."
7. "Your Hot Takes, Now With Microphones: Join a Commission"
8. "Civic Impact, No Pitchforks Required"
9. "Public Service for People With Day Jobs"
10. "Advisory Commissions: Policy Gym for Regular Humans"
11. "From Couch to Council Chamber (No Running Required)"
12. "Your Neighborhood Needs Your Brain"

Note to staff liaisons: You all have full time jobs and I am so grateful that you give time to constituents. I want to make your lives easier! Shout out to Antonio.

Goals:

1. Cut manual work and standardize processes for staff liaisons.
2. Improve compliance (Open Meeting Law, records)
3. Make onboarding predictable.
4. Give commissioners clear guidelines so meetings can run themselves.

7 day checklist (templates once, reuse forever)

- **Day 0 – Welcome email** (template): role of the commission, links to application checklist/handbook, Agendas & Minutes hub, “how to send materials” (always to liaison).
- **Day 2 – Calendar & contacts:** add to listserv + send 3 calendar invites (next 3 meetings) and a 15-min pre-meeting huddle.
- **Day 5 – Starter packet:** last 2 agendas + minutes, a 1-page “How to get an item on the agenda,” and the Rosenberg’s Rules cheat card.
- **Day 7 – Checklist nudge:** “Finish onboarding steps by said ____.”

(Store all templates in a single shared folder named that can be used by all staff liaisons)

Commented [3]: Maybe this needs to change commission by commission?????

Quorum & attendance: automate it

- **RSVP/Attendance Form (Google or MS Forms)**
Fields: Meeting date (dropdown), Name, Will attend? (Yes/No/Maybe), Remote or in-person, Notes (accessibility, late arrival).
 - Auto-email summary to liaison + chair 48 hours before the meeting.
 - Sheet calculates projected headcount vs. quorum and flags risk in red.
- **Attendance Log (same sheet):** meeting date, members present, start/adjourn times, vote outcomes. Use conditional formatting to surface:

Commented [4]: I believe Roseville uses Microsoft products. I can show how to set up a Power Automate if that is needed

- “3 consecutive absences” or “>30% missed in 12 months.”
- Auto-generate a quarterly attendance report for Council review.
- **If RSVP shows “no quorum,”** the sheet posts a canned cancellation notice to a draft email you can send in one click.

Agenda intake forms????????????????

- **Agenda Request Form** for commissioners/public: Title, 1-sentence purpose, requested date, materials (file upload), presenter, time needed, “decision or discussion.”
- **Agenda Builder** (Sheet or Word template):
 - Time boxes by default, includes public comment, and a **Consent/Updates** section to keep routine items short.
 - Auto-pulls approved requests from the form into the next agenda.