



## Equity and Inclusion Commission Agenda

Wednesday, July 15, 2026

6:30 PM

City Council Chambers

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

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

**1. Roll Call**

6:02 p.m.    **2. Approve Agenda**

**3. Receive Public Comment**

**4. Approval of Meeting Minutes**

a. Review and approve meeting June meeting minutes.

**5. Business Items**

- a. Community events (Juneteenth and Rosefest) reflections
- b. Commissioner on-boarding quick guide update
- c. Preparation for August joint council meeting
- d. Strategic Plan Measurement Discussion

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

**7. Other Business**

**8. Adjourn**

**Equity and Inclusion Commission  
Meeting Minutes  
DRAFT – June 17, 2026 - DRAFT**

**Commissioners Present:** Narayan Dhakal, Gabrielle Filip-Crawford, Nicole Singaram, Paul Stanley, and Prajwal Vemireddy

**Youth Commissioners:** Gwen Goedken, Sophia Salinas-Ruiz

**Commissioners Absent:** Amanda LaGrange, Chris Taylor, and Gwen Goedken (excused)

**Staff Present:** Assistant City Manager Rebecca Olson

**Call to Order/Roll Call**

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:34 p.m.

**Approve Agenda**

Commissioner Filip-Crawford moved, and Commissioner Salinas-Ruiz seconded a motion to approve the June 17, 2026, Equity and Inclusion Commission agenda as presented. Motion passed unanimously.

**Receive Public Comment**

None.

**Business Items**

**a. Approve Minutes**

Commissioner Stanley indicated his name was misspelled on line 190.

Commissioner Stanley moved, and Commissioner Filip-Crawford seconded a motion to approve the May 20, 2026, Equity and Inclusion Commission meeting minutes as amended. Motion passed unanimously.

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

**b. 2026 EIC Work Plan Priorities and Policy Review Topics**

Chair Vemireddy opened the discussion regarding the commission's future direction following the completion of the Commissioner Quick Guide. He referenced the City's Strategic Plan and Community Engagement objectives and encouraged commissioners to begin identifying priorities for the coming year.

Chair Vemireddy emphasized that the commission meets only once each month and suggested focusing on a limited number of meaningful projects rather than attempting to address too many issues simultaneously. He noted that the upcoming joint meeting with the City Council would provide an opportunity to seek guidance regarding future priorities.

Commissioner Filip-Crawford questioned how the commission's role fits within the City's broader strategic planning efforts. She observed that many strategic initiatives are multi-year projects and noted that the commission's limited meeting schedule makes it difficult to manage long-term implementation efforts directly.

Commissioner Filip-Crawford suggested the commission may be most effective when reviewing metrics, helping establish evaluation methods, and ensuring that equity considerations are incorporated into community engagement efforts.

Assistant City Manager Olson responded that staff had been discussing methods to measure whether commissioners understand their roles and feel they have meaningful influence over City decision-making. She noted that the commission's work on the Commissioner Quick Guide directly supports one of the City's strategic goals and suggested that commissioners could assist staff in identifying meaningful measurements and evaluation methods.

Commissioner Dhakal raised the possibility of examining underutilized land and vacant properties within the city. He expressed interest in exploring how unused land could potentially be converted into community assets, green spaces, or workforce development opportunities.

Assistant City Manager Olson explained that land use planning is primarily addressed through the Planning Commission, Parks Commission, Public Works Commission, and the City's comprehensive planning process, but noted that those groups could serve as resources if the commission wished to explore related issues.

Vice Chair Stanley led a significant portion of the discussion regarding how the commission should identify future priorities. He expressed concern about commissioners independently determining which issues deserve attention and emphasized that community members should directly inform meaningful equity and inclusion work.

Vice Chair Stanley stated that the commission's future direction should be shaped by Roseville residents rather than solely by commissioners or the City Council. He encouraged the commission to focus on building mechanisms that allow residents to identify issues important to them.

Commissioner Filip-Crawford agreed and noted that the City's existing community survey may not adequately capture information relevant to the commission's work. She suggested that the commission could help develop methods for collecting more targeted feedback on equity, inclusion, and civic engagement.

Commissioner Filip-Crawford introduced the concept of using logic models and evaluation frameworks to help identify desired outcomes, establish measurable goals, and determine what information should be collected from residents.

Chair Vemireddy discussed the possibility of developing a commission survey to gather community feedback and help establish priorities for future work.

The commission discussed using surveys to determine which strategic engagement goals are most important to residents and to help focus the commission's efforts. The discussion evolved into the concept of "crowdsourcing priorities" by allowing community members to identify the issues they believe deserve the commission's attention.

Commissioner Salinas-Ruiz expressed support for using QR codes and other technology-based outreach methods to make participation easier and more accessible.

The commission also discussed distributing surveys through community events, parks, and public gathering spaces. Several members noted that community events such as Juneteenth celebrations and Rosefest could provide opportunities to gather input from a broader cross-section of residents.

Assistant City Manager Olson explained that successful engagement with underrepresented communities requires intentional outreach and relationship building. She described staff efforts to establish trusted community contacts to facilitate communication between the City and various community groups. She noted that those relationships could become valuable resources for the commission's future engagement efforts.

The commission also discussed practical considerations, including survey costs and staffing requirements.

Assistant City Manager Olson explained that professionally administered surveys can be expensive and that funding for a large-scale effort is not currently budgeted.

The commission generally agreed that lower-cost approaches, including volunteer-developed surveys and outreach at community events, could provide a useful starting point.

By the conclusion of the discussion, the commission appeared to support further exploration of a community survey and engagement strategy to help identify resident priorities and strengthen its connection to the broader community.

### **c. 2026 Joint Council Meeting Preparation**

Chair Vemireddy introduced a draft presentation for the commission's upcoming joint meeting with the City Council. He explained that the draft was intended to provide a framework for discussion and could be modified as needed.

The commission reviewed presentation topics, including accomplishments from the past year, current projects, future priorities, and areas where City Council direction may be helpful.

Vice Chair Stanley suggested organizing the presentation around continuity from the previous year's priorities. He recommended reminding the City Council of the previously identified priorities, summarizing progress made over the past year, and then presenting proposed next steps.

The commission generally agreed that this structure would clearly demonstrate how the commission's work has evolved and how future efforts build upon previous discussions.

The commission discussed assigning presentation responsibilities among members.

Commissioner Filip-Crawford volunteered to present information related to data collection and community engagement efforts.

Chair Vemireddy emphasized the importance of ensuring all commissioners have an opportunity to participate in the presentation, consistent with previous joint meetings.

#### **d. Finalize Commissioner Quick Guide Document**

Vice Chair Stanley requested an opportunity to review the final version of the Commissioner Quick Guide, noting that the commission had continued to make revisions over several meetings and had not yet seen a fully finalized version incorporating all edits.

Assistant City Manager Olson explained that the City's volunteer coordinator would next review the guide to ensure consistency with existing processes before being distributed to future commissioners.

The commission discussed ways to evaluate the guide's effectiveness once it is implemented.

Commissioner Filip-Crawford suggested collecting feedback from future commissioners regarding whether the guide helped them better understand their roles and responsibilities.

Assistant City Manager Olson noted that the city already conducts surveys related to commissioner recruitment and onboarding and suggested that evaluation questions could potentially be added to those existing surveys.

#### **Commissioner Direction on Member-Initiated Agenda Items**

#### **Other Business**

##### **a. Update on Maintenance and Operations Center Project**

Chair Vemireddy provided an update regarding the Civic Campus and Maintenance Operations Center project. As a member of the stakeholder group, he summarized recent design discussions and reviewed proposed improvements associated with the project. He explained that stakeholders included representatives from city commissions, community organizations, consultants, and neighborhood interests.

Chair Vemireddy reviewed several elements of the proposed design, including improvements to park facilities, playground enhancements, landscaping features, parking configurations, transit connections, and future expansion opportunities. He noted that one of the most significant stakeholder discussions concerned balancing parking capacity with environmental and alternative-transportation goals.

According to Chair Vemireddy, the final concept reflected a compromise between competing viewpoints.

Assistant City Manager Olson provided additional context regarding the project timeline and future expansion possibilities. She explained that space has been reserved for potential future relocation of engineering staff if funding becomes available. She also noted that construction is expected to begin in 2027, following completion of the bidding and financing processes.

### **Adjournment**

Commissioner Filip-Crawford moved, and Salinas-Ruiz seconded a motion to adjourn. Motion passed unanimously.

Chair Vemireddy adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Sue Osbeck

*TimeSaver Off-Site Secretarial, Inc.*

# Roseville Equity and Inclusion Commission

## Agenda Item

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**DATE:** July 15, 2026

**ITEM:** 5.a.

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**ITEM DESCRIPTION:** Community events (Juneteenth and Rosefest) reflections

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**Background**

The Roseville community gathered to celebrate Juneteenth and Rosefest festivities since the commission's last meeting. Several Equity and Inclusion commissioners participated in both events. This agenda item is an opportunity to share reflections and feedback of the events.

**Recommendation**

Commissioners can share thoughts and reflections from the events.

**Attachments**

None

# Roseville Equity and Inclusion Commission

## Agenda Item

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**DATE:** July 15, 2026

**ITEM:** 5.b.

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**ITEM DESCRIPTION:** Commissioner on-boarding quick guide update

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**Background**

After internal review, staff have recommended additions to the commissioner's quick guide.

**Recommendation**

Review and discuss changes to the commissioner's quick guide.

**Attachments**

1. New Commissioner Quick Guide - Updated 7.9.2026



# New Commissioner Quick Guide

Updated: May 2026

## Fill in (optional)

|                  |  |
|------------------|--|
| Commission name  |  |
| Meeting schedule |  |
| Staff liaison    |  |
| Term dates       |  |

## 1) Welcome - Thank you for joining a commission!

A Roseville commission is a group of residents that helps the City Council make better decisions by learning about issues, listening to residents and staff, discussing options in public, and offering advice and recommendations.

**Your job:** show up prepared, participate respectfully, and help your commission give clear, well-reasoned advice.

**City government roles:** the City Council sets direction and makes the final policy decisions, City staff run day-to-day operations, and commissions advise within that structure.

## 2) Your first 30 days

- Meet your staff liaison. They are your main point of contact and your guide to how the City works. Ask them what the commission's current work plan, priorities, and upcoming council touchpoints are.
- Skim-Review recent [agendas and minutes](#) so you understand what the commission has been working on.
- You may choose to receive a city-issued email address. If you do, ongoing IT training and learning are required if you choose this option.

## Common new commissioner mistakes to avoid

- Assuming the commission makes the final decision. It does not - it advises.
- Not reading the agenda before the meeting.
- Speaking publicly as if you represent the entire commission or the city when you have not been authorized to do so.
- Not connecting with fellow commissioners – teams work better when commission members know each other.

### 3) What a meeting is like

Most meetings follow the same basic rhythm. This is the standard flow. The chair runs the meeting.

| # | Agenda section                | What it means                                                                                                                                             |
|---|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Roll Call                     | Confirm who is present and whether the commission can do business.                                                                                        |
| 2 | Approve Agenda                | Agree on the plan for the meeting.                                                                                                                        |
| 3 | Public Comment                | Hear from residents on matters that are not otherwise on the agenda.                                                                                      |
| 4 | Approval of Minutes           | Approve or correct the record from the last meeting.                                                                                                      |
| 5 | Business Items                | Discuss the main topics of the night. This is where presentations, questions, public comment on the item, discussion, and possible action usually happen. |
| 6 | Member-Initiated Agenda Items | Discuss ideas commissioners want the group to consider, refine, or bring back later.                                                                      |
| 7 | Other Business                | Share brief updates, reminders, or scheduling notes.                                                                                                      |
| 8 | Adjourn                       | Close the meeting.                                                                                                                                        |

**Note:** City Council meetings follow the same general meeting structure.

### 4) What happens during a discussion of an agenda item

|   |                                                                                                                  |
|---|------------------------------------------------------------------------------------------------------------------|
| 1 | The chair introduces the item.                                                                                   |
| 2 | Staff or a commissioner gives background and explains the question in front of the group.                        |
| 3 | Commissioners ask clarifying questions.                                                                          |
| 4 | Public comment is taken on that item.                                                                            |
| 5 | If action is needed, a commissioner makes a motion and another commissioner seconds it.                          |
| 6 | The commission discusses the motion, votes, and the chair announces the result. Decisions pass by majority vote. |

**Note:** See Rosenberg's Rules resource on the [new commissioner checklist](#)

## 5) What the City expects from commissioners

- Attend meetings and let the staff liaison know ahead of time if you will miss one.
- Be prepared. Read the materials, ask questions early, and show up ready to discuss.
- Stay respectful and professional. Your role is public-facing.
- Provide recommendations to the staff liaison for city council consideration.
- If you want to share something with the whole group, send it to the staff liaison rather than starting side conversations or email chains among commissioners.
- Help create space for all voices.

## 6) Who does what?

| Chair                                                                                                    | Commission members                                                                                     | Staff liaison                                                                                                                 |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Runs the meeting, recognizes speakers, keeps discussion fair, and helps the group reach clear decisions. | Prepare, participate, ask good questions, listen well, and help the commission give thoughtful advice. | Coordinates agendas and packets, helps with process, prepares minutes, and connects the commission to City staff and Council. |

## 8) Final items to remember

|                              |                                                                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Conflicts of interest</b> | If you have a personal conflict on an issue, disclose it and step back from discussion and voting. Ask your staff liaison if you are unsure.                                  |
| <b>Social media</b>          | Your views are personal unless you have been designated to speak for the commission or the City.                                                                              |
| <b>Attendance</b>            | Staff liaison takes attendance at each meeting. Missing three consecutive meetings and/or 30% of meetings in a rolling 12-month period will be forwarded to the City Council. |
| <b>Yearly rhythm</b>         | Each commission sets a work plan, reports accomplishments, and has an annual joint meeting with City Council.                                                                 |

## Where to go for details

This guide is the starting point, not the full rulebook. For full details, ask your staff liaison for the Commissioner's Handbook, ethics materials, rules of order, and the uniform commission code. You can also find great resources on the City's [new commissioner checklist](#) website.

## Roseville Equity and Inclusion Commission Agenda Item

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**DATE:** July 15, 2026

**ITEM:** 5.c.

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**ITEM DESCRIPTION:** Preparation for August joint council meeting

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### **Background**

The commission will discuss and update the powerpoint presentation for the joint meeting with City council scheduled for Monday, August 10.

### **Recommendation**

Review and update slides as necessary.

### **Attachments**

1. EIC Presentation to Council July 14th 2025
2. EIC 2026 Council Update V1

# **Equity & Inclusion Commission Joint Meeting with City Council**

Equity & Inclusion Commission 2025



# Agenda

1. Why our work matters
2. Where we started
3. Where we are now
4. Current priorities
5. What we need
6. Closing

# Why this work matters

## Implications for Roseville Government

- Our work makes government more accessible and accountable to all residents.
- Diverse stakeholder input=more effective government.

## Implications for Roseville Community

- Participation in civic life increases when stakeholders feel respected, welcomed, etc...
- Residents may be intimidated by government officials or lack necessary knowledge on how to get involved. Our work can support them in overcoming these challenges.

# Where we started

## Commission created in Sept 2024

- Full Commission in Apr 2025

## Built foundation of city operations and history

- HRIEC and SREAP
- City Org structure
- How commissions work
  - Chair, Vice Chair, Open Meeting Law etc.

## Update to Council in Feb 2025

## Strategic Plan provided in Apr 2025



# Where we are now

- Established good working relationships
- Received strategic direction from the City Council
- Collaborating with Antonio and Core team to operationalize vision
- Utilizing SMARTIE objective framework
- Investing in long term impact

# Current Priorities

## Strategic Planning

- Support development of metrics to evaluate progress on community engagement goals.
- Recommend tools and strategies departments can use to assess engagement efforts and benchmark current engagement levels.
- Identify opportunities to strengthen inclusive and effective community participation.

## Open Communication

- Raise awareness of commissions and ways to get involved when opportunities arise.

# What we need

- Affirm the importance and legitimacy of the Equity & Inclusion Commission.
- Support our efforts to collect and standardize engagement data.
- Help promote commission opportunities to diverse residents.
- Give us time and trust to grow into our strategic role.



# Q

# &

# A

Questions?

# THANK YOU

Thank you for your time and trust. We are committed to this work and to serving all Roseville residents.

**2025 Equity & Inclusion Commission**

Equity & Inclusion Commission

# Council Update

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# **Agenda (Commissioner Salinas-Ruiz)**

# **Why our work matters (Commissioner Dhakal and Commissioner Singaram)**



# Priorities from last year (TBD)



## Current Priorities

### Strategic Planning

- Support development of metrics to evaluate progress on community engagement goals.
- Recommend tools and strategies departments can use to assess engagement efforts and benchmark current engagement levels.
- Identify opportunities to strengthen inclusive and effective community participation.

### Open Communication

- Raise awareness of commissions and ways to get involved when opportunities arise.

# Progress on Priorities (TBD)



## Current Priorities

### Strategic Planning

- Support development of metrics to evaluate progress on community engagement goals.
- Recommend tools and strategies departments can use to assess engagement efforts and benchmark current engagement levels.
- Identify opportunities to strengthen inclusive and effective community participation.

### Open Communication

- Raise awareness of commissions and ways to get involved when opportunities arise.

# What we worked on: Constituent response template (Vice-Chair Stanley)

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Update  
image

During Operation Metro Surge, commissioners received a barrage of resident emails and did not have a clear, consistent response process.

We needed language that was human, accurate, and clear about the Commission's advisory role.

The template acknowledges the resident's concern, explains what EIC can and cannot do, and points people toward public comment and other appropriate next steps.

The work also surfaced a broader process question: how should commissioners respond to residents when an issue is urgent, emotional, or outside the Commission's direct scope?

Dear [Constituent Name],

Thank you for reaching out about \_\_\_\_\_, and for taking the time to share your concerns with the Equity and Inclusion Commission. We received your message and appreciate you contacting us.

The Equity and Inclusion Commission is an advisory body to Roseville city staff and the City Council. By Ordinance No. 1676, the Commission was created to apply an equity and inclusion lens to City policies, procedures, projects, programs, operations, and initiatives. That is an important charge, but as a commission, we do not independently set City policy or direct City operations.

That said, we do take community input seriously. We will work with our staff liaison to identify an appropriate path forward and to determine whether this issue is one our commission can take up within its scope.

If you would like to share your perspective directly with the commission, you are welcome to attend our next meeting on Wednesday, April 15, 2026, at 6:30 p.m. in the Council Chambers at Roseville City Hall and provide public comment. You can also attend the upcoming city council meeting scheduled on Day, Month, Year and provide public comments.

Thank you again for reaching out and for your engagement with the City of Roseville.

Sincerely,  
Prajwal Vemireddy  
On behalf of the Roseville Equity and Inclusion Commission

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# What we worked on: New Commissioner Quick Guide (Chair Vemireddy)

Update image



City of Roseville  
Commission Onboarding

## New Commissioner Quick Guide

Updated: April-May 2026

Fill in (optional)

|                  |  |
|------------------|--|
| Commission name  |  |
| Meeting schedule |  |
| Staff liaison    |  |
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- Skim recent [agendas and minutes](#) so you understand what the commission has been working on.

**Common new commissioner mistakes to avoid**

### WHY WE MADE IT

The existing handbook is important, but we felt it had a lot of legalese and lacked “humanity”

The guide we created gives new commissioners a simple overview of what to expect before they are deep in rules and procedures.

It explains roles clearly: Council decides policy, staff run operations, commissions advise.

It also covers first steps, meeting flow, expectations, staff liaison role, attendance, conflicts, and communication boundaries.

Having things in layman's terms is an equity tool when the process itself is the barrier.

# What we need work on: (Commissioner Filip-Crawford)

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## **Short Term:**

- Community Engagement Standards for Major City Projects: A simple checklist for who is affected, how residents are informed, barriers to input, and how feedback is reported back. (Create Survey)
- Other Educational Content for Residents and Commissioners similar the commissioner guide?

## **Long Term:**

- Digital Access Review: Can residents complete common City tasks without needing a computer or high comfort level with English?
- City Communications Accessibility Review: Are key webpages, notices, forms, and instructions plain-English and easy to find?
- Maintenance Operations Center Equity Review: Access, service impacts, construction communication, workforce, climate, and community benefit.
- Climate Equity Action Plan Review: Public engagement, accessibility, and effects on renters, low-income residents, seniors, and people with disabilities.
- Parks, Recreation, and Program Access Review: Scholarships, fee assistance, registration, program access, and public information.

# Where Council direction would help (TBD)

**We want the next year's work to be practical, timely, and useful.**

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Which City policies, procedures, projects, or services would most benefit from an EIC review over the next year?

Where would early feedback be useful before decisions are already mostly set?

Which future topics should we prioritize first, and which should wait?

# Thank You and Q&A (TBD)

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## This was our starting point

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Last year, the Commission was still building a shared understanding of its charge and how to be useful to Council and staff.

The broad charge is to apply an equity and inclusion lens to City policies, procedures, projects, programs, operations, and initiatives.

As a starting point, we focused on the City's community and civic engagement objectives: participation, commission effectiveness, and reducing barriers to involvement.

The practical question became: how do we make participation in City government easier to understand and less intimidating?

### Community and Civic Engagement objectives:

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

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

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



## Roseville Equity and Inclusion Commission Agenda Item

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**DATE:** July 15, 2026

**ITEM:** 5.d.

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**ITEM DESCRIPTION:** Strategic Plan Measurement Discussion

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### **Background**

The commission's workplan includes helping the city identify measurable outcomes in its strategic plan. The city has prioritized 4 projects in 2026 that the commission can advise on for measurable outcomes. The commission will discuss those projects and potential measurable the city should track for each project.

### **Recommendation**

Discuss measurable outcomes for consideration.

### **Attachments**

None