



## Equity and Inclusion Commission Agenda

Wednesday, December 17, 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 Meeting Minutes

**5. Business Items**

a. 2026 Meeting Calendar

b. Strategic Priority Objective Discussion: Commissions

**6. Commission Direction on Member Initiated Agenda Items**

a. Commissioner Guide Update Discussion

b. Discussion about vacant commission seat

**7. Other Business**

**8. Adjourn**

1 **Equity and Inclusion Commission**  
2 **Meeting Minutes**  
3 **DRAFT – November 19, 2025 - DRAFT**  
4

5  
6 **Commissioners Present:** Alfred Chan, Gabrielle Filip-Crawford, Sofia Silinas-Ruiz, Nicole  
7 Singaram, Paul Stanley, and Chris Taylor  
8

9 **Youth Commissioners:** Gwen Goedken  
10

11 **Commissioners Absent:** Anica Barze, Alfred Chen, Amanda LaGrande, and Prajwal  
12 Vemireddy (excused)  
13

14 **Staff Present:** Equity and Inclusion Manager Antonio Montez  
15

16 **Call to Order/Roll Call**  
17

18 The Equity and Inclusion Commission (EIC) meeting was called to order at 6:30 p.m.  
19

20 **Approve Agenda**  
21

22 Commissioner Taylor moved, and Commissioner Goedken seconded a motion to approve the  
23 November 19, 2025, Equity and Inclusion Commission agenda as presented. Motion passed  
24 unanimously.  
25

26 **Receive Public Comment**  
27

28 None.  
29

30 **Business Items**  
31

32 **a. Approve Minutes**  
33

34 Commissioner Stanley moved, and Commissioner Taylor seconded a motion to approve the  
35 October 15, 2025, Equity and Inclusion Commission meeting minutes as presented. Motion  
36 passed unanimously.  
37

38 The commission went through an icebreaker activity before moving on to regular business items.  
39

40 **b. Strategic Priority Objective Discussion: Commissions**  
41

42 Equity and Inclusion Manager Montez provided an update on the city council discussion and  
43 action regarding commissions. He presented the objective of supporting commissioners and  
44 improving the commission experience.  
45

46 Commissioners discussed the importance of making commissioners feel valued and the need to  
47 remove barriers to participation.

48  
49 Commissioner Filip-Crawford emphasized the importance of the Commissioners’ input in city  
50 decision-making.

51  
52 Commissioners suggested strategies to improve commissioner support, including standardizing  
53 onboarding processes and aligning commission scopes with council priorities.

54  
55 Commissioners discussed the need to create a process for identifying common barriers to  
56 participation in commissions. Suggestions included gaining a deeper understanding of the  
57 barriers, developing strategies to address them, and improving communication and promoting  
58 commission opportunities.

59  
60 Commissioners highlighted the importance of involving youth commissioners and other  
61 underrepresented groups in the discussion. The objective was refined to create a process for  
62 identifying common barriers and developing strategies to remove them, thereby increasing  
63 representation in commissions.

64  
65 **c. Strategic Priority Objective Update: Community Engagement in Decision Making**

66  
67 Equity and Inclusion Manager Montez provided an update on the progress and revisions made by  
68 the department head team. He explained the process of revising objective language to make it  
69 more tangible and actionable. The department head team recommended more specific language  
70 focusing on a strategic approach to city-wide community engagement initiatives.

71  
72 Commissioners Stanley and Taylor provided feedback, emphasizing the need for actionable and  
73 measurable objectives.

74  
75 Mr. Montez appreciated the feedback and discussed the balance between flexibility and  
76 specificity in the objectives.

77  
78 **d. 2026 Meeting Calendar**

79  
80 Equity and Inclusion Manager Montez presented the proposed meeting schedule for 2026,  
81 maintaining the third Wednesday of each month, except for August and February.

82  
83 Commissioners discussed the possibility of taking a month off and the impact of scheduling  
84 conflicts with religious holidays.

85  
86 The decision was tabled until the December meeting to ensure all commissioners had an  
87 opportunity to provide feedback.

88  
89 **e. Commission Direction on Member-Initiated Agenda Items**

90

91 **Other Business**

92

93 Equity and Inclusion Manager Montez announced Commissioner Chan’s resignation and the  
94 upcoming recruitment for a new commissioner in the Spring.

95

96 The commission discussed the skills and lived experiences they would like to see in new  
97 commissioners.

98

99 Mr. Montez agreed to include the feedback in the recommendation to the city council. He invited  
100 commissioners to recommend potential candidates and to provide input on the job description for  
101 new commissioners.

102

103 **Adjournment**

104

105 Vice Chair Filip-Crawford adjourned the meeting at 8:04 p.m.

106

107 Respectfully submitted,

108

109 Sue Osbeck

110 *TimeSaver Off-Site Secretarial, Inc.*

# Roseville Equity and Inclusion Commission Agenda Item

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**DATE:** December 17, 2025

**ITEM:** 5.a.

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**ITEM DESCRIPTION:** 2026 Meeting Calendar

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**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

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**DATE:** December 17, 2025

**ITEM:** 5.b.

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**ITEM DESCRIPTION:** Strategic Priority Objective Discussion: Commissions

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## **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 and Civic Engagement objectives for EIC

Community and Civic Engagement objectives:

**Create an environment for stakeholder participation in decision making:** Create a strategic approach to city-wide community engagement initiatives that better align city resources and leads to more informed residents.

**Utilize commissions for residents to represent voice of community to shape decisions:** Increase support for staff liaisons by standardizing commissioner onboarding and better aligning scope of work with council priorities so that commissions can effectively advise council.

**Utilize commissions for residents to represent voice of community to shape decisions** Identify common barriers to participation and create strategies to remove them for increased representation in commissions from residents of all backgrounds.

# Roseville Equity and Inclusion Commission Agenda Item

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**DATE:** December 17, 2025

**ITEM:** 6.a.

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**ITEM DESCRIPTION:** Commissioner Guide Update Discussion

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## **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.

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## 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.