



Equity and Inclusion Commission Agenda

Wednesday, January 28, 2026

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 approve December meeting minutes

5. Business Items

- a. Staff update regarding City Council Special meeting
- b. Commissioner Handbook update

6. Commission Direction on Member Initiated Agenda Items

- a. EIC response to community support needs resulting from federal immigration enforcement

7. Other Business

8. Adjourn

**Equity and Inclusion Commission
Meeting Minutes
DRAFT – December 17, 2025 - DRAFT**

Commissioners Present: Amanda LaGrange, Gabrielle Filip-Crawford, Sofia Silinas-Ruiz, Paul Stanley, Chris Taylor, and Prajwal Vemireddy

Youth Commissioners: Gwen Goedken

Commissioners Absent: Nicole Singaram and Anica Barze (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

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

Approve Agenda

Commissioner LaGrange moved, and Commissioner Filip-Crawford seconded a motion to approve the December 17, 2025, Equity and Inclusion Commission agenda as presented. Motion passed unanimously.

Approve Minutes

Commissioner Taylor moved, and Commissioner Goedken seconded a motion to approve the November 17, 2025, Equity and Inclusion Commission meeting minutes as presented. Motion passed unanimously.

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

Receive Public Comment

None.

Business Items

a. 2026 Meeting Calendar

Equity and Inclusion Manager Montez reviewed the 2026 meeting calendar.

Mr. Montez discussed the proposed calendar and the need to finalize it. He suggested moving the July meeting to July 13.

Commissioner Taylor moved, and Commissioner Filip-Crawford seconded a motion to approve the 2026 meeting calendar as presented. Motion passed unanimously.

b. Strategic Priority Objective Discussion: Commissions

Equity and Inclusion Manager Montez presented the objectives for the Community Civic Engagement Strategic Priority. The first objective was to adopt a more strategic approach to citywide community engagement. The second objective was to support the staff liaison by establishing a standardized onboarding process. The third objective was to identify common barriers to participation and develop strategies to address them. He noted that the council will be looking at this in January, and after that, he will bring more details on an implementation plan over the next six to nine months and how to integrate this into planning for 2027.

Commission Direction on Member-Initiated Agenda Items

a. Commissioner Guide Update Discussion

Chair Vemireddy introduced the Commission Guide.

Mr. Montez presented a draft of a commissioner handbook and marketing materials. The document aimed to explain what a commission was and how to become a commissioner.

Commissioners discussed the target audience for the document, focusing on new commissioners and those curious about joining. Suggestions included making the document more engaging and including examples of the commissioners' backgrounds.

Chair Vemireddy suggested creating a checklist for new commissioners to ensure they have the necessary information.

Mr. Montez discussed the need for a standardized onboarding process across all commissions.

Commissioners discussed the importance of making the onboarding process more efficient and supportive. The idea of using a form to track attendance and participation was proposed.

Commissioner Goedken left the meeting at 7:39 p.m.

Commissioner Taylor moved, and Commissioner LaGrange seconded a motion to table this item until the January 2026 meeting. Motion passed unanimously.

b. Discussion About Vacant Commission Seat

Chair Vemireddy and Mr. Montez discussed the process for filling a vacant commission seat.

Mr. Montez explained that the vacancy will be declared in January, and applications will be reviewed in March.

The commission discussed the importance of full commissions and the potential impact of not immediately filling the vacancy. The idea of using testimonials and marketing campaigns to recruit new commissioners was proposed.

Chair Vemireddy discussed the need for specific skill sets among potential commissioners to complement the commission's work over the next few years.

Commissioner Taylor emphasized the importance of passion and knowledge in equity and justice, suggesting that commissioners should already have a basic understanding of these concepts.

Mr. Montez questioned the perspectives missing from the current table, highlighting the need for diverse lived experiences.

Commissioner Filip-Crawford acknowledged the diversity of the current commission but noted that it may not fully represent all possible groups and backgrounds in Roseville.

Commissioner Stanly expressed concern that individuals with a negative agenda, or “civic trolling,” might join the commission.

Mr. Montez agreed, stressing the importance of having commissioners who genuinely want to be part of the work and contribute positively.

Chair Vemireddy noted the commission's divisive nature and urged potential commissioners to be aware of it.

Commissioner Stanley compared the potential issues to those seen in school boards and council meetings, where individuals may attend to disrupt rather than contribute.

Commissioner LaGrange suggested that experience in marketing or in removing barriers within existing systems could be valuable to the commission.

Other Business

Adjournment

Commissioner LaGrange moved, and Commissioner Stanley seconded a motion to adjourn the meeting at 8:02 p.m. Motion passed unanimously.

Respectfully submitted,

Sue Osbeck

TimeSaver Off Site Secretarial, Inc.

Roseville Equity and Inclusion Commission Agenda Item

DATE: January 28, 2026

ITEM: 5.a.

ITEM DESCRIPTION: Staff update regarding City Council Special meeting

Background

Staff will provide an update to the EIC that includes key takeaways from the City Council special meeting scheduled on Thursday, January 22. The special meeting is a follow-up to the council member-initiated agenda item first raised at the January 12 meeting titled "City Council Direction on Future Agenda Item Initiated by Councilmember Bauer - Expectations and Restrictions of DHS, ICE and associated agencies regarding the use of City Resources including property, staff and data." Update will also include takeaways from January 26 council meeting and discussion for recommendations from the commission on ways the city can help support community.

Recommendation

Receive update from staff and discuss as necessary.

Attachments

1. Councilmember Bauer Document regarding ICE and City of Roseville
2. Bench Handout Petition and Packet
3. Request for Council Action Jan 22 Meeting
4. Resolution 14434 (1)
5. RPD Policy 413 Memo Current and Proposed Policy (1)
6. Use of City Resources Ordinance (1)
7. City Signage
8. RPD Policy 1017 Uniform Regulations
9. Resolution and Letter regarding Temporary Eviction Moratorium
10. Equity and Inclusion Commission Update 1.28.2026

Item Description:

Councilmember Bauer - Expectations and Restrictions of DHS, ICE and Associated Agencies Regarding the Use of City Resources Including Property, Staff and Data

Background:

A city serves its residents, businesses and all those that visit it be it for work, leisure or simply transiting through. Roseville strives to provide its services in a professional, open and efficient manner from elected officials to our summer interns. Roseville has and continues to invest heavily in bettering its services. This includes, but not limited to, adding social workers and housing coordinators to our Police Department, providing training and resources to all departments for professional service delivery and, a resident and business first mindset. The professional, open and efficient expectations Roseville has of itself are the same expectations that exist for those involved with city business be it a vendor, contractor, consultant or outside agency. When these expectations are not met, corrective action is typically taken.

There is currently a need for such corrective action regarding an outside agency. Recent actions by the Department of Homeland Security (DHS) and its Immigration and Customer Enforcement (ICE) agency have been carried out in an unprofessional and closed manner counter to Roseville's expectations. The current level of professionalism and training of ICE agents is significantly less than what is expected of Roseville's own highly respected and capable Police Department. This is resulting in a variety of problems for Roseville residents, businesses and staff.

While not typical for local government to interact with the Federal government, it's very common for local government to interact with larger government bodies. Roseville is continually working with Ramsey County and frequently with the State of Minnesota to request changes or collaborate on resolving issues. Roseville is quite limited in the actions it may take with the Federal government compared to the county or state level but there are some.

As a result of the poor level of professionalism, training, openness and cooperation of all aspects of ICE, Roseville should limit its interaction and support until corrective actions are taken by ICE. Roseville staff should investigate what limitations may be placed on ICE related to Roseville property, staff and data. The result of this investigation should be brought forth at the next council meeting with options for consideration regarding new or amended policies or ordinances be adopted. Additionally, staff should make public using typical channels (website, socials, etc.) the Roseville's current policy related to ICE and once adopted, any new policies or ordinances.

Policy Objectives:

This action continues Roseville's policy of professional, open and efficient government both for itself and those interacting with it. The goal of any policy or ordinance limiting DHS, ICE and associated agencies is to make Roseville's expectations clear and encourage changes at DHS, ICE and associated agencies. These changes should include an increase in professionalism and training to match the levels of other respected law enforcement bodies such as our Police Department and the Bureau of Criminal Apprehension (BCA).

Equity Impact Summary:

Roseville serves all its residents and businesses, and each shares the expectation of professional, open and efficient government. This action seeks to influence those not meeting that shared expectation.

Budget Implications:

None

Staff Recommendations:

N/A

Requested Council Action:

1. Directed staff to bring forth an options for consideration regarding new or amended policies or ordinances at the next council meeting to limit as much as possible DHS, ICE and associated agencies use of city property, staff and data.
2. Direct staff to make public using typical channels (website, socials, etc.) Roseville's current policy related to ICE and once adopted, any new policies or ordinances.

12/January/2026

In this packet you will find

1. A list of city council members and other city support staff.
2. A petition letter for each of the above entities. The rules in the petition letters are similar to ones being used in Minneapolis, St. Paul, Los Angeles, Chicago and Portland. They have again been vetted by attorneys.
3. Resident signatures from those in agreement with the above petition letters. These residents attended a meeting at Roseville Lutheran Church sponsored by Do Good Roseville with other area citizens to learn about protecting our communities from ICE.
4. A document that was produced by Indivisible Twin Cities. It has been vetted by attorneys, and is being used around the state. It will clarify the rules we are asking for. There are 52 Indivisible groups in the state.

LINDA GRIDLEY
2725 Fernwood St
651-341-0908

City leaders:

Mayor Dan Roe

Phone: 651-487-9654

Email: dan.roe@cityofroseville.com

Councilmember Matt Bauer

Phone: 651-243-1218

Email: matt.bauer@cityofroseville.com

Councilmember Wayne Groff

Phone: 612-867-0915

Email: wayne.groff@cityofroseville.com

Councilmember Robin Schroeder

Phone: 651-488-0129

Email: robin.schroeder@cityofroseville.com

Councilmember Julie Strahan

Phone: 612-460-7503

Email: julie.strahan@cityofroseville.com

City Manager Pat Trudgeon

Phone: 651-792-7021

Pat.trudgeon@cityofroseville.com

Police Chief Erika Scheider

Phone: 651-792-7008

Erika.scheider@cityofroseville.com

Parks and Rec Director: Matthew Johnson

Phone: 651-792-7101

Email: matthew.johnson@cityofroseville.com

Equity and Inclusion Manager Antonio Montez

Phone: 651-792-7029

Antonio.Montez@cityofroseville.com

Equity and Inclusion Commission

EquityAndInclusion@cityofroseville.com

Urgent: City Action Required to Halt Unlawful ICE Operations

Dear Mayor Dan Roe,

I am a city resident writing to demand immediate municipal action in response to ICE's violent, lawless, and racially targeted operations occurring within our city.

While immigration law is federal, the operations ICE conducts here depend entirely on city cooperation, property, data, contracts, and policing decisions. The city has both the authority and the duty to act now.

I am calling on you to immediately implement and support the following actions:

- 1• Issue an executive directive prohibiting city employees and law enforcement from assisting ICE in civil immigration enforcement absent a judicial warrant, and banning participation in joint task forces or cooperative arrangements related to civil immigration enforcement.
- 2• Prohibit masked or unidentified law-enforcement activity within city limits, requiring visible name and agency identification for any enforcement action, and mandating disengagement where this standard is violated.
- 3• Bar the use of city-owned property, facilities, vehicles, and resources for ICE operations, including terminating or refusing leases and access agreements.
- 4• Cancel city contracts and funding streams that support immigration detention, transport, or surveillance, and deny permits for new or expanded detention facilities.
- 5• Enact strict city data-privacy rules barring the sharing or purchase of warrantless location, biometric, or surveillance data, and prohibiting data broker access.
- 6• Direct the city attorney and relevant departments to investigate ICE-related misconduct and enforce all applicable municipal laws, including nuisance, trespass, and public-safety violations.
- 7• Convene public oversight hearings to create a full public record of ICE activity and city involvement.

Other cities have acted decisively. Continued inaction here signals acquiescence to conduct that endangers residents and undermines public trust.

This is an urgent matter of public safety, civil rights, and democratic accountability. I expect a public response outlining concrete steps your office will take.

LETTER AND CALL SCRIPT TO MAYORS AND COUNCIL MEMBERS REGARDING ICE

Powers Mayors Can Manifest to Constrain ICE and Federal Abuses

Mayors do not control immigration law—but they control cities, police, property, contracts, data, permits, and budgets. That is more than enough to materially limit ICE operations inside city limits.

The key principle is this:

Federal law governs immigration status. Cities govern everything ICE needs to operate locally.

I. EXECUTIVE POWERS MAYORS CAN EXERCISE DIRECTLY

1. Control of City Police & Law Enforcement Policy

Mayors (or mayor-appointed police chiefs) can:

- Issue executive directives prohibiting city police from:
- Assisting ICE in civil immigration enforcement
- Participating in joint task forces
- Sharing information absent judicial warrants

- Mandate visible identification and badge display for any law enforcement operating with city police
- Require officers to intervene or disengage when encountering unlawful or masked enforcement

This is the single most powerful choke point.

2. Control Over City Property & Facilities

Mayors can:

- Prohibit ICE operations on:
 - City-owned buildings
 - Parking structures
 - Transit hubs
 - City jails
 - Administrative facilities
- Terminate or refuse:
 - Leases to ICE
 - Use permits
 - Access agreements
- Deny city property for:
 - Staging
 - Detention
 - Transport coordination

ICE cannot operate efficiently without physical space.

3. Emergency & Public Safety Orders

Where authorized by charter or statute, mayors can:

- Declare public safety or civil rights emergencies
- Restrict:
 - Masked armed activity
 - Unpermitted armed assemblies
- Enforcement near schools, hospitals, courthouses, shelters
- Suspend cooperation during emergency conditions

These orders are especially strong when framed as impersonation prevention and public safety.

II. LEGISLATIVE POWERS MAYORS CAN DRIVE THROUGH CITY COUNCILS

Mayors often:

- Propose ordinances
- Control agendas

- Exercise veto power
- Negotiate implementation

4. City Ordinances Restricting Cooperation

Cities can pass laws that:

- Ban city employees from assisting ICE without judicial warrants
- Prohibit joint task forces related to civil immigration
- Require written, logged justification for any contact with ICE
- Mandate public reporting of all ICE interactions

These are legally protected under anti-commandeering doctrine.

5. Mask & Identification Ordinances

Cities can:

- Ban enforcement actions by masked or unidentified persons
- Treat violations as:
 - Unauthorized enforcement
 - Trespass
 - Public safety threats

- Require immediate disengagement by city personnel

Cities regulate public order, not immigration.

6. Zoning, Permits & Nuisance Law

Cities can:

- Deny permits for detention facilities
- Classify:
 - Tear gas use
 - Armed masked activity
 - Detention operations

as public nuisances

- Fine or shut down noncompliant properties

This is how cities like Portland constrained ICE without touching immigration law.

III. FINANCIAL & CONTRACTUAL POWERS

7. Control of City Contracts & Vendors

Mayors can:

- Cancel contracts with:
- Private prison companies
- Transport vendors
- Surveillance contractors
- Bar city contractors from cooperating with ICE
- Insert ICE non-cooperation clauses into contracts

Money is leverage. ICE relies heavily on private vendors.

8. Budget Authority

Mayors often draft or propose city budgets and can:

- Zero out funding for:
- Detention support
- Jail collaboration
- Transport assistance
- Redirect funds to:
- Legal defense

- Know Your Rights programs
- Civil rights enforcement

Budget riders are binding.

IV. DATA & TECHNOLOGY CONTROL

9. Control Over City Data & Surveillance

Cities can:

- Ban:
- Sale or sharing of location data
- Use of facial recognition
- Data broker contracts
- Prohibit access to:
- License plate readers
- Transit card data
- Utility records
- Require warrants for all data access

This closes ICE's most powerful modern enforcement tool.

V. ACCOUNTABILITY & LEGAL POWERS

10. Direct City Attorneys & Inspectors

Mayors can direct city attorneys to:

- Investigate ICE-related misconduct
- File amicus briefs
- Bring civil enforcement actions
- Enforce local ordinances against federal contractors

They can also direct inspectors to:

- Inspect detention facilities
- Cite code violations
- Shut down unsafe operations

Federal agents are not immune from generally applicable laws.

11. Public Oversight & Political Power

Mayors can:

- Convene public hearings
- Release public reports
- Subpoena city officials and contractors
- Create inspector-general investigations
- Refer cases to state attorneys general

Public record + sunlight = leverage.

VI. WHAT MAYORS CANNOT DO (AND WHY THAT'S OK)

Mayors cannot:

- Change federal immigration law
- Block federal warrants
- Order ICE to leave the state
- Prosecute federal agents directly (usually)

But they do not need to.

If a city denies cooperation, property, money, data, legitimacy, and silence, ICE operations grind to a halt.

MAYOR-DIRECTED DEMAND LETTER

Urgent: City Action Required to Halt Unlawful ICE Operations

Dear Mayor [Name],

I am a city resident writing to demand immediate municipal action in response to ICE's violent, lawless, and racially targeted operations occurring within our city.

While immigration law is federal, the operations ICE conducts here depend entirely on city cooperation, property, data, contracts, and policing decisions. The city has both the authority and the duty to act now.

I am calling on you to immediately implement and support the following actions:

- Issue an executive directive prohibiting city employees and law enforcement from assisting ICE in civil immigration enforcement absent a judicial warrant, and banning participation in joint task forces or cooperative arrangements related to civil immigration enforcement.
- Prohibit masked or unidentified law-enforcement activity within city limits, requiring visible name and agency identification for any enforcement action, and mandating disengagement where this standard is violated.

- Bar the use of city-owned property, facilities, vehicles, and resources for ICE operations, including terminating or refusing leases and access agreements.
- Cancel city contracts and funding streams that support immigration detention, transport, or surveillance, and deny permits for new or expanded detention facilities.
- Enact strict city data-privacy rules barring the sharing or purchase of warrantless location, biometric, or surveillance data, and prohibiting data broker access.
- Direct the city attorney and relevant departments to investigate ICE-related misconduct and enforce all applicable municipal laws, including nuisance, trespass, and public-safety violations.
- Convene public oversight hearings to create a full public record of ICE activity and city involvement.

Other cities have acted decisively. Continued inaction here signals acquiescence to conduct that endangers residents and undermines public trust.

This is an urgent matter of public safety, civil rights, and democratic accountability. I expect a public response outlining concrete steps your office will take.

Sincerely,

[Your Name]

[Address]

CITY COUNCIL DEMAND LETTER

Subject Demand for Immediate Council Action on ICE Operations

Dear Councilmember [Name],

I am writing to demand immediate legislative action by the City Council to restrict ICE operations within city limits.

The Council has clear authority over ordinances, budgets, contracts, and oversight. Failure to act is a policy choice with real human consequences.

I urge you to introduce and support legislation that:

- Prohibits city cooperation with civil immigration enforcement without a judicial warrant and bans participation in joint task forces related to civil immigration enforcement.
- Bans masked or unidentified enforcement actions in public spaces and requires city personnel to disengage from unlawful operations.
- Prohibits the use of city property, leases, permits, and resources for ICE operations or private immigration detention contractors.
- Terminates city contracts and funding that support immigration detention, transport, or surveillance.
- Enacts strong municipal data-privacy protections barring warrantless data sharing and access by federal agencies.
- Establishes reporting, oversight hearings, and enforcement mechanisms to ensure compliance.

Cities across the country have demonstrated that municipal action can meaningfully curb abusive federal enforcement. This Council must do the same.

Please advise what legislative steps you will take and when.

Sincerely,

[Your Name]

[Address]

Call Script — City-Level (Mayor or City Council)

Hello, my name is Your Name. I'm a resident of City, and I'm calling to demand immediate city action to address ICE's violent, lawless, and racially targeted operations taking place here. Please log this call and forward it to the Mayor/Councilmember.

I want to be very clear: while immigration law is federal, ICE's ability to operate in our city depends entirely on city cooperation, city property, city police, city contracts, and city data. Those are all under municipal control, and the city has both the authority and the obligation to act.

I am calling for the city to immediately do the following:

Finally, convene public oversight hearings to establish a full public record of ICE activity in our city and any city involvement or cooperation.

Other cities have already taken decisive action using these exact tools. Continued inaction here is a policy choice that exposes residents to harm and erodes public trust.

I would like to know what specific steps the Mayor/Councilmember is taking, and when the public can expect formal action. Please note that I will be following up in writing.

Thank you for your time. Again, please log this call.

Tips for Using This Script

- If they try to interrupt:

"I'd like to finish listing the requested actions so this can be logged accurately."

- If they say "we don't control federal agents":

"I'm not asking the city to control ICE — I'm asking the city to stop assisting, hosting, funding, and enabling ICE."

- If voicemail cuts you off: prioritize warrant requirement, mask ban, property ban, contracts, and data.

ULTRA-COMPRESSED MAYOR / COUNCIL CALL SCRIPT (30 SECONDS)

Hello, my name is [Name], a city resident. I'm calling to demand immediate city action to restrict ICE operations.

I'm asking the Mayor/Council to ban city cooperation with civil immigration enforcement without judicial warrants, end joint task forces, prohibit masked or unidentified arrests, deny ICE use of city property and contracts, cut funding for detention and transport, enact strong data-privacy protections, and hold public oversight hearings.

Cities have the power to act now. Please log this call. Thank you.

NAME	ADDRESS	PHONE OR EMAIL
Ranbow Espirese	671 Eldridge Ave W	657-402-1851
Vindya Alahapperuma	1965 Sharondale Ave	657 vindyator 77@yahoo.com
Elliot Goldner	2206 Haddington Rd	657 612-900-8890
Erin Bonbrun	455 Southhill Dme	iconocla2m@gmail.com
April Toftee	1112 Ryan Ave W	ALToftee@gmail.com
Lucinda Tentis	1646 Co Rd B210	651-368-3370
Colleen Schrieger	1986 Prior Ave N.	651-270-5902
John Eichenlaub	1046 Co Rd 52	612-207-9948
Patrick Brady	1281 Shryer Ave W	612-599-7451
Lisa M. Hetzel	2942 Northview St.	651-208-3506
Susan Hetzel	2942 Northview St.	571-926-5879
Phil Horvoss	1892 Wegerer Dr Riville	651 4106 ³⁰⁸ 5716
Kathleen A Moore	2011 Cohasset Blvd	651-230-1720
Kristi Kilsen	2011 Cohasset Blvd	651-230-1321
Esther Vogelzang	2227 Milton Str. Riville	651 emvogelzang@hotmail.com
Kimberly Brady	1081 Shryer Ave W Riville	612-597-4135

Date: January 10, 2020

16

NAME	ADDRESS	PHONE OR EMAIL
Kian Wetland	585 Ryan Ave W.	651-269-7055
Eric Wetland	585 Ryan Ave W.	651-269-0017
Anna Arcand	3110 Ridgewood Rd	612-961-9517
Carlos Ruons	1941 Chatsworth St N	651-361-0026
Renee Marek	2145 Albemarle Ct N	651-308-0451
Lauren Morse-Cent	1335 Willow Cir.	651 684 7023
Lorna Plana	3044 Shattwood Ln.	651 503 3870
Jana Merty	2478 Lydia Ave W	651/285-6561
Shelle Scott	5146 Candia Ave N / Wpls	612-522-5285
Taryn Trillion	taryntrillion@gmail.com	(858) 602-9475
Sam Teninafo	teninafo91@gmail.com	651, 399, 8442
Aaron Benz	1966 Dale St N	612 417-2002
Connie Rice	671 Overlook Dr.	connierice831@gmail.com
HARRY KAMUND	1161 Lavie Rd W, ESN	Kamund4@hotmail.com
Jeana Vondel	2776 Irene Cir Beruville 55112	jeana.vondel@shoford.com
Amy Perkins	804 Brenner Ave 55113	amy.seizic.perkins@gmail.com

Date: January 10, 2026

(16)

NAME	ADDRESS	PHONE OR EMAIL
Ellen Shetter	2015 Lexington Ave N ^{PN} 55113	651-491-2117
Angela Sign	555 Roseland Ave N, ^{PN} 55113	612-363-4153
Armon Stearn	485 Hillscourt N, Roseville, MN ⁵⁵¹¹³	651-226-9646
Larry Kabitz	2308 Audubon Ave Roseville, MN 55113	319-651-3535
Amanda Methy	2987 Edgerton St	651 785 8411
Rob Mithy	Little Canada MN 55117	651 334 0453
Morgan Brackett	1376 Dale St. N St Paul MN ⁵⁵¹¹⁷	216-390-4294
White Bryan Palakay	1483 Centennial, Roseville, MN ⁵⁵¹¹³	651-402-9075
Kate Toftness	2792 Farrington St	612-360-8922
Kristen Olbrud	2740 Fairview Av N #210 Roseville, MN 55113	763-360-9867
Patrick O'Brien	839 Hoyt Ave W. St. Paul 55117	818 468 3992
Sarah Chouinard	2915 Pascal St. Roseville, MN 55113	763-232-8691
Lamar Beers	2915 Pascal St Roseville, MN 55113	612-251-9801
Jenna Dahl	3047 Wilcox St N Roseville MN 55113	651-343-5116
Andrew Wirtz	1028 Mountain Ave W St Paul MN 55117	651-785-6271

Date: January 10, 2026

(15)

NAME	ADDRESS	PHONE OR EMAIL
Rose Lam	2800 Handline Ave N., Roseville, MN 55113	roselyam@gmail.com
Shannon Weiss	12023 Lexington Ave N. Roseville, MN	shannon.weiss1@gmail.com
TROY JENSEN	3091 FAIRVIEW AVE N	TROY.JENSEN@GMAIL.COM
Julie Jensen	3091 Fairview Ave N Roseville	j.marie.larsen@gmail.com
Rachel Bowers	1654 Millwood Ave	rachelbowers@gmail.com
Mary Mark-Spartz	1275 Shryer Ave W	mary.markspartz@gmail.com
SARA BARSEL	1276 ELDRIDGE AVE W	sara.barsel1@outlook.com
Randy Neprash	1276 Elbridge Ave W	randy.neprash@outlook.com
Amy Karkerber	990 Lydia Dr W RSU1	akkerber@yahoo.com
Felise Park	1417 Skillman Ave W	felise.park@gmail.com
Cheryl GURSTELLE	1652 RIDGEWOOD AVE N.	cgurstelle@comcast.net
Roberta Hernandez	331 Lowell Ave W, RSU1	rasrb3@gmail.com
Rachel Wright	989 Lydia Dr W RSU1	rachelwright72@gmail.com
Lori-Anne Williams	1135 Summer St Roseville	la.williams@mac.com
Rachel Bowers	1135 Summer St Roseville	ERIEA@Yahoo.com
Sarah Friedman	5433 11th Ave S Minneapolis	

Date: January 10, 2026

(15)

NAME	ADDRESS	PHONE OR EMAIL
Bruce Withuhn	241 Minnesota Ave	651-415-2976 - text only
Emilia Withuhn	241 Minnesota Ave	651 269 5222
Kurt Meyer	678 Terrace Dr., Ros-1.	kurtmeyer57@gmail/
Erin Stellmach	1870 Sheldon Street, 55113	e_reb22@yahoo.com
Jolene Metcalf	2018 Dale St N	651-278-2251
Celestina Jolley	655 Grandview Ave W.	442 cje@cjolley.com
Emily Ruggles Johnson	3060 Arthur St., Roseville	651-269-5222 fruggles@mac.com
Jamie Russell	3015 Fairview Ave N, Roseville	612 532-7172
Ellen Griffin	5346 Matilda St, Roseville	eegriffin75@gmail.com
Daniel Mancera	2346 Matilda St. 55113	dan.mancera@gmail.com
Sean Gale	2862 Oxford St. N 55113	seangaleis@gmail.com
Liane Gale	2862 Oxford St. N. 55113	liane.gale@gmail.com
Ron Marshack	737 Sextant Ave W 55113	amolibros2004@yahoo.com
Megan Takey	2222 Rosewood Wt, 55113	megstardust@yahoo.com

Date: January 10th

⑭

NAME	ADDRESS	PHONE OR EMAIL
Danny Michaelson	1154 Autumn St, Roseville	jlmichaelson@gmail.com
Heathar Martin	6600 Grandview Ave W, Roseville	hmadolfs@gmail.com
Patrick Berg	2335 Woodbridge St Apt 255 Roseville	phberg23@gmail.com
KIM HUDACHEK	1081 LOVELL LN S ROSEVILLE	kinghudachek@yahoo.com
HEIDI MERS	600 DUNAPSTN, ROSEVILLE	HEIDI.MERS@EMIL.COM
Alana Howey	991 Parker Ave	alana.howey@gmail.com
Jennifer Gardo Santos	1813 Fernwood St, Roseville	jennmariags@gmail.com
Paul Nutting	1813 Fernwood St. Roseville	paul@nutting.us
Rosa Ramil	1873 Fernwood St.	Rosa.Rosie@gmail.com
Josie Ramil	1873 Fernwood St, Roseville	Josiemain11@gmail.com
Karenisa Fischer	2049 Western Ave N Roseville	patinapatina@me.com
Marla Linda Nelson	2811 Lakeview	take 5 min @ Gmail. com
Jill Stund	1938 Sherman St 22	jillklund@aol.com

Date: January 10, 2026

(13)

NAME	ADDRESS	PHONE OR EMAIL
Deb Neuvel	808 Millwood Avenue	emaildeb@gmail.com
Wendy Beth Kernald	2723 Gariggs St N	—
Michael Zajick	2723 Gariggs St N	MZajick814@gmail.com
Molly Kvam	2255 Merrill St	mollyokvam@gmail.com
Alicia Lockstrot	835 County Road 82 W	alockstrot@gmail.com
Sharon Olson	344 City Rd B2 W	Sharonolson@gmail.com
Ian Stevens	344 County Rd B2 W	ianstevens@gmail.com
Ian Johnshoy	2170 Midland View Ct N	ian.johnshoy@gmail.com

Date: January 16, 2026 (8)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/22/2026

Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Discuss and Consider Policies and Ordinances Related to Federal Immigration Enforcement

Background

At the January 12, 2026 meeting, the City Council heard extensive testimony from the community regarding the federal government's surge in immigration enforcement. After the testimony, the City Council directed staff to bring back information about policy options, including amended or new city policies or ordinances for the City Council to consider.

Specifically, the Council directed staff to bring back information related to the following items:

1. Consider amendments to or creation of new policies and/or ordinances to limit, as much as possible, DHS, ICE and associated agencies' use of city property, staff and data (Councilmember Bauer)
2. No use of any Roseville resources for support of ICE, to include transport, cameras, city data, funds, real-time data requests, or information about immigration status. No city staff, including Roseville Police, are allowed to participate in civil immigration enforcement. (Councilmember Strahan)
3. All interactions between city staff and DHS/ICE must be documented, publicly disclosed, and are subject to City Council oversight. (Councilmember Strahan)
4. City Council directs the City Manager to train city employees, utilizing written protocols, on how to respond to ICE, including when they are to refer a situation to legal counsel. (Councilmember Strahan)
5. On city website, publish guidelines for residents on what orders they must obey and what their legal rights are, and how they may utilize RPD to safeguard their freedoms when infringed upon. (Councilmember Strahan)
6. City will prohibit agents from any agency from conducting activities in the city of Roseville while masked or without providing identifying information. (Councilmember Strahan)
7. Right of citizens to peacefully protest will be preserved, without interference by Roseville staff or police. (Councilmember Strahan)
8. Signage on Roseville city property, including parks, the city campus, or city-owned buildings, to bar ICE from staging or engaging in detention activities. (Councilmember Strahan)
9. Providing signage at minimal cost to interested private businesses within Roseville to ban ICE on their private properties. (Councilmember Strahan)
10. Charge and prosecute any individuals, ICE or otherwise, who break windows, break into vehicles, assault civilians, pull fire alarms, or cause other destruction of property or to persons, to the full extent of the law. (Councilmember Strahan)
11. Issue an executive directive prohibiting city employees and law enforcement from assisting ICE in civil immigration enforcement absent a judicial warrant, and banning participation in joint task forces or cooperative arrangements related to civil immigration enforcement (Citizen Petition)

12. Prohibit masked or unidentified law enforcement activity within city limits, requiring visible name and agency identification for any enforcement action, and mandating disengagement where this standard is violated (Citizen Petition)
13. Bar the use of city-owned property, facilities, vehicles, and resources for ICE operations, including terminating or refusing leases and access agreements (Citizen Petition)
14. Cancel city contracts and funding streams that support immigration detention, transport, or surveillance, and deny permits for new or expanded detention facilities (Citizen Petition)
15. Enact strict city data-privacy rules barring the sharing or purchase of warrantless location, biometric, or surveillance data, and prohibiting data broker access. (Citizen Petition)
16. Direct the City Attorney and relevant departments to investigate ICE-related misconduct and enforce all applicable municipal laws, including nuisance, trespass, and public safety violations (Citizen Petition)
17. Convene public oversight hearings to create a full public record of ICE activity and city involvement (Citizen Petition)

Discussion

Below is a discussion of each item and potential policy/ordinance considerations for the City Council to consider:

Consider amendments to or creation of new policies and/or ordinances to limit as much as possible DHS, ICE and associated agencies use of city property, staff and data (Councilmember Bauer)

No use of any Roseville resources for support of ICE, to include transport, cameras, city data, funds, real time data requests, or information about immigration status. No city staff, including Roseville Police, are allowed to participate in civil immigration enforcement. (Councilmember Strahan)

Since 2017, the City has had in place Roseville Police Department (RPD) Policy 413 regarding immigration enforcement. The policy states that the Roseville Police Department does not undertake immigration enforcement and will at no time ask for a person's immigration status unless it is part of a criminal investigation. In addition, in 2017, the City Council passed resolution #14434 that dictated that this policy cannot be changed unless with City Council approval.

Staff has reviewed the existing policy and have suggested changes to the policy to better strengthen and clarify the Roseville Police Department's policy regarding immigration enforcement.

Presently, there are no other policies or ordinances that govern the use of external agencies regarding the use of city property, staff, and data. For the City Council's consideration, staff has drafted a proposed resolution and "Use of City Resources" ordinance to address those items (Attachments 3-5). The resolution and ordinance should be considered together as the resolution provides background on the need for the ordinance. The resolution affirms the lawful and appropriate use of city resources.

Specifically, the draft language in the ordinance would:

- Clarify the use of city personnel and resources related to the enforcement of federal immigration laws
- State that no federal, state, or local government entity is authorized to be on any city-owned parking lot as staging area, operations base in enforcing federal immigration law without permission
- Require reporting by any city employee who has an interaction with a representative of the Department of Homeland Security

All interactions between city staff and DHS/ICE must be documented, publicly disclosed, and are subject to City Council oversight. (Councilmember Strahan)

As part of the proposed ordinance, staff will be required to document information about that interaction. This information will be shared with the City Council and the public on a regular and as-needed basis.

91
92 **City Council directs the City Manager to train city employees, utilizing written protocols, on how**
93 **to respond to ICE, including when they are referring a situation to legal counsel. (Councilmember**
94 **Strahan)**

95 Staff has put together written information and training for city employees on how to respond to
96 immigration enforcement officials when interacting with them, including elevating such interaction to a
97 supervisor and/or city attorney as necessary. Training was conducted on January 16 with over 40
98 employees attending.
99

100 **On city website, publish guidelines for residents on what orders they must obey and what their**
101 **legal rights are, and how they may utilize RPD to safeguard their freedoms when infringed upon.**
102 **(Councilmember Strahan)**

103 Staff has posted information on the city website (www.cityofroseville.com) about immigration resources,
104 including a "Know Your Rights" section, the role of the Roseville Police Department and information
105 about the City's policies related to immigration enforcement. As the current situation is dynamic, City
106 staff will update the website as the situation warrants.
107

108 **City will prohibit agents from any agency from conducting activities in the city of Roseville while**
109 **masked or without providing identifying information. (Councilmember Strahan)**

110 Roseville Police Department officers are required to display their name (first initial and last name) and
111 badge as part of their uniform requirements in RPD Policy 1017 (Attachment 6). The uniform policy also
112 does not allow for facial coverings to be worn by officers during performance of their duties if it is
113 intended to conceal the officer's identity. There are exceptions under the policy for such things as cold
114 weather, wearing personal protective equipment for health and safety reasons, and for tactical and other
115 reasons as determined by the Chief of Police. During protests, demonstrations, and other first
116 amendment assemblies, Policy 425 regarding First Amendment Assemblies (Attachment 7) requires that
117 officers at such events wear a uniform displaying department name and a unique personal identifier.
118

119 Prohibiting external agencies from conducting activities in Roseville while masked or without providing
120 identification is challenging due to law and jurisdictional considerations and enforceability. As a local
121 governmental unit, Roseville would have no authority or jurisdiction over the federal government and its
122 departments and agencies. Currently, a law passed in California that prohibited the use of masks and
123 operating without identification is being appealed in the courts and the State of California has paused
124 enforcing that law.
125

126 Beyond the legal uncertainty about banning the use of masks and operating without identification, there
127 are practical difficulties in enforcement by the City. Having Roseville's police officers enforcing these
128 requirements will put them in a difficult and impossible position to enforce. It is not practical, especially
129 in the current climate, to think that our, or any local law enforcement agency, will be able to enforce an
130 ordinance that prohibits external agencies from wearing masks and not identifying themselves while
131 conducting immigration enforcement.
132

133 At this point, staff does not recommend pursuing an ordinance to prohibit external agencies from
134 conducting activities in Roseville while masked or without identification due to the legal uncertainty of
135 such laws and ordinances and the practical difficulties for local governments enforcing such an
136 ordinance.
137

138 **Right of citizens to peacefully protest will be preserved, without interference by Roseville staff or**
139 **police. (Councilmember Strahan)**

140 The City of Roseville Police Department has Policy 425 First Amendment Assemblies (Attachment 7) in
141 place that provides guidance for responding to public assemblies or demonstrations. This policy states
142 that the Police Department will not unreasonably interfere with, harass, intimidate or discriminate against
143 people engaged in the lawful exercise of their rights, while also preserving peace, protecting life and
144 preventing the destruction of property. Staff has updated its policy to strengthen the language on
145 protecting constitutional rights of people to peaceably assemble.
146

Signage on Roseville city property, including parks, the city campus, or city owned buildings, to bar ICE from staging or engaging in detention activities. (Councilmember Strahan)

On January 15, staff posted signage on city property to reflect the existing City practice and long-standing expectations for how parking lots at parks and City facilities are intended to be used (Attachment 8). These parking areas are designed to support individuals actively using City amenities, programs, and facilities. The language of the signs are as follows:

“Parking for Facility (Park) Users Only. Parking lot use is limited to active facility use while on premises. Staging, storage, or other activities are not permitted without a permit.”

The enforcement of this practice will be impracticable as it relates to external agencies conducting immigration enforcement, namely due to the disparity in the number of personnel deployed by federal law enforcement agencies as well as federal authority over local units of government. As a result, the Roseville Police Department will not respond to calls from the public regarding use of city property for staging or other uses related to immigration enforcement. Instead, we ask that when the public observe a federal agency presence in one of the City’s parking lots, to email complaint@cityofroseville.com with any information on what they saw. The City will document any activity in our parking lots for any potential action by the city or other level of government in the future.

Providing signage at minimal cost to interested private businesses within Roseville to ban ICE on their private properties. (Councilmember Strahan)

Existing templates are available to download for free from numerous websites. An example is below (Attachment 9):

<https://www.ilrc.org/community-resources/know-your-rights/solidarity-signs>
https://www.ilrc.org/sites/default/files/2025-06/KYR_SIGN_ENGLISH_BLUE.pdf

However, based on City Council direction, staff can provide signage templates to interested private businesses that wish to ban immigration enforcement officials from their property

Charge and prosecute any individuals, ICE or otherwise, who break windows, break into vehicles, assault civilians, pull fire alarms, or cause other destruction of property or to persons, to the full extent of the law. (Councilmember Strahan)

As has been observed to date, the external agencies conducting immigration enforcement have not been cooperative with local officials. As a result, it may prove difficult for the City to pursue charges against external agencies. The public should call 911 when they see a public safety incident. When an incident is reported, public safety will respond as appropriate and gather available information and evidence. If the facts indicate that a violation of law has occurred, the matter will be referred to the prosecuting attorney for potential filing of charges.

It should be noted that Ramsey County Attorney John Choi is working on creating a process for coordinating the sharing of information between law enforcement agencies and his office incidents where federal law enforcement officers use deadly force. In addition, the Minnesota Attorney General has created an online portal for the public to report on the actions of federal law enforcement agencies at: https://www.ag.state.mn.us/Office/Communications/2026/01/15_FederalAction.asp

Issue an executive directive prohibiting city employees and law enforcement from assisting ICE in civil immigration enforcement absent a judicial warrant, and banning participation in joint task forces or cooperative arrangements related to civil immigration enforcement (Citizen Petition)

The City is a Statutory Plan B city under state law and does not have the authority to issue an executive directive or order. RPD Policy 413 does not allow the Roseville Police Department to participate in joint task forces related to federal immigration enforcement.

Prohibit masked or unidentified law enforcement activity within city limits, requiring visible name and agency identification for any enforcement action, and mandating disengagement where this standard is violated (Citizen Petition)

This is addressed earlier in the report.

203
204 **Bar the use of city-owned property, facilities, vehicles, and resources for ICE operations,**
205 **including terminating or refusing leases and access agreements (Citizen Petition)**

206 This is addressed earlier in the report.

207
208 **Cancel city contracts and funding streams that support immigration detention, transport, or**
209 **surveillance, and deny permits for new or expanded detention facilities (Citizen Petition)**

210 The City of Roseville does not own, operate, or contract for detention facilities that support immigration
211 detention, support, or surveillance. The Roseville Zoning Code does not allow for detention centers to
212 be in the City of Roseville.

213
214 **Enact strict city data-privacy rules barring the sharing or purchase of warrantless location,**
215 **biometric, or surveillance data, and prohibiting data broker access. (Citizen Petition)**

216 The draft "Use of City Resources" ordinance addresses these concerns and ensures that any
217 information the City has pertaining to a person's citizenship status is not shared or able to be
218 accessed/purchased by third parties unless required by the Minnesota and federal data practices
219 laws. Regarding the license plate readers, RPD Policy 420 Automated License Plate Reader (ALPR)
220 [Attachment 10] has been strengthened to explicitly state that ALPR data cannot be used or shared for
221 immigration matters or with ICE.

222
223 **Direct the City Attorney and relevant departments to investigate ICE-related misconduct and**
224 **enforce all applicable municipal laws, including nuisance, trespass, and public safety violations**
225 **(Citizen Petition)**

226 This is addressed earlier in the report.

227
228 **Convene public oversight hearings to create a full public record of ICE activity and city**
229 **involvement (Citizen Petition)**

230 The City does not have jurisdiction for oversight of state or federal government and therefore is not able
231 undertake such action

232
233 **Other Policy Considerations**

234 **City Statement on recent immigration enforcement activities**

235 The City Council may want to draft and release a statement from the City Council. Based on City
236 Council direction, the Mayor and City Manager can draft a statement for release.

237
238 **Cities of St. Paul, Minneapolis, and State of Minnesota Lawsuit against the Federal Government to**
239 **challenge the ongoing Operation Metro Surge immigration enforcement actions.**

240 On January 12, 2026, the State of Minnesota and Cities of St. Paul and Minneapolis filed a lawsuit
241 against the federal government. The lawsuit includes the entire state of Minnesota, so all cities are
242 covered by the lawsuit. The City Attorney and her firm are reviewing what needs to be done to join the
243 lawsuit if that is the desire of the City Council.

244
245 **Federal retaliatory actions against the State of Minnesota**

246 President Trump has announced plans to cut funding to sanctuary cities starting Feb. 1, 2026. The
247 White House has classified Minnesota as a Sanctuary State. At this point, it is unclear what type of
248 funding would potentially be cut and what, if any, impact the federal funding cuts would have for
249 Minnesota cities. (Minneapolis and St. Paul have been identified as sanctuary cities and would most
250 likely be impacted by federal cuts).

251
252 As the Council is aware, the City was recently awarded nearly \$4.5 million in federal grants for our fire
253 and police departments. We have also received federal grant funds for our embedded social
254 workers. There are also state grants that we have received whose funding source are federal funds.

255
256 The reality of losing such federal funds due to action by the City is unknown. Any policy choices by the
257 City should be carefully weighed with the possibility of losing federal funds.

Policy Objectives

In consideration of actions regarding federal immigration enforcement, applicable laws and roles of the federal government should be acknowledged and the City's values (Accountability, Integrity, Equity, Community and Safety) should be factored into any discussion and decision made by the City Council.

Equity Impact Summary

The discussion and consideration of Policies and Ordinances relating to Federal Immigration Enforcement should be centered on the City's values, *accountability, integrity, equity, community and safety*. At the City Council meeting on January 12, 2026, city staff and city council received public testimony from the Roseville community in support of the city taking steps to restrict immigration enforcement efforts within the city. Many of these requests increase accountability, encourage integrity, advance equity, support the community and increase safety. As a result of the public testimony, the city has strengthened policies and ordinances and created a "use of resources" ordinance for consideration by city council.

The use of resources ordinance defines the City's protocol related to federal immigration enforcement. With the ordinance, the city increases its ability to be accountable to the community when federal immigration efforts are taking place in the City of Roseville. Additionally, the city is prioritizing the safety of staff and community by limiting the use of city resources in federal immigration efforts. The equity value is about understanding that different members of our communities may need different supports. In this moment, when Roseville immigrant communities are being targeted, the use of resources ordinance clarifies that the City, and its employees, will not inquire about the immigration status of a resident unless required to do so by law. The use of resource ordinance is responsive to the community request heard at the January 12, 2026 city council meeting to strengthen and enhance city policy and ordinance to limit federal immigration enforcement efforts in the city.

Budget Implications

Beyond staff time and minimal expenditure of funds, it is not expected the action discussed will lead to a significant direct cost to the City. As mentioned, actions by the Federal Government toward cities that take action regarding immigration enforcement is unknown. As the City has received federal funds to assist in the funding of public safety services, the future of those funds may be in jeopardy dependent on a future Federal Government action.

Staff Recommendations

Staff recommends the City Council consider adopting the Use of City Resource Ordinance by adopting the ordinance, resolution of ordinance summary, and the resolution affirming the lawful and appropriate use of city resources.

Staff recommends approving the updated Policy Department Policy 413 regarding immigration matters.

Staff asks the City Council to review and discuss the material in this City Council Request for Action and provide direction to staff on any next steps the City should take.

Requested Council Action

If there is a desire to pass the "Use of City Resources" ordinance, a motion should be made to approve the ordinance, resolution of ordinance summary, and the resolution affirming the lawful and appropriate use of city resources.

If there is a desire to approve the updated Police Department Policy 413 (Immigration Matters), a motion should be made to approve the updated Police Department Policy included as Attachment 2.

The City Council should also review and discuss the material in this City Council Request for Action and provide direction to staff on the items presented.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Resolution 14434
2. RPD Policy 413 Memo Current and Proposed Policy
3. Use of City Resources Ordinance
4. Summary Resolution for Use of City Resources Ordinance
5. Resolution Affirming Lawful and Appropriate Use of City Resources
6. RPD Policy 1017 Uniform Regulations
7. RPD Policy 425 First Amendment Assemblies
8. City Signage
9. Immigrant Legal Resource Center Signage
10. RPD Policy 420 Automated License Plate Readers
11. Public Comment_Redacted
12. Bench Handout 1 - Updated Draft Policy 413 Immigration Matters 1.22.26
13. Bench Handout 2 - Additional Public Comment_Redacted
14. Bench Handout 3 - Email form to Council_Redacted

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 28th day of August, 2017, at 6:00 p.m.

The following members were present: McGehee, Laliberte, Etten, and Roe and the following members were absent: Willmus.

Council member Etten introduced the following resolution and moved its adoption:

RESOLUTION No. 11435

**A RESOLUTION ADOPTING POLICE DEPARTMENT POLICY #102 REGARDING
IMMIGRATION ENFORCEMENT**

BE IT RESOLVED that the Roseville City Council hereby adopts as city policy the Police Department policy #102 as it pertains to immigration enforcement presented by the City Manager this evening, and amended by the City Council, as follows:

Immigration and Customs Enforcement (ICE)

Federal law does not authorize the Roseville Police Department to enforce federal immigration laws. As such, employees shall not inquire about a person's immigration status unless it is directly related to a criminal investigation.

Members of the department are authorized to assist ICE when it is related to scene safety and/or the safety of ICE employees as they perform their duties. Members of the department are authorized to cooperate with a task force involving ICE agents as long as the focus of the task force is not immigration enforcement.

Member of the department will cooperate with ICE as specifically mandated by federal and state laws.

and;

BE IT FURTHER RESOLVED that any change to Police Department policy #102 as it pertains to immigration enforcement must be approved by City Council.

The motion for the adoption of the foregoing resolution was duly seconded by Mayor Roe and upon vote being taken thereon, the following voted in favor thereof: Laliberte, Etten, and Roe and the following abstained: McGehee.

WHEAREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 28th day of August, 2017.


Patrick Trudgeon, City Manager

(SEAL)



To: City Manager

From: Police Chief Erika Scheider

Date: January 19, 2025

Re: Suggested updates to Immigration Policy

Background

On August 28, 2017, the Roseville City Council passed [Resolution 11435](#) which directed that specific language be incorporated into the Police Department policy governing immigration enforcement and further required that language changes must be approved by the City Council. This directive has been carried forward in our current policy manual under Policy 413.6 (formerly Policy 102).

The specific language adopted by the City Council in Resolution 11435 and in current policy is as follows:

Immigration and Customs Enforcement (ICE)

Federal law does not authorize the Roseville Police Department to enforce federal immigration laws. As such, employees shall not inquire about a person's immigration status unless it is directly related to a criminal investigation.

Members of the department are authorized to assist ICE when it is related to scene safety and/or the safety of ICE employees as they perform their duties. Members of the department are authorized to cooperate with a task force involving ICE agents as long as the focus of the task force is not immigration enforcement.

Members of the department will cooperate with ICE as specifically mandated by federal and state laws.

Consideration of Policy Update

Following recent immigration enforcement activity in Minnesota, as well as concerns brought forward by members of our community, the Roseville Police Department conducted a review of several policies, including Policy 413. While most updates did not change how the Roseville Police Department handles immigration-related matters, language was revised to provide additional clarity to both officers and the community regarding how the Department responds to calls involving immigration matters.

The section governed by Resolution 11435 (Section 413.6 Federal Requests for Assistance) was reviewed in consultation with the City Attorney, with consideration of community feedback and current best practices. The following language was drafted for Policy 413.6 and is proposed for Council approval:

Members shall not participate in immigration enforcement. As such, employees shall not inquire about a person's immigration status unless it is directly related to a criminal investigation.

Members of the department are authorized to assist federal immigration officers when it is related to scene safety and/or the safety of federal immigration employees as they perform their duties. Members of the department are authorized to cooperate with a task force involving federal agents as long as the focus of the task force is not immigration enforcement. If a situation arises where federal agents, including immigration officers, are being assaulted, or there is a clear threat to life, injury, or destruction of property, members are expected to take appropriate action to maintain public safety and restore and maintain order. This response is not an endorsement of immigration enforcement, but a duty to uphold peace and protect all people from harm.

Members of the department will cooperate with ICE as specifically mandated by federal and state laws.

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. When possible and feasible, a supervisor should respond to calls involving immigration enforcement.

Action Requested

We request that the City Council review and approve the updated language for Section 413.6 as required by the former resolution. We believe this revision provides clearer guidance regarding the Department's response to federal requests for assistance in immigration matters while remaining consistent with Council direction, community expectations, and legal requirements. The addition of language encouraging supervisor response, when possible, further supports transparency and appropriate oversight.

Immigration Matters

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Roseville Police Department when investigating crimes where a suspect is in violation of federal immigration laws or when interacting with federal immigration officials.

413.2 POLICY

It is the policy of the Roseville Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

The Roseville Police Department does not investigate federal immigration violations. The Roseville Police Department defers immigration enforcement responsibilities to federal immigration officers authorized to enforce both civil and criminal immigration violations.

It is the policy of the Roseville Police Department that all persons are equally entitled to protection and that all persons should be able to access police services without regard to their immigration status.

413.3 VICTIMS AND WITNESSES

The Roseville Police Department is a victim-centered organization. Individuals, regardless of their immigration status, must feel secure in contacting members of law enforcement. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and shall not inquire into the immigration or citizenship status of an individual, except where the inquiry relates to a legitimate law enforcement purpose that is unrelated to the enforcement of federal immigration law.

413.4 DETENTIONS

An officer should not question, arrest or detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant. Roseville Police Officers may not undertake any law enforcement action for the sole purpose of detecting the presence of undocumented persons, or to verify immigration status, including but not limited to questioning any person or persons about their immigration status.

413.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a county jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

Immigration Matters

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Federal law does not authorize the Roseville Police Department to enforce federal immigration laws. As such, employees shall not inquire about a person's immigration status unless it is directly related to a criminal investigation.

Members of the department are authorized to assist ICE when it is related to scene safety and/or the safety of ICE employees as they perform their duties. Members of the department are authorized to cooperate with a task force involving ICE agents as long as the focus of the task force is not immigration enforcement.

Member of the department will cooperate with ICE as specifically mandated by federal and state laws.¹

Requests by federal immigration officials for assistance from this department should be directed to a supervisor.

¹ Roseville City Council Resolution Number 11435 dated 08/28/17 mandates 413.6 (previously policy 102) cannot be changed absent Roseville City Council Authority. [Resolution 11435](#)

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Chief of Police.

Immigration Matters

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Roseville Police Department when investigating crimes where a suspect is in violation of federal immigration laws or when interacting with federal immigration officials.

413.2 POLICY

It is the policy of the Roseville Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

The Roseville Police Department does not investigate federal immigration violations. The Roseville Police Department defers immigration enforcement responsibilities to federal immigration officers authorized to enforce both civil and criminal immigration violations.

It is the policy of the Roseville Police Department that all persons are equally entitled to protection and that all persons should be able to access police services without regard to their immigration status.

413.3 VICTIMS AND WITNESSES

The Roseville Police Department is a victim-centered organization. Individuals, regardless of their immigration status, must feel secure in contacting members of law enforcement. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and shall not inquire into the immigration or citizenship status of an individual, except where the inquiry relates to a legitimate law enforcement purpose that is unrelated to the enforcement of federal immigration law.

If immigration status is uncovered inadvertently and is not relevant or an element of a crime such as human trafficking, smuggling, or a situation where the victim was targeted, threatened or harassed because of their perceived immigration status, members are not required to include the person's immigration status in reports or similar documentation.

413.4 DETENTIONS

An officer should not question, or take any law enforcement action for the purpose of enforcing a civil violation of federal immigration laws or a related civil warrant or any federal criminal immigration law that penalizes a person's presence in, entry, or reentry to, or employment in, the United States, when not accompanied by other criminal conduct. Roseville Police Officers may not undertake any law enforcement action for the sole purpose of detecting the presence of undocumented persons, or to verify immigration status, including but not limited to questioning any person or persons about their immigration status.

Immigration Matters

413.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Members shall not initiate actions to determine, verify, or detect a person's immigration status, unless immigration status is an element or relevant to a crime, or otherwise in conjunction with a criminal investigation of an individual who may also be in violation of federal immigration law. An officer should not notify federal immigration officials when booking arrestees at a county jail facility. Any required notification will be handled according to jail operation procedures.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Members shall not participate in immigration enforcement. As such, employees shall not inquire about a person's immigration status unless it is directly related to a criminal investigation.

Members of the department are authorized to assist federal immigration officers when it is related to scene safety and/or the safety of federal immigration employees as they perform their duties. Members of the department are authorized to cooperate with a task force involving federal agents as long as the focus of the task force is not immigration enforcement. If a situation arises where federal agents, including immigration officers, are being assaulted, or there is a clear threat to life, injury, or destruction of property, members are expected to take appropriate action to maintain public safety and restore and maintain order. This response is not an endorsement of immigration enforcement, but a duty to uphold peace and protect all people from harm.

Members of the department will cooperate with ICE as specifically mandated by federal and state laws.¹

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. When possible and feasible, a supervisor should respond to calls involving immigration enforcement.

¹

Roseville City Council Resolution Number 11435 dated 08/28/17 mandates 413.6 (previously policy 102) cannot be changed absent Roseville City Council Authority. [Resolution 11435](#)

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Immigration Matters

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Chief of Police.

City of Roseville
ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE I TO ESTABLISH
SECTION 112 ENTITLED "USE OF CITY RESOURCES."

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title I, Section 112 of the Roseville City Code is hereby created to read as follows:

1120.01. General city services. To the extent permitted by law, in determining eligibility for, and providing general city services, city employees shall be governed by the following requirements:

- (a) Other than when required by law, city employees, representatives, and contractors shall not use city resources, city facilities, property, moneys, equipment, data, technology (e.g. license plate recognition, surveillance video, computers) ("city resources") or city personnel for the purpose of enforcing federal immigration laws. Data subject to 8 U.S.C. §§ 1373 and 1644 are exempt from this provision.
- (b) No city officer or employee should inquire into the immigration status of any person or request any documents or information verifying the immigration status of any individual, unless required to do so by law. City employees are to carry out their regular duties for the purpose of administering general city services and programs. Employees may complete 1-9 forms, may question a person regarding the 1-9 form and documents supporting the 1-9 form, and may comply with demands by the federal government to audit the 1-9 forms as allowed by law.
- (c) City employees shall follow general city, state and federal guidelines to assess eligibility for services. City employees shall only solicit immigration information or inquire about immigration status when specifically required to do so by law or program guidelines. Information about immigration status in the possession of the city shall not be maintained or recorded except as otherwise specifically required by law. Such information shall be protected and disclosed as required by Minnesota Government Data Practices Act.

112.02. Access to property, signage.

- (a) City-owned or city-controlled parking lots, vacant lots, and garages are not open to the general public without restrictions. No individual, including a

federal, state, or local government entity, is authorized to use any city-owned or city-controlled parking lot, vacant lot, or garage as a staging area, processing location, operations base, or any other similar use including for enforcing federal immigration laws, without the consent of the city. "Staging area" means an area that is used to assemble, mobilize, and/or deploy vehicles, equipment, or materials, and related personnel, for the purpose of carrying out operations for the enforcement of federal immigration laws. The City will post signs consistent with this section.

- (b) Non-public city spaces are areas owned or controlled by the city that are not accessible to the general public. Non-public city spaces may not be used for non-city purposes, including the enforcement of federal immigration laws. City employees do not have the legal authority to consent to or permit access to non-public city spaces in situations where a judicial warrant or other legal obligation would otherwise be necessary to gain access.

112.03. Departmental reporting. Any city employee who has an interaction with representatives of the Department of Homeland Security related to their enforcement of federal immigration laws must report to the City Manager as soon as reasonably possible, using the format approved by the City Manager.

112.04. Compliance with federal law. Nothing in this chapter shall be construed to violate federal law. The City and its departments and employees will comply with federal law including 8 U.S.C. §§ 1373 & 1644.

112.05. Subpoena or other legal obligation. Nothing in this chapter prohibits city employees from responding to a properly issued judicial subpoena, other compulsory legal process, or a data request when and to the extent that a response is required by law.

SECTION 2: Incorporation. City staff is authorized and directed to update the table of contents, reformat this ordinance, and to make such other non-substantive changes, including correcting scrivener's errors, as are necessary to incorporate the amendments adopted by this ordinance into the Roseville City Code.

SECTION 3: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 2026.

Signatures as follows on separate page:

***Ordinance –AN ORDINANCE AMENDING TITLE I TO ESTABLISH
SECTION 112 ENTITLED “USE OF CITY RESOURCES.”***

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

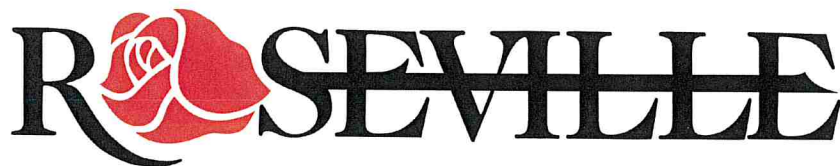
ATTEST:

Patrick Trudgeon, City Manager

Parking for Park Users Only

Parking lot use is limited to active park use while on premises.

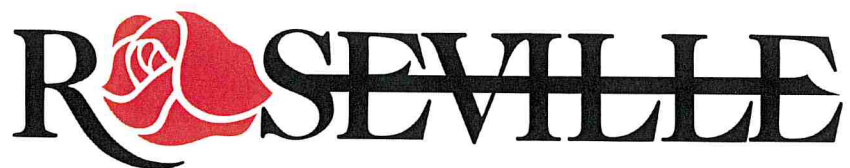
Staging, storage, or other activities is not permitted without a permit.



Parking for Facility Users Only

Parking lot use is limited to active facility use while on premises.

Staging, storage, or other activities is not permitted without a permit.



Uniform Regulations

1017.1 PURPOSE AND SCOPE

The uniform policy of the Roseville Police Department is established to ensure that uniformed officers, special assignment personnel and non-licensed employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

- Firearms
- Department Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The Roseville Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The uniforms for officers of this department shall be a consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

1017.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) All uniforms and uniform alternatives must be approved prior to wearing in an official capacity.
- (b) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (c) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (d) Personnel shall wear only the uniform specified for their rank and assignment.
- (e) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications and procedures which are maintained separately from this policy.
- (f) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (g) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (h) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.

Uniform Regulations

- (i) If the uniform is worn while in transit while driving a personal vehicle an outer garment should be worn over the uniform shirt so as not to bring attention to the employee while off-duty.
- (j) Employees are not to purchase or drink alcoholic beverages while wearing any identifiable part of the Department uniform.

1017.3 UNIFORM CLASSES

1017.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all licensed personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie
- (b) Polished shoes

1017.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn.
- (b) Uniform pants with or without cargo pockets.
- (c) Approved all black shoes or boots may be worn.

1017.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, School Liaison, Community Action Team and other specialized assignments. Sworn personnel on plainclothes assignment shall wear business attire as determined by the Chief of Police. Casual attire may be worn for planned details (e.g. search warrant, surveillance, or special details).

1017.3.4 RELIGIOUS HEAD COVERINGS FOR SWORN OFFICERS

Scarves and head covers required for religious believes are allowed with the Chief of Police's approval. The head covering or hijab should match the color of the uniform. Such covering must be neat and presentable and not otherwise prevent the employee from fulfilling all of the normal assigned duties. If the situation requires, officers must be able to wear an issued helmet or mask. For safety reasons, the head covering should be easily removable or "break away" for quick release.

1017.4 INSIGNIA AND PATCHES

- (a) Shoulder patches - The authorized shoulder patch supplied by the Department shall be attached to the sleeves of all uniform shirts and jackets.

Uniform Regulations

- (b) Service stripes and stars - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The stripes are to be worn on the left sleeve only.
- (c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police.
- (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment Insignias - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police.
- (f) Badge - The Department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniform personnel will wear or carry their badge in a manner that it is in reasonable proximity to their firearm and able to be displayed whenever appropriate.
- (g) Rank insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.
- (h) Officers with past military service are authorized to wear their insignia.

1017.4.1 MOURNING BADGE

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this state - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of a fallen officer.
- (d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.
- (e) As directed by the Chief of Police or designee.

1017.5 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Roseville Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a badge, patch or other official insignia of the Department, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Roseville Police Department to do any of the following:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.

Uniform Regulations

- (c) Endorse, support or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

1017.6 DAMAGED UNIFORMS AND PERSONAL PROPERTY

Employees are required to keep their uniforms and equipment serviceable and presentable. Routine maintenance of leather gear and footwear is the responsibility of the individual employee. The city will pay for repair of duty-related damage to personal clothing or gear when verified by a supervisor, and the damage is not caused by negligence or normal wear and tear. Uniforms and personal property contaminated by bodily fluids will be cleaned by the department at an approved location. Items will be placed in biohazard bags before cleaning.

Officers may apply for replacement or repair of personal, essential, and job-related items, such as eye glasses, contact lenses, and wrist watches, if damaged on-duty. Officers must submit a repair/replacement bill to their supervisor for approval and submission to the Operations Commander.

1017.7 FACIAL COVERINGS

In order to ensure officers remain readily identifiable to the public and promote transparency and accountability, it is the policy of the Roseville Police Department that facial coverings shall not be worn by officers in the performance of their duties when the covering is intended to hide or conceal the officer's identity. Facial coverings are permitted only in the following circumstances.

- (a) Active undercover operations or assignments
- (b) Tactical operations where protective gear is necessary for officer safety
- (c) Use of personal protective equipment consistent with applicable occupational health and safety standards, including N95 masks, respiratory protection, or self-contained breathing apparatus
- (d) When inclement weather conditions require temporary protection from the elements
- (e) Department-issued safety equipment such as helmets or other required PPE
- (f) Use authorized as a reasonable accommodation under applicable law
- (g) Situations or operations approved by the Chief of Police

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the ____ day of _____ 201__, at 6:00 p.m.

The following members were present: _____, _____, _____, _____, and Mayor _____.
and the following were absent: _____.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No.

Resolution Calling on Governor Walz to Pass an Eviction Moratorium through Executive Order to Support Roseville in Keeping Families in their Homes and Further Protect them from ICE

WHEREAS, the City is committed to the safety, stability, and well-being of all who live, work and do business in the community ; and

WHEREAS, recent federal enforcement activity in Minnesota, Operation Metro Surge, has resulted in a significant and highly visible presence of federal agents across the Twin Cities metropolitan area and in Roseville, creating uncertainty, fear and disruption for residents, workers, and business owners; and

WHEREAS, community members have reported difficulty safely traveling to work, school, healthcare and essential services, negatively affecting household stability and local economic activity; and

WHEREAS, during prior statewide emergencies, including the COVID-19 pandemic, temporary eviction protections were implemented to prevent displacement, and allow time for coordinated government response; and

WHEREAS, without short-term protections, residents and small businesses face increased risk of displacement, closure, and long-term emotional, psychological, and economic harm;

WHEREAS the City Council seeks to act and uphold its values of accountability, community, equity, safety, and integrity, while recognizing the rights and responsibilities of both tenants and housing providers;

45
46 NOW, THEREFORE, BE IT RESOLVED; the City Council respectfully requests the Governor
47 of Minnesota to consider temporary eviction protections to address the current extraordinary
48 circumstances, with the goal preventing displacement, supporting economic stability, and
49 allowing state and local partners to respond in a coordinated and measured manner; and
50

51 BE IT FURTHER RESOLVED, the City Council calls on the State of Minnesota to provide
52 targeted financial and recovery assistance to impacted local governments to support recovery and
53 stabilization efforts for residents and businesses.
54

55 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
56 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
57 , and Mayor .
58 and the following voted against the same: .
59

60 WHEREUPON said resolution was declared duly passed and adopted.
61

62
63
64
65 STATE OF MINNESOTA)
66) SS
67 COUNTY OF RAMSEY)
68
69

70 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
71 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
72 foregoing extract of minutes of a regular meeting of said City Council held on the day of,
73 , 20 with the original thereof on file in my office.
74

75 WITNESS MY HAND officially as such Manager this day of , 20
76
77
78

79 SEAL
80
81
82

Patrick J. Trudgeon, City Manager



January 26, 2026

The Honorable Tim Walz
Governor of Minnesota
130 State Capitol
75 Rev Dr Martin Luther King Jr Blvd
Saint Paul, MN 55155

Re: Request for Temporary Eviction Moratorium During Operation Metro Surge

Dear Governor Walz,

On behalf of the City of Roseville, we are writing to respectfully request that the State of Minnesota consider implementing a temporary eviction moratorium during the period of Operation Metro Surge.

Recent immigration enforcement activity associated with Operation Metro Surge has created significant fear and instability for many households in our region and in Roseville. Regardless of immigration status, housing stability is a cornerstone of public safety, public health, and economic resilience. When residents can remain housed, they are better positioned to maintain employment, contribute to the local economy, keep children in school, and access healthcare. Ensuring families stay housed during times of uncertainty helps protect their sense of safety and belonging, reducing the emotional and psychological harm that displacement can cause and allowing them to focus on healing, stability, and hope for the future. Conversely, sudden housing displacement increases the likelihood of homelessness, job loss, school disruption, and increased reliance on emergency shelters, law enforcement, and crisis response systems, creating avoidable downstream costs for local governments and the state.

A temporary eviction moratorium during this operation would help prevent displacement driven by heightened fear and uncertainty rather than underlying tenancy issues. By creating a defined period of housing stability, a moratorium would allow state and local partners to coordinate responses across housing, public health, education, workforce, and public safety systems in a deliberate and orderly manner. It would provide time for clear and consistent communication, alignment among service providers, and targeted deployment of resources based on assessed need rather than emergency demand.

This stability would also reduce strain on emergency and public safety systems, support workforce continuity, and minimize disruption to local businesses and regional economies. Importantly, a temporary moratorium would not resolve long-term housing challenges, but it

would allow responses to be proportionate, coordinated, and measured during extraordinary circumstances that are largely outside the control of local governments.

The City recognizes the need to balance tenant protections with the rights and concerns of housing providers. A temporary moratorium, paired with clear state guidance and coordinated implementation, would provide consistency for tenants, housing providers, courts, and local governments, ensuring the policy is applied uniformly and effectively during extraordinary circumstances.

Local governments have limited authority to act in this space, yet we are often on the front lines of responding to and managing the immediate impacts of housing instability when displacement occurs. State leadership is critical to providing consistent, equitable protection across jurisdictions during extraordinary circumstances such as this.

Included with this letter is a resolution the Roseville City Council passed in support of a temporary eviction moratorium.

We appreciate your continued leadership and consideration of actions that promote safety, stability, and the well-being of all Minnesotans. The City of Roseville stands ready to support the State in any coordination or communication efforts related to this request.

Thank you for your time and thoughtful consideration.

Sincerely,

Daniel J. Roe
Roseville Mayor
dan.roe@cityofroseville.com

Matt Bauer
Councilmember
matt.bauer@cityofroseville.com

Wayne Groff
Councilmember
wayne.groff@cityofroseville.com

Robin Schroeder
Councilmember
robin.schroeder@cityofroseville.com

Julie Strahan
Councilmember
julie.strahan@cityofroseville.com

Equity and Inclusion Commission update

Administration



Agenda

1. January 12 Council Meeting
2. January 22 Special Council Meeting
3. January 26 Council Meeting
4. Discussion

January 12 Council Meeting

1. Key Takeaways

1. Councilmember Bauer initiated the request for consideration
2. These request must be reviewed/voted on
3. Four hours of public comment
4. Staff asked to:
 1. Respond to the ask in Councilmember Bauers request
 2. Respond to the suggestions submitted by Councilmember Strahan
 3. Consider suggestions in petition

January 22 Special Council Meeting

1. Key Takeaways

1. Update RPD Police Policy
2. Create Use of Resources Ordinance
3. Create and deliver protocol and training for staff
4. Created Know Your Rights section on City website
5. City Signage
6. Communicate RPD Uniform Policy and expectation



Saturday, January 24

Staff opened City Hall to support community organized and led candlelight vigil at City Hall

January 26 Council Meeting

1. Key Takeaways

1. City Council issued statement
2. Added legislative priority to support temporary eviction and foreclosure moratorium
3. Added federal legislative priority related to identification and mask.

Questions

Discussion

Council has asked city staff to bring forward recommendations for ways to support community within the services we offer.

Suggestions?



THANK YOU

Department Name

Roseville Equity and Inclusion Commission

Agenda Item

DATE: January 28, 2026

ITEM: 5.b.

ITEM DESCRIPTION: Commissioner Handbook update

Background

Staff has asked the EIC to partner on updating the commissioner handbook. As the main resource for new commissioners, this handbook directly impacts the success and informs the knowledge commissioners have to participate on commissions. Staff would like EIC to help ensure the handbook is relevant, accessible, and meeting the goal of preparing commissioners for success. Staff would like the handbook updated to be used for new commissioners appointed in spring of 2026.

Recommendation

Review, discuss updates needed to the commissioner handbook.

Attachments

1. Commission Member Handbook_1.16.2026 Draft

City of Roseville | Commissioner's Handbook



Revised: 2/5/2021



Dear Commission Member:

Congratulations on your appointment to serve on a City of Roseville advisory commission!

On behalf of the City Council, thank you for stepping forward to serve your community. Your perspective and insight are essential to shaping thoughtful policies and helping our city move closer to our shared community aspirations.

As an advisory commission member, you play an important role in connecting the community, including both residents and businesses, to the work of local government. Your service is valued and appreciated.

We encourage you to bring your dedication, curiosity, and unique perspective to the table. This is a chance to listen, learn, and contribute in meaningful ways as we work together to make thoughtful and inclusive decisions for our community.

As you begin your service, we encourage you to make the most of the resources available to you. The training you'll receive, this handbook, your staff liaison, your chair, and your fellow commissioners are all here to support you. Your own experiences and ideas are important, and these tools will help you grow in your role and contribute effectively.

Roseville is a strong and vibrant community because of residents like you who give their time and energy to help shape its future. Your voice matters, and your contributions will make a difference. We're glad to have you on board and look forward to the impact you'll make.

Thank you!

Sincerely,

Mayor Dan Roe
City of Roseville

City of Roseville Commissioner's Handbook

Inside

Article I.	Purpose.....	2
Article II.	Serving on a Commission, Board or Committee	2
Section 2.01	Commissioner Expectations.....	2
Section 2.02	Open Meeting Law.....	3
Section 2.03	Conflict of Interest.....	3
Section 2.04	Standards of Appearance	3
Article III.	Roles and Responsibilities	4
Section 3.01	Role of Chair	4
Section 3.02	Role of Commission Members	4
Section 3.03	Role of Staff Liaison	5
Section 3.04	Relationship with City Council.....	5
Section 3.05	Social Media	5
Section 3.06	Removal of Members.....	5
Appendix A	City Overview	7
	Form of Government.....	8
	City Council.....	8
	City Manager & Departments	8
	Staff.....	8
	Commissions	8
Appendix B	Organizational Chart.....	9
Appendix C	Appointment Policy.....	10
Appendix D	Meeting Procedures.....	11
	Agendas.....	12
	Minutes	12
	Correction to Minutes	12
	Open Meeting Law	12
	Public Notice.....	12
	Rosenberg's Rules of Order.....	12
	Quorum.....	12
	Voting	12
Appendix E	Ethics Code	13
Appendix F	Rosenberg's Rules of Order.....	17
Appendix G	Roseville City Council Rules of Procedure.....	21
Appendix H	Uniform Commission Code.....	23

Article I. Purpose

Purpose

This handbook is designed to serve as a guide to the city's advisory commission appointment process, as well as the general policies and procedures that apply to all city advisory bodies.

As a new commissioner, we encourage you to connect with your staff liaison early in your term to learn more about your commission's work and expectations. It is also helpful to review recent meeting agendas and minutes to familiarize yourself with current issues, your commission's mission, and any ongoing goals. Agendas and minutes are available on the city's website: <https://www.cityofroseville.com/3765/Agendas-and-Meetings>

While not overly restrictive, the policies and procedures outlined here are designed to ensure clear expectations and consistent practices for all members. This handbook provides a summary key information to help guide your work and illustrate how your commission contributes to the broader work of the city.

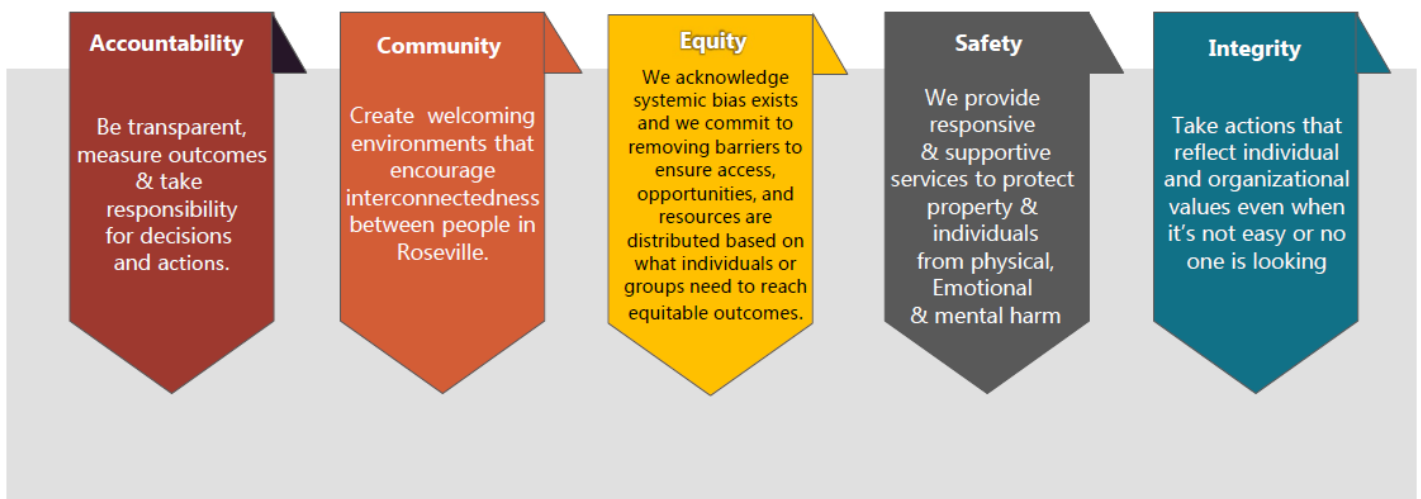
An appendix is included with additional resources that may be helpful during your service and can serve as a reference throughout your term.

Article II. Guiding Values and Principles

Section 2.01 City Values and Decision-Making

The City of Roseville's values serve as a foundation for the work of city staff, leadership, and advisory commissions. As a commissioner, these values should guide how you approach discussions, make recommendations, and interact with others.

Our values reflect not just what we do, but how we do it:



Article III. Serving on a Commission, Board or Committee

Section 2.02 Commissioner Expectations

The following expectations help ensure that the commission operates efficiently, respectfully and in alignment with city values:

1. Regular Attendance:

Commissioners are expected to attend all scheduled meetings. Consistent attendance ensures meaningful participation and helps the commission maintain quorum and make informed decisions. Attendance is taken at each meeting and regularly communicated to the City Council.

2. Advance Notice of Absence

If you are unable to attend a meeting, please notify your staff liaison in advance. This allows staff to plan accordingly and determine whether a quorum will be present.

3. Respect for the Group's Work

Commissioners are encouraged to fully engage in discussions and decision-making. Once a decision is made, all members are expected to respect the official position or action of the commission, even if they may personally disagree.

4. Adherence to the Open Meeting Law

Any written or email communication involving commission business must be directed to the staff liaison for proper distribution. Commissioners should not email other members directly about commission-related topics, in order to comply with the Minnesota Open Meeting Law.

5. Open, Transparent Dialogue

All issues and decisions should be discussed openly during public meetings. Side discussions or informal agreements outside of meetings should be avoided to maintain transparency and public trust.

6. Ethical Conduct

Commissioners must not seek or expect special treatment or influence based on their role. All actions should reflect integrity, fairness, and a commitment to the public good.

Section 2.03 Open Meeting Law

All of the city's commissions are open to the public and subject to the Minnesota Open Meeting Law, (Minnesota Statutes, Chapter 13D). A meeting occurs when a quorum (typically a majority) of the commission is present and discussing, deciding, or receiving information on official business. Social or chance gatherings not intended to evade the law are not considered meetings.

The purpose of the Open Meeting Law is:

- Prevent decision from being made in secret or without public knowledge
- Ensure the public's right to be informed.
- Allow the public to offer input on issues being considered.

Key requirements include providing public notice, holding meetings in accessible locations, and making relevant materials available to the public.

Questions or concerns can still be addressed directly with your staff liaison outside of meetings.

TIP: EMAIL OR OTHER ELECTRONIC COMMUNICATION AMONG MEMBERS MAY BE CONSIDERED A MEETING IF IT INVOLVES DISCUSSION OF OFFICIAL BUSINESS. IF YOU WANT TO SHARE INFORMATION WITH FELLOW COMMISSIONERS, SEND IT TO YOUR STAFF LIAISON, WHO CAN DISTRIBUTE IT APPROPRIATELY.

What is a Serial Meeting?

A **serial meeting** occurs when a quorum of commission members ends up discussing official business outside of a public meeting—not all at once, but in a series of smaller conversations. This can happen unintentionally, especially via email, group texts, or reply-all threads.

For example:

- Member A emails Member B about an agenda topic.
- Member B forwards it to Member C and D, who add comments.
- Now a quorum is involved in a discussion that should have occurred publicly.

Even if no decision is made, the exchange of opinions on city business among a quorum outside of a public meeting violates the Open Meeting Law.

BEST PRACTICE:
SEND ANY COMMISSION-RELATED COMMUNICATION TO YOUR STAFF LIAISON, WHO CAN SHARE IT APPROPRIATELY AT A PROPERLY NOTICED MEETING.

Section 2.04 Conflict of Interest

Generally, state law prohibits public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Commission members must avoid actions that may give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member is expected to abstain from discussion or the vote. If members have questions about the possible conflict, they should contact their staff liaison, who will consult with the City Attorney as needed.

Section 2.05 Standards of Appearance

Commission meetings are open to the public and televised, and as a commissioner, you are representing the City of Roseville in a public setting. While commissioners are encouraged to show up as their authentic selves, it's also important to project a respectful and professional presence.

Professional appearance doesn't mean everyone looks the same — it means showing care in how you present yourself in a way that reflects the significance of your role and builds public trust. This includes being mindful of attire, behavior, and demeanor that convey credibility, inclusiveness, and preparedness.

To support a unified presence at community events, commissioners are provided with a City of Roseville t-shirt, which may be worn when representing the commission at outreach or public engagement activities.

Article III. Roles and Responsibilities

Section 3.01 Role of Chair

The chair leads all official commission meetings and helps guide the group in reviewing and acting on agenda items. A key responsibility of the chair is to ensure that meetings are inclusive, respectful, and productive — encouraging participation from all members and the public while ensuring timely decisions are made.

Responsibilities of the Chair:

- Preside over all official meetings of the commission.
- Collaborate with the staff liaison in drafting the meeting agenda, if necessary.
- Represent the commission at City Council meetings, as needed.
- Foster a welcoming environment that encourages participation and reflects the City's values of equity, integrity and community.
- Model inclusive leadership and inspire public trust in Roseville's government.
- Attend commission interviews if a vacancy occurs.
- Serve as a point-of-contact for the commission. Sometimes this may mean responding to an email that is sent to all commission members so as to not violate an open meeting law.
- Help on-board new commission members.
- Attend annual Ethics training.
- Attend a Chairperson training with the Mayor and City Manager.

The chairperson is also responsible for the following procedural duties:

- Call meetings to order and propose adjournment.

- Recognize speakers and manage the speaking order.
- Call for and manage debate and votes on motions.
- Clarify or request clarification on motions and discussion points.
- Determine whether motions or actions are out of order.
- Apply and enforce meeting procedures and rules.
- Maintain decorum and address behavior that disrupts the meeting.
- Ensure meetings are run efficiently, allowing time for all voices to be heard.

The effective chairperson also:

- Encourages participation and solicits a range of perspectives.
- Builds trust by treating all participants equitably and respectfully.
- Maintains focus on the issues, not individuals.
- Avoids allowing personal attacks or off-topic commentary.
- Supports consensus building while ensuring decisions move forward.

Section 3.02 Rosenberg’s Rules of Order

The City of Roseville uses Rosenberg’s Rules of Order as its standard for conducting commission meetings. This approach offers a simplified, inclusive, and practical structure for facilitating orderly and fair discussions — especially for advisory bodies like commissions.

As Chair, your responsibility is to ensure that meetings are productive, respectful, and accessible, while also upholding the rules of procedure and ensuring every voice is heard.

You can find more information and a Quick Guide to Rosenberg’s Rules of Order in the Appendix. All chairpersons are expected to attend an annual training related to the role of the Chair. This is typically held the same evening as new commissioner orientation and the annual ethics training.

Section 3.03 Role of Commission Members

Serving on a commission is a meaningful way to contribute to the City of Roseville. Commissioners play a vital role in shaping recommendations, fostering community dialogue, and supporting the City’s goals and values.

As a commissioner, you serve as a community ambassador — both during meetings and in your day-to-day interactions. Your words and actions reflect not only your commission but also the City as a whole.

Commission members are expected to:

- Attend scheduled meetings and notify the staff liaison in advance if unable to attend.
- Review the agenda packet ahead of time and come prepared to engage in discussion.
- Reach out to the staff liaison with questions or to request additional information prior to meetings.
- Participate fully in meetings and follow through on any assigned tasks.
- Seek and reflect community perspectives on issues under consideration.
- Treat fellow commissioners, staff, and the public with respect, kindness, and professionalism.
- Use time efficiently and help keep meetings focused and productive.
- Act and speak with honesty, fairness, and integrity.
- Do not direct staff — work through the staff liaison for any support needed.
- Only speak on behalf of the commission when specifically authorized to do so.
- Do not speak on behalf of the City unless designated by the City Council.
- Attend annual Ethics Training.

Section 3.04 IAP2 Spectrum of Public Participation

The City of Roseville uses the IAP2 (International Association for Public Participation) spectrum to guide how it engages with the community. As a commissioner, you're not expected to be an expert in public engagement, but it's helpful to be familiar with this framework — especially when working on issues that involve community input.

The IAP2 Spectrum outlines **five levels of engagement**:

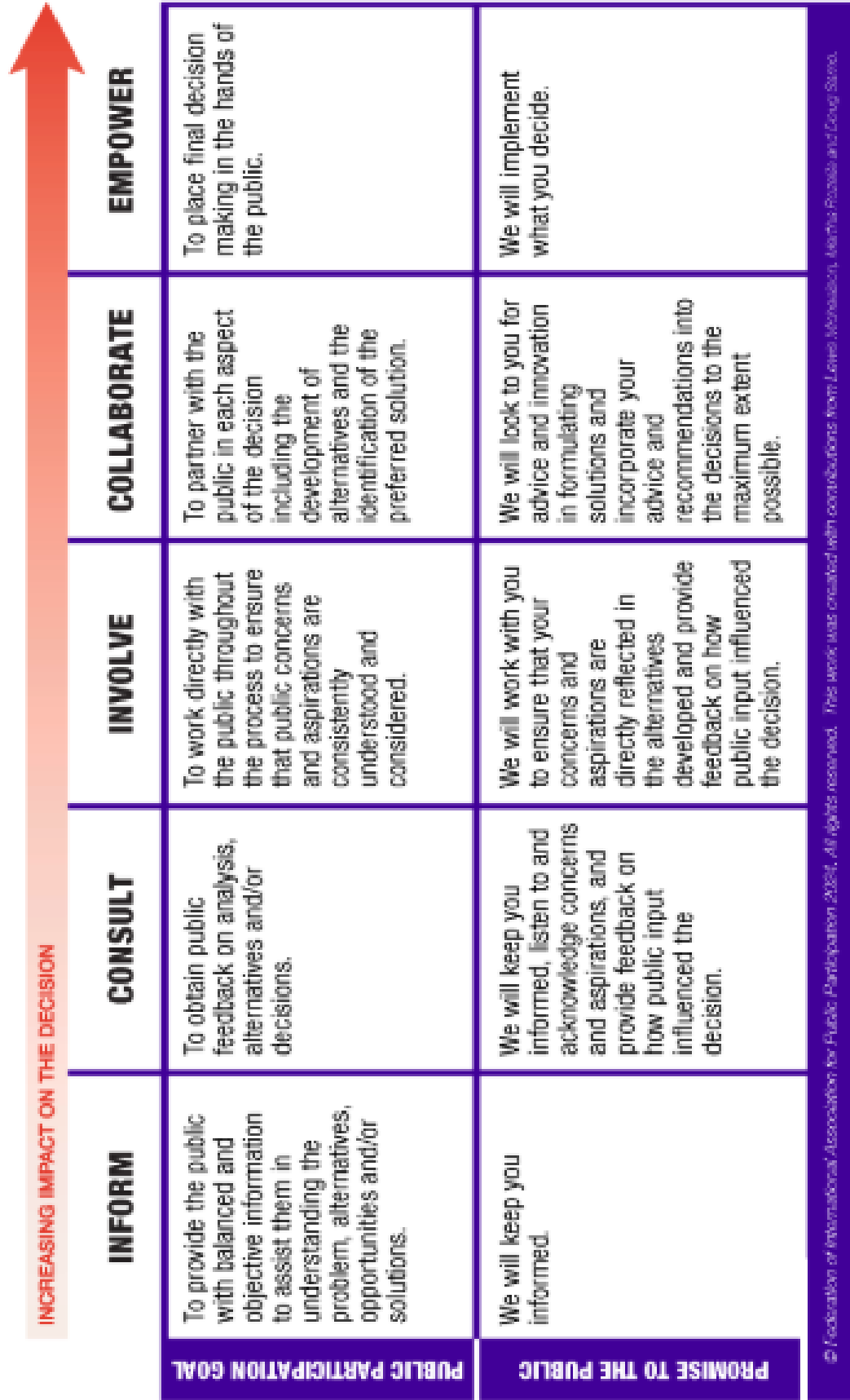
1. Inform – Provide the public with balanced and objective information.
2. Consult – Obtain public feedback on analysis, alternatives, or decisions.
3. Involve – Work directly with the public to ensure concerns are understood and considered.
4. Collaborate – Partner with the public in each aspect of the decision-making process.
5. Empower – Place final decision-making in the hands of the public.

Commissions often work within the Consult or Involve levels of the spectrum. You may be asked to review community feedback, help shape questions for engagement or advise on outreach strategies. Being familiar with the IAP2 Spectrum helps support meaningful and inclusive participation in city decision-making.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.



Section 3.05 Community Engagement Tips for Commissioners

As a commissioner, you may have opportunities to interact with community members about topics under consideration. While you are not expected to lead engagement efforts, your role as a community ambassador means that listening and gathering input can be valuable to the commission's work.

Tips for community engagement:

- Be a listener first. Encourage community members to share their thoughts and questions.
- Stay neutral when appropriate. Don't make promises or commitments on behalf of the commission or City.
- Respect different viewpoints. You represent all residents, even those who may not agree with your position.
- Refer questions to staff. Direct technical, legal, or procedural questions to your staff liaison.
- Engage with intention. Use what you learn to inform commission discussions and decision-making.
- Share ways for residents to have their voice heard. There are many ways for residents to participate in the decision-making process.

Community engagement can help ensure that recommendations reflect a broader range of experiences, especially those that are often underrepresented in public processes.

Section 3.06 Role of Staff Liaison

Some City staff members are assigned to serve as staff liaisons to advisory commissions. In this role, the staff liaison acts as the primary connector between the commission and the City Council, helping ensure the commission's work is aligned with the City's goals and processes.

The liaison supports commissioners by providing background information, guidance on procedures, and administrative coordination. Liaisons also help orient and onboard new members and are a go-to resource for questions or concerns that arise before, during, or after meetings.

Other duties include:

- Working with the Chair to develop agendas and ensure meetings are productive and inclusive.
- Ensuring meeting agendas are posted in accordance with the Minnesota Open Meeting Law.
- Distributing meeting materials (agenda packets, minutes, background documents) to commissioners.
- Preparing and presenting background information during meetings.
- Providing administrative support and facilitating follow-up on commission actions.
- Ensuring accuracy of meeting minutes and sharing them with the City Council.
- Coordinating the preparation and submission of the commission's annual work plan and yearly summary of accomplishments.
- Assisting in presenting commission recommendations to the City Council when needed.

Section 3.07 Work Plans & Annual Reporting

Each commission is expected to contribute to the City's long-term goals by setting priorities and reporting progress through a formal annual work plan and year-end report. Each commission holds an annual joint meeting with the City Council to present their annual work plan and accomplishments. This is in addition to the commission's regularly scheduled monthly meeting.

The annual work plan outlines the key topics, initiatives, and focus areas the commission plans to explore over the course of the calendar year. This plan is created collaboratively by the commission, with guidance from the staff liaison, and is submitted to the City Council for review.

The year-end report summarizes the commission's activities and accomplishments over the previous year. It helps the Council understand how commission work is advancing broader city goals and provides a record of public engagement and recommendations.

Staff liaisons are responsible for assisting in the preparation and submission of both documents, but commissioners are encouraged to take an active role in shaping the direction and outcomes of the work.

Section 3.08 Relationship with City Council

Commissions play an important role in supporting the City Council by offering advice, insight, and recommendations that reflect community needs and values. Commissioners help extend the reach of the democratic process by serving as a bridge between residents and local government.

While commissions are advisory bodies and do not make policy decisions, their input helps inform and shape Council direction on key issues.

Commission members are encouraged to:

- Approach their work as trusted advisors to the City Council, recognizing that the Council must consider the broader context and competing priorities of the entire city.
- Offer recommendations based on collective discussion and independent judgment, rather than trying to anticipate or align with what the City Council might decide.
- Understand and respect the distinct roles of the City Council (policy makers) and commissions (advisory bodies).

Section 3.09 Social Media

Commissioners are welcome to engage with the community through social media, which can be a powerful tool for connection, education, and promoting civic involvement. However, it is important to use these platforms thoughtfully.

Commissioners are not authorized to speak on behalf of the City or their commission unless explicitly designated to do so. When posting on social media — whether personal or professional — your views should be clearly your own and should not be presented as the official position of the City or the commission.

Best practices for commissioners using social media:

- Be clear that your views are personal: Consider including a disclaimer in your profile or post (e.g., "Opinions are my own").
- Avoid posting anything that could give the appearance of representing the commission or City unless you have been formally authorized.
- Do not disclose confidential or private information obtained through your commission service.
- Be mindful of tone — communicate respectfully and constructively, even on difficult issues.
- If a topic is likely to come before your commission, consider whether public comments could give the appearance of a predetermined position or create a conflict.

- Commissioners are encouraged to use social media to support civic engagement, but should always exercise sound judgment and uphold the values of equity, integrity, and respect.

Section 3.10 Removal of Members

Commission members are appointed by the City Council and serve at its discretion. The City Council retains the authority to appoint, reappoint, or remove any individual from a commission at any time.

Reasons for removal may include:

- Excessive unexcused absences from scheduled meetings.
- Failure to fulfill responsibilities outlined in this handbook.
- Violation of City policies or the Code of Ethics.
- Behavior that undermines the commission's integrity, inclusivity, or public trust.

The City values the contributions of its commissioners and expects that all members participate actively, act respectfully, and uphold the City's standards of conduct throughout their service.

Article IV. Accessibility and Inclusion

Section 4.01 Creating Inclusive and Respectful Spaces

The City of Roseville is committed to creating an inclusive environment where all residents can participate fully in public life. As a commissioner, you play an important role in helping make meetings and engagement efforts accessible, welcoming, and respectful.

Best practices for accessibility and inclusion:

- Use inclusive language. Avoid jargon or acronyms when possible and speak clearly and respectfully.
- Be aware of access needs. City meetings are held in accessible locations and accommodations (such as ASL interpretation or translation) are available upon request.
- Create space for all voices. Be intentional about including perspectives from underrepresented groups. This can mean seeking out voices with different opinions than those currently represented, perspectives from various socio-economic or other demographic groups.
- Support a welcoming environment. Help ensure public participants feel safe, heard, and valued in commission discussions.

If you have questions or suggestions about how to make your commission more inclusive, speak with your staff liaison.

Section 4.02 Public Participation and Accommodations

City commission meetings are open to the public and must comply with the Americans with Disabilities Act (ADA) and other accessibility standards. The City provides accommodations upon request to ensure that all residents can participate fully in public life.

Accommodations may include:

- American Sign Language (ASL) interpreters
- Real-time captioning
- Translation of materials into different languages

- Accessible seating and entrances
- Materials in large print or alternate formats, or
- Other reasonable accommodations

Commissioners are not expected to manage or approve accommodation requests. If a resident expresses a need for assistance, refer them to the staff liaison, who will coordinate with the appropriate City staff to ensure their needs are met.

Encouraging participation from a wide range of residents strengthens public decision-making and builds trust in local government.

Section 4.03 Inclusive Decision-Making

Commissions are often tasked with advising on policies, programs, or projects that affect different groups in the community. To ensure these decisions are inclusive and equitable, it's important to consider who is at the table—and who is not.

Before making a recommendation, consider asking:

- Who is most impacted by this decision?
- Have those individuals or communities had a chance to provide input?
- Are there barriers (language, transportation, awareness) that might have prevented them from participating?
- How can we make the process more inclusive going forward?

When appropriate, the staff liaison can help utilize the City's Equity Toolkit to evaluate the potential impacts of recommendations or outreach efforts.

Section 4.04 Language, Tone, and Cultural Sensitivity

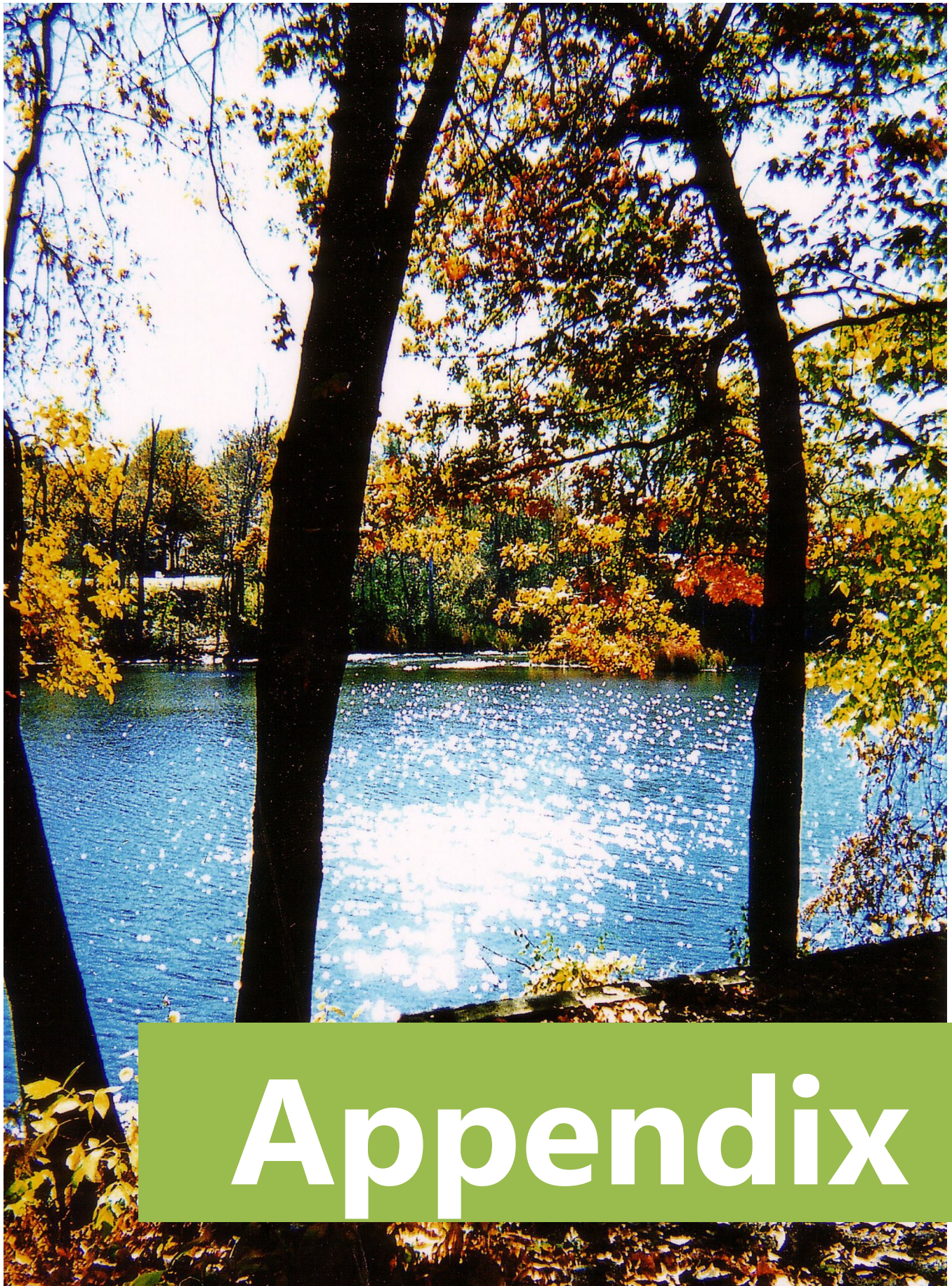
Being inclusive is not just about who is in the room — it's also about how we communicate. Commissioners are encouraged to:

- Use plain, clear language free of acronyms or jargon.
- Avoid assumptions about residents' experiences, backgrounds, or identities.
- Be aware of power dynamics that may make it harder for some voices to be heard.
- Respect differences in communication styles and cultural norms.

Remember that equity and inclusion are ongoing practices. By approaching your role with curiosity, humility, and a willingness to learn, you help make local government more responsive and welcoming to all.

Notes

[illegible]



Appendix

Appendix A. City Overview

Form of Government

The City of Roseville operates under the Statutory Plan B form of government, meaning it uses a Council-Manager system. This means that:

- The City Council, made up of elected officials, makes decisions about laws, policies, and the overall direction of the city.
- The City Manager, who is hired by the City Council, is responsible for running the day-to-day operations of the city and making sure services are delivered effectively.

This system blends the local knowledge and guidance of elected officials with the professional expertise of a trained administrator. It helps ensure that city services remain consistent and efficient, even as elected officials may change over time.

Roseville residents are represented by a Mayor and four at-large City Council members. An at-large councilmember means they represent the entire city, not specific districts or wards. Each council member and mayor have an equal vote in council decisions.

City Council

The City Council acts as the governing body and serves much like a “board of directors” for the City. It is responsible for setting the city’s overall direction, adopting the annual budget, passing local laws (ordinances), establishing policies, and overseeing how the city operates.

- The Mayor is elected to a four-year term and leads City Council meetings but has the same voting power as the other Council Members.
- Council Members are also elected to four-year terms, with elections held in even-numbered years so their terms are staggered (not all seats are up for election at once).
- All members, including the Mayor, are elected at large, meaning they represent the entire city, not individual districts or wards.

The Council meets regularly throughout the year and values community input in shaping its decisions.

City Manager and Departments

The City Manager serves as the City’s chief executive officer, implementing Council policy, managing operations, and leading department heads. The City Manager also provides neutral, evidence-based recommendations to support Council decision-making and public transparency.

Roseville has seven primary departments:

- Administration
- Community Development
- Finance
- Fire
- Parks and Recreation
- Police
- Public Works

The City Attorney is also appointed by the City Council and serves as legal counsel for the organization.

Staff

City staff members work under the direction of the City Manager and are responsible for implementing policies, managing services, and supporting residents. While commission members interact regularly with staff through their assigned staff liaison, it's important to note:

- Commissioners do not supervise or direct staff.
- All special assignments or requests for staff time must go through the City Manager or staff liaison.

Staff work collaboratively with commissions to provide background information, facilitate community input, and ensure that commission recommendations are responsive and actionable.

Commissions

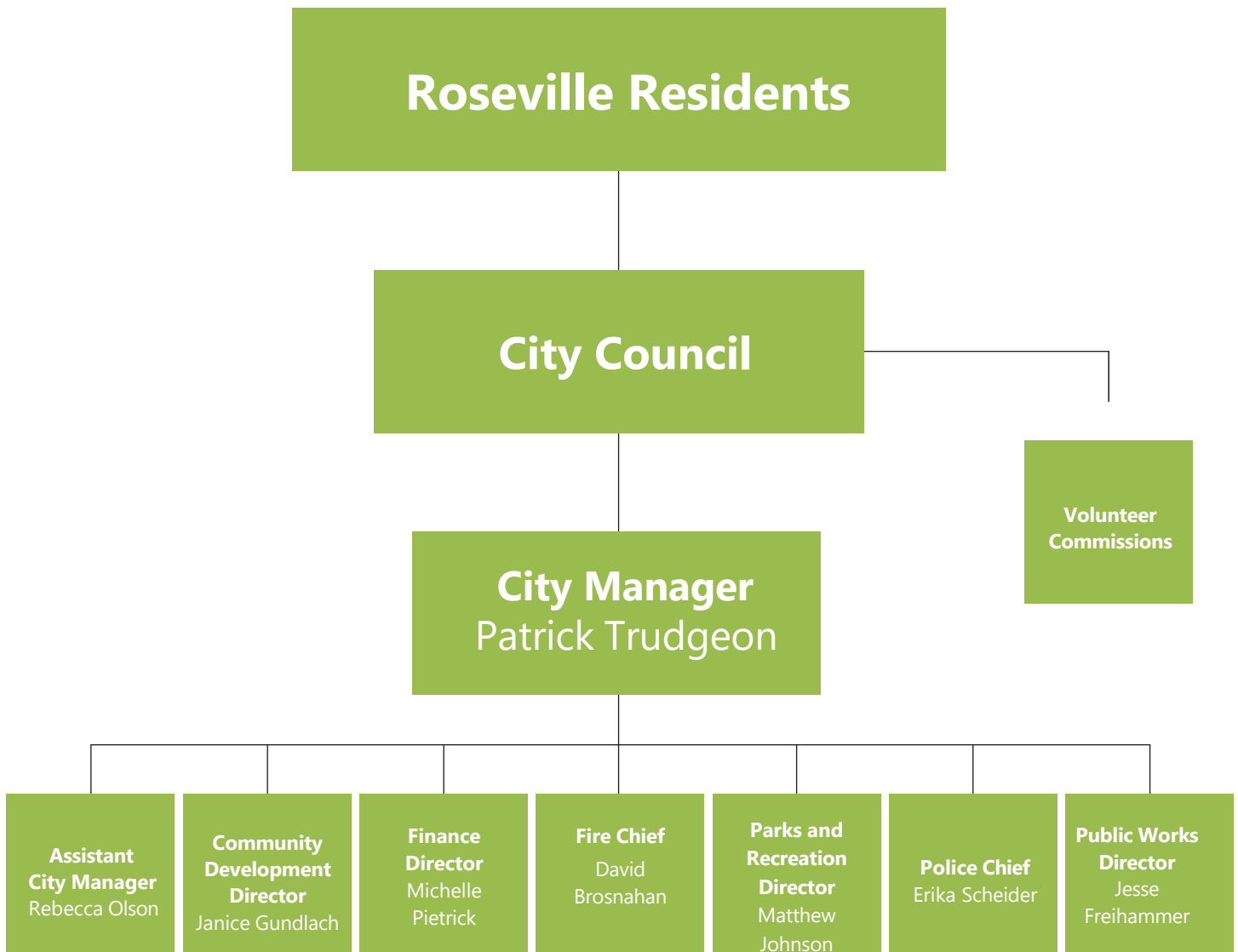
Commissions are standing advisory bodies established by ordinance and appointed by the City Council. While they do not have decision-making authority, they play a key role in ensuring public involvement in local governance.

Commission responsibilities include:

- Making recommendations to the City Council and staff on specific program or policy areas.
- Identifying and elevating issues or trends that may need attention from Council or staff.
- Supporting education and awareness efforts to help residents understand and engage with policy matters.

Commissions are guided by their annual work plans and operate in alignment with City priorities, including the strategic plan and equity goals.

Appendix B. Organizational Chart



Appendix C. Appointment Policy

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~~ Equity and Inclusion, 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. All 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. Applicants are expected to attend interviews, which are held in person. However, if an applicant is unable to attend due to extenuating circumstances, applicants may be contacted by council members individually.
- 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 reappointment application.
- B. In January, Council will be advised of those Commissioners who are eligible for reappointment and if they are seeking reappointment. In addition, Council will be provided with the attendance record of the individual any commissioner seeking reappointment, ~~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~~ commissioners seeking reappointment. 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(s) merits reappointment, that person will be reappointed. Any additional vacancies will be declared and the Council will follow the procedure for filling vacancies as described above.
- 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.

Appendix D. Meeting Procedures

Agendas

An agenda for each meeting of a City Commission is typically prepared by the staff liaison, sometimes in consultation with the chair. The agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Minutes

Summary minutes of each meeting are typically recorded by a third party and sent to the staff liaison. Minutes serve as a permanent record of the commission's actions, discussion and opinions. Each meeting the Commission shall review and approve the submitted minutes. The approved minutes are forwarded to the City Council as input and background for Council decisions.

Correction to Minutes

It is important for members of city commissions to review minutes and make corrections if needed so that the approved minutes accurately reflect the work of the group. Corrections to minutes are made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, second, and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission will be reflected in the minutes for the meeting at which the corrections are made.

Open Meeting Law

All meetings of Roseville's commissions are open to the public and governed by the Minnesota Open Meeting Law (Minnesota Statutes, Chapter 13D). The law ensures that the work of public bodies is done transparently, and that residents have the opportunity to observe and engage with decision-making processes.

A meeting is defined as the gathering of a quorum (typically a majority) of a public body—either in person or through electronic means—for the purpose of receiving information, deliberating, or making decisions related to official business.

The Open Meeting Law exists to:

1. Prevent decision-making behind closed doors.
2. Ensure the public's right to be informed.
3. Provide an opportunity for the public to observe and offer input.

What is not a meeting?

- Social or chance gatherings where public business is not discussed.
- Attendance at conferences or events where commission business is not deliberated.

Electronic Communication & Serial Meetings

Any communication involving a quorum of commissioners—whether in-person, by email, text, or messaging apps—may be considered a meeting if it involves discussion of official business.

Even when commissioners don't all communicate at once, serial communication (i.e., a chain of

conversations involving multiple members) can unintentionally violate the law.

To avoid Open Meeting Law violations:

Do not email or message other commissioners to discuss agenda items or commission business.

If you have information to share, send it to your staff liaison, who will distribute it appropriately and ensure it is reviewed at a public meeting.

You may contact your staff liaison individually to ask questions or request clarification on topics.

Penalties

A commissioner who intentionally violates the Open Meeting Law may be subject to a civil penalty of up to \$300 per violation. The City maintains liability insurance, but it does not cover personal penalties for intentional violations.

To stay in compliance:

- Conduct commission business only at public meetings.
- Avoid back-and-forth discussions outside of meetings.
- Ask your staff liaison if you're unsure whether something constitutes a meeting.

Public Notice

The heart of the Open Meeting Law is the requirement that all meetings of a governmental body be preceded by an official public notice.

Public notice will be provided in the following manner:

- As required by state statutes;
- Notice will set forth the time, date, place and the subject matter of the meeting; and
- Notice will be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Rosenberg's Rules of Order (see Appendix F)

The City Council, commissions, and boards typically follow Rosenberg's Rules of Order for any formal actions. The adoption of rules was undertaken to simplify procedures. A quick reference guide will be provided to all Commission members. Chairs and Vice Chairs are expected to attend the annual training that occurs on the same night as the Ethics training.

Quorum

A quorum is the minimum number of members that must be present for a group to conduct business. A quorum is a majority of the authorized seats on the Commission. For a seven-member Commission, a quorum of four must be present. However, when a vacancy exists on a Commission, a quorum shall consist of a majority of the Commission's non-vacant seats.

Voting

When present, all commission members are expected to vote. Upon request of any commission member, a roll call vote will be taken and recorded. A tie vote is equivalent to a vote that has failed.

Appendix E. Ethics Code

CITY OF ROSEVILLE

CODE OF ETHICS FOR PUBLIC OFFICIALS

PURPOSE

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

SECTION 1. DECLARATION OF POLICY

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that annual training be held to discuss the meaning of this code with Public Officials, and in addition such training shall involve trained experts on government ethics. The City Manager shall be the coordinator for the annual training. The training will keep the subject of ethics in government fresh in everyone's mind. (amended 5-23-2011)

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

SECTION 2. DEFINITIONS OF TERMS

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head. Public Officials include the following:

- A. Members of the City Council and Mayor;
- B. The department head and assistant department head of each City department;
- C. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- D. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term "Anything of Value" shall not be deemed to include:

1. Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
2. Services of insignificant monetary value;
3. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;

4. A trinket or memento costing \$5 or less;
5. Informational material of unexceptional value;
6. Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
7. A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

SECTION 3. ETHICAL CONSIDERATIONS

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. **Other Offices or Employment.** An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self-disqualification from any particular action which might be compromised by such office or employment.

- B. **Use of Confidential Information.** No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall any Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it.
- C. **Solicitation of or Receipt of Anything of Value.** A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.
- D. **Holding Investments.** No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. **Representation of Others.** A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. **Financial Interest.** Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.

- G. **City Property.** No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. **Special consideration.** No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. **Giving Anything of Value.** No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. **Public Funds, etc.** No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. **Expenses.** Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. **Donations.** No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.
- M. **Official Action.** No Public Official shall take an official action or attempt to influence any process which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relation- ship, friendship, or business relationship with such person or entity.
- N. **Compliance with Laws.** Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. **Cooperation with Ethics Committee Investigations.** Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. **Resolution of Ethics Complaints.** The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

SECTION 4. SPECIAL CONSIDERATIONS

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

SECTION 5. HANDLING ALLEGED VIOLATIONS OF CODE OF ETHICS

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non- employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.
- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.

- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
 - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.
- H. A complainant may withdraw a complaint, filed under this Code at any time, in writing with the City Manager or City Attorney. Unless the City Council directs otherwise, City personnel need not take any further action in accordance with the Code after such withdrawal. Once acceptance by the City Council has been granted, the City Attorney or City Manager shall provide notice to the complainant, the subject of the complaint if appropriate, and the Ethics Commission that the withdrawal has been accepted.

SECTION 6. DISCLOSURE OF FINANCIAL INTERESTS

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

- 1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
- 2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

Appendix F. Rosenberg's Rules of Order

The City of Roseville uses Rosenberg's Rules of Order as its standard procedure for commission meetings. This simplified and accessible alternative to Robert's Rules of Order supports clear, respectful, and efficient public meetings—especially for advisory bodies.

Why Rosenberg's Rules?

Rosenberg's Rules are based on four guiding principles:

1. Establish order – Create structure to support productive meetings.
2. Be clear – Use rules that everyone can understand and follow.
3. Be user-friendly – Encourage public participation through accessibility.
4. Uphold democracy – Let the majority decide while protecting the voice of the minority.

These rules are designed for modern, smaller public bodies that want to run orderly and inclusive meetings—not for parliamentary assemblies or large legislative bodies.

Role of the Chair

The chair is responsible for conducting the meeting and applying the rules. While the chair may participate in discussions and votes, they typically speak last and only make or second motions if no one else does. The chair ensures that meetings stay focused and on-topic, everyone is treated with respect, public comment is appropriately managed, and motions are clearly understood before voting.

Life of a Motion

Most agenda items follow this format:

1. The chair announces the item.
2. Staff or a commissioner presents background.
3. Commissioners ask clarifying questions.
4. Public comment is invited.
5. The chair calls for a motion.
6. A motion is made and seconded.
7. Commissioners discuss the motion.
8. The chair restates the motion if needed.
9. A vote is taken.
10. The result is announced.

Types of Motions

Basic Motion:

Proposes an action (e.g., "I move that we recommend...").

Motion to Amend:

Suggests a change to the basic motion.

Substitute Motion: Replaces the original motion with a new one. The chair determines whether a motion is an amendment or a substitute. When multiple motions are on the floor, the last motion made is voted on first.

Motions That Aren't Debatable (Go Straight to a Vote)

- Motion to adjourn
- Motion to recess
- Motion to fix a time to adjourn
- Motion to table
- Motion to limit debate (requires 2/3 vote).

Special Motions Motion to Reconsider:

Must be made by someone who voted with the majority and must be made at the same or next meeting.

Motion to Suspend the Rules:

Allows temporary departure from procedural rules (2/3 vote required).

Motion to Close Nominations:

Used when electing officers (2/3 vote required).

Courtesy and Decorum Rosenberg's Rules emphasize respectful interaction:

- One person speaks at a time.
- Speakers must be recognized by the chair.
- Debate must focus on issues, not personalities.
- The chair may set time limits to keep meetings moving.

Interruptions are only allowed for:

- Point of Privilege (comfort or accessibility concerns, such as not being able to hear),
- Point of Order (a procedural error has occurred),
- Appeal (a member disagrees with the chair's ruling and the body votes),
- Call for Orders of the Day (a request to return to the agenda),
- Withdraw a Motion (only by the person who made it).

Public Participation

Public input is a vital part of the meeting process. The chair should:

1. Inform the public about the process.
2. Invite and manage public comment respectfully.
3. Explain the action taken after a vote.

The chair may set reasonable time limits to ensure all speakers are heard while maintaining forward momentum.

Appendix G. Roseville City Council Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The Council adopts Rosenberg's Rules of Order for all Council meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- A. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker, or a different amount of time at the discretion of the chair.
- B. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker, or a different amount of time at the discretion of the chair.
- C. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- D. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- E. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- F. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.
- G. The public speaking time limits above do not apply to pre-arranged presenters or to the subjects of or applicants for council action, or appellants or petitioners to the council. Such speakers are encouraged to limit their remarks to 10 minutes or less.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Agenda

The following shall be the order of business of the City Council. Items marked with an asterisk apply to Commissions (with item numbers adjusted accordingly):

- 1) Roll Call*
- 2) Pledge of Allegiance
- 3) Approve Agenda*
- 4) Public Comment*
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council (or Commission) Direction on Member Initiated Agenda Items*
- 9) Approval of Minutes*
- 10) Consent Agenda
- 11) Future Agenda Review, Reports, and Announcements – Council and City Manager
- 12) Adjourn*

Business items may include Presentations, Discussions, Public Hearing, Work Session Items, and/or other Actions, as appropriate.

The Council or Commission will schedule a 10-minute break approximately two hours after the start of the meeting.

Councilmembers and Commissioners are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers and Commissioners have the right to place items on the agenda as follows:

1. A Councilmember or Commissioner may, at a meeting, request that an item be placed on a future agenda, or;
2. A Councilmember or Commissioner may make a request for an agenda item outside of a meeting by submitting an email request to the city manager or staff liaison, no later than noon of the Wednesday preceding the meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next meeting under the heading “Council (or Commission) Direction on Councilmember (or Commissioner) Initiated Agenda Items” at which time the Council, (or Commission) on consideration of any preliminary material provide by the initiating Councilmember (or Commissioner) for inclusion in the meeting packet, will by motion, provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember (or Commissioner) may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers (or Commissioners) present.

Rule 7 Remote Participation

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

Rule 8 Presiding Officer in Absence of Both Mayor & Acting Mayor (or Chair & Vice Chair)

In the absence of both the presiding officer and the designated alternate, a meeting will be presided over by the most senior member (or in the event of a tie in seniority the most senior member whose last name comes first alphabetically) until the body by affirmative vote on a motion, designates any other presiding officer.

Rule 9 Suspension of Rules

Pursuant to Rosenberg’s Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 11 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers four days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 12 City Council Task Force or Subcommittee Formation

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address, and the task force will report its findings or recommendations by a specific deadline established by Council.

Appendix H . Uniform Commission Code

Title 2

ADVISORY COMMISSIONS

CHAPTER 200. IN GENERAL

Sec. 201.01. Establishment and purpose.

(a) All permanent standing advisory commissions to the city shall be established by adoption of an ordinance under this title and shall be governed by the provisions of this chapter.

(b) Advisory commissions are established to provide a method for citizen input and are advisory to the city council. No advisory commission will have decision-making authority for the city, except as expressly established by this Code or state statutes.

(c) From time to time, the city council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties, and term of service for such advisory groups.

(d) Advisory commissions and commission members will engage with the community and serve as community liaisons and resources for issues, ideas and proposals related to the commission's subject matter, and will provide appropriate information and resources. Commissions and commission members may initiate ideas and proposals for further consideration by their commission and the city.

(Code 1995, §§ 201.01, 201.02; Ord. No. 1669, § 1(201.01), 3-11-2024)

Sec. 201.02. Composition and terms.

(a) *Composition.* All members of advisory commissions must be residents of the city, and will be appointed by majority vote of the city council. In addition to the regular commission members, the city council may appoint up to two additional residents of the city who are the age of 18 years or under and enrolled in high school to serve one-year terms on a commission as youth commissioners.

(b) *Term length.*

(1) Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows:

(a) At least one third of the members shall be appointed for three-year terms;

(b) Up to one third of the members shall be appointed for two-year terms; and

(c) The balance of the members shall serve a one-year term.

(2) Term length for any member will be established by the council at the time of the appointment.

(c) *Oath of office.* Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to city ethics regulations and attend the annual ethics training.

(d) *Expiration of terms.* A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

(e) *Term limits.*

- (1) Members are eligible to serve two consecutive full terms on a commission, in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
- (2) When members of an existing commission are transferred by the city council to a new commission, term limits apply to the combined time on both commissions.
- (3) Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
- (4) Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
- (5) The council may reappoint a person for a period not exceeding one additional year if the council, by four-fifths vote, determines that reappointment is in the best interest of such commission and the city.

(f) *Vacancies.* Vacancies during a term shall be filled by the city council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal, or death. The city council reserves the right to defer filling commission vacancies for any length of time deemed necessary.

(g) *Attendance.* It is the expectation that commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30 percent or more of commission meetings in a rolling 12-month period, the staff liaison or commission chair will forward the information to the city council.

(h) *Removal.* Members may be removed by the city council without cause. A member's removal shall be by majority vote of the city council. In addition:

- (1) If a member fails to comply with city ethics regulations, the city council may remove the member.
- (2) If a member has absences from more than three consecutive commission meetings or is absent from more than 30 percent of the meetings in any rolling 12-month period, the city council may remove the member.

(i) *Compensation.* Members of all advisory commissions shall serve without compensation.

(Code 1995, § 201.03--201.05; Ord. No. 1580, 2-10-2020; Ord. No. 1617, 8-22-2022; Ord. No. 1669, § 1(201.02), 3-11-2024)

Sec. 201.03. Organization.

(a) *Election of officers.* At the last meeting preceding the end of regular terms of appointment, or at such other time as required by state statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the ethics commission as described in chapter 207.

(b) *Governing documents.* This Code and state statutes will govern commission activities. A commission shall not adopt separate bylaws or rules to govern commission duties or activities.

(c) *Committees, subcommittees and task forces.* Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. Subcommittees shall report on work underway and completed on a regular basis to the full commission. The formation of any other committees, task forces and/or alternate work groups would be subject to the provisions of this chapter and shall be created only after approval of the city council.

(d) *Logo and materials.* To reflect the official nature of the commission and to preserve consistency of the city's brand, only the official city logo or a council-approved derivative of the logo, which contains

the words "City of Roseville," shall be used on commission materials.

(e) *Accessibility*. Commission members will be available to city residents by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

(f) *Staff liaison*. Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the city council.

(g) *New commissioner training*. New commission members will receive both general and commission- specific training from the staff liaison and commission chair before beginning their term.

(Code 1995, § 201.06; Ord. No. 1498, 4-11-2016; Ord. No. 1528, 6-5-2017; Ord. No. 1669, § 1(201.03), 3-11-2024)

Sec. 201.04. Meetings and reports.

(a) *Meeting schedule.* Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least monthly, except as otherwise required by this Code or state statutes. A regular meeting may be cancelled by agreement of the chair and staff liaison if they determine that there is no business requiring a meeting. a special meeting of a commission may be called by the commission chair and/or the city manager between regular meetings after consultation and approval of both parties.

(b) *Joint meeting with city council.* At least once a year, each commission shall meet with the city council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the city council when necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the city manager to schedule any joint meetings.

(c) *Open meeting law and data practices.* All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of Minn. Stat. ch. 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

(d) *Rules of order.* All commissions shall be subject to the same rules of order as are adopted annually by the city council.

(e) *Meetings.* Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a public comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a commission shall be exempt from being televised, but such tours shall be publicly noticed as all other commission meetings.

(f) *Minutes and reports.* Commissions are required to keep a record of all resolutions, transactions, findings, and other actions as well as other recommendations, votes, reports, studies, and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the city council minutes are written. All documents so recorded are public records.

(Code 1995, § 201.07; Ord. No. 1481, 7-20-2015; Ord. No. 1498, 4-11-2016; Ord. No. 1669, § 1(201.04), 3-11-2024)

CHAPTER 202. PLANNING COMMISSION

Sec. 202.01. Establishment and purpose.

A city planning commission for the city is hereby established, which shall be subject to chapter 201. The planning commission shall be the city planning agency and shall have the scope, duties, and functions given to such agencies generally by Minn. Stat. §§ 462.351 through 462.364 and as conferred upon it by this chapter.

(Ord. No. 1669, § 2(202.01), 3-11-2024)

Sec. 202.02. Membership.

The planning commission will consist of seven members appointed by the city council.

(Ord. No. 1669, § 2(202.02), 3-11-2024)

Sec. 202.03. Scope, duties, and functions.

- (a) The planning commission has the scope, duties, and functions given to city planning agencies generally by law, including the authority to conduct public hearings as directed by the city council or city policy.
- (b) The planning commission shall perform the duties enumerated for the planning commission in title 10.
- (c) The planning commission may, upon its own motion or upon instruction by the city council, prepare revisions to the city zoning regulations or plan or amendments thereto for the city in accordance with the requirements and procedures of title 10. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes.
- (d) The planning commission shall perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city council.

(Ord. No. 1669, § 2(202.03), 3-11-2024)

CHAPTER 203. POLICE CIVIL SERVICE COMMISSION

Sec. 203.01. Establishment and purpose.

The city has established a police civil service commission, which shall serve the purposes of and be subject to Minn. Stat. ch. 419. The city accepts and adopts all the provisions of Minn. Stat. ch. 419 regarding police civil service commissions.

(Ord. No. 1669, § 3(203.01), 3-11-2024)

Sec. 203.02. Membership and schedule of meetings.

The commission shall consist of three members and shall meet on the first Monday in February each year, and thereafter shall fix the times of its meetings.

(Ord. No. 1669, § 3(203.02), 3-11-2024)

Sec. 203.03. Scope, duties, and functions.

The commission shall have all the scope, duties, and functions found in Minn. Stat. ch. 419 .

(Ord. No. 1669, § 3(203.03), 3-11-2024)

CHAPTER 204. PARKS AND RECREATION COMMISSION

Sec. 204.01. Establishment and purpose.

The city has established a city parks and recreation commission, which shall serve in an advisory capacity to the city council, the city manager, and the parks and recreation director. The commission will submit recommendations on parks and recreation facilities, programs, and policies.

(Code 1995, § 204.01; Ord. No. 1253, 6-26-2001; Ord. No. 1669, § 4(204.01), 3-11-2024)

Sec. 204.02. Membership.

The commission will consist of nine members appointed by the city council.

(Code 1995, § 204.01; Ord. No. 1253, 6-26-2001; Ord. No. 1669, § 4(204.02), 3-11-2024)

Sec. 204.03. Scope, duties, and functions.

The duties and functions of the commission shall be as follows:

- (1) Parks and recreation operations and programming.
 - a. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
 - b. Understand joint efforts with local school districts and promote collaboration and efficient utilization of school and municipal resources and programs.
 - c. Be aware of what the parks and recreation department is currently offering, including parks, facilities, and programs.
 - d. Keep informed of and provide feedback regarding the parks and recreation budget and finances.
 - e. Provide a recommendation to the city council for the names of any new park or facility utilizing the departmental naming policy.
 - f. Review and provide feedback on park and facility projects, including park and facility schematics and concept plans. Review and provide feedback on park infrastructure and asset management.
 - g. Review land use applications that require park dedication and provide a recommendation to the city council regarding whether cash, land, or a combination of both should be accepted to satisfy the requirement, in accordance with state law and the process and criteria outlined in section 1103.06.
- (2) Park open spaces and natural resources.
 - a. Propose and advise on regulations for control of city park property to the city council.
 - b. Receive updates and provide recommendations to staff and the city council regarding preservation of public green space, environmental stewardship of parkland, and climate resilience.
 - c. Act in all matters relating to the urban forest management regulations contained in chapter 705 and will also act as the tree board as set forth in section 705.04.
- (3) Engagement with community.
 - a. Be active in park and recreation programming and events and listen to citizen input on successes and what needs improvement.

- b. Represent the city at park and recreation events where appropriate and approved by city staff or the city council.
- (4) Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city council.

(Code 1995, § 204.02; Ord. No. 1481, 7-20-2015; Ord. No. 1669, § 4(204.03), 3-11-2024)

CHAPTER 205. EQUITY AND INCLUSION COMMISSION

Sec. 205.01. Establishment and purpose.

There is established an equity and inclusion commission for the city, which shall serve in an advisory capacity to the city council and city staff by applying an equity and inclusion lens to city policies, procedures, projects, programs, operations, and initiatives.

(Ord. No. 1676, § 1(205.01), 6-3-2024)

Sec. 205.02. Membership.

The commission will consist of seven members appointed by the city council. Members should reflect the diverse makeup of the community, including, but not limited to, diversity in race, ethnicity, gender, age, disability status, sexual orientation, socio-economic status, and other factors that contribute to a comprehensive understanding of equity and inclusion, reflective of the different lived experiences of the community.

(Ord. No. 1676, § 1(205.02), 6-3-2024)

Sec. 205.03. Scope, duties, and functions.

The duties and functions of the commission shall be as follows:

- (1) Review and provide feedback on departmental equity and inclusion workplans which serve to advance equity and inclusion throughout the organization.
- (2) Review and provide feedback on the strategic racial equity action plan (SREAP) and to advance the SREAP's priorities and equity and inclusion throughout the organization.
- (3) May participate in the equity and inclusion action team that will operationalize departmental equity and inclusion workplans throughout the city that advance the SREAP's priorities.
- (4) May represent the city at events where appropriate and approved by city staff or the city council.
- (5) Perform other duties and functions as requested by city staff or the city council.

(Ord. No. 1676, § 1(205.03), 6-3-2024)

CHAPTER 206. PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

Sec. 206.01. Establishment and purpose.

The city has established a city public works, environment, and transportation commission. The commission shall serve in an advisory capacity to the city council, city manager and public works director on public works, environmental, and transportation matters.

(Code 1995, § 206.01; Ord. No. 1260, 4-15-2002; Ord. No. 1313, 12-6-2004; Ord. No. 1669, § 5(206.01), 3-11-2024)

Sec. 206.02. Membership.

The commission will consist of seven members appointed by the city council.

(Code 1995, § 206.01; Ord. No. 1260, 4-15-2002; Ord. No. 1313, 12-6-2004; Ord. No. 1669, § 5(206.02), 3-11-2024)

Sec. 206.03. Scope, duties, and functions.

The duties and functions of the commission shall be as follows:

- (1) Maintain an interest in and an understanding of the functions and operations of the public works department.
- (2) Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact city services.
- (3) Collaborate with city staff to review, evaluate, and recommend policies and practices regarding sustainability and management of environmental resources.
- (4) Collaborate with city staff to review, evaluate, and recommend policies and practices regarding transportation infrastructure as it relates to the multi-modal needs and demands of the community. This includes related public safety issues and coordination with the traffic safety committee if necessary.
- (5) Keep informed of and provide feedback regarding the public works budget and finances.
- (6) Collaborate with federal, state, county, regional and other public works, environmental, and transportation services that impact city services.
- (7) Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city council.

(Code 1995, § 206.02; Ord. No. 1260, 4-15-2002; Ord. No. 1313, 12-6-2004; Ord. No. 1481, 7-20-2015; Ord. No. 1669, § 5(206.03), 3-11-2024)

CHAPTER 207. ETHICS COMMISSION

Sec. 207.01. Establishment; purpose.

The city has established a city ethics commission. The commission will serve in an advisory capacity to the city council on matters involving any ethics code adopted by the city council.

(Code 1995, § 207.01; Ord. No. 1498, 4-11-2016; Ord. No. 1669, § 6(207.01), 3-11-2024)

Sec. 207.02. Membership and schedule of meetings.

The commission shall consist of one member appointed by each city advisory commission and will hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

(Code 1995, § 207.01; Ord. No. 1498, 4-11-2016; Ord. No. 1669, § 6(207.02), 3-11-2024)

Sec. 207.03. Scope, duties, and functions.

The duties and functions of the commission shall be as follows:

- (1) Serve in an advisory capacity to the city council on matters involving any ethics code adopted by the city council.
- (2) Administer any ethics code adopted by the city council.
- (3) Perform other duties and functions or conduct studies as specifically directed or delegated by the city council.

(Code 1995, § 207.02; Ord. No. 1338, 6-12-2006; Ord. No. 1481, 7-20-2015; Ord. No. 1669, § 6(207.03), 3-11-2024)

CHAPTER 208. FINANCE COMMISSION

Sec. 208.01. Establishment and purpose.

The city has established a city finance commission. The finance commission is established to provide a method for citizen review and input regarding the financial affairs of the city. The finance commission shall advise the city council, city manager, and city finance director, though it does not have decision-making authority except as expressly established by this Code.

(Code 1995, § 208.01; Ord. No. 1669, § 7(208.01), 3-11-2024)

Sec. 208.02. Membership.

The commission will consist of seven members appointed by the city council. A minimum of three members must have financial management experience or training.

(Code 1995, § 208.01; Ord. No. 1669, § 7(208.02), 3-11-2024)

Sec. 208.03. Scope, duties, and functions.

(a) The city council has created the finance commission to serve in an advisory capacity regarding the city's financial matters to make recommendations that will provide clarity, transparency, and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

(b) The duties and functions of the commission may include:

- (1) Advise on short-term and long-term financial policy matters, including, but not limited to, cash reserve funds, budgets, financing, and capital replacement policies.
- (2) Review and recommend funding strategies for the capital improvement plan.
- (3) Recommend budget goals including but not limited to spending levels, local tax rate, utility rates, and tax levy targets, for the general budget, the EDA, and all funds.
- (4) Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- (5) Review and recommend the annual timeline and process for creating city budgets.
- (6) Review the annual financial information, the annual audit report and management letter.
- (7) Review the city's financial affairs and investment policy and portfolio and bring to the city council any items of concern or suggested improvements.
- (8) Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city council.

(Code 1995, § 208.02; Ord. No. 1481, 7-20-2015; Ord. No. 1522 04-10-2017; Ord. No. 1538 12-11-2017; Ord. No. 1669, § 7(208.03), 3-11-2024)

2025 Roseville City Council and Commissions Meeting Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	City Council Meeting
	Economic Development Authority*
	Finance
	Equity and Inclusion

	Parks and Recreation
	Planning/Variance
	Police Civil Service - TBD
	Public Works, Environment, and Transportation

	Ethics - TBD
	Holiday - City Offices Closed
	Elections

Dates subject to change. Call 651-792-7001 or visit cityofroseville.com for the latest information.

Note: Commission Interviews will be held Feb. 19, Feb 20, and Aug. 20. Rosefest Parade is scheduled for June 23.

*EDA meets prior to Council on dates indicated. Additional meetings will be called, as needed.

City of Roseville | Boards and Commissions

City Hall

2660 Civic Center Drive
Roseville, MN 55113
www.cityofroseville.com
www.twitter.com/RosevilleMN
www.facebook.com/cityofrosevillemn
Phone: 651-792-7000

Mayor

Dan Roe
Phone: 651-487-9654
Email: Dan.Roe@cityofroseville.com

Councilmembers

Matt Bauer
Phone: 612-243-1218
Email: Matt.Bauer@cityofroseville.com

Wayne Groff
Phone: 612-867-0915
Email: Wayne.Groff@cityofroseville.com

Julie Strahan
Phone: 612-460-7503
Email: Julie.Strahan@cityofroseville.com

Robin Schroeder
Phone: 651-488-0129
Email: robin.schroeder@cityofroseville.com

City Manager

Patrick Trudgeon
Phone: 651-792-7021
Email: pat.trudgeon@cityofroseville.com

Assistant City Manager

Rebecca Olson
Phone: 651-792-7446
Email: rebecca.olson@cityofroseville.com

Department Heads

Community Development – Janice Gundlach
Phone: 651-792-7071
Email: Janice.Gundlach@cityofroseville.com

Finance – Michelle Pietrick
Phone: 651-792-7031
Email: Michelle.Pietrick@cityofroseville.com

Fire – Chief David Brosnahan
Phone: 651-792-7333
Email: David.Brosnahan@cityofroseville.com

Parks and Recreation – Matthew Johnson
Phone: 651-792-7101
Email: Matthew.Johnson@cityofroseville.com

Police – Chief Erika Scheider
Phone: 651-792-7213
Email: Erika.Scheider@cityofroseville.com

Public Works – Jesse Freihammer
Phone: 651-792-7041
Email: Jesse.Freihammer@cityofroseville.com

Commission Liaisons

Ethics Commission – Patrick Trudgeon
Phone: 651-792-7021
Email: Pat.Trudgeon@cityofroseville.com
Commission Email: ethicscommission@cityofroseville.com

Finance Commission – Michelle Pietrick
Phone: 651-792-7031
Email: Michelle.Pietrick@cityofroseville.com
Commission Email: finance.commission@cityofroseville.com

Equity & Inclusion Commission – Antonio Montez
Phone: 651-792-7029
Email: Antonio.Montez@cityofroseville.com
Commission Email:
EquityAndInclusion@cityofroseville.com

Parks & Recreation Commission – Matthew Johnson
Phone: 651-792-7101
Email: Matthew.Johnson@cityofroseville.com
Commission Email: parkscommission@cityofroseville.com

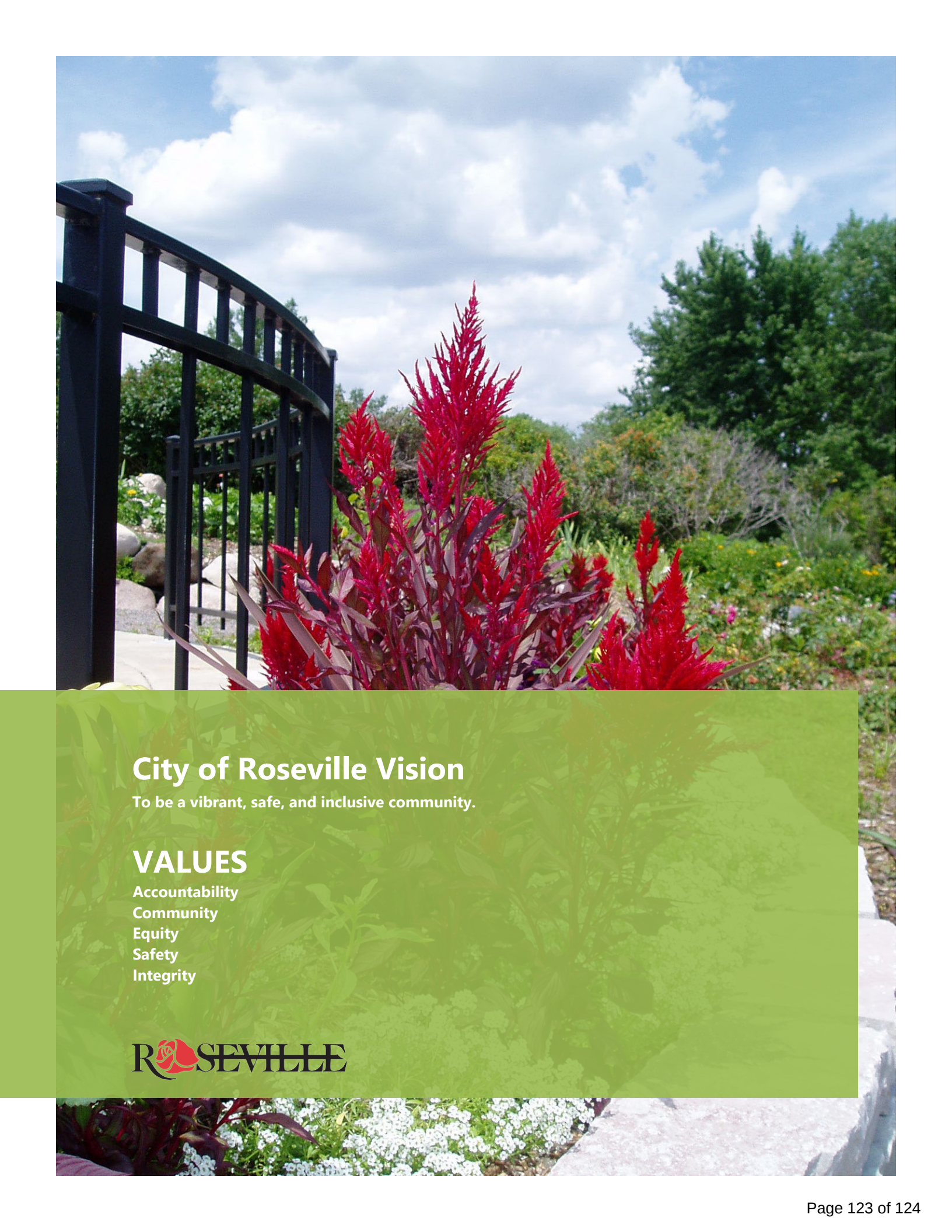
Planning Commission – Thomas Paschke
Phone: 651-792-7074
Email: Thomas.Paschke@cityofroseville.com
Commission Email: planning.commission@cityofroseville.com

Police Civil Service Commission – Chief Erika Scheider
Phone: 651-792-7213
Email: Erika.Scheider@cityofroseville.com
Commission Email: pcsccommission@cityofroseville.com

Public Works, Environment & Transportation Commission – Jesse Freihammer
Phone: 651-792-7041
Email: Jesse.Freihammer@cityofroseville.com
Commission Email: PWET@cityofroseville.com



The Roseville City Council sincerely appreciates the members of our community who donate their time throughout the year to serve on our boards and commissions in order to make our city a better place.



City of Roseville Vision

To be a vibrant, safe, and inclusive community.

VALUES

Accountability
Community
Equity
Safety
Integrity



Item Description:

Commissioner Stanley-Proposal for EIC (Equity and Inclusion Commission) response and community support in light of ICE (Immigration and Customs Enforcement) and DHS(Department of Homeland Security) actions in the Twin Cities and Roseville.

Background:

It is recognized that the Roseville Equity and Inclusion Commission is tasked with supporting the goals of the City Council in an advisory capacity on issues related to equity and inclusion and community engagement. However, in light of the recent actions taken by ICE and DHS that have had significant impacts on the lives and safety of the Roseville community, it can be argued that the EIC is uniquely positioned within the Roseville government framework to be of use to citizens of Roseville in a more direct capacity.

Proposed Agenda Item and Objective:

It is proposed that the EIC open a discussion of potential statement from the commission regarding ICE and DHS operations in Roseville as well as potential ideas for community supports that the members of the EIC committee can implement (mutual aid organization, resource guides, etc.).

Equity Impact Summary

The agenda item is meant to support the stated goals and strategic plan of the City of Roseville and to connect the local government directly to its stakeholders which strongly aligns with the community engagement focus of the EIC.

Requested Action:

That this agenda item be added to the 01/28/2026 EIC agenda for discussion by the commission.