

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: January 5, 2026
SUBJECT: Resolution amending attendance policy for committees and commissions
ITEM NUMBER: 8.i
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve resolution 26-02 amending resolution 15-06, attendance policy for city committees and commissions.

INTRODUCTION

The city council is being asked to approve a resolution amending the attendance policy for our advisory boards.

DISCUSSION

Since spring 2022, all 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.

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

Resolution 26-02 updates the city's 2015 attendance policy for our advisory boards.

Staff liaisons for the city's advisory boards met in December 2025 to discuss the pros and cons for allowing remote attendance, as well as technology requirements for meeting in the council chambers. As noted during the August 18 workshop, implementing hybrid meetings in the council chambers, specifically for workshops or advisory board meetings, will add a significant amount of work for staff. This includes setting up and managing the virtual meeting 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. Given the technology requirements for using the council chambers, staff recommended the following for advisory boards:

- Allow for remote participation up to three times per year if the Open Meeting Law requirements above are met
 - The resolution does highlight that in-person attendance is expected.
- Move all advisory boards that currently meet in the council chambers (except for the planning commission) to meeting room 4 in the community center.
 - This room has a monitor and webcam and will only require staff to set up the virtual meeting.
 - If this room is not available, staff liaisons have the right to not allow remote participation.

The city council discussed the draft resolution at their December 15 workshop and directed staff to bring it back for formal approval at a future meeting.

RECOMMENDATION

It's recommended that the city council approve resolution 26-02 amending resolution 15-06, attendance policy for city committees and commissions. If approved, the change will take effect immediately. Staff will also update the city's advisory group handbook to reflect the changes.

ATTACHMENTS

[Resolution 26-02](#)