

Memorandum

TO: City Council Workshop
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: August 18, 2025
SUBJECT: Remote attendance discussion
ITEM NUMBER: 1.b
SECTION: GENERAL BUSINESS

REQUESTED MOTION

INTRODUCTION

- The city council is being asked to provide direction on creating a policy for council and advisory board members to call in remotely based on new statutes.

DISCUSSION

Since spring 2022, all council and advisory board meetings have been in-person unless, on a rare occasion, members needed to call in remotely. If this occurred, the city needed to provide notice of the location where they would be calling in from at least three days before the meeting. At the same time, we also stopped letting members of the public attend meetings via Zoom.

During their 2025 session, the Minnesota Legislature approved statutes regarding remote meeting options for city council and advisory boards. The new laws remove the requirement that members can only attend remotely from a location that is not open and accessible to the public up to three times per year if they are serving in the military and at a required drill, deployed, or on active duty or has been advised by a health care professional against being in public places. Additionally, they removed the requirement that members must attend remotely in a location that open and accessible to the public. As such, we no longer need to provide the address for where members are calling in remotely from. Instead, we just need to note that members may be attending and participating remotely.

Given these recent updates, the city council is being asked to provide direction on whether or not they would like to create a policy for council and advisory board members to attend remotely or allow it as needed if the following requirements are met:

- At least one member is physically present at the regular meeting location and notice is provided of that location
- All members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one member is present
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all members
- All votes are conducted by roll call so each member's vote can be identified and recorded
- The minutes must reflect the names of any members appearing by interactive television

technology and state the reason or reasons for it

If the council would like to create a policy, the following should be discussed:

- Limitations - will there be limitations on how often members can attend remotely?
- Notice - how far in advance should members be required to notify staff that they need to attend remotely?
- Reasoning - should there be limitations on why members need to attend remotely?
- Advisory boards - should there be separate requirements for city council and advisory board members?

Below is information from nearby cities on their remote attendance policies/practices:

City	City council	Advisory boards
Blaine	Comply with State Statutes without limitations.	Comply with State Statutes without limitations.
Little Canada	Comply with State Statutes without limitations.	Comply with State Statutes without limitations.
Maplewood	Comply with State Statutes without limitations.	Handled on a case by case basis. Require a more formal reason from advisory board members to attend remotely.
Mounds View	Comply with State Statutes without limitations.	Handled on a case by case basis. Require a more formal reason from advisory board members to attend remotely.
Roseville	Will set a maximum number of times for attending remotely to three meetings per year.	Will set a maximum number of times for attending remotely to three meetings per year.
Vadnais Heights	Comply with State Statutes without limitations but are currently researching a potential policy.	Do not have remote options for advisory board members but currently researching potential policy.

One thing to note while discussing this is that implementing hybrid meetings within the city council chambers will add a significant amount of work for staff. This includes setting up and managing Zoom meetings and ensuring adequate microphones are in place so everyone can hear each other, as well as training additional staff on the AV equipment in the chambers. During regular council meetings, staff are also managing the online streaming through Granicus.

RECOMMENDATION

It's recommended that the city council provide direction on the above items.

ATTACHMENTS

[League of MN Cities memo on options for meeting remotely](#)