



Equity and Inclusion Commission Agenda

Wednesday, February 18, 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 January Meeting Minutes

5. Business Items

a. Staff update on City's response to federal immigration enforcement

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

- 47 2. to explain how City departments are being asked to support community needs within the
48 limits of their authority creatively.
49

50 Mr. Montez walked through three key City Council meetings (January 12, a special meeting held
51 on January 22, and the most recent January 26 meeting), noting that the January 12 meeting drew
52 an exceptionally large public turnout, hundreds of residents, and nearly four hours of public
53 comment sharing experiences, concerns, and requests related to federal immigration
54 enforcement.
55

56 Mr. Montez noted that public response prompted the City Council to ask staff to research and
57 report back on possible City actions. Those requests came from:

- 58 • a Councilmember-initiated agenda item,
59 • additional Councilmember recommendations, and
60 • a community petition, totaling about 17 potential actions for staff to evaluate.
61

62 Mr. Montez explained that as a result, the city held a special council meeting focused specifically
63 on immigration enforcement. At that meeting, staff, working closely with the City Attorney,
64 outlined what the city can and cannot legally do. Key outcomes and actions included:
65

- 66 • Strengthening an existing Roseville Police Department policy (first adopted in 2017) that
67 states police do not enforce federal immigration law and do not ask about immigration
68 status unless legally required.
69 • Creating a new “Use of City Resources” ordinance, clarifying that City personnel, data,
70 and property cannot be used to support federal immigration enforcement unless required
71 by law.
72 • Explicitly stating that City-owned properties (parking lots, buildings, vacant land) cannot
73 be used as staging or operational areas for immigration enforcement without City
74 permission.
75 • Establishing staff protocols requiring employees to notify the City Manager immediately
76 if they encounter federal immigration enforcement activity.
77 • Conducting staff training focused on safety, awareness, and reporting—not confrontation.
78 • Launching a “Know Your Rights” resource page on the City website to connect residents
79 with credible information and community resources (without offering legal advice).
80 • Installing signage on City property, reinforcing that permits are required for large-scale
81 or non-routine use of City spaces.
82

83 Overall, Mr. Montez emphasized that the City’s approach is about clarity, transparency, legal
84 boundaries, staff safety, and community support, while ensuring the City does not participate in
85 immigration enforcement beyond what is legally required.
86

87 Mr. Montez highlighted the City Council’s statement denouncing federal immigration
88 enforcement and the addition of legislative priorities. He mentioned the community-organized
89 candlelight vigil and the city’s response, which included opening City Hall as a warming space.
90 He also discussed the community’s feedback on the City Council’s response and the need for the
91 city to be more proactive and creative.

92

93 Chair Vemireddy and Commissioner Stanley expressed their thoughts on the community's
94 expectations and the city's limitations in addressing federal immigration enforcement.

95

96 Commissioner Filip-Crawford suggested the city provide specific guidance to local businesses
97 on their rights regarding immigration enforcement.

98

99 Commissioner Singaram mentioned existing resources for businesses.

100

101 Mr. Montez agreed to look into this further.

102

103 Commissioner LaGrange emphasized the importance of clear communication and information
104 sharing with the community.

105

106 Chair Vemireddy suggested using the city's platform to engage more with constituents and
107 recruit for commissions.

108

109 Commissioner LaGrange suggested creating a response sheet or FAQ to communicate the city's
110 actions and address community concerns.

111

112 Commissioner Stanley proposed having pre-packaged courses or educational sessions ready for
113 immediate implementation during crises.

114

115 Mr. Montez and Commissioner Filip-Crawford discussed the potential for waiving rental fees for
116 community support groups using city facilities.

117

118 Commissioner LaGrange highlighted the importance of celebrating the community's diversity
119 and supporting local businesses.

120

121 Mr. Montez invited further suggestions and reflections from the commissioners on how the city
122 can support the community.

123

124 Commissioner Filip-Crawford suggested breaking down the city's actions into smaller, more
125 manageable updates for better community engagement.

126

127 Commissioner Stanley emphasized the need for the city to be responsive and transparent in its
128 actions.

129

130 Commissioner LaGrange discussed the importance of celebrating community support without
131 sharing sensitive information.

132

133 Mr. Montez appreciated the brainstorming and encouraged the commissioners to share ideas via
134 email for the council's timely consideration.

135

136 **c. Commissioner Handbook Update**

137 Mr. Montez emphasized the need to vote on the commissioner handbook update at the
138 next meeting to avoid delays.

139
140 Chair Vemireddy concurred and indicated this item would be moved to the February
141 meeting for review and a motion.

142

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

144 **a. EIC Response to Community Support Needs Resulting from Federal Immigration**
145 **Enforcement**

146 Commissioner Stanley proposed that the EIC take a more active role in supporting the
147 community, building on Commissioner Taylor’s earlier comments. He proposed a
148 discussion on how the city can empower the EIC to take action and support the
149 community, emphasizing the need for the EIC to own and drive these initiatives.

150

151 Mr. Montez sought clarification on what the EIC could do or what the city could
152 empower the EIC to do, using examples provided by Commissioner Stanley.

153

154 Commissioner Stanley provided examples such as responding to community emails and
155 hosting commission-sponsored support sessions on city property.

156

157 The discussion highlighted the need for the EIC to be proactive and think outside the box,
158 especially during crises.

159

160 Commissioner LaGrange moved, and Commissioner Goedken seconded a motion to
161 continue discussion regarding this item at the next meeting. Motion passed unanimously.

162

163 **Other Business**

164

165 **Adjournment**

166

167 Commissioner Stanley moved, and Commissioner Filip-Crawford seconded a motion to adjourn.
168 Motion passed unanimously.

169

170 Chair Vemireddy adjourned the meeting at 8:02 p.m.

171

172 Respectfully submitted,

173

174 Sue Osbeck

175 *TimeSaver Off-Site Secretarial, Inc.*

Roseville Equity and Inclusion Commission Agenda Item

DATE: February 18, 2026

ITEM: 5.a.

ITEM DESCRIPTION: Staff update on City's response to federal immigration enforcement

Background

City staff will provide update to commission on recent City response efforts to support community needs during recent federal immigration enforcement efforts.

Recommendation

Receive update and discuss

Attachments

1. Updated Immigration Policy Memo 2026 02 03
2. RPD Policy 413 Revised
3. Bench Handout 1-Immigration Flyer
4. Bench Handout 2-Immigration Flyer Spanish
5. Bench Handout 3-Food Drive Flyer
6. Presentation 2.9.26



To: City Manager Patrick Trudgeon

From: Police Chief Erika Scheider

Date: February 3, 2026

Re: Updates to Immigration Policy 413 based on Council, Community, and MAC input

Background

On January 12, 2026, the City Council heard extensive testimony from community members regarding the federal government's recent surge in immigration enforcement activity and the impacts on local communities. Following this testimony, the Council directed staff to return with information, including amended or new city policies or ordinances for consideration.

On January 22, 2026, the City Council heard additional testimony from community members regarding suggested updates to Roseville Police Department Immigration Policy 413. Following public comment and Council discussion, staff was requested to return with an updated draft for review.

On February 2, 2026, Roseville Police Department staff met with the Department's Multicultural Advisory Committee (MAC) to discuss the current policy and gather additional input. The committee reviewed the existing language and provided recommendations intended to enhance clarity, reinforce the Department's public safety role, and support continued trust within our community.

Based on feedback from the MAC, community input, consultation with the City Attorney, and review by Police Leaders, an updated draft policy was developed. A copy of the draft has been shared with the MAC for any additional feedback.

Additionally, Council Member Strahan requested that language be added to Section 413.3 to further convey the Roseville Police Department's commitment to serving all members of our community. That language has been incorporated into the proposed draft.

Current Policy Language (Policy 413.6)

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.

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

Recommended Policy Updated Language (Policy 413.6)

Members shall not participate in immigration enforcement and shall not inquire about a person's immigration status unless such inquiry is directly related to a local criminal investigation.

Department members may respond to the scene of a federal immigration operation when necessary to address public safety concerns, including preventing injury, destruction of property, maintaining order, and/or addressing any immediate safety risks to any person present. This response is consistent with the department's duty to preserve the peace and protect all people from harm.

Any assistance provided shall be limited strictly to public safety functions and does not include participation in immigration enforcement activities.

The department will comply with federal immigration officials as specifically mandated by state and federal laws.

Requests for assistance from federal immigration officials should be directed to a supervisor whenever practicable. When feasible, a supervisor should respond to and coordinate calls and requests involving federal immigration activity.

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, community-focused organization committed to protecting the safety and rights of all people in our community. 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

Immigration Matters

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

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 and shall not inquire about a person's immigration status unless such inquiry is directly related to a local criminal investigation.

Department members may respond to the scene of a federal immigration operation when necessary to address public safety concerns, including preventing injury to persons or destruction of property, maintaining order, and/or addressing any immediate safety risks to any person present. This response is consistent with the department's duty to preserve the peace and protect all people from harm.

Any assistance provided shall be limited strictly to public safety functions and does not include participation in immigration enforcement activities.

The department will comply with federal immigration officials as specifically mandated by state and federal laws.

Requests for assistance from federal immigration officials should be directed to a supervisor whenever practicable. When feasible, a supervisor should respond to and coordinate calls and requests involving federal immigration activity. ¹

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

Immigration Matters

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.



WHAT YOU NEED TO KNOW

Immigration Enforcement in the City of Roseville



Bench Handout 1
Item 7.a
February 9, 2026

Call us if you want or need help. Roseville Police Department will respond.

Anyone who sees suspicious activity, witnesses a crime, or feels unsafe should always call 911. Calling us as soon and as safely as possible and remaining on scene will ensure the fastest response.

CALL 911

In an emergency, if a crime is in progress, if there is a medical emergency, or you need an immediate officer response. **When in doubt, call 911.**

CALL 651-767-0640

In a non-emergency and would like to file an official police report at CityofRoseville.com/police-report (examples: suspicious vehicles, burglary, property damage).

IN PERSON

Roseville Police Department Lobby, 2660 Civic Center Drive, Roseville MN 8:00-4:30.

ROSEVILLE POLICE DEPARTMENT DOES NOT:

- ask people about their immigration status.
- have the legal authority to enforce civil immigration laws.
- arrest or detain people because of their immigration status.
- conceal our identity.

ROSEVILLE POLICE DEPARTMENT WILL:

- be in uniform or have clear RPD markings visible (examples: squad car, vest, jacket) when on patrol.
- respond if you have concerns about the legitimacy of any law enforcement officers or suspicious people.

ROSEVILLE POLICE UNIFORMS, PATCH, AND SQUADS



LAWS SURROUNDING ROSEVILLE POLICE & FEDERAL LAW ENFORCEMENT AGENCIES:

- Roseville Police cannot impede or interfere with federal agents.
- Roseville Police does not have the ability to confirm the validity of a federal search or arrest warrant.
- Federal law prohibits Roseville Police officers from obstructing or interfering with the work of federal officers while they are performing their official duties (18 U.S.C. 1501)
- Roseville Police officers can respond to a scene with activated body-worn cameras and document their observations.

ADDITIONAL RESOURCES

File an internal complaint regarding a FBI, ICE, or DHS employee:
U.S. Immigration & Customs Enforcement
1-833-442-3677 or ICOEPRIintake@ice.dhs.gov
Border Patrol DHS Office of Inspector General
1-800-323-8603
Minneapolis FBI Office
763-569-8000

If you need help determining if a person has been detained by ICE:
ICE Field Office for the Midwest
612-843-8600
ICE Online Detainee Locator System
locator.ice.gov/odls/#/search

Additional immigration-related resources are available at CityofRoseville.com





LLÁMENOS SI DESEA O NECESITA AYUDA

El Departamento de Policía de Roseville responderá



Bench
Handout 2
Item 7.a
2/9/2026

Cualquiera que vea actividad sospechosa, ve un crimen, o si se siente inseguro, siempre debe llamar al 911. Llámarnos lo antes posible y permanecer en el lugar de los hechos garantizará la respuesta más rápida.

LLAMA AL 911

En caso de emergencia o si necesita una respuesta policial inmediata, llame al 911.

LLAMA AL 651-767-6040

En una situación que no sea de emergencia y si desea presentar una denuncia policial oficial. Ejemplos: vehículos sospechosos o daños a la propiedad.

EN PERSONA

Departamento de policía de Roseville, 2660 Civic Center Drive, Roseville, MN 8:00-4:30

EL DEPARTAMENTO DE POLICÍA DE ROSEVILLE NO LO HACE:

- Preguntar a las personas sobre su estatus migratorio.
- Tienen la autoridad legal para hacer cumplir las leyes de inmigración civil.
- Arrestar o detener a personas debido a su estatus migratorio.
- Ocultar nuestra identidad

EL DEPARTAMENTO DE POLICÍA DE ROSEVILLE LO HARÁ:

- Deben llevar uniforme o tener visibles las marcas distintivas de la policía de RPD.
- Responderemos si tienen alguna inquietud sobre la legitimidad de algún agente del orden o sobre personas sospechosas.

UNIFORME Y COCHES DE LA POLICÍA DE ROSEVILLE



LEYES RELATIVAS A LA POLICÍA DE ROSEVILLE Y LAS AGENCIAS FEDERALES:

- La policía de Roseville no puede impedir ni interferir con los agentes federales.
- La policía de Roseville no tiene la capacidad de confirmar la validez de una orden de registro o de arresto federal.
- La ley federal prohíbe a los agentes de policía de Roseville obstruir o interferir en el trabajo de los agentes federales mientras estos desempeñan sus funciones oficiales(18 U.S.C. 1501)
- Los agentes de policía de Roseville pueden acudir a un lugar de los hechos con cámaras corporales activadas y documentar sus observaciones.

RECURSOS ADICIONALES

Para presentar una denuncia interna contra un empleado del FBI, ICE o DHS:

U.S. Immigration & Customs Enforcement
1-833-442-3677 or ICOEPRIntake@ice.dhs.gov
Border Patrol DHS Office of Inspector General
1-800-323-8603
Minneapolis FBI Office
763-569-8000

Si necesita ayuda para determinar si una persona ha sido detenida por ICE:

ICE Field Office for the Midwest
612-843-8600
ICE Online Detainee Locator System
locator.ice.gov/odls/#/search

Encontrará recursos adicionales relacionados con la inmigración en cityofroseville.com



FOOD & PERSONAL PRODUCTS DRIVE

February 9-13



To benefit the Roseville Area Schools
Food Shelf at RAHS

MOST NEEDED ITEMS

- Staple & cooking basics (basmati rice, jasmine rice, oil, flour, sugar, salt, baking soda, spices, vinegar)
- Proteins (tuna, chicken, beans, peanut butter)
- Breakfast foods
- Snacks for kids (microwave popcorn, fruit cups, cheese crackers, applesauce cups)
- Gluten-free or allergen-friendly options
- Instant mac and cheese, ravioli, ramen, instant rice cups
- Pasta noodles & sauce
- Cultural foods
- Condiments
- Baby items (formula, diapers, baby wipes)
- Toiletries, feminine products, hygiene items, hand sanitizer
- Cooking supplies (can openers, measuring cups & spoons, utensils, pots & pans)
- Shelf-stable milk products and alternatives
- Breakfast items (cereal and breakfast bars, oatmeal packets, flavored Cream of Wheat)

Drop off food, personal care items, or cash donations at Roseville Police Department
2660 Civic Center Drive
8 a.m. to 4 p.m.



Federal Immigration Enforcement

City Council Meeting

February 9, 2026



Federal Immigration Enforcement in Roseville

Roseville Police Department Policy 413 – Immigration Matters

Concerns were raised regarding language in Section 413.6 regarding federal requests for assistance.

Specifically, it was requested that the language in Section 413.6 be changed regarding the role of the Roseville Police Department in ensuring the safety of federal immigration officers

Roseville staff worked with the Police Department's Multicultural Advisory Committee (MAC) composed of Roseville residents, to review and make changes to the Section 413.6.

The MAC met on February 2, 2026 and made modifications to the language in 413.6



Federal Immigration Enforcement in Roseville

Roseville Police Department Policy 413.6 – Federal Requests for Assistance (CURRENT LANGUAGE)



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.

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

Federal Immigration Enforcement in Roseville

Roseville Police Department Policy 413.6 – Federal Requests for Assistance (PROPOSED LANGUAGE)

Members shall not participate in immigration enforcement and shall not inquire about a person's immigration status unless such inquiry is directly related to a local criminal investigation.

Department members may respond to the scene of a federal immigration operation when necessary to address public safety concerns, including preventing injury, destruction of property, maintaining order, and/or addressing any immediate safety risks to any person present. This response is consistent with the department's duty to preserve the peace and protect all people from harm.

Any assistance provided shall be limited strictly to public safety functions and does not include participation in immigration enforcement activities.

The department will comply with federal immigration officials as specifically mandated by state and federal laws.

Requests for assistance from federal immigration officials should be directed to a supervisor whenever practicable. When feasible, a supervisor should respond to and coordinate calls and requests involving federal immigration activity.



Federal Immigration Enforcement in Roseville

City Actions – What have we

done?
January 15 – Signs placed in parking lots of city parks and facilities that our park and facility parking lots that they may only be used for park and facility use. No other use is allowed unless permitted by the City



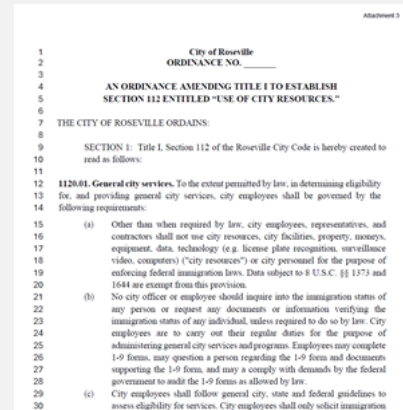
Staff reviewed and made language changes to Police Department Policies 420 (Automated License Plate Readers), 425 (First Amendment Assemblies) and 1017 (Uniform Regulations)

January 22 – Roseville City Council passed a “Use of City Resources Ordinance and resolution prohibiting the use of City resources for federal immigration enforcement

January 26 – Roseville City Council issued a statement denouncing the federal immigration enforcement actions

January 26 - Roseville City Council passed a resolution urging the Governor to issue an executive order instituting a temporary eviction and foreclosure moratorium during the period Operation Metro Surge

January 26 – Roseville City Council added a federal legislative priority for a federal law prohibiting federal law enforcement agents from using facial coverings to obscure their identity as part of their work and requiring the display of identification of their name on the agents’ uniforms unless special conditions exist as defined under law



Policy
425

Roseville Police Department
Policy Manual

Attachment 7

First Amendment Assemblies

425.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

425.2 POLICY

Policy
1017

Roseville Police Department
Policy Manual

Attachment 6

Uniform Regulations

1017.1 PURPOSE AND SCOPE

The uniform policy of the Roseville Police Department is established to ensure that uniformed

Policy
420

Roseville Police Department
Policy Manual

Attachment 10

Automated License Plate Readers (ALPR)

420.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology (Minn. Stat. § 62B.8472).

420.2 POLICY

The policy of the Roseville Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images captured by the Automated License Plate Reader (ALPR) system are collected for official law enforcement purposes and are classified and handled in accordance with the Minnesota Government Data Practices Act. Such data are not subject to public disclosure except as authorized by law.

The following members were present: Schroeder, Groff, Bauer, Strahan, and Mayor Roe, and the following were absent: none.

Member Groff introduced the following resolution and moved its adoption:

RESOLUTION No. 12212

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

Federal Immigration Enforcement in Roseville

City Actions – What have we done?

- City staff continue to maintain a page on its website providing community members with information and resources, including knowing your rights and ways to help. The resource page can be found at [Immigrant Resources](#).
- City staff have reached out to Roseville businesses with information and resources to assist their business with any interaction with federal immigration enforcement agents and training opportunities. This information is on the Grow Roseville website and can be found at [Immigration Enforcement](#).
- City staff created a page on the [City website](#) with updated the [Automated License Plate Reader \(ALPR\)](#) policy and created a [transparency page](#) on the usage of ALPR data.
- Staff continues to make sure park buildings, including restrooms, are locked unless there is an event occurring. Staff is allowing last-moment cancellations and providing refunds to groups that cancel their reservation due to concerns related to federal immigration enforcement.
- Staff is reaching out various community members and organizations to set up a Trusted Messenger program.
- Staff is reviewing the need for flexible license center appointments.
- Staff will present rent assistance options to help people affected by Operation Metro Surge as part of the Roseville EDA meeting on February 23.
- Staff will be providing information and resources to multifamily property owners and renters about their rights regarding immigration enforcement.

Federal Immigration Enforcement in Roseville

City Actions – What have we done?

Staff is sharing additional information about Roseville Police Department's role in immigration enforcement and will be dropping off this information at Roseville's faith community leaders and multifamily complexes.

 **WHAT YOU NEED TO KNOW** 
Immigration Enforcement in the City of Roseville

Call us if you want or need help. Roseville Police Department will respond.

Anyone who sees suspicious activity, witnesses a crime, or feels unsafe should always call 911. Calling us as soon and as safely as possible and remaining on scene will ensure the fastest response.

- CALL 911** In an emergency, if a crime is in progress, if there is a medical emergency, or you need an immediate officer response. **When in doubt, call 911.**
- CALL 651-767-0640** In a non-emergency and would like to file an official police report at CityofRoseville.com/police-report (examples: suspicious vehicles, burglary, property damage).
- IN PERSON** Roseville Police Department Lobby, 2660 Civic Center Drive, Roseville MN 8:00-4:30.

ROSEVILLE POLICE DEPARTMENT DOES NOT:

- ask people about their immigration status.
- have the legal authority to enforce civil immigration laws.
- arrest or detain people because of their immigration status.
- conceal our identity.

ROSEVILLE POLICE DEPARTMENT WILL:

- be in uniform or have clear RPD markings visible (examples: squad car, vest, jacket) when on patrol.
- respond if you have concerns about the legitimacy of any law enforcement officers or suspicious people.

ROSEVILLE POLICE UNIFORMS, PATCH, AND SQUADS



LAWS SURROUNDING ROSEVILLE POLICE & FEDERAL LAW ENFORCEMENT AGENCIES:

- Roseville Police cannot impede or interfere with federal agents.
- Roseville Police does not have the ability to confirm the validity of a federal search or arrest warrant.
- Federal law prohibits Roseville Police officers from obstructing or interfering with the work of federal officers while they are performing their official duties (18 U.S.C. 1501)
- Roseville Police officers can respond to a scene with activated body-worn cameras and document their observations.

ADDITIONAL RESOURCES

File an internal complaint regarding a FBI, ICE, or DHS employee:
U.S. Immigration & Customs Enforcement
1-833-442-3677 or ICEPrintake@ice.dhs.gov
Border Patrol DHS Office of Inspector General
1-800-323-8603
Minneapolis FBI Office
763-568-8000

If you need help determining if a person has been detained by ICE:
ICE Field Office for the Midwest
612-943-8600
ICE Online Detainee Locator System
locator.ice.dhs.gov/odis/#/search

Additional immigration-related resources are available at CityofRoseville.com



CITYOFROSEVILLE.COM/POLICE 2660 CIVIC CENTER DR ROSEVILLE, MN

Federal Immigration Enforcement in Roseville

City Actions – What have we done?

Staff is partnering with the Roseville School Area School District for their food and supply drives from February 9 -13

FOOD & PERSONAL PRODUCTS DRIVE



February 9-13



To benefit the Roseville Area Schools
Food Shelf at RAHS

MOST NEEDED ITEMS

- Staple & cooking basics (basmati rice, jasmine rice, oil, flour, sugar, salt, baking soda, spices, vinegar)
- Proteins (tuna, chicken, beans, peanut butter)
- Breakfast foods
- Snacks for kids (microwave popcorn, fruit cups, cheese crackers, applesauce cups)
- Gluten-free or allergen-friendly options
- Instant mac and cheese, ravioli, ramen, instant rice cups
- Pasta noodles & sauce
- Cultural foods
- Condiments
- Baby items (formula, diapers, baby wipes)
- Toiletries, feminine products, hygiene items, hand sanitizer
- Cooking supplies (can openers, measuring cups & spoons, utensils, pots & pans)
- Shelf-stable milk products and alternatives
- Breakfast items (cereal and breakfast bars, oatmeal packets, flavored Cream of Wheat)

Drop off food, personal care items, or cash donations at Roseville Police Department
2660 Civic Center Drive
8 a.m. to 4 p.m.



Federal Immigration Enforcement in Roseville

City Council Discussion/Direction

- Update on State of Minnesota lawsuit against the Federal Government regarding the current immigration enforcement occurring in Minnesota
- Safe and Stable Communities Coalition

Roseville Equity and Inclusion Commission Agenda Item

DATE: February 18, 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





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

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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.

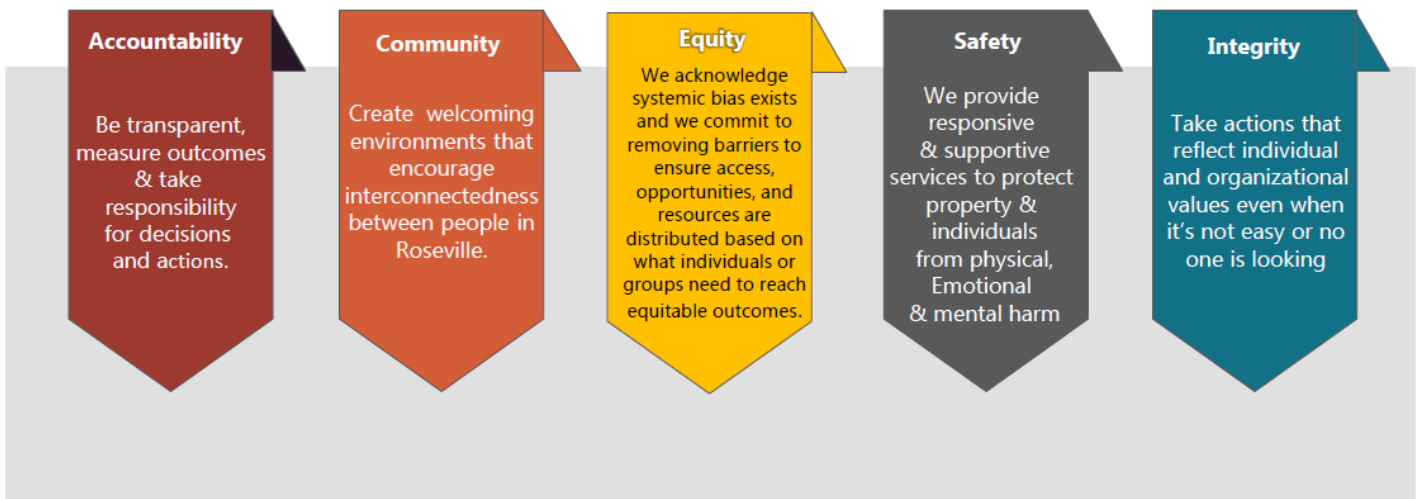
An appendix is included with additional resources that may be helpful during your service and can serve as a reference throughout your term.

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.

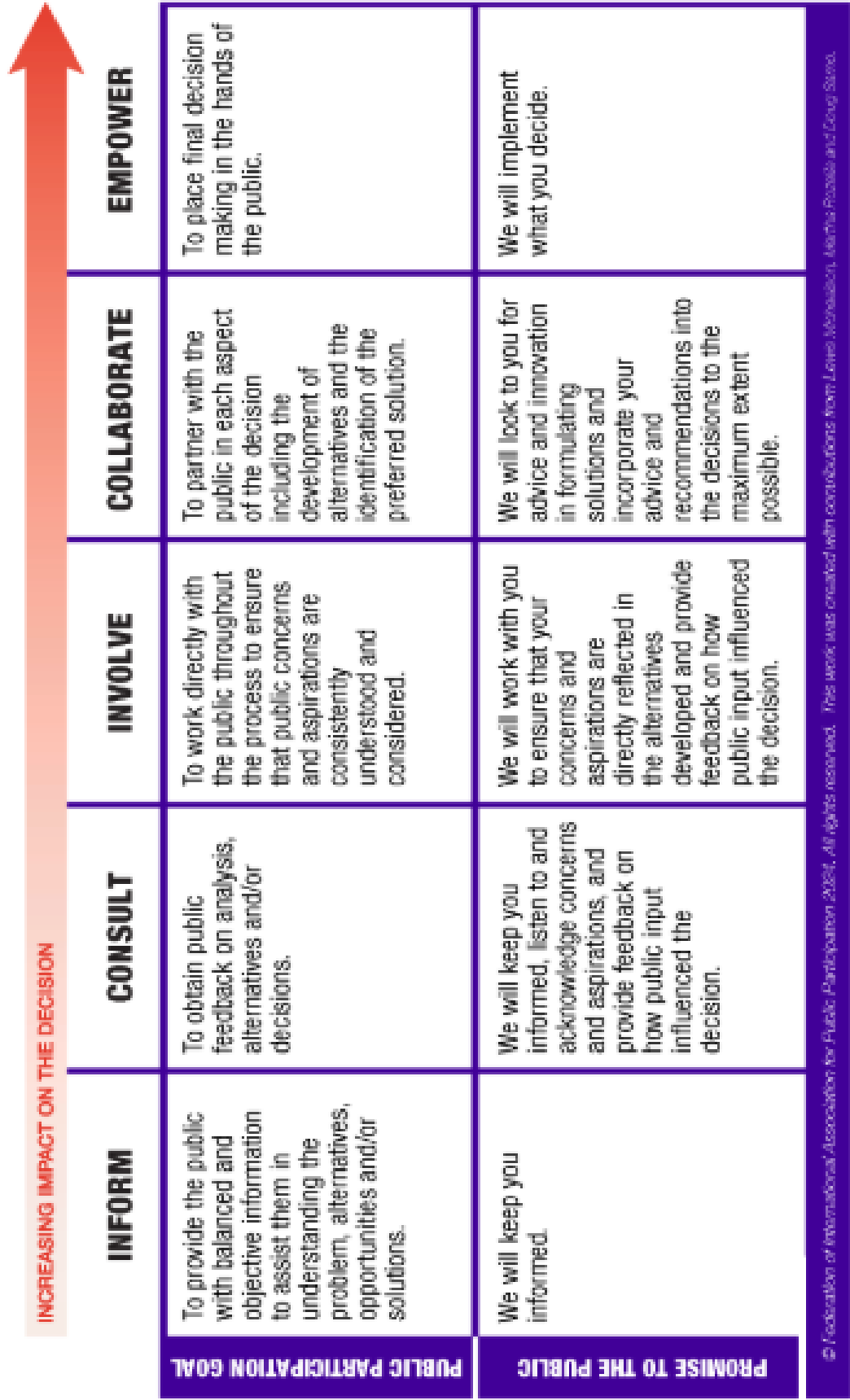
The IAP2 Spectrum outlines **five levels of engagement**:

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?

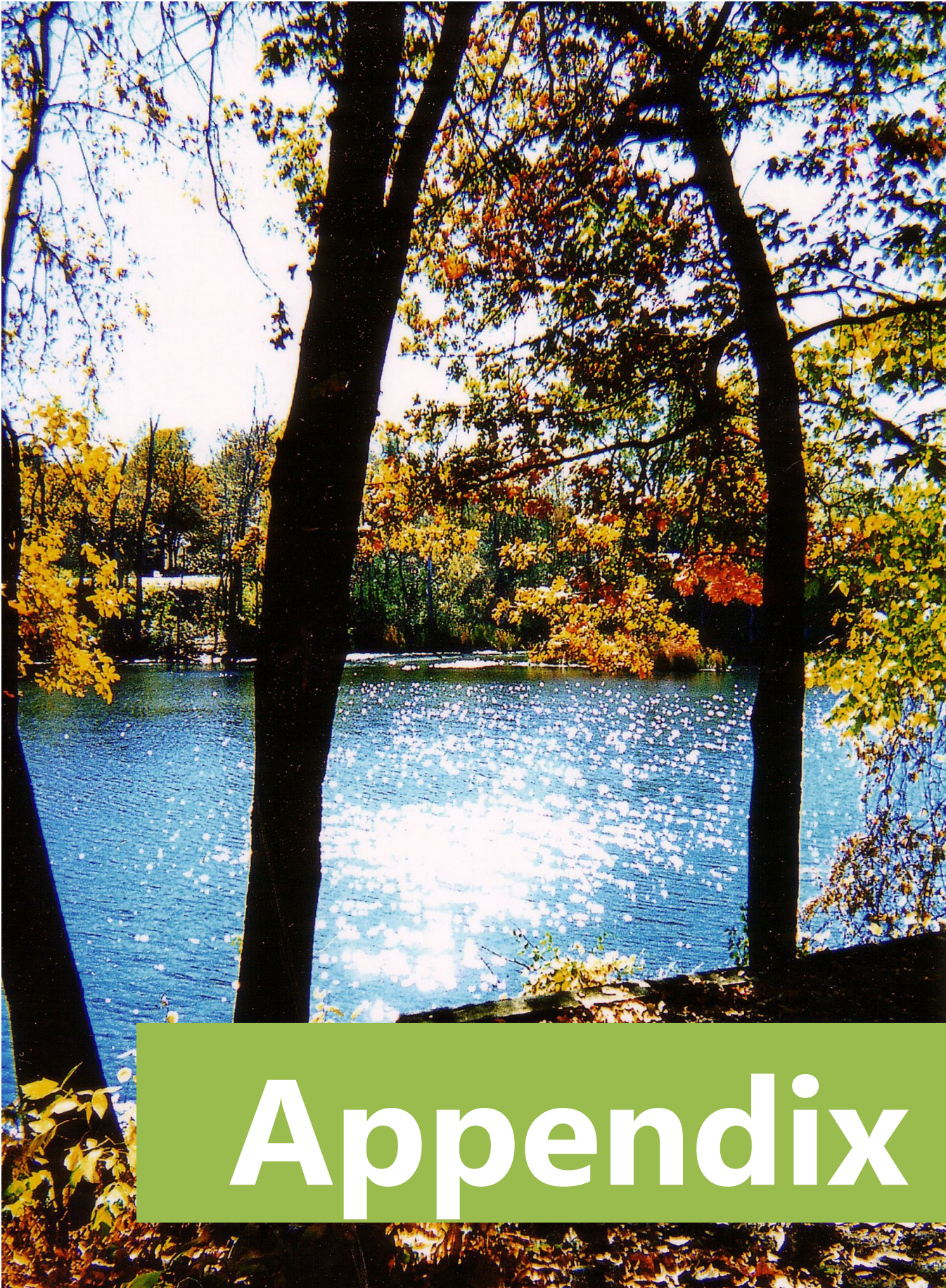
When appropriate, the staff liaison can help utilize the City's Equity Toolkit to evaluate the potential impacts of recommendations or outreach efforts.

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.



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

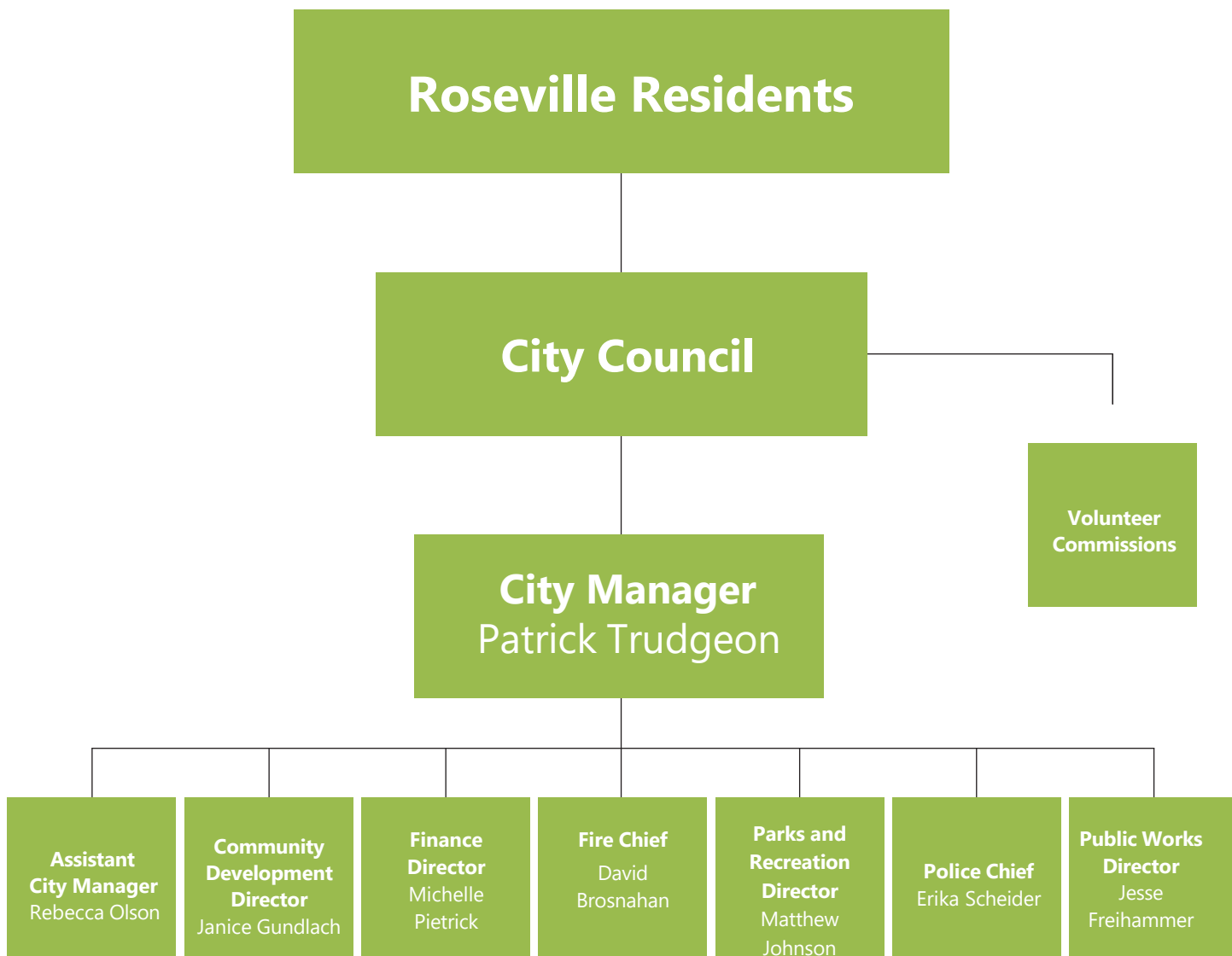
Commissions are standing advisory bodies established by ordinance and appointed by the City Council. While they do not have decision-making authority, they play a key role in ensuring public involvement in local governance.

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							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16 ^{EDA}	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April							May							June						
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27	28	29	30				25	26	27	28	29	30	31	29	30					

July							August							September						
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27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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							30													

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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

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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.