

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: January 5, 2026
SUBJECT: Resolution updating the Shoreview City Council Operating Procedures
ITEM NUMBER: 8.h
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve resolution 26-01 updating the Shoreview City Council Operating Procedures.

INTRODUCTION

The city council is being asked to approve a resolution updating the Shoreview City Council Operating Procedures.

DISCUSSION

Since spring 2022, all council 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, the city council discontinued 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, members may call in remotely 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
- Notice is provided on the agenda that notes that members may be attending and participating remotely
- 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

The city council discussed this at their August 18 and December 15 workshops and directed staff to bring back an update to their operating procedures allowing for remote attendance up to three meetings per year. In addition to this change, staff are also recommending changes a few other areas. The updated procedures are attached and a summary is below:

Regular meetings - the last two sentences are being combined to make it easier to read.

Emergency meetings - language is being amended to match State Statutes 13D.04, subd. 3 to allow for us to use other methods such as texting for notifications.

Remote participation - this section is being added to allow for remote participation up to three times per year provided all notice and open meeting law requirements are met. This section does highlight that in-person attendance is expected.

In order to have effective meetings with attentive and engaged members, city council members are expected to attend all meetings in person. However, the city understands that on occasion, remote participation may be needed.

City council members may participate remotely in council meetings up to three times per calendar year, provided all notices and other requirements of the Open Meeting Law are met. Remote participation should be coordinated with the city manager at least two business days ahead of the meeting.

All staff and consultant presentations will be in person, unless otherwise approved by the city manager.

Order of business - staff are recommending that "Citizens comments" on the agenda be changed to "Public comments." This is due to the fact that we allow anyone to come up and speak.

Agenda - language is being updated to reflect the change under "Order of business."

In addition to the above changes, staff would also like to update the language on agendas under "citizen comments" with plain language practices in mind. The recommended language is below and takes it from a college level reading score to a ninth grade reading score. This language change does not need council approval and is being provided for your information.

Individuals may address the city council about any item under the consent agenda or an item that is not on the agenda. Specific rules used for public comments are available near the council chambers entrance. Speakers are asked to come to the podium, state their name and address for the record, and keep their remarks to three minutes or less. Generally, the city council will not take official action on items discussed at this time. They may refer the matter to staff for a future report or ask for it to be put on an upcoming agenda.

RECOMMENDATION

It's recommended that the city council approve resolution 26-01 updating the Shoreview City Council Operating Procedures. If approved, the changes will take effect immediately.

ATTACHMENTS

[Resolution 26-01](#)

2026 council operating procedures
2026 council operating procedures red-lined