

**CITY OF MOUNDS VIEW
CITY COUNCIL WORK SESSION AGENDA
MOUNDS VIEW CITY HALL**

**Wednesday, July 5, 2023
6:00 p.m.**

ROLL CALL: Meehlhause, Cermak, Gunn, Lindstrom

Council Workshops are informal gatherings of the council at which no final decisions are made, rather consensus discussion to direct staff on council decision items.

AGENDA ITEMS DISCUSSED BY CONSENSUS

1. Organized Solid Waste - Nyle
2. Morris Leatherman Survey/Community Center – Update and Discussion – CM Lindstrom/Nyle
3. Minutes of Workshop - Nyle
4. Public Comment at Workshop - Nyle
5. Public Comment at Council - Nyle
6. Speed studies – Stop Signs – Nyle, Don, Ben
7. Citizen Requests - Nyle
 - a. Groveland Road – Parking
 - b. Ardan Park – Park Development
 - c. Edgewood Road – Parking
8. Dog Kennel Ordinance - Nyle
9. Liquor License Fees - Nyle
10. Cannabis - Nyle

NEXT COUNCIL WORK SESSION: Monday, August 7, 2023 at 6:00 pm

NEXT COUNCIL MEETING: Monday, July 10, 2023 at 6:00 pm

THIS PAGE LEFT BLANK INTENTIONALLY



Memorandum

To: Mounds View Council
From: Administrator Zikmund
Date: June 29, 2023
Re: July 5, 2023 Workshop

Discussion on order of items:

Suggest council review order of items and reorder based on consensus discussion of importance. Final three items are not urgent but serve to advise council what is on the “workshop agenda” list. The August work session currently has nothing on it. Commissioner Frethem will be here in September and we should plan an hour for that visit.

1. Organized Solid Waste Collection:

Council has met the statutory requirement of meeting and conferring with the haulers. Feedback from the haulers was a request for strategic goals, feedback on service, as well as their opinion on organized solid waste collection. One hauler inquired if Council was reviewing other services and highlighted school buses and delivery trucks. Staff advised the hauler to forward information they indicated they had. Staff has not received any information.

Data shared during the public information sessions include/provide substantive evidence that refuse trucks are indisputably the heaviest (most frequent) and thus the highest concern. If council wishes, staff can undertake more research.

The survey remains live and will provide the most updated information at the meeting.

If council wishes to move forward the next steps include;

1. Determining those strategic goals – Cost, Environmental Impact (Noise/Quantity of Trucks), Infrastructure Impact (streets) for example
2. Determine whom is impacted – Single Family, Two Family (Duplex), Four Family (Four Plex)
 - a. Single and Two family are practically included as the statute includes them and up to four plexes. Staff advises, based on a tour of a number of our four plexes that challenges of including the outweigh the benefits. Many are using dumpsters, have limited space for containers which also may result in others using, etc. Absent a contiguous – same owner complex; challenges may outweigh benefits. Of note, there was minimal trash/debris outside containers. Thus some evidence the trash is in the desired waste stream.
3. Have K & G prepare draft resolution for council review and consensus.

4. K & G prepares final resolution and item is scheduled for Council Meeting. The resolution establishes the exclusive negotiation period.

2. Community Center – Update and Fitness Center

Staff will provide verbal update on first meeting with Rapp Strategies which is scheduled for 10:00 Am on Monday. Staff conversed with K & G regarding election date with Bloomington moving forward this year, and others considering it. They will have final decision no later than July 15th. Staff as and will continue to work with Rapp Strategies on building the web page (significant data has already been transmitted) and core messaging.

The forms and documents for the 2024 Bonding Bill process have all been submitted with confirmation received.

Council should further review the Morris Leatherman Survey with a focus the amenities/use which ranked the Fitness Center the highest, followed by youth sports, gymnasium, youth summer, event center, senior programs and meeting rooms. While the usage question is not exactly a “value” question, behavior/usage is clearly an indicator.

General discussion and consensus needed as we work with Rapp Strategies on providing information to the public regarding the components of the project.

3. Workshop Minutes

Council had robust discussion at their last workshop. Documents from the previous workshop are included.

Spreadsheet summary:

Arden Hills, Little Canada, Maplewood, North Oaks, North St. Paul, and Vadnais have minutes. Those minutes are best described as transcripts. Attendance of whom, and discussion. No action detail is included.

Staff could not find minutes from Falcon Heights, Gem Lake, Lauderdale, Roseville, or St. Paul; the latter two due to a strong belief they do not hold workshops.

New Brighton does not take minutes but does tape the session and make that available.

Shoreview has minutes. Those detail whom was in attendance, discussion, and whether there is consensus to move to council.

K & G advises against “formal minutes” as they suggest a formal meeting in which action is taken. Council can only take action via Resolution, Ordinance Adoption or a formal motion with a second and vote occurring during a duly posted meeting of a Council Meeting. Best approach is to do a summary of what occurred as there is no legal action item.

Our contract with Minute Maker sets a base rate of \$159 for the first hour and \$37.75 for each additional half hour. A three hour meeting would cost \$310. If 12 workshops were held in a year the annual cost equals \$3,720.

If council wishes to tape/broadcast the per meeting cost from Nine North is \$180 per meeting. If just played on the channel there would be no additional cost. If Web Streamed additional fees apply. Based on 12 meetings the cost per year is \$2,160

Options for council to consider including staff and fiscal impact.:

1. No change – staff states understanding of council consensus and if some action is needed, states item will move to Council. No change to staff and fiscal impact.
2. Staff could – using the agenda, create a summary document that denotes what occurred and publish that. Minimal impact to staff and no fiscal impact.

Example using this workshop agenda

1. Organized Solid Waste – Consensus on goals (detail them) and move to council (which means a resolution will be developed)
2. Community Center – Discussion, consensus on x, y, z
3. Minutes – Option X and if 3, 4, 5, 6 – Move to council as a resolution would be needed
3. Tape meeting and play on channel (New Brighton does this) – Minimal staff impact and \$2,160 per year.
4. Tape meeting, play on channel, and webcast – Minimal staff impact and \$2,500 per year (estimate)
5. Tape Meeting, Play on channel, webcast, and transcript meeting – Minimal impact to staff and \$6,000 per year (actual is \$5,880, additional is for web-stream)
6. Same as five but instead of a transcript have actual minutes. Cost is the same but their will be more than minimal impact as staff will have to work with vendor, sending minutes out to council, making corrections, filing on M drive and into Laserfiche.

Council should discuss further and seek to find consensus on one of the 6 options and absent that, provide further direction to staff on what other information is needed by council.

Resolutions:

At the last workshop staff was made aware that resolutions have been adopted requiring broadcasting of meetings. Staff researched the issue and discovered the following.

Included in the packet are resolutions 5310, 5374, 5501, 5369, 5396, and 7583.

5310 was adopted in 1999 and requires all Created Boards and Commissions be cable casted.

5374 was adopted in the fall of 1999 and continues cable casting of all city meetings.

5501 was adopted in 2000 and required any meeting that was in the public space be cable casted. The resolution was rescinded with Resolution 5557.

Resolution 5369 was adopted in 1999 and establishes policy on meetings cable casted.

Resolution 5396 was adopted in 1999 and establishes any meeting subject to open meeting law be cable casted. That resolution was rescinded by resolution 5501

Resolution 7583 was adopted February 2010 and effectively supplants all of the above and states all public/open meeting law be cable cast with the exception of the HR committee and Cable Committee.

Staff is not aware of any resolution to rescind resolution 7583, thus; this is the guiding document. K & G has advised that a resolution is not required to dismiss or rescind a resolution (and /or) its action if a

motion is duly adopted to amend or reverse. Staff is not aware of any such motion but could search the minutes from 2010 to 2017 (it would take a measure of time) if council wishes.

FYI - Our HR committee consists of two council members and discusses confidential HR matters. The Cable Committee no longer exists.

As the discussion on minutes includes the possibility of taping meetings and/or broadcasting, the topic is related. Council should also include in the discussion to resume taping (if so decided) that the Tribute Park and HR Task Force are not being taped and/or broadcast. Staff discussion with legal counsel confirm that Festival should be included and arguably Foundation are subject to the resolution given the resolution statement of meetings subject to open meeting law, council liaison on each, and city staff and resources expended on each.

Option 1.

Follow Resolution 7583 – Tape and Broadcast all meetings which, per K & G, should include Tribute, Human Rights Task Force, Festival, and Foundation

Option 2

Adopt new resolution establishing whatever changes councils wishes to do.

Item 4. Public Comment at Workshop:

K & G has advised and staff has conveyed that the Charter includes language providing public comment be allowed at all meetings. K & G has also advised council has wide discretion on managing/establishing guidelines. These include limiting the time members can speak, total time for public comment, where it occurs on the agenda, prohibitions such as profanity, clapping, allegations, conducting on-or off camera, etc. The council has wide discretion.

Policy issue of balancing limited time for informal discussion (only occurs at workshop) with charter and citizen interests.

Action requested - Establish parameters for Public Comment at workshop.

Item 5. Public Comment at Council

As council is aware, public comment has been robust at recent council meetings. It is possible that will continue to some degree given the Organized Solid Waste and Community Center discussions. If council wishes to discuss changes to the present practice options include those detailed above as well as any additional council may have. Council may want to consider moving to end of the meeting to accommodate business items that have followed process and are awaiting their time for formal action. Staff suggests council also discuss and have consensus on when Mayor/Mayor Elect should recess (or adjourn) meeting if circumstances warrant.

Action requested - Establish parameter for Public Comment at Workshop

Item 6: Traffic, Speed, Enforcement

Included in the packet are all the items council received for their January 2022 workshop which resulted in the “experiment” to install two addition signs on Groveland which was completed later that year; one at Groveland Circle, and one at Sherwood. There is an existing sign at Ardan.

Staff (PD) collected a limited amount of data on Groveland, Spring Lake Road, Long Lake Road, and Red Oak prior to the installations.

Staff (PD) has been collecting data for same the past two months along with data from H2 as we receive complaints from residents along that corridor. NOTE - This is not engineering quality level data, that would entail spending thousands of dollars to obtain. However, since it is the same equipment, an argument can be made that it is comparable data.

Significant variables exist including construction of SLP road. Less significant is Groveland Village as no data is available on occupancy of units and thus the potential volume impact.

Since the installation, staff has received requests from residents to remove the stop signs, they are annoyed and do not feel they work. Staff has also received three requests for additional signs, Groveland south of MV Boulevard, Spring Lake Road north of the Boulevard, and one on H2. Council received a request for similar signs on County I and SLP Road, which were installed.

Since the experiment began, the Legislature has passed language that was signed into law allowing every city/political subdivision to establish their own limits. Minneapolis and all adjacent communities to the north (staff did not survey in other directions) have lowered their limits to 25 MPH.

Ramsey County has notified staff they will be lowering the limit on all their roads that have a marked bicycle trail. Thus, portions of Long Lake Road will go to 25.

Staff has also advised and will update council that the City has not experienced a serious injury or fatality on any city streets. Those have been confined to County and State Roads.

Included in the packet is a spreadsheet detailing 6 full years and current year to date data, of all calls for service, DWI arrests, and traffic citations.

Policy issues for council to consider and contemplate include; PD staffing, calls for service, actual versus perceived threat, violation of MSA standards, and cost of signage (speed limit and stop signs).

We are currently down three officers, calls for service measure between 10,000 and 11,000. However, decline is a direct function of being down officers as traffic stops result in a call for service. Less officers, less interactions, fewer calls. Actual versus perceived relates to no fatalities or serious injuries versus comments “someone is going to die”, violation of MSA is specific to traffic control signs that do not meet MNDOT engineering standards which none of the additional signs meet. If advised by MNDOT to remove, council has choice of removing or foregoing (and paying back) the MSA funds. Cost of sign relates to speed limit, and or traffic control. The flashing stop signs, utilized to ensure motorist who would not normally be expecting a stop sign, are alerted to the new stop sign requirements.

Data:

Data collected to date ranges from August 2020 to present. Data was collected on Long Lake Road, Red Oak, Spring Lake Road, H2, and Groveland. Data includes 12 one-week observations for Groveland from 2020 to present, 4 observations from Long Lake - all in 2022, 5 observations for Red Oak from 2021 to present, one observation in 2021 for SLP road, and two observations in 2023 for H2. More data was attempted but equipment and staffing issues impacted.

Summary results

H2 receives the greatest volume followed by Long Lake, then Red Oak, then Groveland with SLP road last. The highest average speed occurs on SLP road, with Long Lake second, Groveland Third, H2 and Red Oak last.

Of particular interest is the speed and volume on Groveland for 2023 versus 2022 showing about a 10% drop from the 85th percentile moving from 35-37 to 32-33. This could be attributed to stop signs, but also could be due to higher volume, which tends to slow traffic. Volume stayed static as compared to previous years for one week but experienced almost a 15% increase for the other week.

Due to SLP road being under construction, it is difficult to determine if traffic was pushed from one street to the next or if Groveland was used more due to the construction on SLP.

Impact Studies:

Staff spent a measure of time researching data delineating the difference of consequence to the human body if impacted by a car going X speed. Logically, the higher the speed, the greater the chance of bodily harm. Like all things googled, volumes of data – 60,400,000 hits. In short, there is a clear relationship between speed and injury/death.

Lowering speed limits by 5 mph (from 30 to 25), theoretically would reduced the average speed from present to 5mph less. That difference would reduce the chance of serious injury somewhere between 10% to 25%; depending on which study.

Next Step:

Council needs to digest the data and information received to date, determine if more data collection is needed/warranted, make some determination regarding stop sign experiment, and discuss changing speed limit city wide. There is no immediate decision or action needed, rather an introduction of the issue. Don will have signage costs estimates at the meeting

Item 7 – Citizen Requests

Staff received a request to paint signage on the bike lane, increase flagging on hydrant, paint curb yellow in no parking zone, and use Park/Rec data on field usage to trigger parking enforcement by PD. Council is aware of the parking challenges related to the splash pad and was presented with an Ardan Park proposal at the last council meeting.

Staff looking for direction on process for issues when that issue surpasses any current policy or direction from council.

Item 8 – Dog Kennel Ordinance

Something very simple! Consensus from council to draft amendment clarifying 3 pet dogs, where no breeding, training, or lodging occurs does not require a “kennel” license

Item 9 – Liquor License Fees

In other research, staff discovered most cities annual increase their liquor license fees. We have not increased for past 5 years. Staff advising council we will be researching the issue and proposing reasonable (comparable) changes in the upcoming fee schedule. Advisory only unless strong council support to leave at present levels.

Item 10 – Cannabis

An evolving issue with two policy impacts, zoning and labor related issues. Other than zoning, cities have no regulatory control – all that occurs at the state level. Practically, our ordinances address the issue but staff will be bringing update forward as this program rolls out.

The other issue is labor impacts with similar challenges; what is the impact on labor (impairment) which is complicated impairment threshold and testing challenges.

THIS PAGE LEFT BLANK INTENTIONALLY

City of Mounds View

Resident

Solid Waste Collection
Information Sessions

May 31, 2023

10 AM, 1:30 PM, 7:00 PM

Agenda

- ▶ What
- ▶ Why
- ▶ Process

What is Organized Solid Waste Collection?

- ▶ Minn. Stat. § 115A.94 Subdivision 1
- ▶ “*Organized Collection*” means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas, some or all of the solid waste that is released by generators for collection.

Current Haulers and License Fees

- ▶ Open System - no limit to amount of haulers
- ▶ 6 licensed residential - Single Family up to 4 units per building
 - ▶ Ace
 - ▶ Aspen
 - ▶ Curbside
 - ▶ Republic
 - ▶ Walters
 - ▶ Waste Management
- ▶ Current Annual License Fee: \$120 plus \$50 per vehicle per year

Current Operations - City of Mounds

View Solid Waste Management Standards

- ▶ Residential Collection may only occur on Thursdays between the hours of 7:00 a.m. and 6 p.m.
- ▶ Solid Waste, Recyclables and Yard Waste must be sorted by customers in separate containers that are marked accordingly, and collected in separate vehicles/trucks (no collection of more than one into same refuse truck)
- ▶ Haulers must, upon request, collect and properly dispose of Bulky Waste, Large Appliances, and Electronic Waste.

What Are Other Cities Doing?

Open

Organized
Single Hauler

Organized
Consortium

Andover
Brooklyn Park
Coon Rapids
Shoreview
Fridley
New Brighton

Blaine
Columbia Heights
Maplewood
Monticello

Champlin
Elk River
Ham Lake
St. Anthony
Vadnais Heights
Richfield
St. Paul
Bloomington

MPR Article - June 5, 2019

“A study by the Minnesota Pollution Control Agency prior to the law change found that residents in cities with organized trash collection paid less. Still, only about 30 percent of Minnesota cities have organized collection, compared with 70 percent nationwide, said Peder Sandhei, a solid waste planner with the agency.”

The Why



Impact to Infrastructure - Google Search Engine Hits

- ▶ Impact of Weight - 331,000,000
- ▶ Pavement degradation - 14,100,000
- ▶ Heavy Trucks and Roads - 334,000,000
- ▶ Weather and Pavement - 29,700,000

Infrastructure Impacts

- ▶ 1979 Government Accounting Office (GAO)
 - ▶ “Especially heavy truck traffic which causes most traffic-related deterioration”
- ▶ 1983 New York Times Report
 - ▶ “Heavy Trucks Prematurely Wear Out the Nations Highways”
- ▶ 2004 Journal of Mechanical & Civil Engineering - Pavement Deterioration and its Causes
 - ▶ “Traffic is the most important factor ...” The performance of pavement is mostly influenced by the loading magnitude, configuration, and the number of load repetitions by heavy vehicles.”
- ▶ 2006 Cambridge Systematics - Minnesota Truck Size and Weight Report
 - ▶ “The life of a pavement is related to the magnitude and frequency of heavy axle loads.”
- ▶ 2009 Analysis of Waste Collection Service Agreements - MPCA - Foth
 - ▶ “Trash trucks are one of the heaviest vehicles traveling residential streets.”
- ▶ 2010 Too Big for the Road North Carolina - Massive trucks are tearing up fragile state highways.
- ▶ 2014 MNDOT Impact Calculator
 - ▶ “Putting Research into Practice: Estimating the Impact of Heavy Vehicles on Local Roads”

Infrastructure Impact Continued

- ▶ 2015 - Taking Out the Trash
 - ▶ “The method most commonly used to calculate the impact of a vehicle is the equivalent single axle loading (ESAL) factor. This factor compares the impact of a any vehicle to the impact of a single axle vehicle with dual tires loaded to 9 tons.”
- ▶ 2017 Texas The Impact of Specialized Hauling Vehicles on Pavement and Bridge Deterioration - 356 Page Research Report
- ▶ 2020 - University of California Pavement - Effects of Increased Weights of Alternative Fuel Trucks on Roads and Bridges
- ▶ Undated - Impacts of Buses on Highway Infrastructure - New Jersey
 - ▶ “Bus stop-and-go conditions have a prominent impact on pavements.”

The term Equivalent Single Axle Load (ESAL) is used to compare the road impact of one type of vehicle to another. An ESAL factor of 1.0 is applied to a truck with 18,000 pounds per axle.

A typical passenger car is reported to have an ESAL factor of 0.0007 in some references and 0.0008 in others. A garbage truck can have an ESAL as high as 1.6 or 2,286 cars. However, most references in different reports place the car equivalents for garbage trucks lower, at a range of 857 to 1,429. The Minnesota Department of Transportation (MnDOT) uses a formula providing one garbage truck is equivalent to 1,000 car trips.



Class	# Axels	ESAL Factor	Pass Car Equivalent
Cars	2	.0008	1
Vans/Pick Up	2	.0052	7
Large Van	3	.0122	15
Large Delivery	3	.1303	163
Local Delivery	2	.1890	236
Res. Recycle	2	.2190	274
Buses	2 or 3	.6806	851
Res. Trash	3	1.02	1279



The why - Cost - Two Primary

- ▶ Road Wear - Mounds View has invested nearly \$35 million in our City Streets
- ▶ Various Studies - local and nationwide - indicate collection rate savings of up to as much as 30%
 - ▶ NOTE - Actual savings cannot be determined until process is completed defined as proposals come back from the haulers

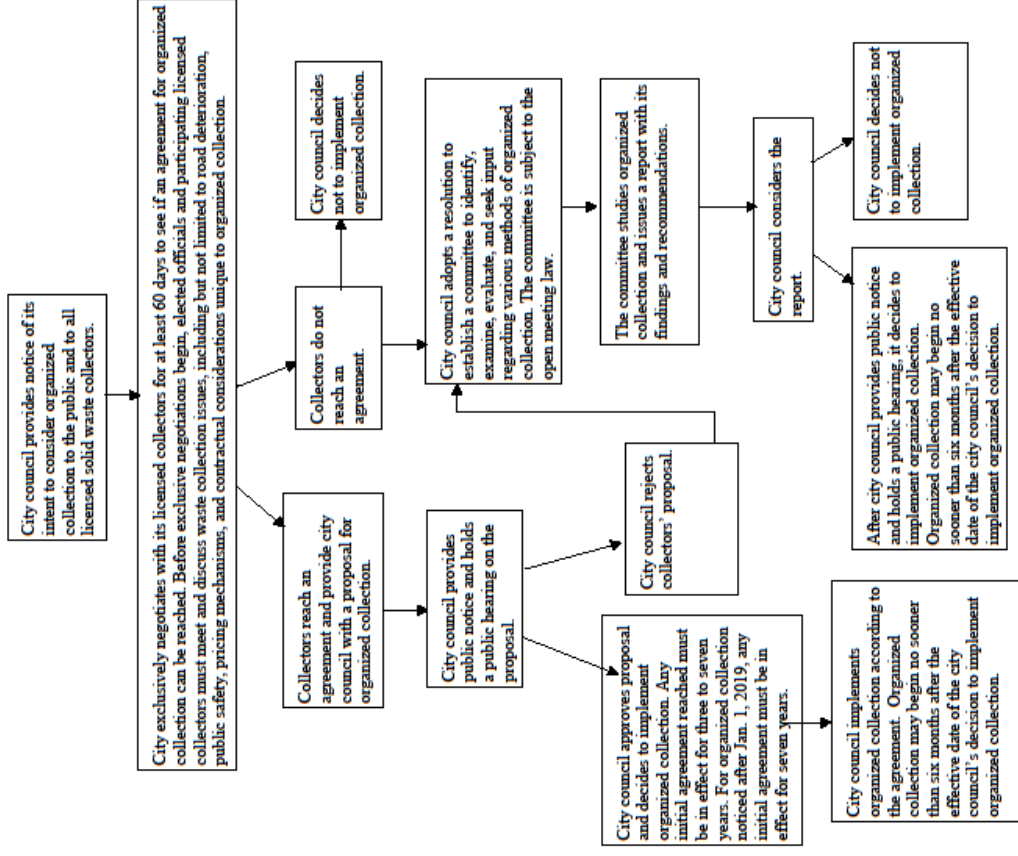


NOISE



The Process - Statutorily Driven

Appendix A: Organized Collection Flowchart



The Process

- ▶ City Provides Notice to Haulers of desire - Letters transmitted April 2023
- ▶ City Provides Notice to Public - Mounds View Matters, Social Media, Web Page, Announcements at Council Meetings, Community Center Meetings, Planning and Zoning Commission, and Workshops. Was on April Workshop agenda.
- ▶ Council will meet with Haulers at June 26, 2023 Council Meeting
- ▶ Council establishes/declares exclusive 60 day negotiation period
- ▶ If Collectors reach and agreement - proposal provided
 - ▶ Council can accept or reject
 - ▶ If accepted - Agreement in place for 7 years
- ▶ If Collectors do not reach agreement
 - ▶ Council can terminate effort or establish a committee to further examine
 - ▶ Committee recommendation can be accepted or rejected. If rejected process is done.
 - ▶ If committee recommendations accepted - council can proceed with organized collection



Public Input

- ▶ Online Survey - <https://arcg.is/HWuzk>
 - ▶ Services desired - Container size, frequency of collection, compost, etc.
 - ▶ Pros and Cons - Cost, environmental, impact on streets, choice, etc.
 - ▶ Organics (food composting) as it comprises up to 30% of waste stream in MN
- ▶ Public Hearing when haulers return with a proposal (assumes they do) for council to act upon.

THIS PAGE LEFT BLANK INTENTIONALLY

City of Mounds View

2023 Parks and Recreation Study

The Morris Leatherman Company

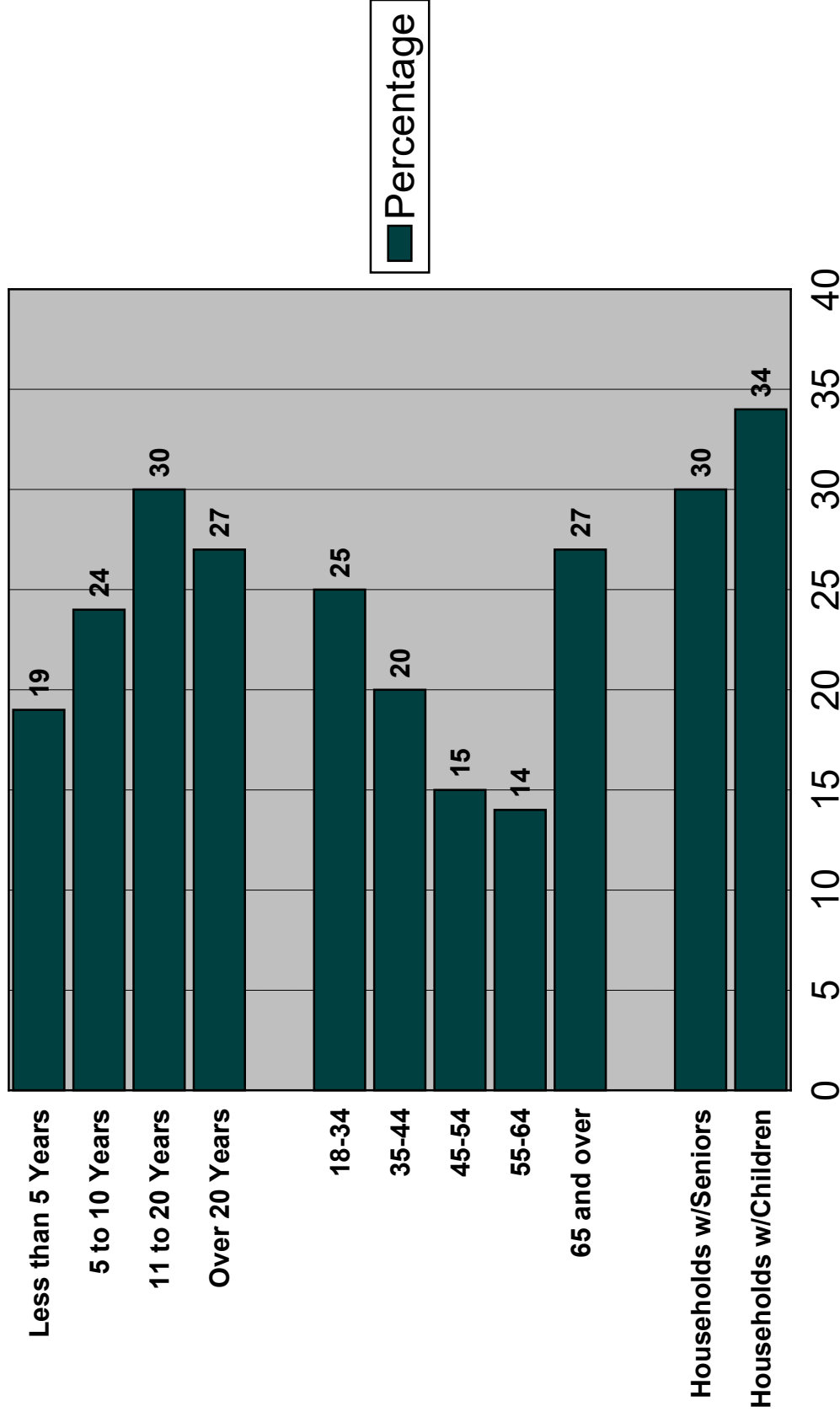
Survey Methodology

2023 City of Mounds View

-) 400 random sample of City of Mounds View residents
-) Telephone interviews conducted between May 17th and 25th, 2023
-) Average interview time of 8 minutes
-) Non-response level of 5.5%
-) School District household sample projectable within +/- 5.0% in 95 out of 100 cases

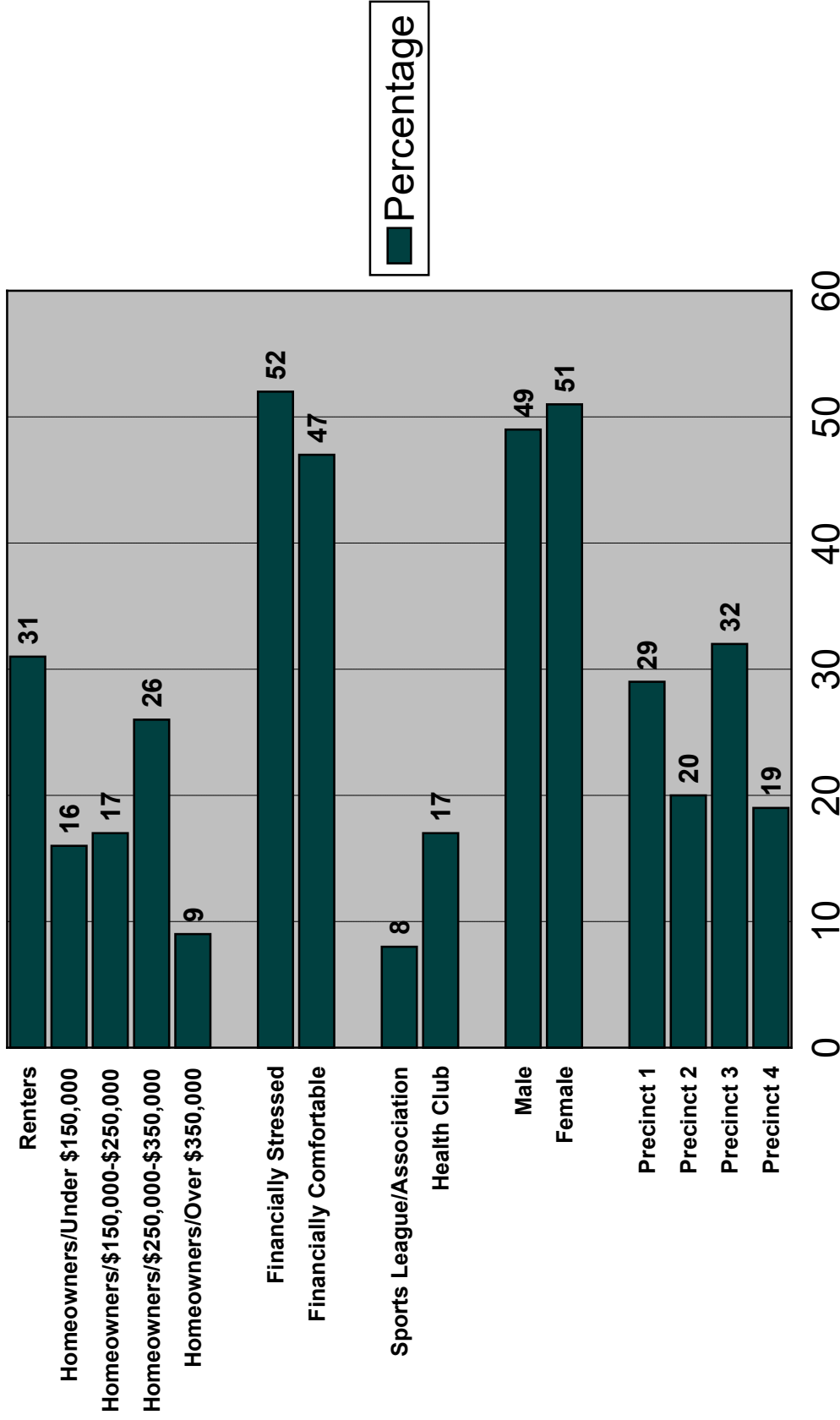
Demographics I

2023 City of Mounds View



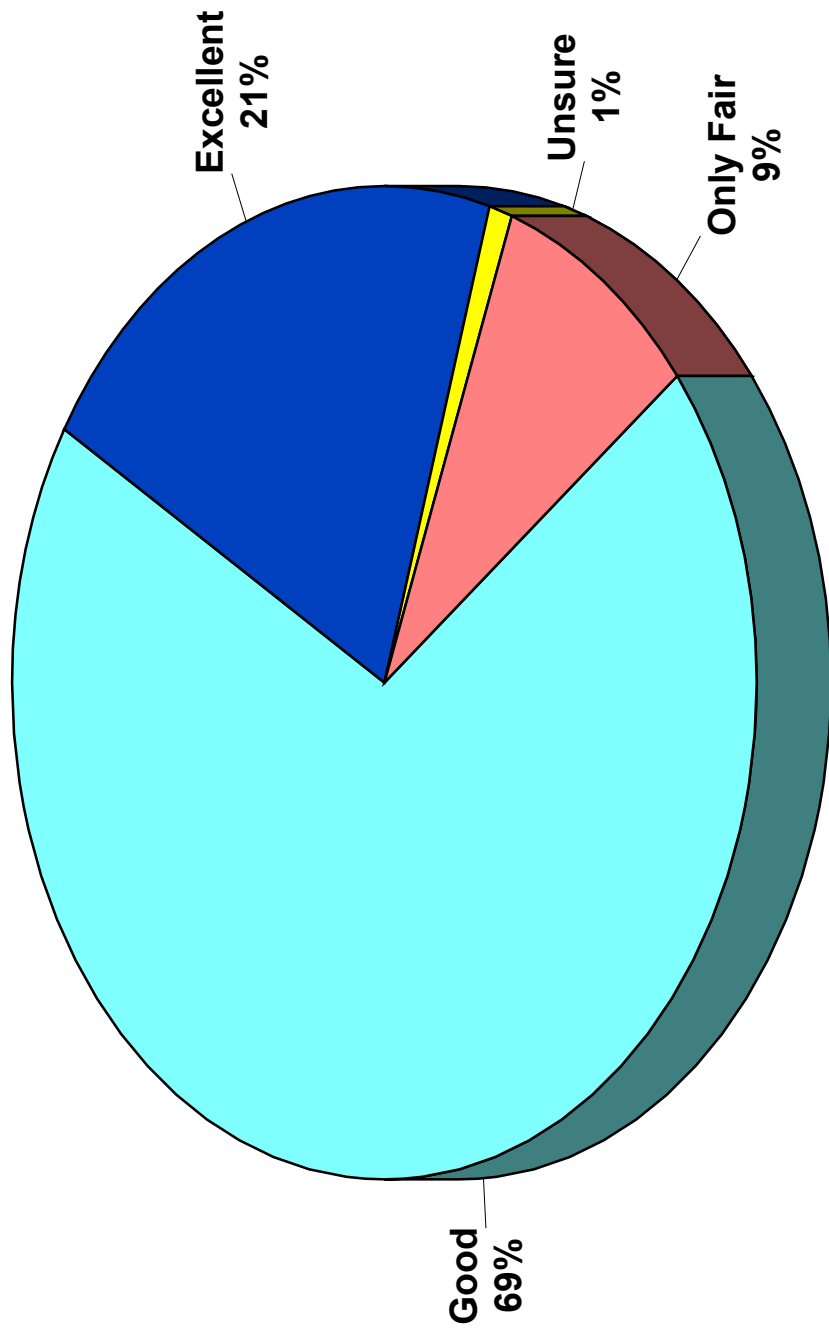
Demographics II

2023 City of Mounds View



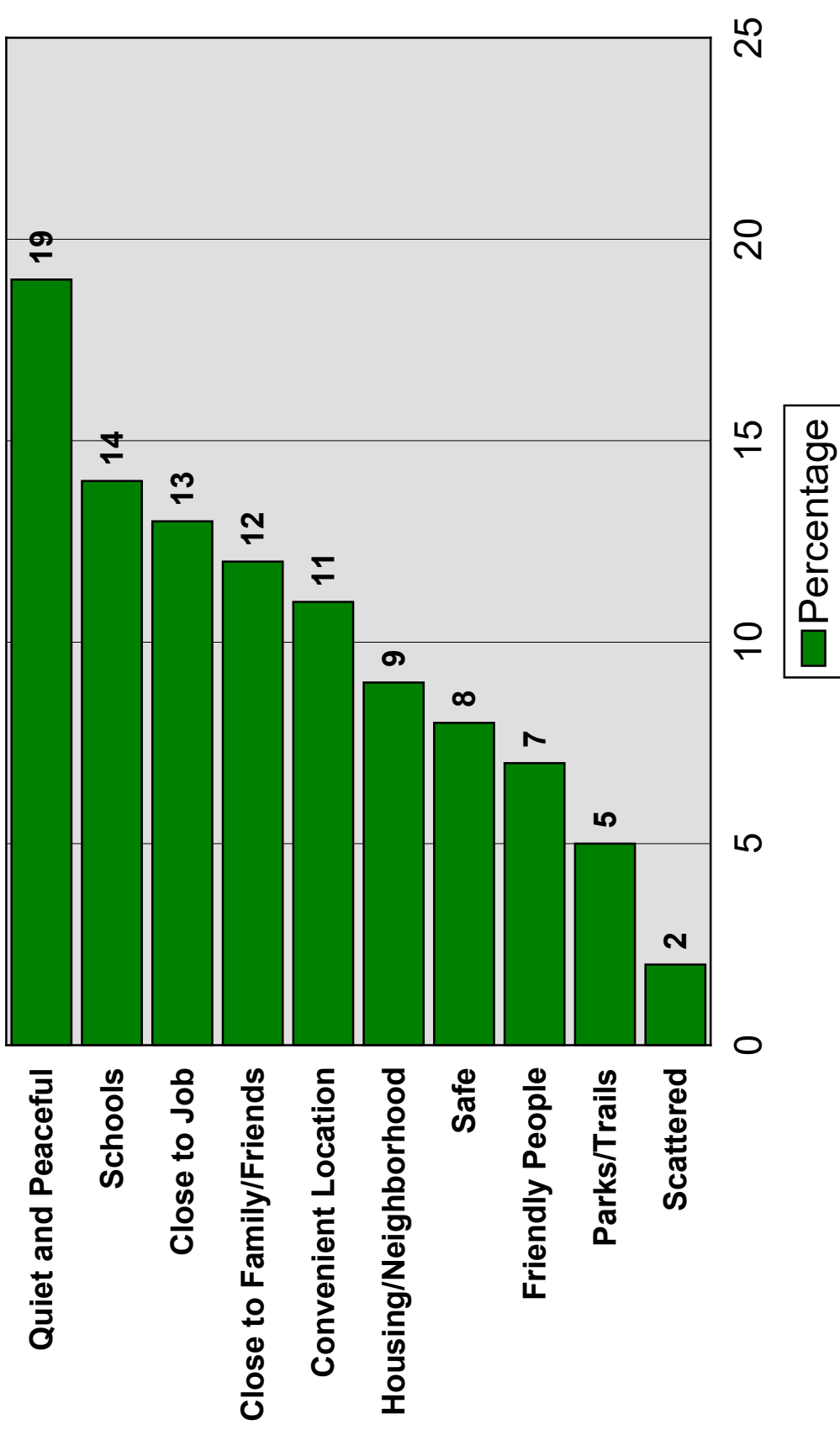
Quality of Life Rating

2023 City of Mounds View



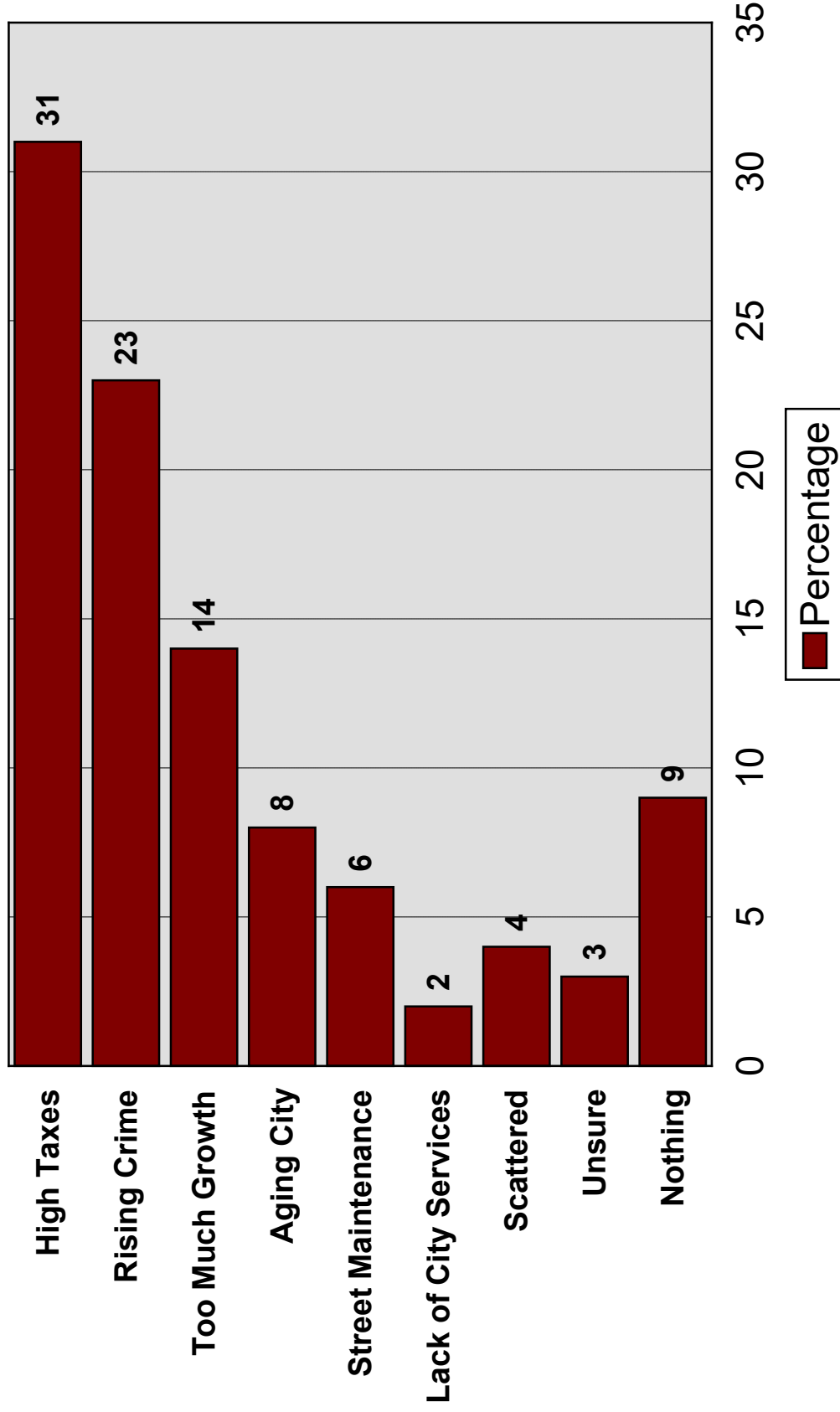
Like Most about City

2023 City of Mounds View



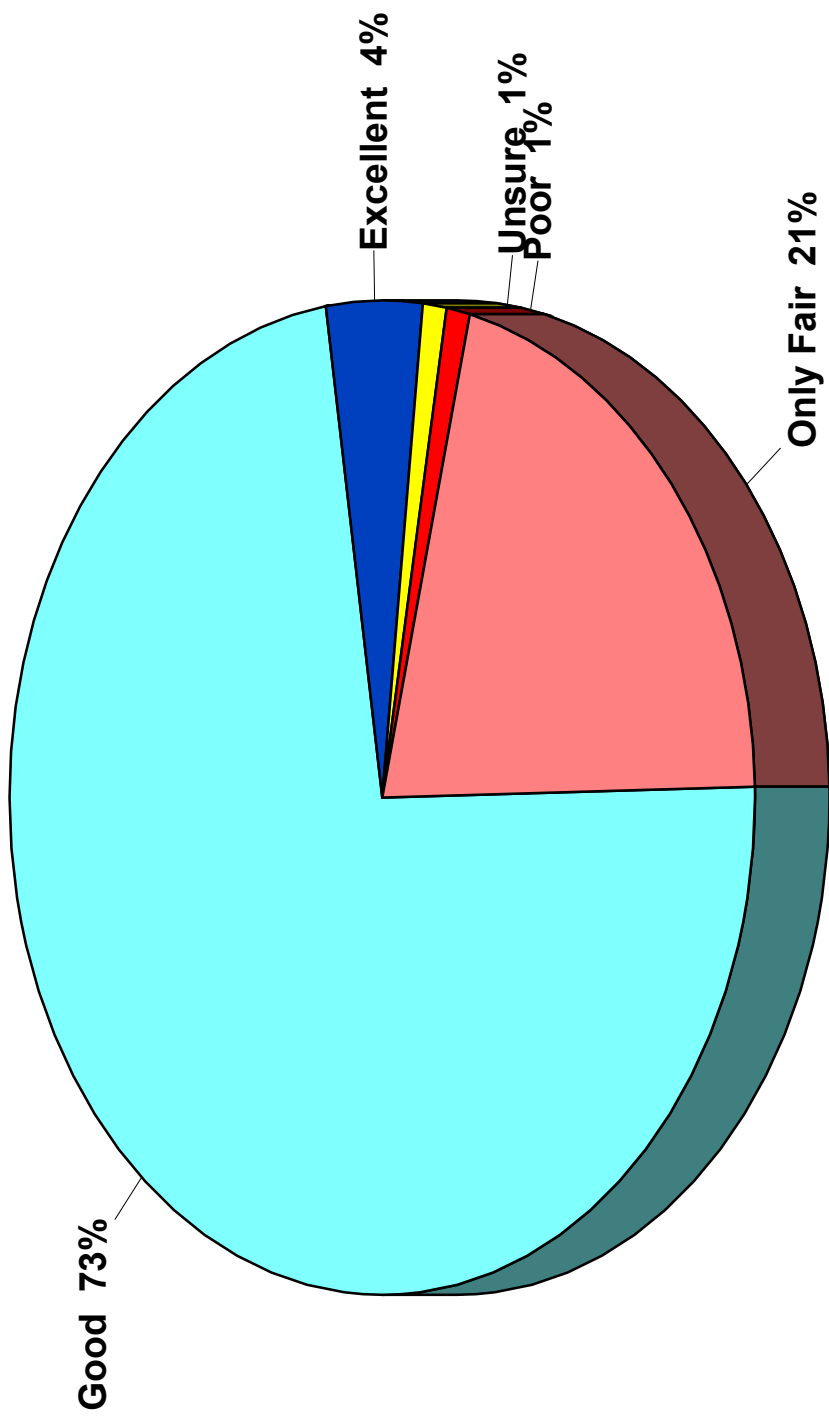
Most Serious Issue

2023 City of Mounds View



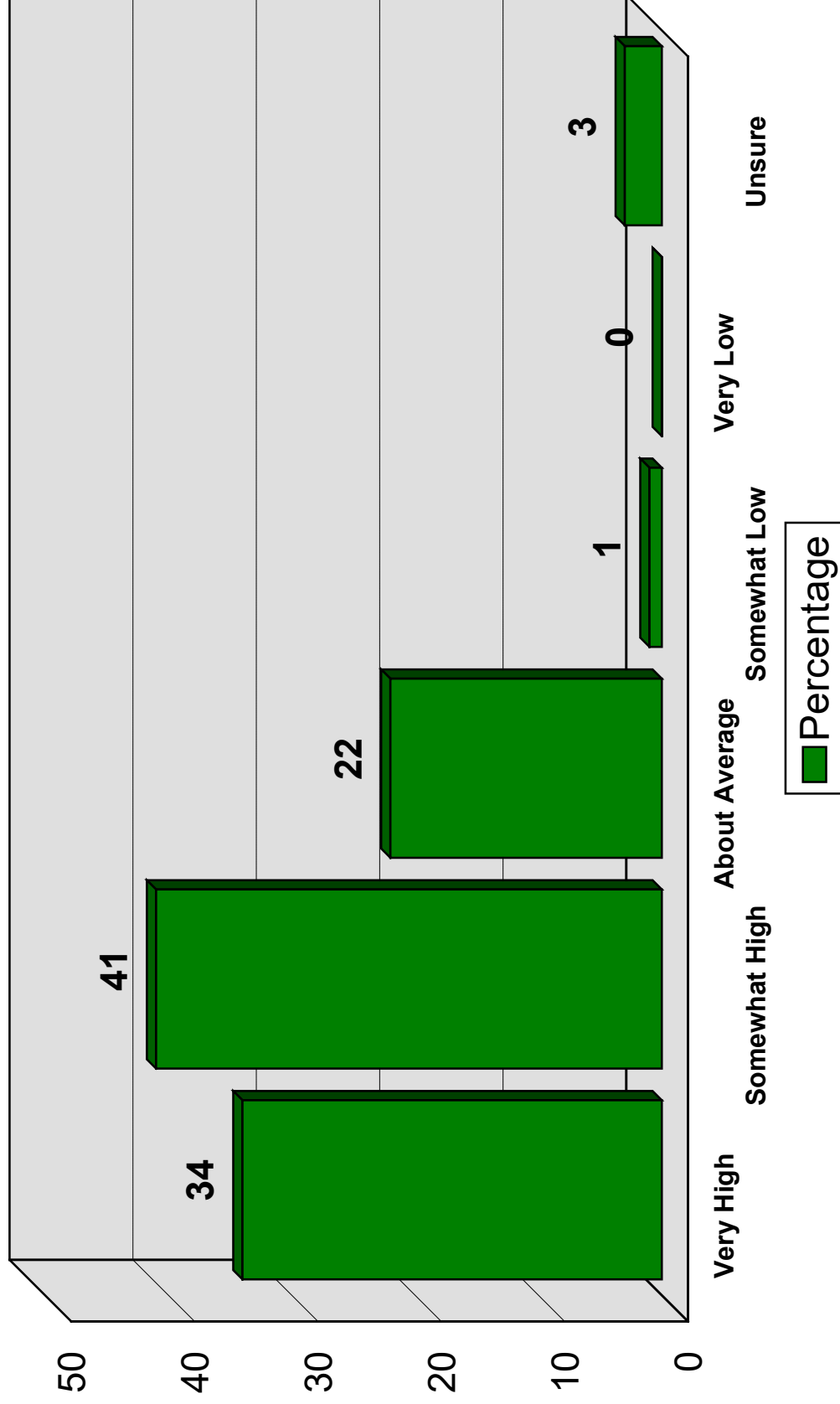
Value of City Services

2023 City of Mounds View



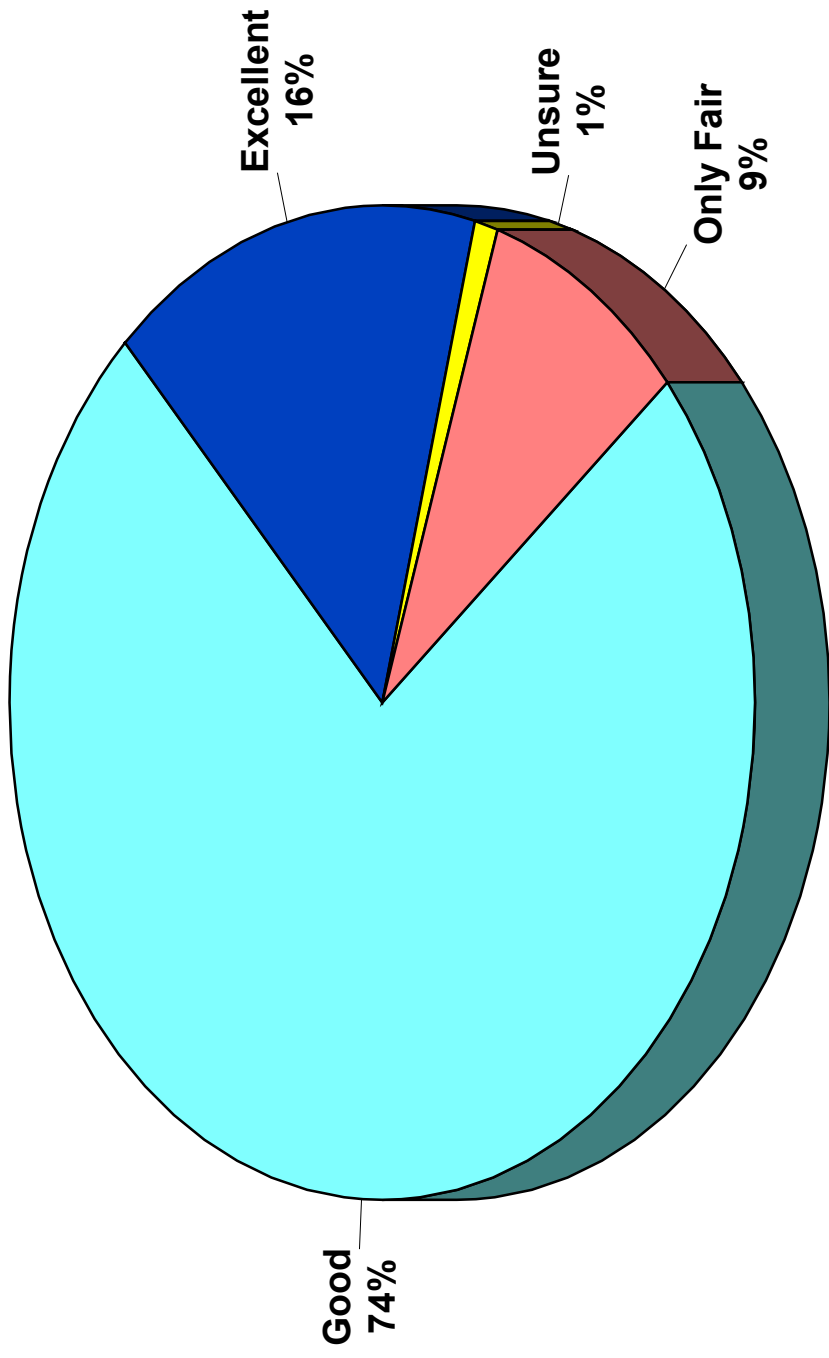
Perception of Property Taxes

2023 City of Mounds View



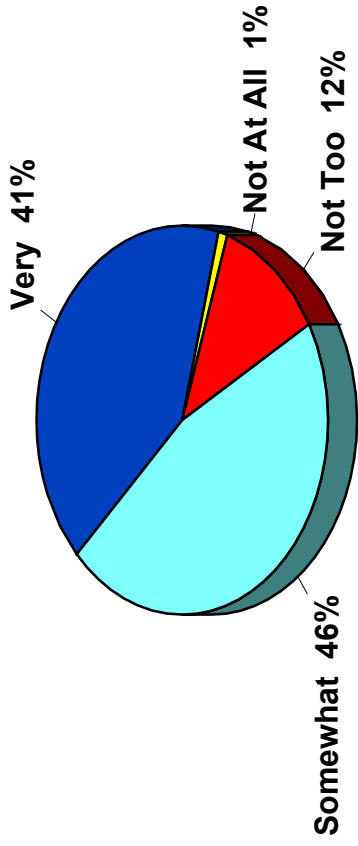
Park and Rec Facilities & Trails

2023 City of Mounds View

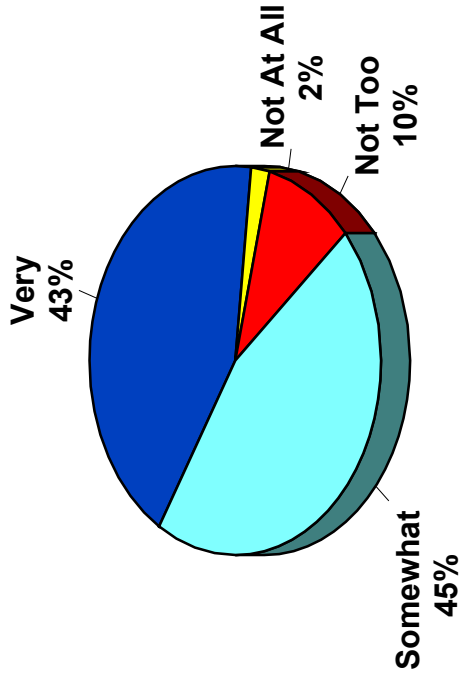


Park and Recreational Facilities

2023 City of Mounds View



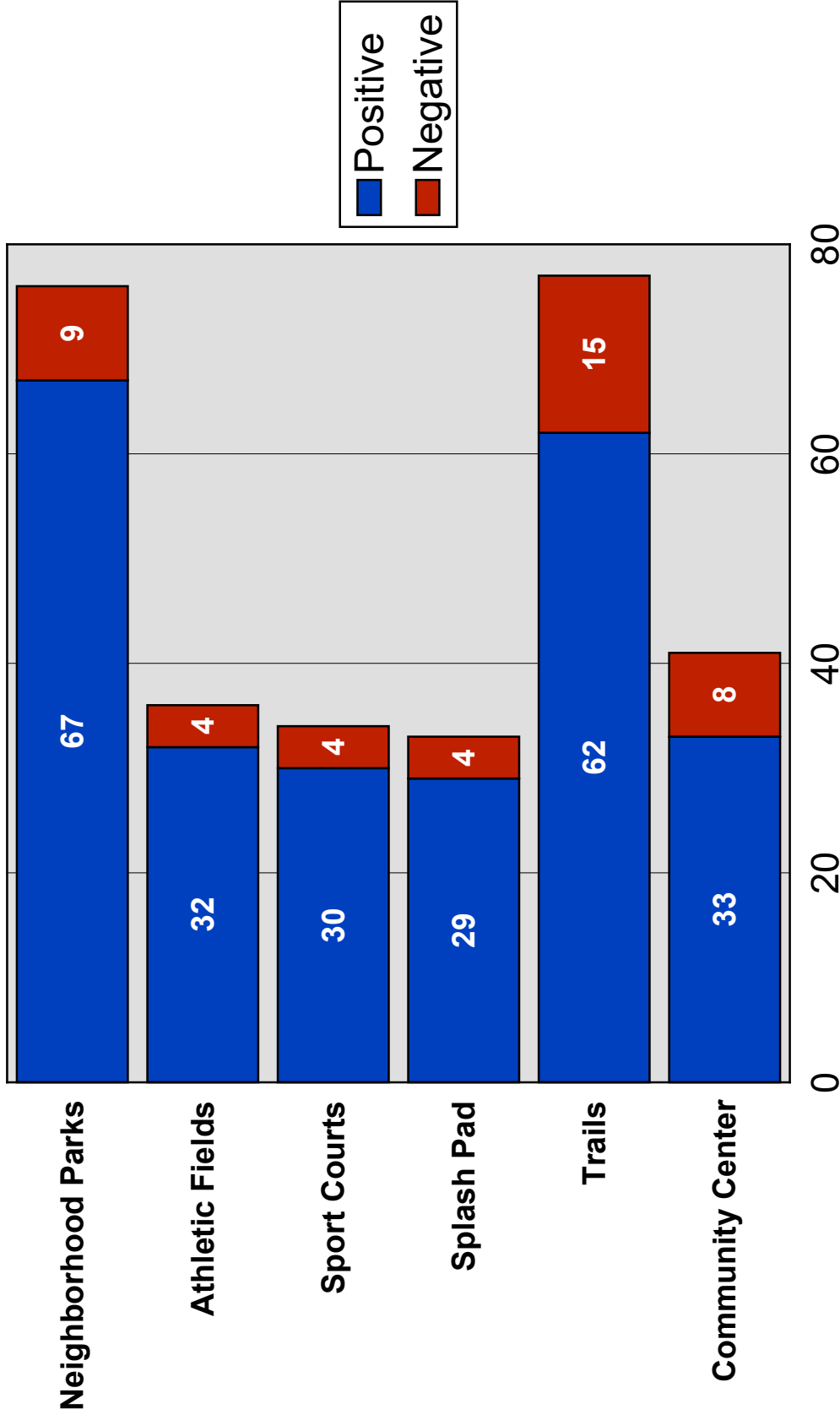
**Importance to
Quality of Life**



**Importance to
Home Value**

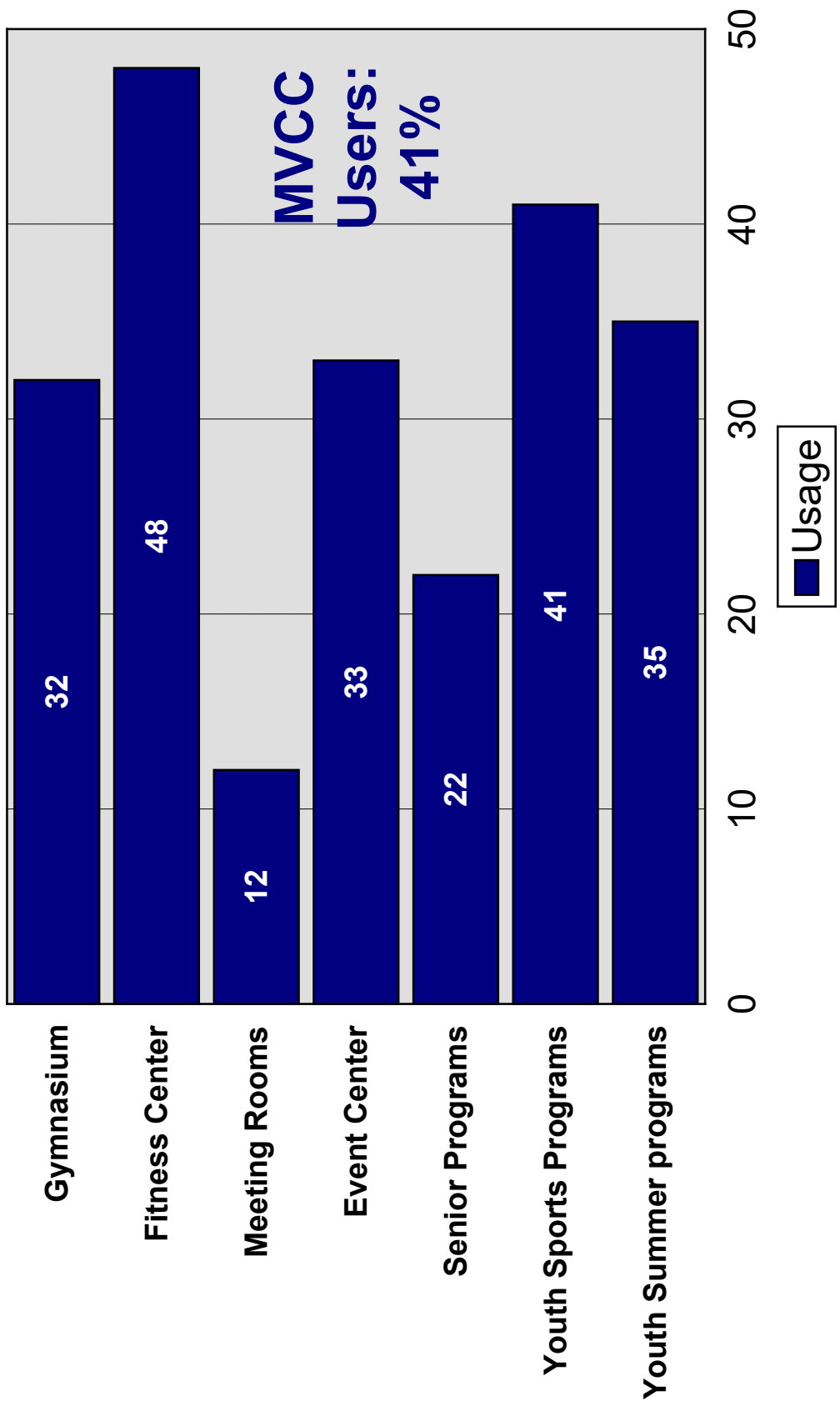
Park Usage & Ratings

2023 City of Mounds View



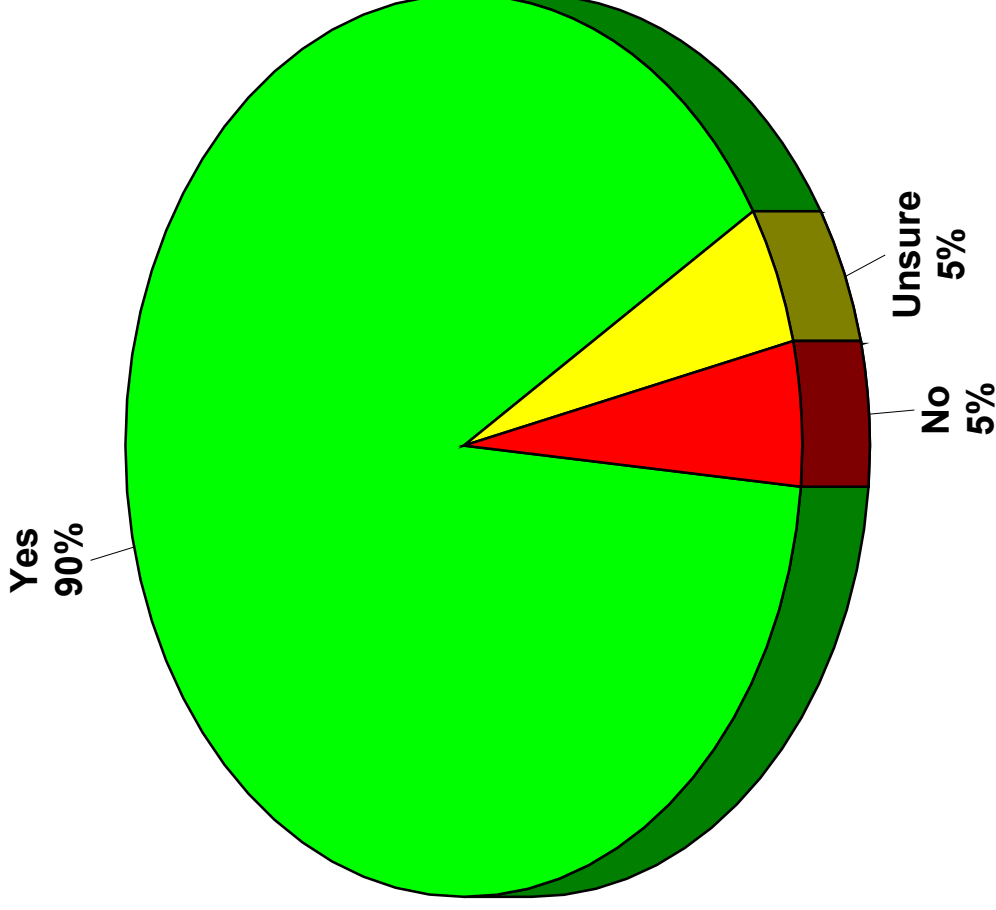
Community Center Usage

2023 City of Mounds View



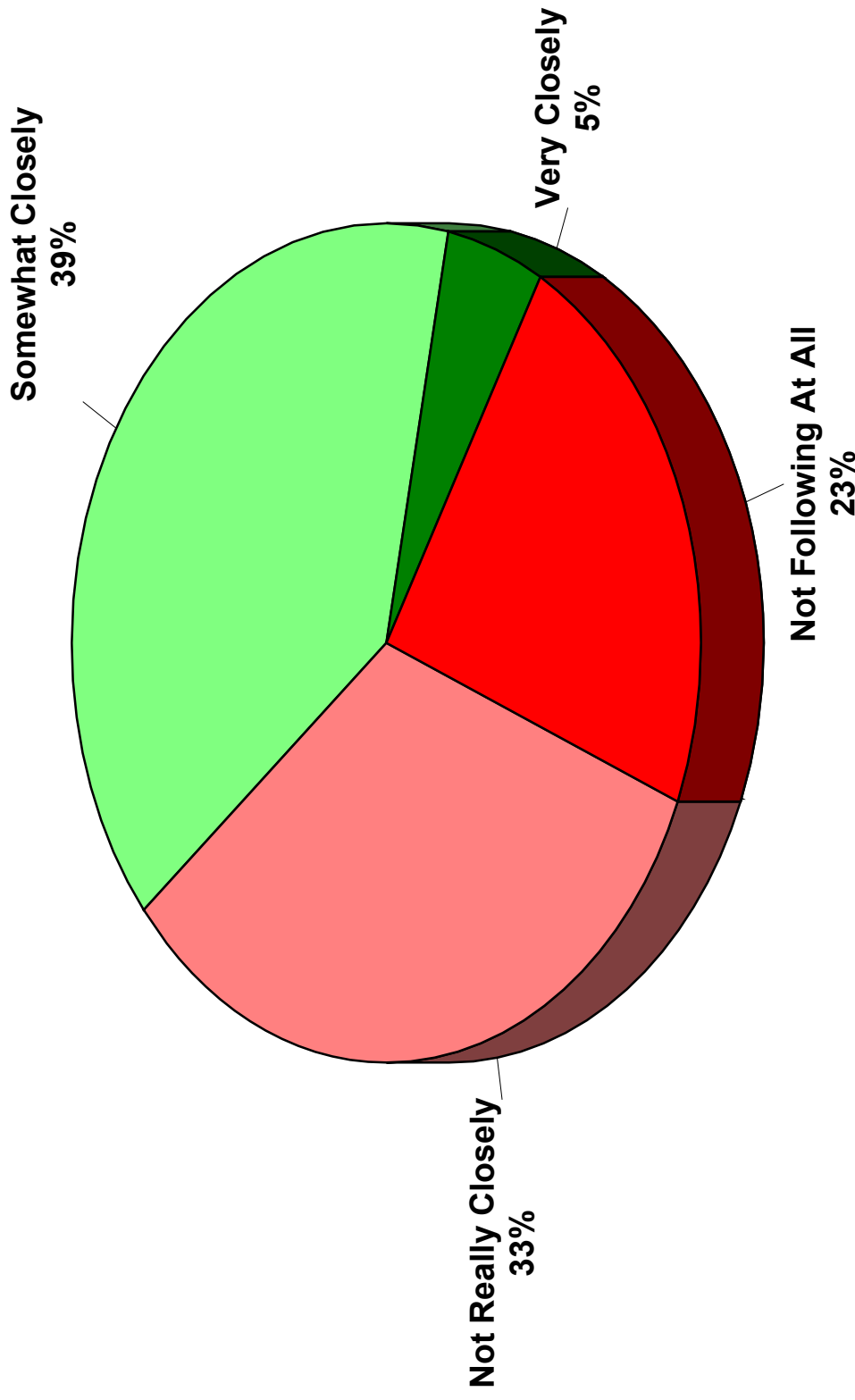
Mix of Recreation Facilities

2023 City of Mounds View



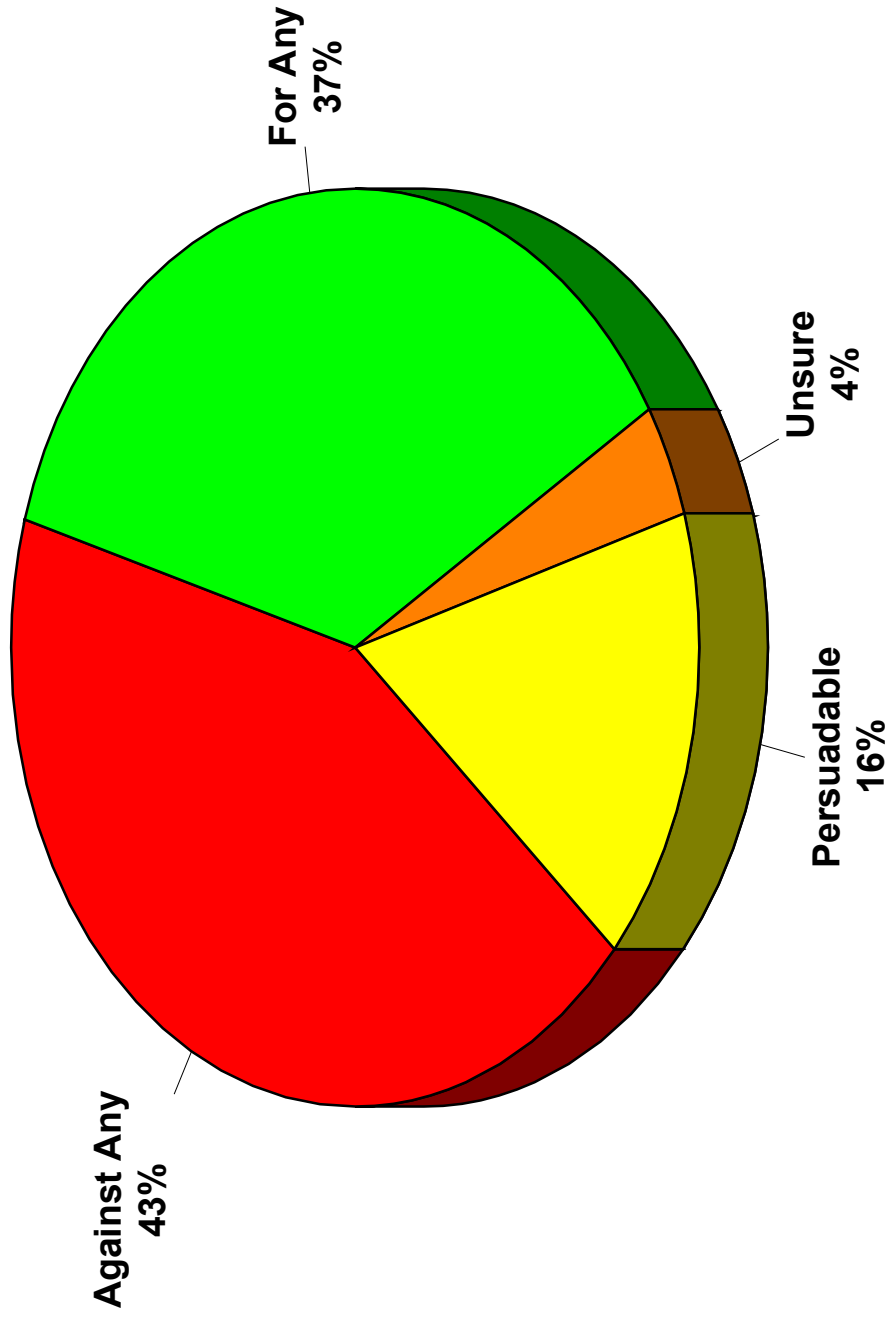
Following Community Center Discussions

2023 City of Mounds View



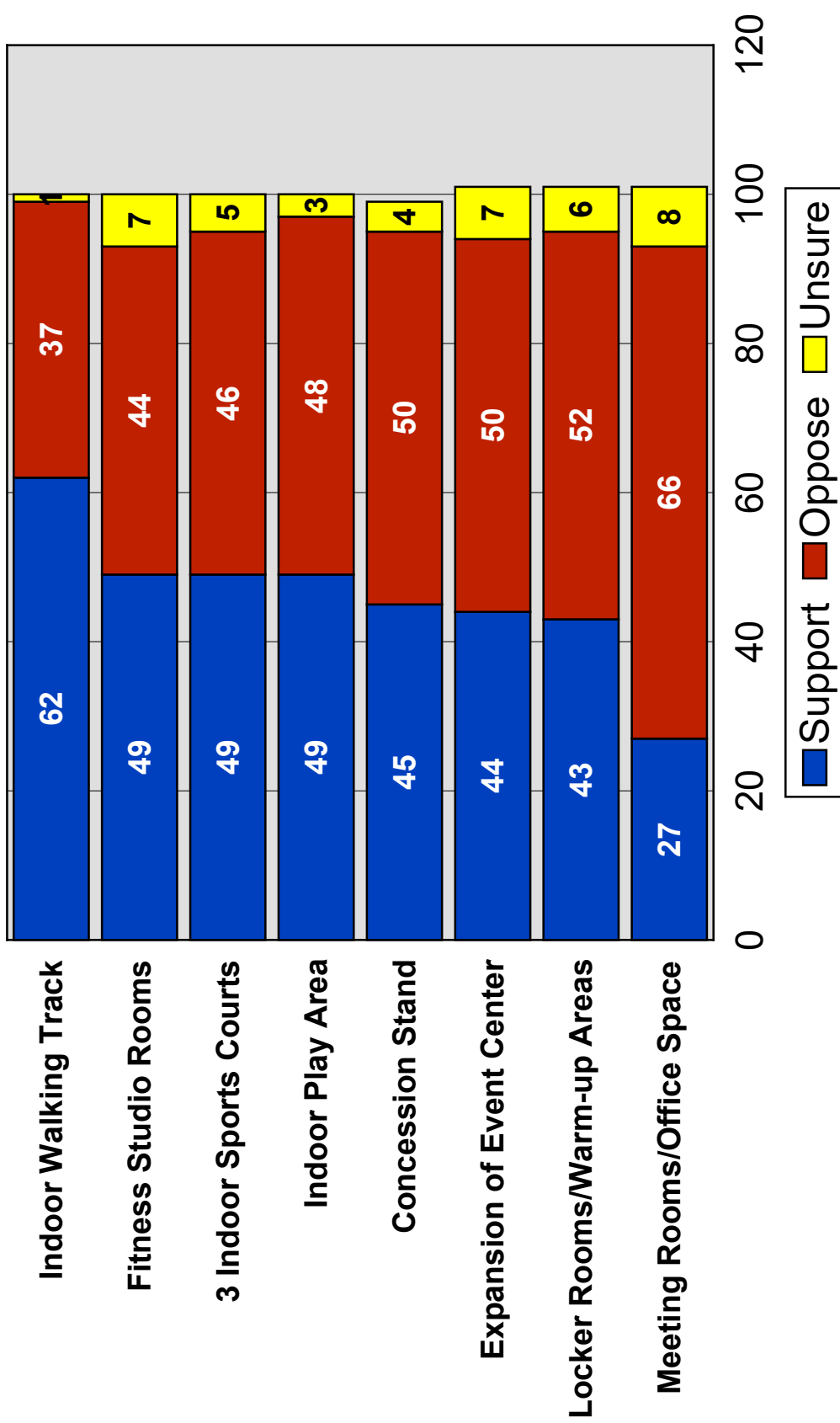
Property Tax Increase....

2023 City of Mounds View



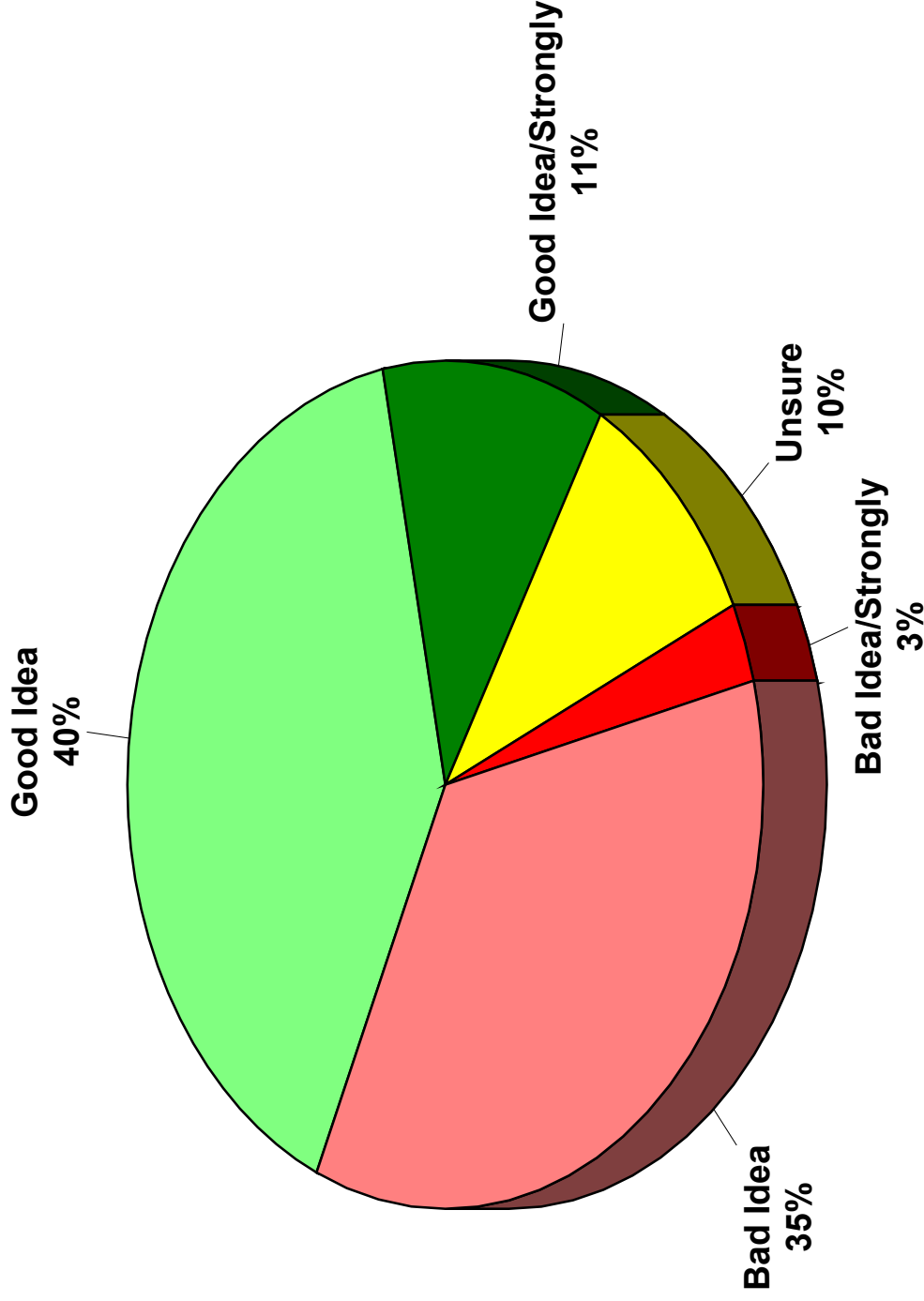
Tax Increase For....

2023 City of Mounds View



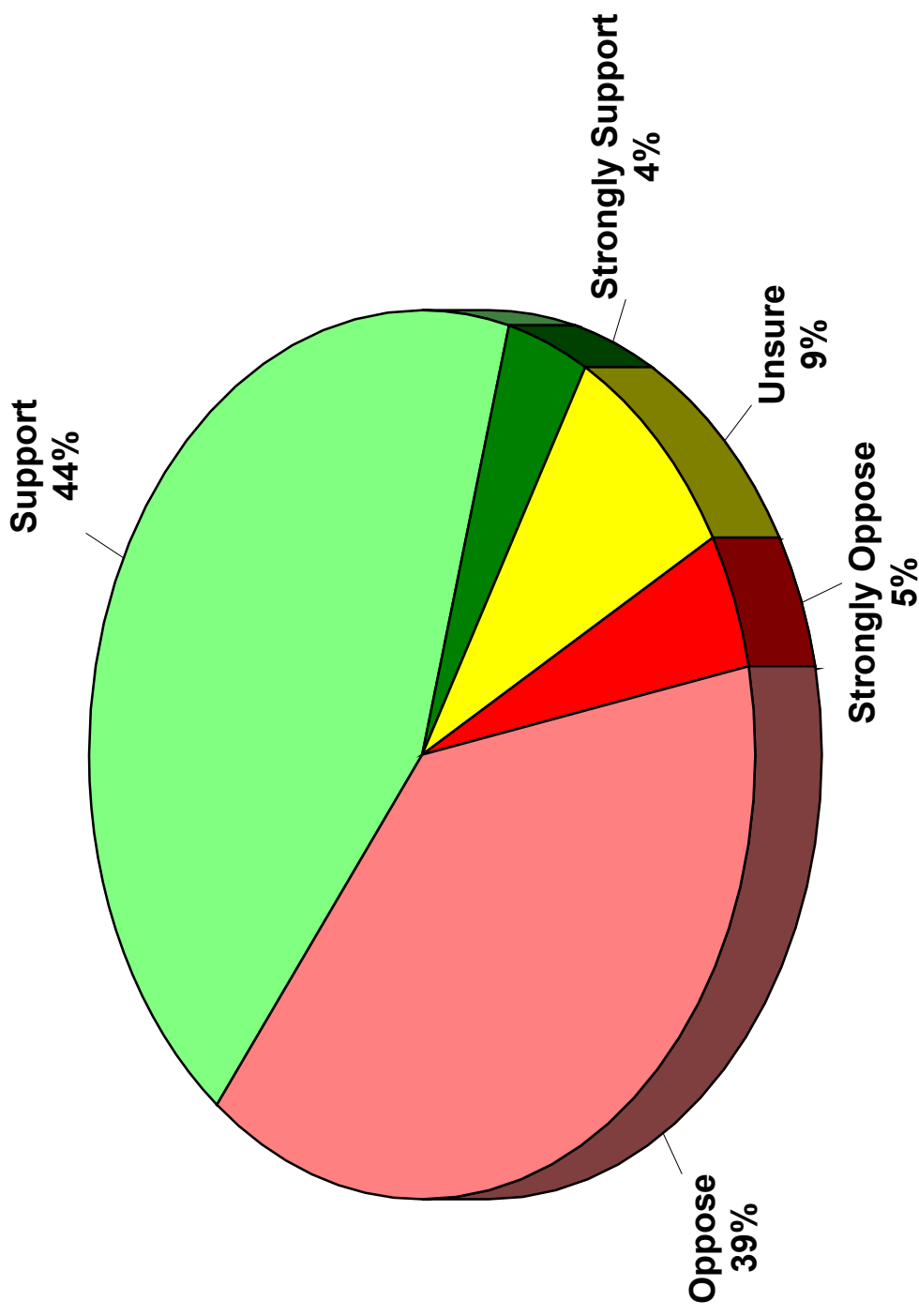
Idea of Improvements

2023 City of Mounds View



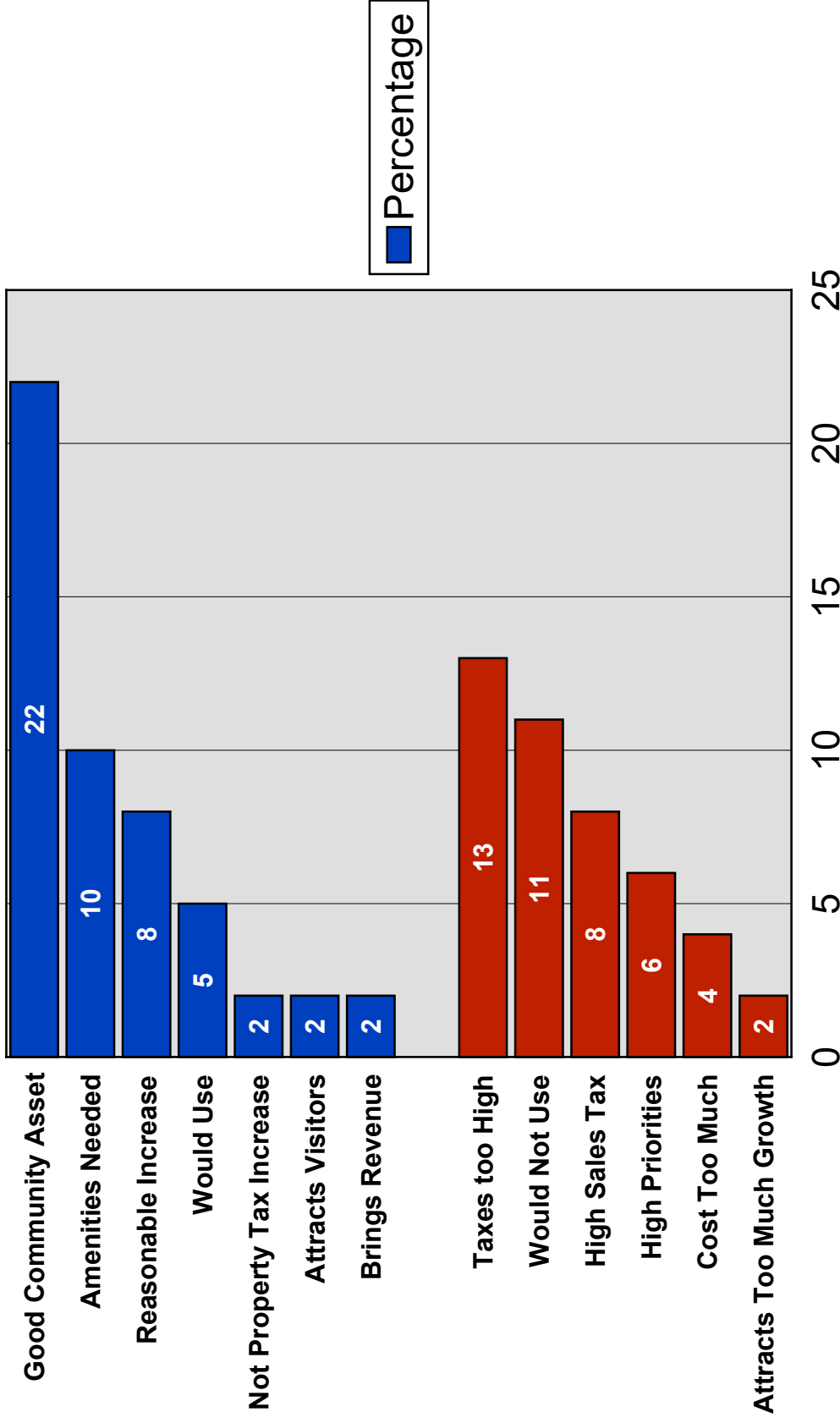
1.5% Sales Tax Increase

2023 City of Mounds View



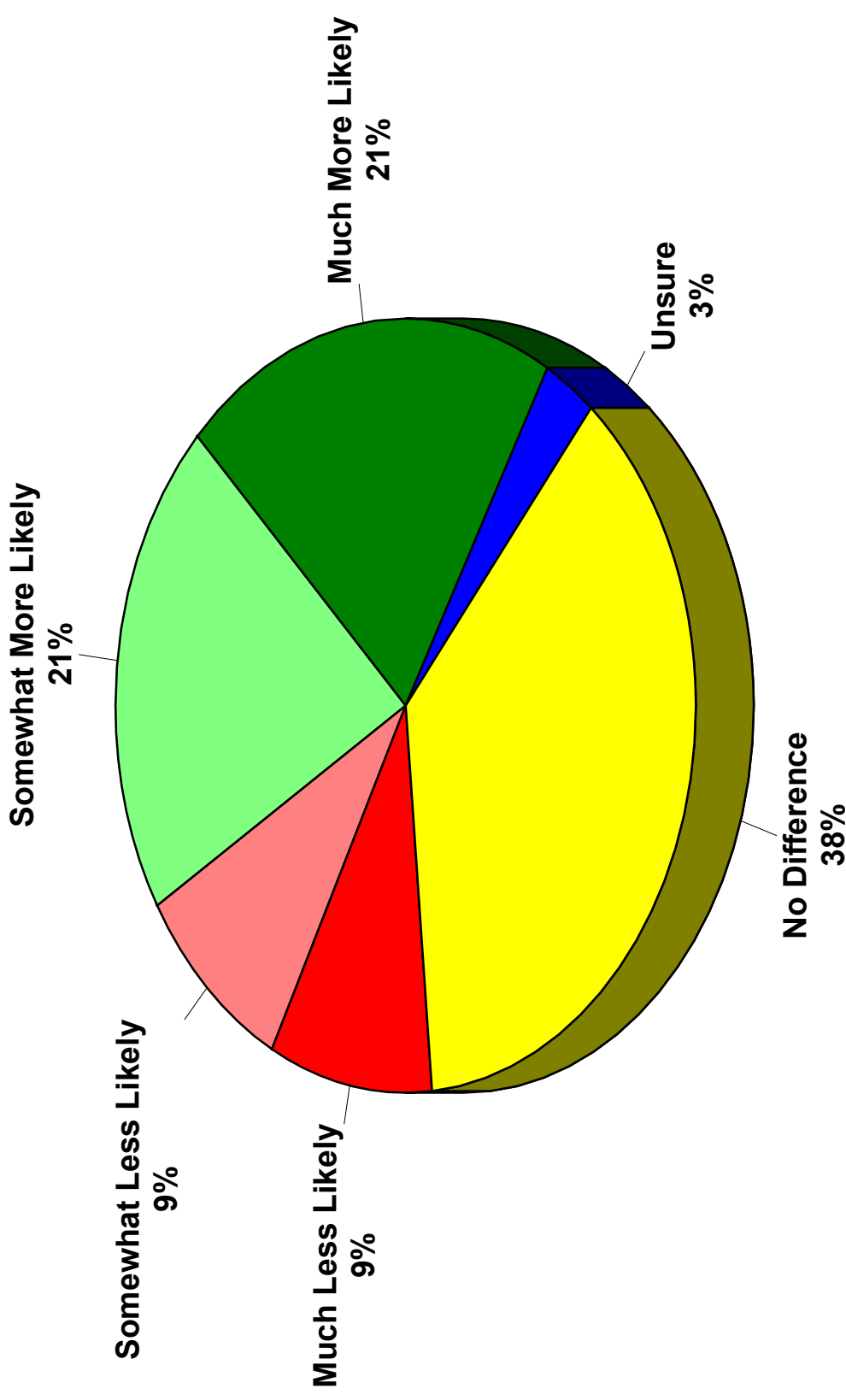
Reason for Decision

2023 City of Mounds View



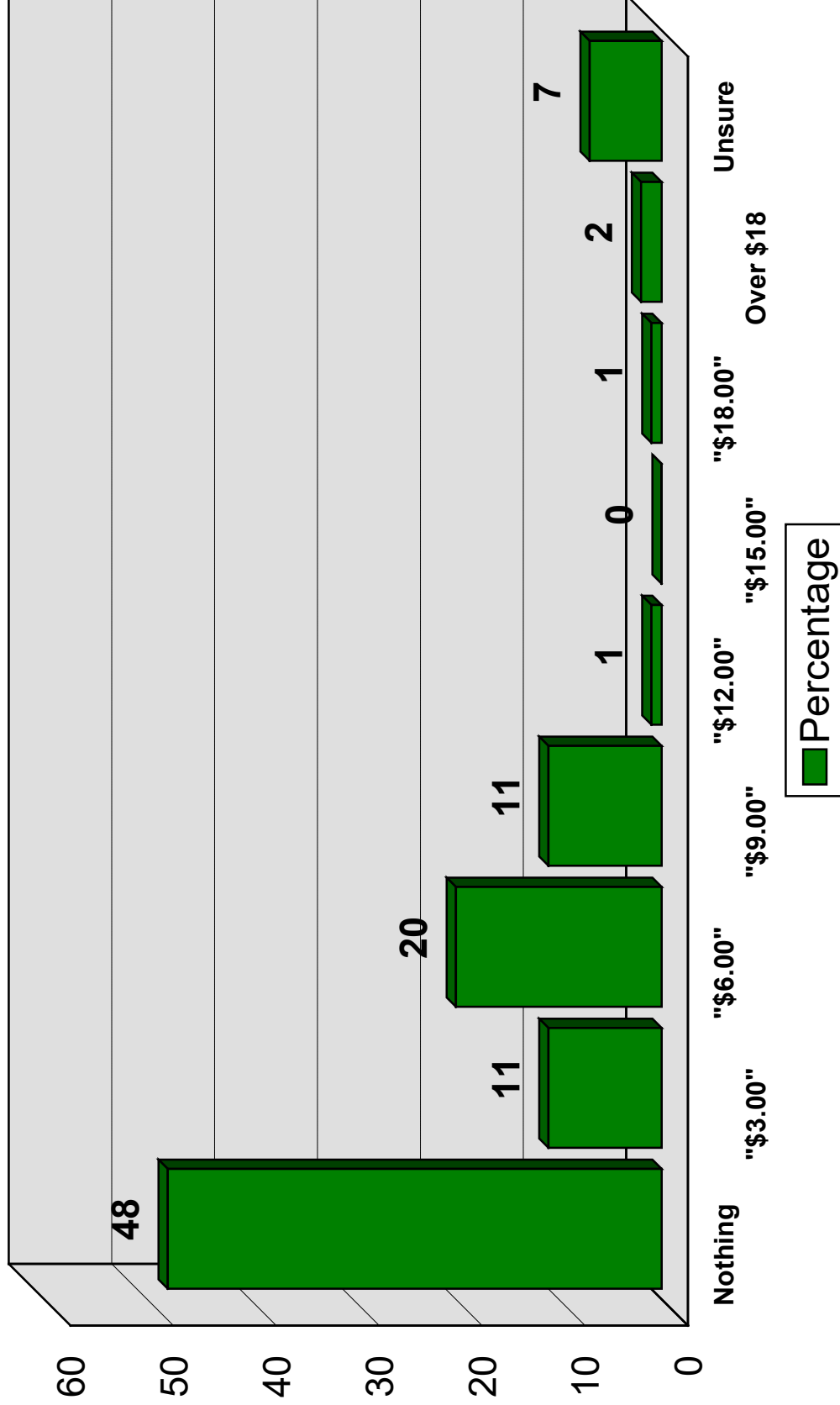
Capture Sales Tax from People Outside the City

2023 City of Mounds View



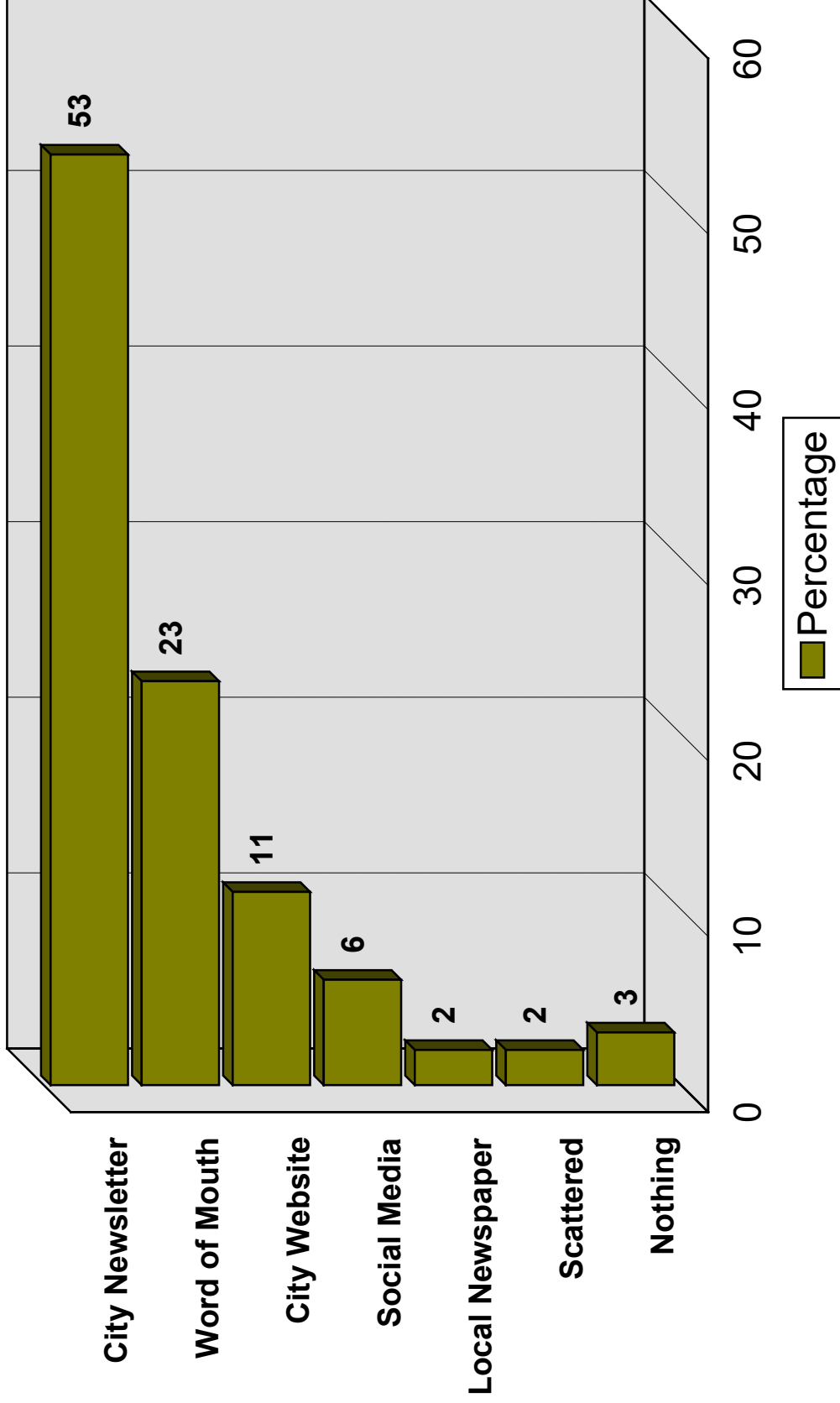
Property Tax Increase for Community Center

2023 City of Mounds View



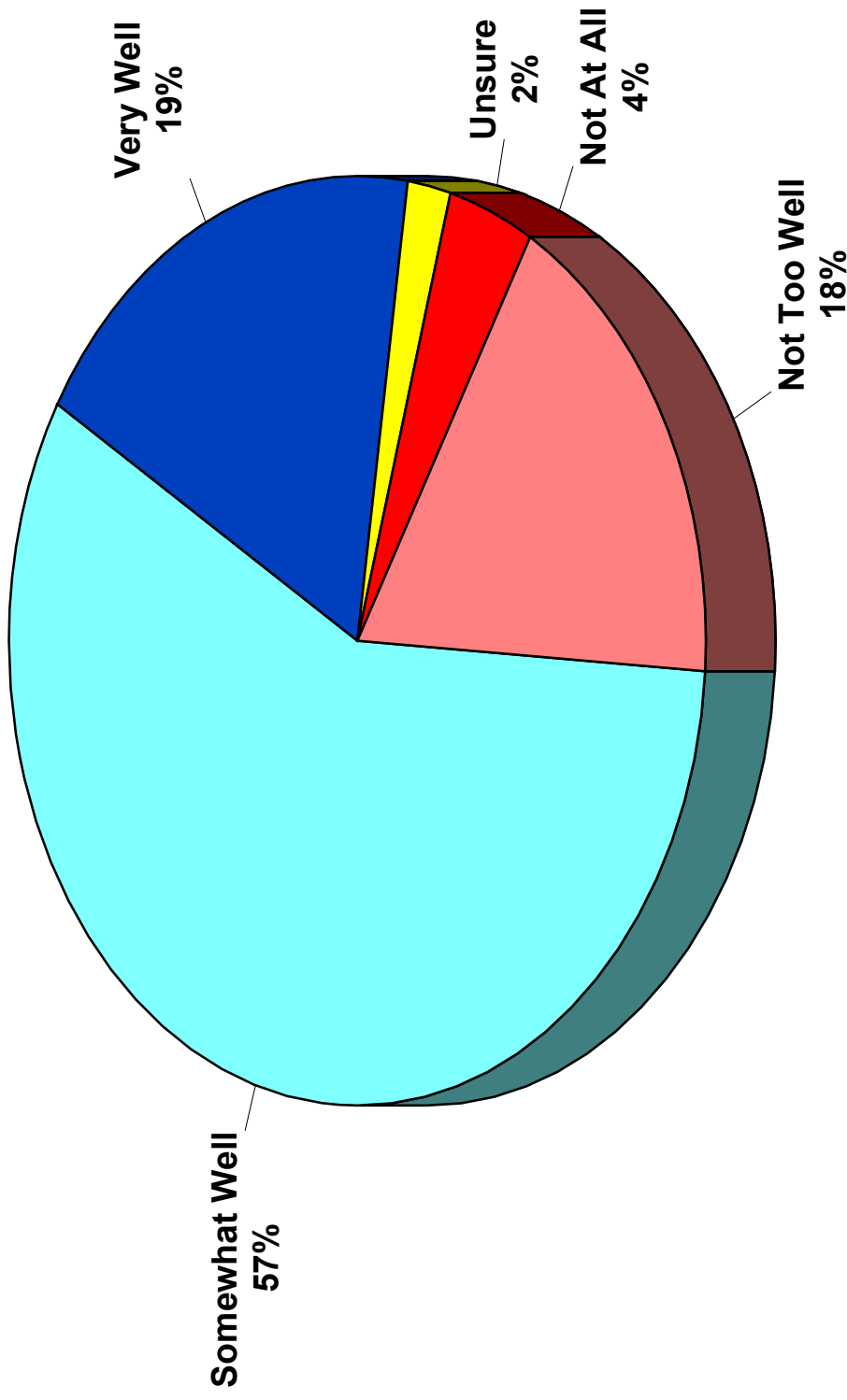
Principal Source of Information

2023 City of Mounds View



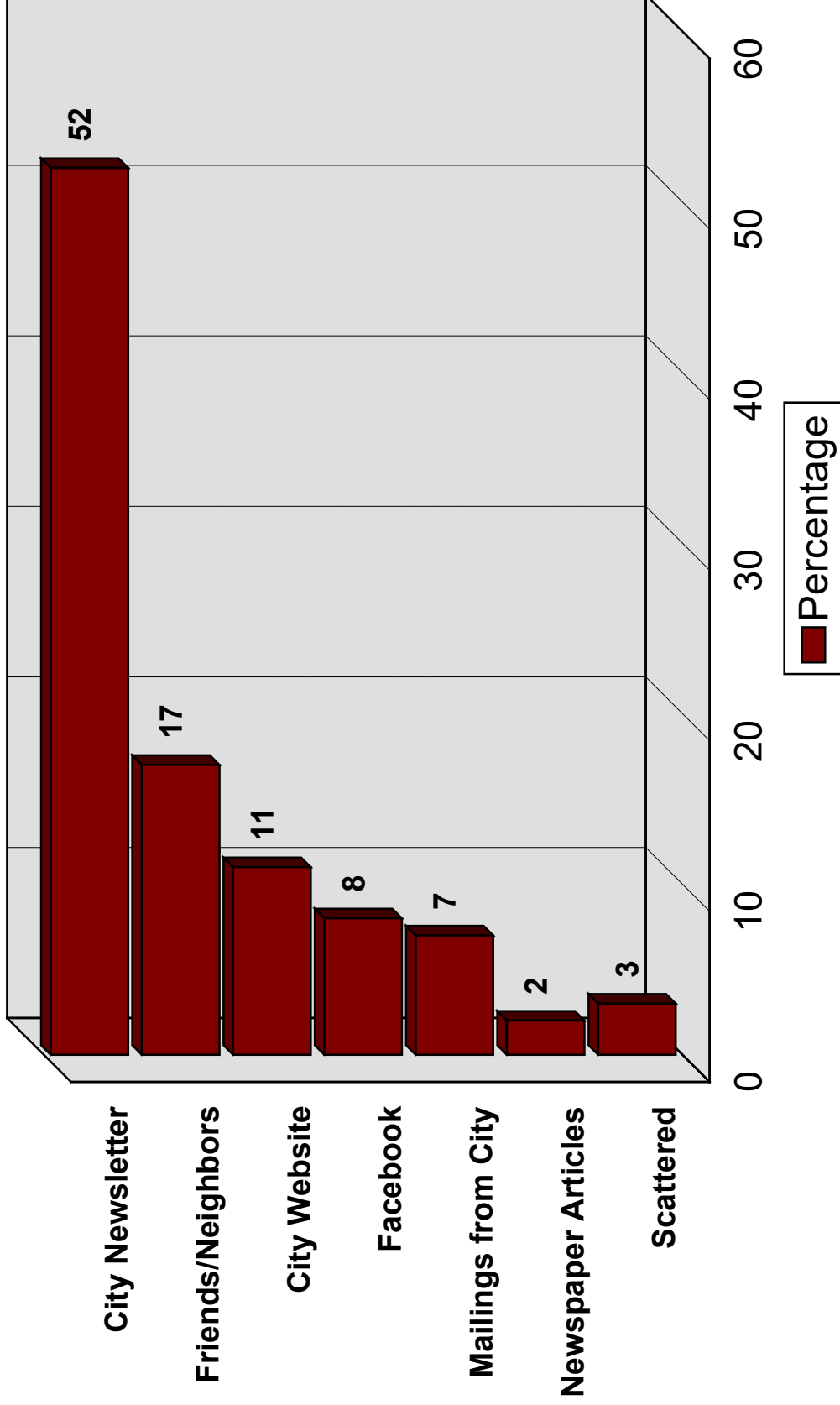
Informed about Parks and Recreation

2023 City of Mounds View



Most Rely on for Information

2023 City of Mounds View



THIS PAGE LEFT BLANK INTENTIONALLY

I wanted to bring to your attention a couple things that have come to my attention, and which I have commented on in the MV Resident FB page. But obviously I can't assume you see all that is mentioned there, so wanted to bring it to your attention.

Somewhere along the way, it seems that residents have not been permitted to speak or comment at Council work sessions. I know they are not council meetings, and the reason was probably to move the meetings along more quickly. However, our city charter speaks to this issue and is very clear.

Under Our city Charter, Chapter 3 section 3.01, Council Procedure, it states "During any of its public meetings, the Council shall not prohibit, but may place reasonable restrictions upon citizen's comments and questions." Work sessions are public meetings, which means that the council cannot prohibit citizen's comments and questions. I was not able to make it to the work session this week, but I understand comments were not allowed. This is a violation of our city charter.

In addition, it concerns me, and other residents that work session records of what actually happens, are no longer being kept. As a community that has always prided itself in being transparent, this is not transparent. The sessions are not recorded and no notes from the meeting activity are being kept (per an email from Nyle). I checked on other city websites, and every city I checked (all in Ramsey county) do post minutes from their council work sessions.

So I checked with the state data practices office and was told on two different occasions that there is a statute (MN Statute 15.17 Sub. 1) that requires records be kept. I did ask Nyle about this also, and his response was that the agenda and packet are all that is being kept for this requirement. However, that is not a record of what ACTUALLY occurred at the meeting, simply the plan for the meeting. The statute states the full and accurate records be kept. See below for exact wording in the statute:

15.17 OFFICIAL RECORDS.

§Subdivision 1. Must be kept. All officers and agencies of the state, counties, cities, towns, school districts, municipal subdivisions or corporations, or other public authorities or political entities within the state, hereinafter "public officer," shall make and preserve all records necessary to a full and accurate knowledge of their official activities.

I would like to request that these 2 issues be placed on the council agenda soon. I know I am not the only one who would like to see both of these practices changed back to how they were in the past. In my opinion, it doesn't look like the council has a choice in this, they are both required at this time.

I don't believe the changes were done for any nefarious reason, probably just to save money. However, having an informed and engaged public is a good thing in government and certainly our city.

I look forward to a response when you are able. Thank you for serving our lovely little city.

Best wishes,
Valerie Amundsen

God bless your Day!



Approved: April 24, 2023

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
MARCH 20, 2023
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council Work Session at 5:00 p.m.

Present: Mayor David Grant, Councilmembers Brenda Holden, Emily Rousseau, Tena Monson and Tom Fabel

Absent: None

Also present: City Administrator Dave Perrault, Public Works Director/City Engineer David Swearingen, Assistant Public Works Director Lucas Miller, Deputy Clerk Jolene Trauba, Northeast Youth and Family Services (NYFS) President/CEO Angela Lewis-Dmello and Ethical Leaders in Action (ELA) President Chad Weinstein

1. PUBLIC INQUIRIES/INFORMATIONAL

Gregg Larson, 3377 North Snelling Avenue, complimented the Council on broadcasting the work sessions and the addition of public comment. He also gave compliments to the new Council on proposed revisions to public inquiry language. He felt consideration of the revisions was long overdue and underlined that adoption of new language is a Council, not Mayoral, action and that striking the gag provision that prohibited public comment on litigation acknowledged there was never any legal justification. He felt the restraint on public speech for the last four years was an effort to deter criticism of the Council.

Mr. Larson felt the Council norms of behavior were missing an item, and asked to add "Use of profanity, expletives or vulgar language at public meetings is offensive and unbecoming of an elected official."

Mr. Larson felt a community survey could be an imprecise measure of community attitudes, that non-respondent bias affects the outcome and the results do not represent the overall population but only the views of a resident subset. Survey preparation requires great care to design the sampling procedure that addresses self-selection bias of respondents and develop questions that are neutral, not leading. He thought today's bench handout didn't appear to address those issues for the validity of the results. He thought the Council should give careful consideration as to how it proceeds on the issue.

2. RESPONSE TO PUBLIC INQUIRIES

None

3. PRESENTATION ITEMS

A. NYFS Overview

Northeast Youth and Family Services (NYFS) President/CEO Angela Lewis-Dmello gave a presentation regarding NYFS, including a history of the organization, locations, the NYFS mission, client statistics, the state of youth mental health in Minnesota, mental health and community service programs offered by NYFS, and potential plans for the future.

Councilmember Holden asked if they only serve people in certain communities and how they were different from the other non-profits in the area.

Ms. Lewis-Dmello said they will serve anyone that comes to them but the majority of their clients come from the municipalities around them. She stated they are the only non-profit mental health agency in the 15 municipalities that they contract with. NYFS' fee schedule slides down to \$5.00 per session in order to reduce barriers to access.

Mayor Grant said the New Brighton city administrator implied at the last mayors and manager's meeting that there were all kinds of organizations similar to NYFS in the area.

Ms. Lewis-Dmello said there is another organization that provides diversion services in St. Anthony, and a number of organizations in downtown St. Paul and downtown Minneapolis, but the nearest non-profit mental health agency is in Fridley, and there are a couple of for-profit organizations.

Councilmember Fabel asked about medical insurance reimbursement.

Ms. Lewis-Dmello stated they do receive third party billing through insurance for the psychotherapists and a child mental health psychiatrist, but it is hard to get reimbursed for the full cost, plus fringe and overhead. Individuals with a high deductible can choose to use the sliding fee scale. Insurance contracts alone don't cover the costs of providing services so agencies subsidize their services through grants and additional funding. She noted the accelerated difficulty in the workforce with suppressed salaries in the industry.

Councilmember Holden asked if the building was paid for and if there was anything on the third floor.

Ms. Lewis-Dmello said there is one vacancy on the third floor.

Councilmember Monson asked how they market themselves.

Ms. Lewis-Dmello replied that rebranded and reworked their mission and vision statements, but they haven't done a lot of marketing of their services. They are working on being connected in the

mental health industry and the communities that they serve. They have started doing some advertising in local newspapers and on social media.

Councilmember Monson asked how they are helping with building resiliency and coping skills.

Ms. Lewis-Dmello said that is integrated into all of their programs. In the day program it is scheduled into the curriculum, and in the therapy services they have a big impact in the school districts they work with. They have long term relationships in three school districts and are working on adding a fourth.

Councilmember Rousseau asked if they knew the percentage of clients that were referred from the schools or through the criminal justice system.

Ms. Lewis-Dmello said they haven't had good tracking but they are revamping their demographic forms so they will have good data in about a year.

Councilmember Fabel wondered if the diversion program takes kids that have actually been charged with crimes.

Ms. Lewis-Dmello replied that they typically prefer to work with youth that are much earlier in the system, and they don't take anyone with an active, open case. They average between 95-98% non-recidivism. They work with the youth and their families.

Mayor Grant asked if they have someone come to them and the parents have insurance, is the clinical psychologist not covered?

Ms. Lewis-Dmello said it is, by way of the contracts with the insurance companies and they will take insurance if someone wants to pay with insurance. The reimbursement they receive per session for each client and the total number of sessions seen by a therapist in a week multiplied by the year won't cover the total cost of that therapist's salary and benefits. There is a gap that needs to be filled with contracts, grants and individual donors. They currently have a \$650,000 cash shortfall and are using their reserve and working on their business model and renegotiating insurance contracts. They hope to be in much better shape by the end of their fiscal year.

Mayor Grant thanked Ms. Lewis-Dmello for her presentation.

B. Council Retreat Discussion

Mayor Grant stated it was his goal to look at some of the more strategic things that the Council wanted to accomplish such as long-term goal setting.

City Administrator Perrault said they had considered using Mr. Weinstein's firm in 2019 but the retreat didn't move forward. He was there to talk about the process and take feedback from the Council. Timing and location would also need to be discussed.

Ethical Leaders in Action (ELA) President Chad Weinstein introduced himself and gave a brief history of his background. He stated that he is an ethicist with a broad approach to help leaders be their best. Their approach is to begin with the end in mind; to create conversations

among elected officials and between elected officials and senior staff that lead to mutual understanding.

Councilmember Holden asked if the retreat could be one day instead of 1.5 days.

Mr. Weinstein said they could be flexible but that he had proposed 1.5 days in anticipation of the retreat being fairly intense.

Mr. Weinstein continued to describe the process of the retreat, and explain the pre and post tasks and scope, including interviewing the Council and attending a staff meeting.

Councilmember Rousseau stated the community wants the Council to work together, and she was OK with 1.5 days.

Councilmember Holden was in favor of the retreat but didn't want to discuss her personal life at the interviews, but only focus on the city.

Mr. Weinstein said they would only be discussing values with respect to leading the city. They would have no icebreakers and no "kumbaya". He noted some of the other cities and organizations that he has worked with.

Councilmember Monson supported a 1.5 day retreat and adjusting as needed, and had no preference as to where it would be held.

Mayor Grant felt it shouldn't be at City Hall, but the Springhill Suites would be fine, or at the County. He thought they could potentially be done in one day.

Councilmember Fabel expressed concerns about having breakout sessions and still being compliant with the open meeting laws.

Mr. Weinstein stated that he'd never encountered an issue with that but he would be happy to check with the city attorney.

Discussion ensued regarding the number of days and dates. It was tentatively decided a Saturday in May would work and staff would send a survey to confirm.

C. Proposed Trails Discussion – Old Snelling Ave/Old Hwy 10 Trail (Lake Valentine Rd to Hwy 96) and Lake Johanna Blvd Trail (Cty Rd D to Old Snelling Ave)

Public Works Director/City Engineer Swearingen stated there were two proposed trails that have had studies done and are ready to pursue grant and funding opportunities. The Old Snelling Ave/Old Highway 10 trail connects along Old Highway 10 from Lake Valentine Road to County Road 96. HR Green Updated a feasibility study in 2021. The Lake Johanna Boulevard trail runs between Old Snelling and County Rd D. Ramsey County is leading the concept design on that trail. The County is asking if the City would like to partner with them to pursue grant funding. The Metropolitan Council Regional Solicitation grant would be the most probable for both trails.

Councilmember Holden asked if the Old Snelling trail was shovel ready.

Public Works Director/City Engineer Swearingen said it was not, the next step would be funding, which would lead into design, 95% plans would be considered shovel ready. The design estimate would usually be 12-15% of overall construction costs.

Public Works Director/City Engineer Swearingen said Ramsey County's next step for the Lake Johanna Boulevard trail would be to get a letter of concurrence from the City saying we would support them going after the Regional Solicitation funding, which would be submitted this fall. If they get awarded funding we would decide if the City wanted to go forward with design, with anticipated construction in 2028. Ramsey County would lead the funding effort for the Lake Johanna Boulevard trail, and the City would lead for the Old Snelling trail, with possible support from Ramsey County.

Councilmember Rousseau asked if both proposals could go in at the same time with the possibility that they would both get grants.

Public Works Director/City Engineer Swearingen said they could apply for both but he didn't know if that would be looked at as a positive or negative.

Councilmember Holden felt State bonding would usually not give multiple grants. She suggested going with Old Highway 10 first, and they should also go to the legislature for bonding.

Public Works Director/City Engineer Swearingen said at the State bonding level it is more appetizing to be shovel ready, but the feasibility studies provide enough information to go toward the Regional Solicitation grants.

Councilmember Monson said people want trails and she thought they should strategically plan and have a financial approach. She wondered if they could find funding for both trails.

Mayor Grant asked if HR Green thought they could get 100% funding.

Public Works Director/City Engineer Swearingen said they thought it was a possibility with the State bonding.

Councilmember Holden discussed other things that people want and can't look at bonding of trails all by itself because there are other items like new water meters, the fire department building, sewer lining etc. so putting that in a bundle without looking at the whole picture is premature.

Councilmember Fabel asked if either trail would be about a \$2 million contribution from the City.

Public Works Director/City Engineer Swearingen said the Lake Johanna Boulevard trail would be, but the Old Highway 10 trail could be 80% covered with 20% paid for by the City for approximately \$500,000.

Councilmember Fabel wondered which route was currently safer, and if Highway 10 had a good shoulder.

Public Works Director/City Engineer Swearingen said there is about a six to eight foot shoulder with a fog line. The shoulder is crumbling, but it will be freshly paved after this year.

Public Works Director/City Engineer Swearingen stated that if no funding was received on the Lake Johanna Boulevard trail, Ramsey County wouldn't go forward with the project.

Councilmember Monson felt the amount for Old Highway 10 is low. She wondered if the County didn't get as much funding as they expect if the City still be committed to the remaining amount?

Public Works Director/City Engineer Swearingen said they could set an "up to" amount and he can discuss with Ramsey County. He noted that the Lake Johanna Trail is still in the concept design phase, and the numbers are more sound on the HR Green report for Old Snelling.

Councilmember Fabel would like feedback from the PTRC to see what they feel is a higher priority.

Councilmember Holden noted that a lot of students take Old Highway 10 to the high school, it also connects to regional trails. It has a higher speed limit and kids are driving and riding their bikes there, while Lake Johanna Boulevard has a lower speed limit.

Councilmember Rousseau said the high school and college cross country teams run on Lake Johanna Boulevard so she is leaning toward that trail.

Councilmember Holden said they jog on Old Highway 10 as well.

Councilmember Monson thought they should pursue both trails with the Met Council and continue getting Old Highway 10 shovel ready.

Mayor Grant asked if they want to get Old Highway 10 shovel ready, and they have until July 31 to make the decision about Lake Johanna.

Councilmember Rousseau asked if there was a typical time that they would get an update from the Finance Director about the budget.

City Administrator Perrault said they will get a quarterly budget year to date report, and they will start talking about the CIP in May or June with current year to date projections.

Councilmember Holden suggested they also apply for Safe Routes to School grant.

Councilmember Monson said she would support the Lake Johanna trail pending clarification from the County about how much money we are actually committing to, and would support getting final design on Old Snelling and trying for all funding options.

Councilmember Holden wondered if the County is planning to submit a proposal for State bonding for the Lake Johanna trail. She also wondered if the PTRC was equally balanced as far as where they live in the city because they see different things depending on where they live.

Public Works Director/City Engineer Swearingen stated that if they desire to go forward for the design for Old Highway 10 he would need to know if Council would like to go to RFP for the consultant or have staff direct select. It would add six to eight weeks to the timeline if they went out for RFP.

After discussion, Council agree to let staff direct select a consultant for the Old Highway 10 trail.

Mayor Grant directed staff to direct select and have the item on the second meeting in April, and to get clarification from Ramsey County on funding.

D. Assisted Hearing Technology

City Administrator Perrault stated that staff had worked with NineNorth and Electronic Design to review the Chambers and found there is a hum in the room that they cannot identify. NineNorth feels the hum would likely interfere with a T-Coil system and they are no longer recommending that system, but proposing to go with a Wi-Fi system. There would be Wi-Fi equipment in the Council Chambers and users would need to have an app on their phone that would connect to their hearing aid. Or if someone had a T-Coil hearing aid they could wear the neck loop and pick up the audio. The hip packs are also still available for use. The Wi-Fi system is just under \$9,000 for the system, versus \$25,000 for the T-Coil system.

Councilmember Fabel thought it would make sense to have a few people try the options out before they decide.

City Administrator Perrault there is concern with the app having to be downloaded onto phones, and someone having to figure out how to install it and connect it to their hearing aids. The technology probably won't be widely available for about 10 years, and the people coming in to use assisted hearing technology will probably not have the app already on their phones. He felt the return on investment for Wi-Fi would be relatively low considering we already have the hip packs. Better signage could be made to make it more obvious that the hip packs are available. However, they are confident the hum would not be picked up on the Wi-Fi system.

Councilmember Fabel said he could test what we currently have to see how well it works. He had a terrible hum when he put his hearing aid into T-Coil operation.

Councilmember Rousseau felt it didn't seem like a good solution and they shouldn't move forward unless someone tried it out first. She thought we should keep the hip packs and make people more aware that they were available.

Mayor Grant thought they should go forward and try to test it somewhere else. He felt they should have a solution beyond the hip pack.

Councilmember Holden suggested larger signage for the hip packs until they figure out if anything else will work.

Mayor Grant said they could have Councilmember Fabel turn on his T-Coil and they could turn off things in the Chambers until the hum stops.

Councilmember Fabel said no option so far makes enough sense to spend the money on a different system.

E. Climate Action Roadmap

City Administrator Perrault said Council had requested that staff research what other cities were doing for Climate Change Action Plans or roadmaps. He reviewed what nearby cities were currently doing. He suggested an option could be to look at sustainable building policies as it is less intensive than a Climate Action Plan and could be done in-house. An element that was recently talked about at the Mayor/Administrator meeting was the idea of going to a single garbage hauler.

Councilmember Rousseau stated that the PTRC was looking into the City's history with the Green Steps program.

Councilmember Holden felt we would be higher than Step 2 now however former staff submitted many items at once.

Councilmember Rousseau said the Green Steps program and a Climate Action Plan should be coordinated to be efficient.

Councilmember Monson asked if we had thought about getting an intern from Green Corps.

City Administrator Perrault responded that we did have someone from Green Corps once.

Councilmember Monson liked the idea of a sustainable building policies guide as it was the sort of thing they would want to put on the master development agreement with TCAAP. She felt you couldn't control sustainability via zoning, so the real leverage would be to add it to the development agreement.

Councilmember Holden said she would like to put this on hold until after the League of Minnesota Cities conference as they can have the opportunity to talk to people from other cities about what they are doing.

Councilmember Monson said she had no problem with that. The reason she was asking for a roadmap is to decide where they'd like to focus.

City Administrator Perrault thought the deadline for applying for a Green Corps intern may have passed. He said they were typically someone right out of school and a Climate Action Plan may be out of their skillset. As related to TCAAP, there are LEED requirements that could be put into place and the JDA could discuss those.

Councilmember Holden thought they could do more by doing TCAAP separate from the rest of the city and put higher expectations on those homes. She felt if they found a good intern they could find the money to pay for it.

Councilmember Monson suggested having someone to do research for the summer might be a good idea.

Mayor Grant thought with the LMC meeting coming up and the Council goal setting in May it would line up fairly well time-wise.

Councilmember Holden didn't really see the importance of Green Steps as it was just something the League of Minnesota Cities put together and most people haven't heard of it.

F. Arden Hills Survey Discussion

City Administrator Perrault stated that at the last Council meeting staff was directed to bring back a discussion about a possible survey of residents about a TCAAP or a city-wide survey. Staff recommends working with a professional company such as Morris Leatherman or Polco. He asked if the Council wanted staff to continue to research the idea, focus on TCAAP or city-wide, engage with a consultant or set a timeline. Councilmember Rousseau had provided a bench handout for their review.

Councilmember Rousseau said a resident had spoken with her about making some data driven solutions around what the city valued and what residents were interested in. She thought it was something that could be done every couple of years and the Communications Coordinator could collect the data. They could have a small task force determine the questions.

Councilmember Holden felt there should be a survey about TCAAP and another that was city-wide. She recommended using a professional service, and set the budget to conduct a survey every three to five years.

Councilmember Rousseau thought it was challenging to have a survey show overall value for the community versus one person's opinion.

Mayor Grant agreed with having 2 surveys, one for TCAAP and a separate one for the city. The first survey could be their baseline, then a few years later they could look back at the survey to see if they've moved in the right direction. He felt the TCAAP survey would need a lot of explanation and models, but open houses can become self-selective and not statistically representative of the whole community.

Councilmember Fabel thought surveys weren't worthwhile, they cost a lot of money and you don't get reliable information. He said people his age don't pay attention to surveys. He felt the best survey was the election. He anticipated having a series of public meetings regarding TCAAP and the same people that would likely respond to a survey would be the same people that would likely attend the meetings.

Councilmember Holden said there were other questions that could be asked in a survey that you don't get answers to from an election.

Councilmember Monson asked when was the last time the City did a survey and what was the scope of that survey.

Mayor Grant said it was 2016.

City Administrator Perrault didn't recall them doing a city-wide survey at that time, but he could check on it.

Councilmember Monson said she was concerned about the money and time it would take to do a survey. She thought asking people to complete two surveys was a hurdle.

Councilmember Rousseau said most of the work on the handout was done by resident Andrew Albano and she hoped the survey could be done internally by the Communications Coordinator next year.

City Administrator Perrault said if they were going to do it internally he would like to give staff a long runway to organize it, so next year would be appropriate.

Mayor Grant felt a survey had value for such things as parks and rec, snowplowing, other city services, etc. If you use the same survey over a period of time you can see trends. He asked if they would like to talk more about it at the Council retreat in May.

Councilmember Rousseau said she would.

4. INFORMATION ITEMS AGENDA ITEMS

A. Landscaping Maintenance – West of TH-10

Mayor Grant said Ramsey County would be replacing some dead plantings on Highway 10 west of Highway 96. They are supposed to maintain that section but haven't done a good job. Could they agree that the County install the new plantings and the City maintain them.

Council was in agreement.

B. 2023 Public Works Maintenance Plan

Councilmember Fabel wondered why there wasn't anything about pickleball in the plan.

Public Works Director/City Engineer Swearingen explained that they have been actively switching courts over to add pickleball courts but the maintenance was crack sealing, repainting and restriping. Last year pickleball courts were added to Hazelnut and Freeway Parks, and they will be added to Floral and Arden Manor Parks this year. The revised matrix that is in the Parks and Rec guide shows pickleball at the respective parks.

Councilmember Monson said there was an article in the Pioneer Press about climate change affecting how much snow we may be getting in the future and that cities may have to add more sand and salt to their budgets.

Councilmember Holden asked if they could get a list of which parks/trails the PTRC has adopted and what they should look for so they report it to the city on a regular basis.

Public Works Director/City Engineer Swearingen said PTRC members have been asked to use the online request tracker (Report a Concern) to report issues. They have developed their own checklist to use when they go through the parks/trails.

Councilmember Holden asked if staff had contacted MnDOT to see why they stopped cutting buckthorn on Highway 51 at the Arden Hills line.

Public Works Director/City Engineer Swearingen said he had played phone tag with someone last year but he can re-engage the conversation.

Councilmember Holden suggested they send a formal letter.

Mayor Grant noted that the City will repair mailboxes if they are physically hit with a plow, not just an ice chunk hitting a mailbox.

Councilmember Holden said she would like to have a professional do the crack sealing on the courts instead of staff.

C. Tree Management Plan Discussion

After discussion the Council agreed to the following:

- Contract with Rainbow Tree Care to provide EAB treatment to City ash trees by injection and a discount to residents to treat existing ash trees on private property.
- Contract with Rainbow Tree Care to provide EAB treatment to City ash trees by ground treatment.
- Contract with Rainbow Tree Care to provide two-lined chestnut-borer treatment to City oak trees.
- Add extra trees to the scope for Margolis Company, utilizing the remaining budget in the tree fund.

Further discussion ensued regarding buddy trees being installed once there is additional money in the landscaping fund.

D. Public Inquiry Language Update

Council agreed to new language as shown in the memo: This is an opportunity for citizens to respectfully bring to the Council's attention any items which are relevant to the City. In addressing the Council, you must first state your name and address for the record. Comments shall be limited to three (3) minutes or less. Written documents may be distributed to the Council prior to the start of the meeting to allow a more timely presentation. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public but the Council may refer the issue to staff for further research and possible report or action at a future Council meeting.

Councilmember Holden noted litigation was not included because we are not presently in litigation. The litigation language was added on the advice of the League of Minnesota Cities, our attorneys and insurer.

E. Council Norms of Behavior Discussion

Mayor Grant noted the norms of behavior from 2016 tended to be more staff oriented than Council oriented.

Councilmember Rousseau thought they should consider acknowledging accomplishments of staff, committees and businesses.

Councilmember Holden explained there had been issues between businesses when some were acknowledged and others not.

Mayor Grant said the League of Minnesota Cities offers a service on collaboration where they would bring in a facilitator who's focus is to get councils to understand procedures and work together effectively. There would be no cost to have them come work with the Council.

After a short discussion staff was directed to contact the League regarding Collaboration Services, potentially before the Council retreat.

F. Removal of Deed Restrictions

Mayor Grant stated we are a torments state but some home deeds in Arden Hills have been found to have offensive language and racial covenants. Because there are a limited number of Arden Hills' neighborhoods that have them, he suggested sending a letter to those property owners affected to let them know and that changing it is optional.

City Administrator Perrault said some cities that have opted in with Just Deeds have passed a resolution, but he could work with them to facilitate how they could help the residents.

Mayor Grant noted the areas that were affected and didn't know if they wanted to alert the whole city as having been identified when there were so few.

Councilmember Rousseau suggested putting it in the newsletter and following up with a letter.

Councilmember Fabel agreed and thought they should pass a resolution.

Councilmember Holden thought they should contact the people affected directly with a letter as we know the addresses.

Mayor Grant suggested putting it on social media but not in the newsletter.

Councilmember Fabel noted that since the fair housing act was passed this wording is of little legal consequence but some people will want to change it, and again suggested putting it in the newsletter.

Mayor Grant said only about 5% of Arden Hills properties have been identified as having the language, and he would rather not alarm the rest of the city to think they need to look into it.

Councilmember Fabel felt it was good for people to know about this as it relates to black history.

Mayor Grant noted there could also be wording against Irish, Chinese, religious based etc, not just black people.

Councilmember Rousseau thought they should make note in the newsletter that we've identified the issue in the community and we would be sending a letter to those impacted and how to address it.

Councilmember Monson thought they could message it as an educational item and supported having it in the newsletter.

It was decided there was no rush to publish the information and the new Communications Coordinator could write the article, followed up with a letter to residents.

G. Arden Hills Resident Discount at Shoreview Community Center

Councilmember Holden wondered how to approach Shoreview and what we have to barter with.

Mayor Grant felt they question was are they using their facility to its capacity, and if they're not would they give Arden Hills residents a bit of a discount.

Councilmember Holden said many residents have said they would to there more often if there was a discount.

Mayor Grant directed staff to ask Shoreview about discounting fees at the Community Center for Arden Hills residents.

H. AUAR Update

Mayor Grant said the update was due in 2024, the last update was in 2019 and not all of the sections were updated at that time. Cost for those updates was \$10,000 and it took three to five months to complete. If they update earlier it starts a new trigger for five years. He noted that if they update the AUAR now and something goes forward with TCAAP, the AUAR would be out of phase and questioned if they'd have to redo it again.

Councilmember Holden thought it should be fully updated so parts that weren't updated last time were updated now.

Councilmember Fabel said the reason they are making the request is so it enables them to do it cooperatively with the TCAAP process going forward. The AUAR presently says TCAAP can accommodate between 1,500 and 2,500 housing units. The Comprehensive Plan has a different number and the TCAAP code has a different number. So, if they looked at the issues in the AUAR it would give them more flexibility in the TCAAP planning.

Councilmember Holden asked who was the "we" in this, when he talks about we she doesn't know who he's talking about.

Councilmember Fabel stated it was the JDA Advisory Committee who thought it would be a good idea to have the AUAR done this year so they can make recommendations to the JDA

without having to say the AUAR didn't address certain things such as Highway 96 when it gets down to Lexington Avenue.

Mayor Grant clarified that the first scenario relates to the City zoning and says 1,500 housing units or less. The second says what happens if you go to 1,501. When Council put in 2,500 it was never anticipated that was a number they would get to.

City Administrator Perrault stated that Master Plan and planning guidelines came to about \$500,000, and the AUAR portion cost \$97,000.

Councilmember Fabel felt there were some components of the AUAR that needed to be looked at and clarified to facilitate the planning process for TCAAP.

Mayor Grant said the AUAR only looks at intersections going into or out of TCAAP.

Councilmember Holden said it wouldn't include Highway 96, that would be a whole different scope outside the AUAR system.

Mayor Grant explained that traffic implications on a road like Hamline Avenue wouldn't have been studied as part of the AUAR because the AUAR only looks at intersections going into and out of TCAAP. If they wanted to look at those impacts, that would be a whole new scope beyond the AUAR.

Councilmember Fabel felt a study would have to be done to look at the traffic impact.

City Administrator Perrault suggested that they ask for an option to look outside of TCAAP and if it can be addressed at the same time as the AUAR process.

Councilmember Monson said she would love to have a traffic study done on Highway 96 but her question would be about funding – could the County pay for that because it's their road?

City Administrator Perrault stated the Community Development Director for Ramsey County has already said they could ask the Public Works Department to look at traffic scenarios along Highway 96 and with Lexington Avenue.

Councilmember Monson said she supported moving the AUAR updates up to 2023. She would like to include a Highway 96 traffic study to go through the County in coordination with the AUAR.

Councilmember Holden said it took four months to update the AUAR last time, she thought it would take six to eight months to update the entire AUAR.

Councilmember Fabel said the idea is that the AUAR be updated at the same time as TCAAP planning is going forward.

Councilmember Holden asked if they were going to feed them information as to how to update the AUAR based on the information they give them?

Councilmember Fabel said the City Council and the County would be working side by side. He thought they should open up the AUAR update process now so that as planning goes forward on TCAAP the activities and communication would be coordinated.

Councilmember Holden stated that she heard him say that they are going to go through the planning process then give them information from the planning process to update the AUAR based on that. So her question was are they going to update the AUAR or is the JDA planning to submit information to them with which to update the AUAR from?

Councilmember Fabel said the processes would be going on at the same time and many of the same people would be involved in both, City staff would be involved in both, the City's representatives on the JDA and it would be ultimately approved by the City Council. They would be working side by side and beginning now so they could work on it as the JDA plan moves forward.

Councilmember Holden again asked if it's an update or new information being provided for the AUAR.

Mayor Grant said Council needs to understand the City and the County don't do the AUAR, it is done by a third party.

Councilmember Fabel said the third party would be talking to staff.

Mayor Grant felt Councilmember Holden was asking when they would start the process.

Councilmember Holden stated they can't start the AUAR and halfway through have the JDA say they want to add or change this or that. They're either updating the AUAR or they're not. The people updating the AUAR aren't going to wait around for the JDA to decide what changes they're going to make.

Mayor Grant stated you need input to do an AUAR and there is a third party involved.

Councilmember Fabel wanted to give staff the go ahead to get started.

City Administrator Perrault stated there are two scenarios, the 1,500 is based on current city zoning code, the 2,500 is based on the maximum developable scenario. He would postulate that as the JDA moves forward they could work in tandem with Kimley Horn on the updates but if the updates aren't exceeding the 2,500 scenario the inputs aren't really changing and would still fall within the existing AUAR.

Mayor Grant didn't know what they would gain by starting early. His bigger concern was what if the acreage from commercial and residential changes? Then you have an AUAR that doesn't match up with what you're doing. They may still be within the development scenarios but the environmental impact would be different. There are elements within the AUAR that change depending on how much residential and commercial there is.

Councilmember Fabel thought that maybe the AUAR needs to be adjusted to create more flexibility.

Councilmember Monson wondered if Kimley Horn could give a proposal and explain the methods of updating an AUAR.

Councilmember Holden asked why they would attend meetings when we just them the data.

Mayor Grant felt it was a strange way of updating the AUAR, but directed staff to contact Kimley Horn to discuss and get their advice.

I. Council Tracker

Not discussed.

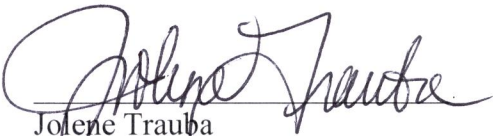
4. COUNCIL/STAFF COMMENTS

Councilmember Holden said everyone should pick up their own water bottles and garbage when they leave the Council dais or table. She noted that while the work sessions were never broadcast before they were always available online. And the Rabata bookstore was adding on and would be having an opening event on April 4, she would forward the invitation when she received it.

Councilmember Rousseau thanked staff.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 8:48 p.m.


Jolene Trauba
Deputy City Clerk


David Grant
Mayor

**MINUTES OF THE WORKSHOP MEETING
CITY COUNCIL
LITTLE CANADA, MINNESOTA**

MARCH 22, 2023

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 22nd day of March, 2023 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer called the meeting to order at 6:00 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Fischer, Council Members T.Miller, Gutierrez, Kwapick and D.Miller. Absent: None.

ALSO PRESENT: City Administrator Chris Heineman, Parks & Rec/Community Services Director Bryce Shearen, Community Development Director Corrin Wendell, Finance Director Sam Magureanu, Public Works Director Bill Dircks and City Clerk/HR Manager Heidi Heller.

CITY COUNCIL ORIENTATION

The City Administrator explained that there are now three new Council members this year. He noted that three Council members recently attended a two-day Council orientation training from the League of Minnesota Cities, and he wanted to expand on that training with information that is specific to Little Canada. The City Administrator and department heads reviewed what areas and duties each are responsible for: City Administrator, City Clerk, Human Resources, Community Development, Parks & Recreation, Community Services and Public Works.

The City Administrator stated that the April 12 Workshop will be the second part of the orientation and staff will be taking the Council on a city tour.

There being no further business, the meeting was adjourned at 7:27 p.m.

Thomas Fischer, Mayor

Attest:

Christopher Heineman, City Administrator

MINUTES
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
6:00 P.M. Monday, January 23, 2023
City Hall, Council Chambers

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:01 p.m. by Mayor Abrams.

B. ROLL CALL

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Chonburi Lee, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

C. APPROVAL OF AGENDA

Councilmember Cave moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann Ayes– All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Commissioner Interviews

City Manager Coleman gave the staff report.

Mayor Abrams assigned the interview questions to council. The following candidates were interviewed:

Nancy Edwards - Environmental & Natural Resources Commission
Kayley Gamm - Environmental & Natural Resources Commission
David Lates - Environmental & Natural Resources Commission
Robert Waid - Environmental & Natural Resources Commission
Patricia Timmons - Environmental & Natural Resources Commission

No Action Required.

F. ADJOURNMENT

Mayor Abrams adjourned the meeting at 6:53 p.m.

A handwritten signature in black ink that reads "Andrea Sindt". The signature is fluid and cursive, with the first name "Andrea" and last name "Sindt" clearly distinguishable.

Andrea Sindt, City Clerk

**North Oaks City Council
Special Workshop Minutes
North Oaks City Council Chambers
August 11, 2022**

1. CALL TO ORDER

Mayor Ries called the special meeting to order on Thursday, August 11, 2022 at 6:00 p.m. The meeting is held being at the North Oaks Community Room at 100 Village Center Drive, Suite 150, North Oaks, MN, as well as via Zoom pursuant to Minn. Stat. §13D.021 and the City Resolution.

2. ROLL CALL

Present: Mayor Kara Ries. Councilmembers Rich Dujmovic, Jim Hara, Sara Shah, Tom Watson
Staff Present: Administrator Kevin Kress
A quorum was declared present.

3. APPROVAL OF AGENDA

MOTION by Dujmovic, seconded by Watson, to approve the agenda as presented. Motion carried unanimously by roll call.

4. DISCUSSION ITEMS

4a. The State of Policing in North Oaks

- Councilor Dujmovic spoke of the current arrangement of police contract with the Ramsey County Sherriff.
- He reviewed data on the crime statistics for North Oaks in the past vs. the amount of funds spent on Policing. North Oaks is the only one of the 7 contract Cities in which we have a dedicated deputy.
- Our current spend is just under 1 million dollars. Options are: stick with current model, alter slightly to request hourly or weekly presence within the community. Our community is relatively quiet and safer than others.
- If we were to take on a dedicated police officer, there are long term costs, administration, vehicles, support, investigation, etc.
- Mayor Ries thanked Councilor Dujmovic for his research. She feels the residents are more concerned with speeding, and ensuring privacy of community. Wants to be sure there are no duplicative costs, and coverage as needed.
- Commissioner Hara noted that what we're paying for and what services receiving don't necessarily apply to North Oaks as much as other communities. Wonders if we're paying too much for what we need in North Oaks since crime is low.
- Watson concerned that our needs are not the same as communities such as Little Canada, we are more similar to Shoreview though smaller. He wonders if the time spent on each call equates to the portion spent in contract funding. He liked the idea of when we had a community service officer regularly as it gave a personal touch to North Oaks and constant presence. It was relatively inexpensive at the time.

- Councilor Shah asked Dujmovic how the mentioned 6 people at \$166,000 gets to 1 million spent. We are charged \$154K, however the salary is \$80,000 plus benefits. She feels the importance of the value of all the services they provide that are not used that often, but we need to know items such as helicopter and boat support when needed.
- Dujmovic stated that he is completely in support of policing, however just making sure we are getting the 6 officer hours that we are paying for. He noted that if we did not have contract in place, Ramsey County is still obligated to still provide emergency service via 911.
- Ries suggested it makes sense to ask some of the surrounding cities to see if even feasible to explore other options, or have support from another police force such as White Bear. She would love to expand on those personal services such as health/wellness checks, alarms, etc. giving residents personal touch.
- The Contract with Ramsey County Expires December of 2024.
- Watson feels we should work with our current provider to see if we can adjust services to tailor to our needs. It is a similar situation with Fire Department, based on our hours of need, confirm if we are paying adequately.
- Dujmovic mentioned the City should have basic information such as whether we have a dedicated patrol person on duty at the time, or whether we need to call 911.
- Deputy Alex Graham of the Sheriff's office spoke on the topic. He has worked in various departments such as St. Paul Police force, small towns, as well as in the medical field. He emphasized that every second counts when there are crimes in progress, officers struggling with suspects, reaching victims that need assistance and persons have a heart attack or medical crisis. For every call that occurs, there also could be hundreds of hours behind the scene prosecuting, interviewing and investigating and the technology and training of the officers to provide this support. There are a lot of fees that the City directly benefits from instantly that are built into contract that might be hard to quantify. The proximity for backup when needed will be a challenge for officers not in immediate proximity to North Oaks such as Anoka or White Bear. He also noted if there was an officer the CSO house call front, there are often calls that seem innocent, but involve armed individuals, therefore calling for backup is difficult. He appreciated the opportunity to speak to this issue and provide insight on the value Ramsey County Sheriff's brings to providing support for North Oaks.
- Councilor Dujmovic will continue gathering information on all alternatives, to bring back for further discussion.
- Councilor Shah thanked residents and councilors who participated in the National Night Out event. Fire relief board to increase the annual relief benefit. Encouraged council participation in upcoming events and getting residents on the eblist.
- Mayor Ries noted in the Mayors meeting there was discussion of development issues, and traffic calming measures. She also thanked everyone for involvement in National Night Out.

5. ADJOURNMENT

MOTION by Dujmovic, seconded by Hara, to adjourn the meeting at 6:57 p.m. Motion carried unanimously by roll call.

Kevin Kress, City Administrator

Kara Ries, Mayor

Date approved _____

City of North Saint Paul
February 7, 2023
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:30 p.m.

II. ROLL CALL

Present: Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Communications Staff Kari Erpenbach, and City Attorney Soren Mattick

III. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the agenda.

IV. TOPICS

A. City Council Training

City Attorney Soren Mattick presented City Council with definitions, descriptions, regulations, and requirements of the open meeting law, data practice act, conflicts of interest, abstention, gift law, City Manager's role, and Rules of Order.

Mr. Mattick stated emails between Council members give the appearance of decisions being made without public knowledge. He recommended Council members gather information, make a report, and send it that way. He also requested Council members use their City issued email and only use it for City business. He specified when a resident email is forwarded to anyone on City staff, it then becomes public.

Council Member Nordby inquired about texting from your personal cell phone. Mr. Mattick stated it follows the same rules as emails.

Mr. Mattick also discussed how to change meeting dates and discussing only meeting agenda items during a special meeting. He stated closed meetings could only be closed meetings for certain items, including labor negotiations, City Manager review, and pending litigations. He recommended routing anything in question through City Manager Brian Frandle or Deputy Assistant to the City Manager Jennie Kloos to prevent the possibility of violating the open meeting law.

Mr. Mattick stated when it comes to the Data Practices Act, it is to be presumed that all information is public data, except for personnel data.

Mr. Mattick provided clarity regarding conflicts of interest and the gift law and recommended always checking with him first if in question. He also noted if concerns arise with the City Manager to seek out the City Attorney first but in all other situations, honor the hierarchy and proceed accordingly.

Mr. Mattick provided details on *Robert's Rule of Order* and the sequence of discussions and motions.

The difference between a City Administrator and City Manager was explained with North St. Paul being a plan B city and referencing an hour glass, stating that the top is the city council, the middle being the City Manager and the bottom being city staff. It is highly encouraged that all topics, issues and discussions go through the City Manager. The City Manager takes care of the day to day operations.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), meeting is adjourned at 6:20 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
April 17, 2023**

CALL TO ORDER

Mayor Denkinger called the workshop meeting of the Shoreview City Council to order at 5 pm on April 17, 2023.

ROLL CALL

The following attended the meeting:

City Council: Mayor Denkinger; Councilmembers Doan, and Myrland

Councilmembers Johnson and Springhorn arrived late.

Staff: Brad Martens, City Manager
Steve Benoit, Parks and Recreation Director
Becky Sola, Recreation Program Manager

Guests: Jennifer Dickinson, Director Legal Services for Tubman
Emily Barnhill, Victim Advocate, Tubman

GENERAL BUSINESS

DISCUSSION WITH TUBMAN

Jennifer Dickinson stated that the purpose of meeting with the council is to explain Tubman services and request a donation in funding. Tubman has provided legal services in the east metro area since 1981, in partnership with the Ramsey County Sheriff's Office and the law firm of Kelly and Lemmons. In addition to legal aid, their services include safe shelter, counseling and community education.

Tubman legal advocacy services cover all cities in Ramsey and Washington Counties, as well as Minneapolis and Crystal to provide services for victims of domestic violence. There is a designated intervention line for law enforcement to report domestic violence. Tubman then contacts the victims to make sure they are safe and let them know Tubman legal services will contact them the next business day. Tubman goes to court with the victim, explains the court services and helps them get what they need, such as order for protection, child support, limited parent time, housing, and finances.

Tubman has a shelter and provides counseling for mental health, chemical health and youth health. The safety project consists of attorneys who draft legal documents free and provide free legal service. There are also pro bono services for divorce and custody issues. Tubman arranges meetings with the victim and prosecutors.

Emily Barnhill added that the cases are followed all the way through the process. Tubman uses a holistic approach in meeting clients where they are to address their needs. She works with all clients from Shoreview in explaining the legal process, going to court with them, making sure they understand a victim impact statement and help them participate in sentencing.

Dickinson stated that Tubman receives no funding from Ramsey County. The team consists of three people. Recently, due to further loss of funding, a fourth full time member had to be let go. This led to the decision to not follow any cases that do not involve intimate partner violence. Sibling, parent/child, and roommate cases are not covered. Further discussion about how to keep the program sustainable led to contacting cities, explaining the services and seeking funds.

Councilmember Springhorn arrived at this time.

Myrland asked when the relationship ends with the victim and what other services would be available if Tubman was not available. Dickinson stated that typically when the court case is over, Tubman takes a step back. Sometimes victims continue to call to find out what other resources are available. If Tubman was not available, there would be few resources. Barnhill stated that the advocacy at the courthouse would have to be done by the prosecutor. Since COVID, court orders are being written remotely and that is continuing. It makes the paperwork more accessible for clients.

Mayor Denkinger asked the primary source of funding. Dickinson stated that there are grants, federal money that comes through OJT, private donations, foundation donations, and fundraising. United Way of Washington County provides some funds for Washington County. United Way in Ramsey County provides no funding. She referred the council to the annual report provided. Martens noted that approximately 60% of funding is from government sources.

Councilmember Doan asked the reason Ramsey County had cut funding. Dickinson did not know but stated that they now use an RFP process and give all funding to two or three organizations. Prior to that, Tubman received approximately \$20,000. This request is for suburban areas. Tubman does not

provide services in St. Paul. Visits are being made to all suburban cities. Falcon Heights was the first to step up with support, even for 2023. Hennepin County does provide some funding. Most work in Hennepin County is civil advocacy, except there is now a contract with Crystal that includes criminal advocacy.

Mayor Denkinger asked what clients say about this service. Barnhill responded that a Shoreview client recently gave testimony about an order for protection that was violated. Then it became a criminal case. The client became part of the safety program with some financial support. The client's response to the process was that they were able to go through it with dignity and that they were respected. A huge part of the role is to help someone feel dignified going through a very difficult situation.

Dickinson added that prosecutors do not have the time to discuss personal details with clients. They are focused on the case and the best resolution. Clients say the process is overwhelming and difficult to navigate. It is confusing to request an order for protection and know what information the judge is looking for in order to be sure one is issued. Developing a relationship to listen and have conversations about what the client needs is what Tubman does. That is not the role of the prosecutor.

Myrland asked what other non-profit organizations the city supports. Eisenbeisz listed Northeast Youth and Family Services, Northern Lights Variety Band, Shoreview Historical Society, Gallery 96, and Shoreview-Einhausen Sister City Association.

Councilmember Doan commended the work done by Tubman but stated that it is difficult to support one organization and not another. A broader discussion on donations to non-profits is needed. In that meeting he would like to see the list of non-profits the city supports and the amounts being given.

It was the consensus of the council to pursue further discussion during the budget process.

DISCUSSION REGARDING ELECTION ADMINISTRATION

Presentation by Assistant City Manager Renee Eisenbeisz

The city manages elections in even years. In 2024, there will be three elections, the Presidential primary in March, State primary in August, and general in November. Planning for the elections will start in September 2023. An analysis of election operations was conducted for presidential years. Staff looked at five areas for the analysis: staff capacity, expanded use of poll pads,

absentee voting, election judge wages and expectations, and proposed legislation.

The deputy clerk is primarily responsible to oversee elections which takes approximately 70% of their time plus over 135 overtime hours during the election season which is September of the previous year of a general election to November when the general election is held. Election activities include:

- Recruiting and scheduling election judges;
- Administering absentee voting;
- Reserving polling sites;
- Managing election activities;
- Attending training;
- Conducting training of election judges;
- Driving to Ramsey County at least 3 times a week during absentee voting to drop off ballots;
- Procuring supplies;
- Candidate papers;
- Publishing notices.

Eisenbeisz also works with the deputy clerk on elections which takes approximately 20% of their time during the election season. During that time regular work is delayed which creates inconsistency in the city's regular services.

Election judges are considered employees, even for the one day, and all HR paperwork has to be done which takes 60 to 75 hours for staff; payroll takes 40 to 45 hours; IT sets up equipment which takes 40 hours; maintenance crew delivers equipment and community center staff help with preparation of rooms for election day.

In 2020, Ramsey County instituted the use of poll pads and expanded their use in 2022 for voter registration. Although helpful, additional training is required. Election judges have requested additional training on poll pads.

Absentee voting occurs for the 46 days before an election. The number of absentee ballots and judges has increased since 2016. Up to four judges are needed each day of absentee voting.

Election judge wages are currently at \$14 per hour; \$16 for head judge and \$22 for absentee voting judge. Increases are proposed in 2024 at \$16 for

election judge; \$20 per hour for head judge and \$22 per hour for absentee voting judge. Election activities are becoming complex which increases responsibilities and expectations. More training is needed. It is becoming harder to recruit election judges, especially head judges, and to maintain party balance. On election day a balance of parties must be represented among judges.

Several election bills are being proposed at the legislature this year which will impact election operations. Absentee voting requires an application before voting. Early voting may no longer require an application. It is proposed that the number of days for early voting be increased from 7 to 18 days which would mean the city would need to increase its absentee voting judges those days. Being open an additional Saturday and Sunday would also be necessary. It is possible the city could receive 80% reimbursement for publishing and wages through new legislation, but the city would have to apply for it. If there is not enough funding, the reimbursement percentage would be reduced to be distributed the same across all cities.

Four scenarios are being considered to address election needs:

Scenario 1

- Keep election judge wages the same
- Add registration specialist judge to help with poll pads and same day registration on election day
- There would be no impact for election judges' employer or polling location
- Training materials would be inconsistent between the city and Ramsey County
- The election season for staff would be September 2023 through November 2024, with the deputy clerk spending 70% plus 135 hours of overtime and revise the training program before September for poll pads, and the assistant city manager spending 20% of time on election activities.
- HR, payroll, IT, maintenance, and building staff would spend a significant amount of time on elections activities.
- Total cost is just under \$133,000

Scenario 2

- Increase election judge wages to match Ramsey County
- Add registration specialist judge
- There would be no impact for election judges' employer or polling location

- Training materials would be inconsistent between the city and Ramsey County
- The election season for staff would be September 2023 through November 2024, with the deputy clerk spending 70% plus 135 hours of overtime and revise the training program before September for poll pads. The assistant city manager would spend 20% of time on election activities.
- HR, payroll, IT, maintenance, and building staff would spend a significant amount of time on elections activities.
- Total cost is \$151,500

Scenario 3

- Increase election judge wages to match Ramsey County
- Add registration specialist judge to help with poll pads and same day registration on election day
- Add head absentee voting judge to oversee absentee voting and assist with election duties; this position would work June to November 2024
- There would be no impact for election judges' employer or polling location
- Training materials would be inconsistent between the city and Ramsey County
- The election season for staff would be September 2023 through November 2024. The deputy clerk would spend 70% of their time on elections September 2023 – May 2024 and then 50% when the head absentee judge is hired. There would still be over 135 hours of overtime and revision of the training program before September for poll pads. The assistant city manager would still spend 20% of time on election activities until the head absentee judge is hired. It would decrease to 10% in June.
- HR, payroll, IT, maintenance, and building staff would spend a significant amount of time on elections activities.
- Total cost is \$155,500

Scenario 4

- Contract with Ramsey County for election services
- Ramsey County responsible for all election day activities and absentee voting
- Ramsey County hires, trains and pays election judges
- Election judges can choose their location to work

- There would be no inconsistencies in training, election day instructions and setting up and taking down polling places
- Candidates will need to file at Ramsey County Elections in St. Paul
- Election judges will work for Ramsey County instead of the city and will see wages increase
-
- The impact to staff will mean that Ramsey County handles 95% of election duties for the city. The deputy clerk would spend 5% of time on election activities:
 - Canvassing local results
 - Issuing certificates of election
 - Attend trainings
 - Draft and schedule required resolutions
- HR, payroll, IT, and maintenance staff would not have to work on elections activities.
- Building staff hours would be reduced to approximately 12 with only needing to prepare polling places at the community center for election day
- Total cost is \$229,000

The city's capacity to administer elections is declining. It is staff's recommendation to contract with Ramsey County.

Councilmember Doan noted that when staff is working on elections, there may be additional costs to having other work done by a consultant or having to hire a part-time person. He was surprised at the increase for Ramsey County to administer the elections because the structure is already in place. It seems it would be an incremental cost to add Shoreview. Eisenbeisz explained that the county does a lot of work in the off years to make sure the process is smooth for election years. Councilmember Doan asked how wage costs are determined. Eisenbeisz stated that the county estimates \$205,000, but the added cost is the city still has to pay the machine maintenance costs. There is no flexibility for negotiation.

Councilmember Springhorn asked about terms of work for election judges. Eisenbeisz stated that some election judges only want to work the general election so they are hired two weeks before that election and then terminated. It is a lot of work for payroll and HR staff for one to three days of work. Councilmember Springhorn asked if there is other work for the deputy clerk's time if not spent on elections. Martens stated that once the election season is over, there is a lot of catchup work that has not been done on a regular basis. Eisenbeisz added that special projects are delayed. There

would be more time for the deputy clerk to focus on data practices and licensing work. Martens stated that there is not an assistant position in administration, and there is no capacity to add one. The deputy clerk fills that role.

Myrland asked if turning elections over to the county has been successful with other cities. Eisenbeisz stated that the response is very positive because time is freed for regular work and special projects, and there is no liability. Martens noted that there are added costs if there are election recounts. Myrland asked how elections are funded. Martens answered that elections are budgeted in the general fund.

Councilmember Johnson arrived at the meeting at this time.

Mayor Denkinger asked staff to get information about the trend of county election costs and whether they have remained consistent. She does not like the idea of paying in off years. It would be reassuring if the costs were static year to year. However, because of limited staff and the goals of the city, she would lean toward contracting with Ramsey County.

It was the consensus of the council for staff to bring the issue to a council meeting for a vote.

PARK BUILDING DESIGN CONCEPTS

Presentation by Parks and Recreation Director Steve Benoit

There are two locations identified to explore possible park building designs: Shoreview Commons and Bobby Theisen Park. Phase 2 of Shoreview Commons had a plan for a building with restrooms but was not built because of cost overruns. The oldest park building is at Bobby Theisen and is in most need of repair. Also, there are plans to expand pickleball courts at Bobby Theisen. Currently, there is \$4 million in the CIP for park buildings. The city has been working with LHB on the design of buildings.

Commons: Three designs are presented:

A. Building would be to the east of the playground with the maximum number of amenities, including a meeting room, a concession stand, restrooms, open air walkthrough to the playground. It could be rented for birthday parties with capacity for up to eight tables. Storage is included. It would rent well based on calls received. The question is whether such a building is needed next to the community center with rental space. Estimated cost is \$2.8 million.

B. Building with two unisex restrooms, storage and a canopy for shade. Estimated cost is \$0.9 million.

C. Building with two unisex restrooms, storage and smaller meeting room with no walk-through. Estimated cost is \$1.8 to 2.1 million.

LHB estimates \$650/square foot in cost. That cost depends on fixtures and interior finishes and timing.

The parks and recreation commission reviewed these three proposals. Single unisex stalls are recommended for parents helping and changing children. Gender restrooms are not necessary. The concession stand is not a high priority with what is available at the community center. Is the open air middle worth the cost? Design B was the preferred plan with multi-use stalls.

Councilmember Doan asked how many portable restrooms are needed. Benoit answered, 5 and they need frequent cleaning due to the amount of use. Myrland asked how the restrooms are kept clean. Benoit stated that a company did the cleaning for them. If the restrooms are owned by the city in the building, there will have to be consideration on how to assign seasonal staff.

Councilmember Johnson asked the impact of concession traffic after one summer. Benoit stated that there was some increase, but it was not significant. Many people brought their own food. Councilmember Doan suggested a possible popup concession for certain peak times and requested space be available for that. Benoit added that vending machines are also a possibility. Councilmember Johnson suggested restrooms would be used more than portable restrooms were used, and five might not be enough.

Bobby Theisen: Two designs are presented.

A. There is a natural hill at the park that slopes to the courts. One design would be to take advantage of the hill with a building that has a lower level for storage. The interior would have multiple uses with a room that could be rented and used for a warming house in the winter for the skating rinks. There are gender and unisex restrooms and a canopy for shade. Estimated cost is \$1.3 million.

B. The second design is a single level with a similar activity room/warming house and green space. There would be a storage room on the north side and one multiple use restroom to support a warming house area. On the west side is room for four unisex bathrooms. In the middle area, there would be additional storage. Estimated cost is \$1.2 to \$1.4 million. Although a level

was eliminated, all restrooms are unisex and there is as much storage as the first building.

Councilmember Johnson asked if a meeting room is needed. Sola stated that this is the second most used skating rink used in the system. A warming area is needed. Also, it would be promoted for use by multi-family developments in the area that are within walking distance. Additional nature programming is planned. Bobby Theisen would be a good location. A playground is planned to be adjacent to the building and that would make renting the room attractive for events.

Councilmember Doan asked for information from Roseville as to cost and utilization of their facilities. Their facilities are always staffed and he would like to know that cost as well. He asked about a security system at the Bobby Theisen building. Benoit stated that cameras, key access and lighting are all being looked into for security. Becky stated that there is a good system at Rice Creek Field that provides access through smart phones.

Park Commission feedback: Preference for the unisex family style restrooms. There is a strong need for shading off the building. The value for the cost of a lower level is not there. The commission preferred option B for a single level with unisex restrooms and storage in the middle.

Myrland stated that she would prefer additional gender bathrooms as well as unisex. When unisex bathrooms are put in, often there are fewer.

Martens noted that the master plan includes buildings at Bucher, Shamrock and Sitzer. A changing room is planned at McCullough. The building at Bobby Theisen would be a template for the others.

Martens noted an individual that has given strong push back on the plan at Bobby Thiesen Park that took over two years to develop. If the plan needs to be revisited, it needs to be discussed soon as work is scheduled to begin in 2023. Councilmembers will respond in an email to Martens as to whether they think a new discussion is warranted.

The meeting adjourned at 6:47 pm.

**WORKSHOP MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
FEBRUARY 21, 2023**

OPEN MEETING

The workshop meeting of the Council of the City of Vadnais Heights was held on the above date and called to order by Mayor Krachmer at 5:30 p.m.

The following members were present: Mayor Mike Krachmer and Council Members Erik Goebel, Steve Rogers, Kelly Jozwowski, and Katherine Doll Kanne. The following member was absent: None.

Also present were: City Administrator, Kevin Watson; Assistant City Administrator, Kaylin Clement; Planning/Community Development Director, Nolan Wall; City Engineer/Public Works Director, Jesse Farrell; Fire Chief, Chris Hearnden; and Deputy Clerk, Peggy Aho.

FUTURE CITY COUNCIL REQUESTS

Mayor Krachmer said he would like to review the various commissions for a number of reasons including to clarify whether we are going to start a new committee/or commission for the Green Team. He said he would also like to look at starting up the Community Engagement Committee. He would like to discuss these at a future workshop. Council Member Doll Kanne agreed. City Administrator Watson said that City staff can frame up a dialogue on how the commissions function, what makes sense to have and what doesn't. Watson said this may take some time to prepare for a Workshop.

Krachmer said he would also like to do a housing study and said perhaps the Planning Commission could provide some input. Planning/Community Development Director Wall said that Ramsey County will be at an upcoming meeting to discuss HRA grants.

GREENSTEP CITIES PRESENTATION

Kristin Mroz, MPCA, GreenStep Cities & Tribal Nations Director, gave a PowerPoint presentation on the Green Step Cities program. She said they have a 147 communities in the pilot program. She reviewed the five steps of the program: 1) resolution committing to local sustainability; 2) milestone demonstrating local commitment through actions; 3) achieved, meeting statewide sustainability action standards; 4) quantification, measuring communitywide impact of action; and 5) improvement demonstrating community wide success of actions.

EMPLOYEE RETENTION AND RECRUITMENT DISCUSSION

City Administrator Watson noted that this has no pending deadline, and that it is just food for thought. He said that many cities are providing a match of sorts to incentivize employees to

begin planning for retirement. He said one such avenue would be a 457 retirement with City matches to employees plans. Council Member Doll Kanne asked if there is a vesting term for the match. Council discussed vesting periods.

Kanne Doll said she is supportive of having something in place. Watson said staff will take a deeper dive into this.

Watson noted that another area the City could look at as an incentive would be to provide phone stipends to staff that use their personal cell phones regularly for work. The Council asked for more comparable stipends from other cities. Kanne Doll said she would like to have it written out what is the tipping point before someone falls into this policy.

Watson said another area would be a vehicle allowance for department heads that require significant travel for work in their personal vehicles. Council Member Rogers asked for information on how many miles staff are driving on a monthly basis.

Watson asked that the Council consider adjusting staff's weekly hours during the summer to account for the "Minnesota lifestyle" from Memorial Day to Labor Day. Council Members discussed this and said they would be in favor of summer hours.

Regarding staffing additions, Rogers asked that staff create a create business case and quantify additional staff.

PARKS MASTER PLAN DISCUSSION

City Administrator Watson said the memo/information he provided to the Council he had provided to the previous Council. The memo outlines what a Parks Master Plan would provide. He said that the City has never really had a Plan, just basically an inventory.

Watson said this effort would give the Parks, Rec and Trails Commission a purpose and could cost around \$100,000.

Council Member Rogers said he would like to know what the Commission's role would be. Watson replied that they would ask the questions, the City would pay for an expertise to help facilitate this and get people motivated. Watson said he will begin talking to facilitators and getting quotes.

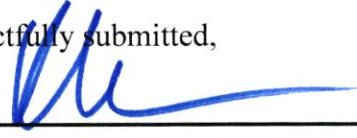
2023-2024 WORKPLAN AND GOALS DISCUSSION

City Administrator Watson introduced the 2023-2024 Workplan, hoping for a discussion of and getting Council Members thoughts on the plan which was provided by the consultant. He said he is looking for direction.

Watson suggested adding somewhere the Green Steps/Green Leaf programs.

There being no further business, the meeting adjourned at 6:55 pm.

Respectfully submitted,



Kevin Watson, City Administrator

Approved

Chapter 7

Meetings, Motions, Resolutions, and Ordinances

TABLE OF CONTENTS

Meetings, Motions, Resolutions, and Ordinances	1
I. Types of council meetings and notice requirements	3
A. Regular meetings	3
B. Special meetings	3
C. Emergency meetings	6
D. Closed meetings	6
E. Annual meeting (first meeting of the year)	6
F. Adjourned meetings	7
G. Meetings conducted by interactive technology	7
H. Meetings During Pandemic or Chapter 12 Emergency	8
I. Public Hearings	10
J. Days and times when meetings cannot be held	11
II. Open meeting law	12
A. Purpose	12
B. Public notice	12
C. Location	13
D. Printed materials	13
E. Groups governed by the open meeting law	13
F. Gatherings governed by the open meeting law	13
G. Open meeting law exceptions	14
H. Common issues	18
I. Advisory opinions	24
J. Penalties	25
III. Meeting procedures	27
A. Citizen involvement	27
B. Recording and broadcasting of meetings	27
C. Meeting room	28
D. Maintaining order	28

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

E.	Rules of order	29
F.	Voting procedures	31
G.	Role of the mayor and clerk	31
H.	Minutes of council meetings	32
IV.	Motions, resolutions, and ordinances	36
A.	Passing motions, resolutions, and ordinances	36
B.	Differences between motions, resolutions, and ordinances.....	37
C.	Ordinances.....	42
V.	Local approval of special laws	56
VI.	How this chapter applies to home rule charter cities.....	57

Chapter 7

Meetings, Motions, Resolutions, and Ordinances

Review requirements city councils must follow when conducting meetings and public hearings, such as the open meeting law and its exceptions, taking and publishing minutes, and rules of order. Learn when to use a motion, resolution, or an ordinance to do city business and the procedures required for each.

RELEVANT LINKS:

See LMC information memo, [Meetings of City Councils](#), for more information.

[Minn. Stat. § 412.191, subd. 2.](#)

[Minn. Stat. § 13D.04, subd. 1.](#)
[Minn. Stat. § 645.44, subd. 5.](#)

[Minn. Stat. § 13D.04, subd. 2.](#) [Minn. Stat. § 412.191, subd. 2.](#) [Elseth v. Hille](#), No A12-1496 (Minn. Ct. App. May 13, 2013) (unpublished decision). DPO [10-013](#). DPO [04-004](#). See I-B-2-*Notice to the public*.

I. Types of council meetings and notice requirements

The city council exercises its authority when it meets as a group. Under state law, there are certain requirements for council meetings.

A. Regular meetings

State law does not govern the time, place, or frequency of council meetings. Regular meetings of the council, however, must be held at times and places established by council rules. Councils typically meet once or twice a month in the city hall or at another public place in the city.

The council must keep a schedule of its regular meetings on file at its primary office. The council should also set an alternate meeting day for any regular meeting days that fall on a legal holiday. If the council decides to hold a meeting at a different time or place from that stated in its schedule of regular meetings, it generally must give the notice required for a special meeting.

B. Special meetings

A special meeting of the council refers to any meeting at a time or place different from that stated in the council's schedule of regular meetings. The council may transact any business within its powers at a special meeting if proper notice has been provided. The commissioner of the Minnesota Department of Administration has advised that a city council should not discuss or decide topics that have not been included as the stated purpose of a special meeting in the notice to the public. All statutory provisions governing regular meetings, including the open meeting law, apply to special meetings.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 2.](#)

[Minn. Stat. § 13D.04, subd. 2.](#)

[Minn. Stat. § 412.191, subd. 2.](#)
[A.G. Op. 471-e \(Jan. 22, 1957\).](#)
[Minn. Stat. § 13D.04, subd. 7.](#)

[Minn. Stat. § 13D.04, subd. 2.](#)

[Rupp v. Mayasich](#), 533 N.W.2d 893 (Minn. Ct. App. 1995).

[Minn. Stat. § 13D.04, subd. 2 \(b\), \(c\).](#)

See LMC information memo, [Newspaper Publication](#), for more information.

[Minn. Stat. § 331A.05, subd. 7.](#)

Special meetings may be called by the mayor or by any two members of a five-member council or three members of a seven-member council. Special meetings are called by filing a written statement with the city clerk. Home rule charter cities may have different requirements for special meetings.

Unless otherwise expressly established by statute, the following notice requirements apply to all special meetings.

1. Notice to the council

When a special meeting has been called, the clerk must mail a notice to all council members, at least one day before the meeting, stating the time and place of the meeting. If all the council members attend and participate in the meeting, the notice requirements will be considered to have been satisfied. In addition, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied regardless of the method of receipt.

2. Notice to the public

The clerk also must post written notice of the date, time, place, and purpose of the special meeting on the city's principal bulletin board at least three days before the meeting. A principal bulletin board must be located in a place reasonably accessible to the public. If the city does not have a principal bulletin board, the notice must be posted on the door of its usual meeting room.

In addition to posting notice, the city must also mail or deliver notice to each person who has filed with the city a written request for notice of special meetings. Notice to these individuals must be mailed or delivered at least three days before the meeting. As an alternative to mailing or delivering the notice, the city may publish the notice once in its official newspaper at least three days before the meeting. If there is no official newspaper, notice must be published in a qualified newspaper of general circulation that covers the city. If, through no fault of the city, an error occurs in the publication of a notice, the error generally does not impact the validity of a public meeting. In cases where the error is the fault of the newspaper, the political subdivision shall not be charged for the publication.

RELEVANT LINKS:

[Minn. Stat. § 645.15](#). *In re Appeal from an Order of Lake Valley Twp. Bd.*, 305 Minn. 488, 234 N.W.2d 815 (1975).

[Minn. Stat. § 13D.04, subd. 2 \(d\)](#).

[Minn. Stat. § 13D.04, subd. 2 \(e\), \(f\)](#).

A.G. Op. 63a-5 (Aug. 28, 1996).
DPO 16-005.

DPO 13-015.

In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. But if the last day is a Saturday, Sunday, or a legal holiday, that day is omitted from the calculation and the following day is considered the last day. For example, if a special meeting is scheduled for a Thursday, notice must be given by Monday at the latest to meet the three-day notice requirement.

In this example, Tuesday is day one, Wednesday is day two, and Thursday is day three. Monday is not included in the time computation. Similarly, if a special meeting is planned for Monday, notice must be given by Friday at the latest; Saturday is day one, Sunday is day two, and Monday is day three. Saturday and Sunday are included in the time computation since they are not the last day of the fixed period.

A person filing a written request for notice of special meetings may limit the request to notification of special meetings that cover a particular subject. In this case, the city only needs to send notice of special meetings addressing those subjects.

Cities may set an expiration date for written requests for notices of special meetings and require people to refile a request once each year. The city must notify each person of the requirement not more than 60 days before the refiling is due.

If a council committee or other public body meets and a quorum of city council members attends and observes the meeting, the city most likely does not need to give additional notice of a special city council meeting if proper notice of the committee or other public meeting has been given. If council members participate in discussions or deliberations during the meeting of the committee or other public body, however, an additional separate notice of a special city council meeting may be required.

The commissioner of the Minnesota Department of Administration has advised that when a town board changed the time and location of a meeting on the same day it was scheduled to occur, the town board violated the open meeting law by failing to provide the required three-day notice for a special meeting. The town board had changed the time and place of the meeting due to the weather and the lack of air conditioning in the town hall meeting room.

RELEVANT LINKS:

Minn. Stat. § 13D.04, subd. 3. DPO 06-027 (advising that the city council improperly held an emergency meeting to consider complaints about the city's building inspector). *Slipy v. Rach*, No C5-06-3574 (9th Jud. Dist. June 8, 2007) (after the commissioner issued the advisory opinion, the district court held that the city council's decision to hold the emergency meeting complied with the open meeting law).

Minn. Stat. § 13D.04, subd. 3(f).

See section II-F for more information about the specific exceptions that authorize certain closed meetings. Minn. Stat. § 13D.04, subd. 5.

Minn. Stat. § 412.02, subd. 2.
Minn. Stat. § 205.07, subd. 1a.

Minn. Stat. § 412.831.
Minn. Stat. § 331A.02. See also LMC information memo, *Newspaper Publication*, for more information.

C. Emergency meetings

An emergency meeting is a special meeting called by the council due to circumstances that, in its judgment, require immediate council consideration. The procedure for notifying council members of emergency meetings is the same as that for special meetings. The public notice requirements, however, are different. The council must make good-faith efforts to provide notice of the emergency meeting to all media that have filed a written request for notice. Notice must be by telephone or by any other method used to notify council members. The notice must include the subject of the meeting. A published or posted notice is not necessary.

If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the meeting minutes must include a specific description of them.

D. Closed meetings

A closed meeting is a meeting of a public body that the public is not allowed to attend. A public meeting only may be closed if it meets the requirements of one of the seven specific exceptions listed in the open meeting law. The same notice requirements that apply to open meetings also apply to closed meetings. For example, if a closed meeting takes place at a regular meeting, the notice requirements for a regular meeting apply. Likewise, if a closed meeting takes place at a special meeting or an emergency meeting, the notice requirements for a special meeting or emergency meeting apply.

E. Annual meeting (first meeting of the year)

At its first meeting of the year, sometimes referred to as the annual meeting, the council must perform certain functions. State law does not set a date for the annual meeting, but council bylaws usually establish when it will occur. The annual meeting usually takes place on or shortly after the first Monday in January, which is when the terms of new council members begin. At this first meeting, the council must:

- Designate a newspaper of general circulation as its official newspaper in which the city will publish ordinances and other matters as required by law.
- Select an official depository, by resolution, for city funds. This must be done within 30 days of the start of the city's fiscal year.

RELEVANT LINKS:

[Minn. Stat. §§ 427.01-.12.](#)
[Minn. Stat. § 118A.02,](#)
[subd. 1.](#)

[Minn. Stat. § 412.121.](#)

[Minn. Stat. § 424A.04,](#)
[subd. 1.](#)

[Minn. Stat. § 412.111.](#)

[Minn. Stat. § 412.191,](#)
[subd. 1.](#)

[Minn. Stat. § 13D.04, subd.](#)
[4.](#)

[Minn. Stat. § 13D.02.](#)
[DPO 08-034.](#)

- Elect an acting mayor from among the council members. The acting mayor shall perform the duties of the mayor during the mayor's disability or absence from the city, or, if there is a vacancy, until a successor has been appointed.

Councils should also, on at least an annual basis:

- Review different council appointments to city boards and commissions. For example, the council must appoint one elected city official and one elected or appointed city official to serve with the city's fire chief on the board of trustees for a city fire department's volunteer relief association.
- Review the council's bylaws and rules of order, and make any necessary changes. An ordinance amendment is necessary if the bylaws are in ordinance form; otherwise a resolution or motion is sufficient.
- Assign committee duties to members.
- Approve official bonds that have been filed with the clerk.

F. Adjourned meetings

City officials often use the terms "adjourned," "continued," and "recessed" interchangeably when referring to meetings that are postponed to a future time for lack of a quorum, for convenience, or to complete pending business from a regular meeting.

Although a quorum (majority of a city council in statutory cities) is necessary to conduct business, less than a quorum may adjourn or postpone a regularly organized meeting to a fixed, future time. When the council calls an adjourned meeting to complete pending business, the adjournment should be treated as a recess.

If the date, time, and place of the adjourned, continued, or recessed meeting are announced at the previous meeting and the information is recorded in the meeting minutes, no additional public notice is necessary. Otherwise, the notice required for a special meeting is necessary.

G. Meetings conducted by interactive technology

A city council meeting may be conducted by interactive technology in compliance with the open meeting law if all of the following requirements are met:

- At least one council member is physically present at the regular meeting location.
- All council members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one council member is present.

RELEVANT LINKS:

[Minn. Stat. § 13D.02 subd. 1\(b\).](#)

[Minn. Stat. § 13D.001, subd. 2.](#)

[Minn. Stat. § 13D.02, subd. 3.](#)

[Minn. Stat. § 13D.02, subd. 4.](#)

[Notice of Interactive Technology Meeting](#), LMC Model.

[Minn. Stat. § 13D.04.](#)

[Minn. Stat. 13D.02, subd. 6.](#)

- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all council members.
- All votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and
- Each location at which a council member is present is open and accessible to the public.

However, a meeting satisfies the requirements of the open meeting law even though a member of the public body participates from a location that is not open to the public if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- The member is serving in the military and is at a required drill, deployed or on active duty; or
- The member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

"Interactive technology" means a device, software program, or other application that allows individuals in different physical locations to see and hear one another. Skype, Zoom, WebEx, and similar programs with an audio and video connection satisfy this requirement.

When conducting meetings via interactive technology, the public body shall, to the extent practical, allow a person to monitor the meeting electronically from a remote location.

If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating by interactive technology. The timing and method of providing notice is the same as for regular, special, and emergency meetings per Minnesota Statute 13D.04. The minutes for a meeting that included members appearing via interactive technology must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

H. Meetings During Pandemic or Chapter 12 Emergency

Meetings may be conducted by telephone or interactive technology if all of the following conditions are met:

RELEVANT LINKS:

[Minn. Stat. § 13D.021, subd. 1.](#)

[DPO 21-003](#)

[Minn. Stat. § 13D.021, subd. 2.](#)

[Minn. Stat. § 13D.021, subd. 3.](#)

[Minn. Stat. § 13D.021, subd. 5.](#)

[Minn. Stat. § 13D.021, subd. 4.](#)

[Minn. Stat. § 13D.04.](#)

[Notice of Pandemic or State of Emergency Meeting, LMC Model.](#)

- The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted through interactive technology is not practical or prudent because of a health pandemic or an emergency declared under chapter 12 of the Minnesota Statutes.
- All members of the governing body participating in the meeting can hear each other and can hear all discussion and testimony.
- Members of the public present at the regular meeting location can hear all discussion, testimony, and votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration.
- At least one member of the governing body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration.
- All votes are conducted by roll call so that each member's vote on each issue can be identified and recorded.
- If meeting is conducted through interactive technology or telephone because of a health pandemic, a quorum may not be present at the in-person meeting location.

Each member of the governing body participating in a meeting by telephone or other interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

If telephone or interactive technology is used to conduct a meeting, to the extent practical, the public body shall allow a person to monitor the meeting electronically from a remote location.

If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and, if practical, the option of connecting to the meeting remotely.

The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting.

RELEVANT LINKS:

See section I-F for more information on adjourned meetings.

[Minn. Stat. § 412.851.](#)

[Minn. Stat. § 414.033, subd. 2b.](#)

[Minn. Stat. § 429.031, subd. 1.](#)

[Minn. Stat. § 429.061.](#)

[Minn. Stat. § 444.18, subd. 3.](#)

[Minn. Stat. § 469.003, subd. 2.](#)

I. Public Hearings

A public hearing is a meeting that is held where members of the public can express their opinions regarding a particular issue. The council is there to regulate the hearing and make sure that people who want to speak get an opportunity to do so. The council does not deliberate or discuss matters during the public-hearing portion of a meeting; instead, it listens to the public. Once the public-comment period is finished, the council will often end the meeting. To continue a public hearing, the council should not formally end the public-comment part of the hearing and should state the date, time, and place of the continued public hearing and record this information in the meeting minutes.

There are two types of hearings, those that are discretionary and are held because the public body chooses to do so and those that are mandatory and are held because they are required by a specific statute, ordinance, or charter provision.

1. Discretionary hearings

Many city councils will hold public hearings even when they are not legally required to do so. Generally, hearings of this type allow the public to comment on a specific issue. Such hearings can be helpful in raising concerns about an issue that the council may not have considered.

2. Required hearings

When a specific statute, ordinance, or charter provision requires the council to hold a public hearing, any notice requirements must be followed. For example, required hearings for zoning ordinance amendments and for the consideration of proposed special assessments have special notice requirements. There are other situations that may require a public hearing. Contact the League if you are unsure about a specific situation.

Here are some required public hearings:

- Street vacation.
- Annexation by ordinance.
- Local improvement projects that will be paid for with special assessments.
- When special assessments are made to property.
- Purchase and improvement of waterworks, sewers, drains, and storm sewers by storm sewer improvement districts.
- Adoption of a housing redevelopment authority (HRA) enabling resolution.

RELEVANT LINKS:

[Minn. Stat. § 469.093, subd. 1.](#)

[Minn. Stat. § 469.065, subd. 2.](#)

[Minn. Stat. § 469.105, subd. 2.](#)

[Minn. Stat. § 469.107, subd. 2.](#)

[Minn. Stat. § 340A.602.](#)

[Minn. Stat. § 275.065, subd. 6.](#)

[Minn. Stat. § 462.357, subd. 3.](#)

[Minn. Stat. § 462.358, subd. 3b.](#)

[Minn. Stat. § 462.3595, subd. 2.](#)

[Minn. Stat. § 410.12, subd. 7.](#)

[Minn. Stat. § 462.355, subd. 4.](#)

[Minn. Stat. § 645.44, subd. 5.](#)

See [Proclamation, Governor Mark Dayton, State of Minnesota, Oct. 8, 2018](#) (recognizing the second Monday in October as Indigenous Peoples Day). Note: State statute refers to this holiday as Columbus Day.

[Minn. Stat. § 645.44, subd. 5.](#)

- Adoption of an economic development authority (EDA) enabling resolution.
- Sale of port authority land.
- Sale of EDA land.
- Increase of levy for an EDA.
- Continuation of a municipal liquor store after a net loss for two of three consecutive years.
- Truth-in-taxation.
- Adoption or amendment of a zoning ordinance.
- Subdivision applications.
- Granting of a conditional use permit.
- Adoption of a charter amendment by ordinance.
- Certain interim ordinances.

J. Days and times when meetings cannot be held

State law establishes a set of public holidays when no public business can be transacted, except to deal with emergencies. The transaction of public business includes conducting public meetings. The public holidays are:

- New Year's Day (Jan. 1).
- Martin Luther King's Birthday (the third Monday in January).
- Washington's and Lincoln's Birthday (the third Monday in February).
- Memorial Day (the last Monday in May).
- Independence Day (July 4).
- Labor Day (the first Monday in September).
- Christopher Columbus Day (the second Monday in October).
- Veterans Day (Nov. 11).
- Thanksgiving Day (the fourth Thursday in November).
- Christmas Day (Dec. 25).

All cities have the option, however, of deciding whether Christopher Columbus Day and the Friday after Thanksgiving shall be holidays. If these days are not designated as holidays, public business may be conducted on them.

Juneteenth is a federal holiday celebrated annually on June 19 commemorating the emancipation of enslaved African Americans. Minnesota does not recognize it as a holiday, but some cities have designated it themselves.

RELEVANT LINKS:

[Minn. Stat. § 645.44, subd. 5.](#)

[Minn. Stat. § 645.15.](#) See Section I-B-2 for more information about notice for special meetings.

[Minn. Stat. § 204C.03.](#)
[Minn. Stat. § 202A.19.](#)

See LMC information memo, [Meetings of City Councils](#), for more information about the open meeting law.

[Minn. Stat. § 13D.01. *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools*, 332 N.W.2d 1 \(Minn. 1983\).](#)

See section I-Types of council meetings and notice requirements. [Minn. Stat. § 13D.04, subd. 7.](#)

If a holiday falls on a Saturday, the preceding Friday is considered to be a holiday. If a holiday falls on a Sunday, the next Monday is considered to be a holiday.

State law does not prohibit meetings on weekends. However, state law regulating how time is computed for the purpose of giving any required notice provides that if the last day of the notice falls on either a Saturday or a Sunday, that day cannot be counted. For example, if notice for a special meeting to be held on a Saturday or Sunday is required, the third day of that notice would need to be provided on the preceding Friday.

Minnesota election law provides that meetings are prohibited between 6 p.m. and 8 p.m. on any election day, including a local general or special election.

Therefore, if a school district is holding a special election on a particular day, no other unit of government totally or partially within the school district may hold a meeting between 6 p.m. and 8 p.m. Meetings are also prohibited after 6 p.m. on the day of a major political precinct caucus.

II. Open meeting law

A. Purpose

The open meeting law requires that meetings of public bodies must generally be open to the public. It serves three vital purposes:

- Prohibits actions from being taken at a secret meeting where the interested public cannot be fully informed of the decisions of public bodies or detect improper influences.
- Ensures the public's right to be informed.
- Gives the public an opportunity to present its views.

B. Public notice

Public notice generally must be provided for meetings of a public body subject to the open meeting law. The notice requirements depend on the type of meeting. However, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied regardless of the method of receipt.

RELEVANT LINKS:

Quast v. Knutson, 276 Minn. 340, 150 N.W.2d 199 (1967). (Holding that a school board violated the open meeting law when it held a meeting in a room located 20 miles outside the school district). DPO 18-003.

Minn. Stat. § 13D.01, subd. 6. DPO 08-015. DPO 17-006. DPO 13-015 (noting that the open meeting law “is silent with respect to agendas; it neither requires them nor prohibits them”). DPO 18-003. DPO 18-011. Minn. Stat. § 13D.01, subd. 6.

Minn. Stat. § 13D.01, subd. 1.

Minn. Stat. § 465.719, subd. 9.

Southern Minnesota Municipal Power Agency v. Boyne, 578 N.W.2d 362 (Minn. 1998).

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools*, 332 N.W.2d 1 (Minn. 1983).

C. Location

The Minnesota Supreme Court has held that, to meet the statutory requirement that meetings of public bodies shall be open to the public, “it is essential that such meetings be held in a public place located within the territorial confines of the [public body] involved.”

D. Printed materials

At least one copy of the printed materials relating to agenda items that are provided to the council at or before a meeting must also be made available for public inspection in the meeting room while the governing body considers the subject matter. This requirement does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

E. Groups governed by the open meeting law

Under the Minnesota open meeting law, all city council meetings and executive sessions must be open to the public with only a few exceptions.

The open meeting law also requires meetings of a public body or of any committee, subcommittee, board, department, or commission of a public body to be open to the public. For example, the governing bodies of local public pension plans, housing and redevelopment authorities, economic development authorities, and city-created corporations are subject to the open meeting law.

The Minnesota Supreme Court has held, however, that the governing body of a municipal electric power agency is not subject to the open meeting law because the Legislature has granted these agencies authority to conduct their affairs as private corporations.

F. Gatherings governed by the open meeting law

The open meeting law does not define the term “meeting.” The Minnesota Supreme Court, however, has ruled that meetings are gatherings of a quorum or more members of the governing body—or a quorum of a committee, subcommittee, board, department, or commission thereof—at which members discuss, decide, or receive information as a group on issues relating to the official business of that governing body.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 1.](#)
[Minn. Stat. § 645.08\(5\).](#)

See Section II-G-4 for more information about serial meetings.

[Minn. Stat. § 13D.05, subd. 1\(d\).](#)

[Minn. Stat. § 13D.01, subd. 3.](#)

DPO 14-005. DPO 13-012. DPO 06-020. DPO 14-005. See *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. Ct. App. 2004)

(holding that the county's statement that it was closing a meeting under the attorney-client privilege to discuss "pending litigation" did not satisfy the requirement of describing the subject to be discussed at the closed meeting).

[Minn. Stat. § 13D.04, subd. 5.](#)

For most public bodies, including statutory cities, a majority of its qualified members constitutes a quorum. Charter cities may provide that a different number of members of the council constitutes a quorum.

The open meeting law does not generally apply in situations where less than a quorum of the council is involved. However, serial meetings, in groups of less than a quorum, that are held to avoid the requirements of the open meeting law may be found to violate the law, depending on the specific facts.

G. Open meeting law exceptions

The open meeting law is designed to favor public access. Therefore, the few exceptions that exist are carefully limited to avoid abuse. All closed meetings (except those closed under the attorney-client privilege) must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Before closing a meeting under any of the following exceptions, a city council must make a statement on the record that includes the specific grounds that permit the meeting to be closed and describes the subject to be discussed.

The commissioner of the Minnesota Department of Administration has advised that a member of the public body (and not its attorney) must make the statement on the record. The commissioner has also advised that citing the specific statutory authority that permits the closed meeting is the simplest way to satisfy the requirement for stating the specific grounds permitting the meeting to be closed.

Both the commissioner and the Minnesota Court of Appeals have concluded that something more specific than a general statement is needed to satisfy the requirement of providing a description of the subject to be discussed.

The same notice requirements that apply to open meetings also apply to closed meetings. For example, if a closed meeting takes place at a regular meeting, the notice requirements for a regular meeting apply. Likewise, if a closed meeting takes place as a special meeting or as an emergency meeting, the notice requirements for a special meeting or an emergency meeting would apply.

RELEVANT LINKS:

Minn. Stat. § 13D.03, subd. 1 (b).
DPO 13-012.
Minn. Stat. §§ 179A.01-.25.

Minn. Stat. § 13D.03, subds. 1(d), 2.

See [Closing a Meeting](#) from DPO.

DPO 05-027.
DPO 00-037.

Minn. Stat. § 13D.03, subd. 3.

Minn. Stat. § 13D.05, subd. 2.

Minn. Stat. §§ 144.291-.298.

1. Labor negotiations

The city council may, by majority vote in a public meeting, decide to hold a closed meeting to consider its strategy for labor negotiations, including negotiation strategies or developments or discussion of labor-negotiation proposals conducted pursuant to Minnesota Statutes sections 179A.01 to 179A.25. The council must announce the time and place of the closed meeting at the public meeting.

After the closed meeting, a written record of all members of the city council and all other people present must be available to the public. The council must record the proceedings at city expense and preserve the recording for two years after signing the contract. The tape-recording must be available to the public after all labor contracts are signed for the current budget period.

If someone claims the council conducted public business other than labor negotiations at the closed meeting, a court must privately review the recording of the meeting.

If the court finds the law was not violated, the action must be dismissed, and the recording sealed and preserved. If the court determines a violation of the open meeting law may exist, the recording may be introduced at trial in its entirety, subject to any protective orders requested by either party and deemed appropriate by the court.

2. Not public data under the Minnesota Government Data Practices Act

The general rule is that meetings cannot be closed to discuss data that are not public under the Minnesota Government Data Practices Act. A meeting must be closed, however, if certain not public data is discussed.

Any portion of a meeting must be closed if expressly required by law or if any of the following types of not public data are discussed:

- Data that would identify victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- Active investigative data created by a law-enforcement agency, or internal-affairs data relating to allegations of law-enforcement personnel misconduct.
- Educational, health, medical, welfare, or mental-health data that are not public data.
- Certain medical records.

RELEVANT LINKS:

[Minn. Stat. § 13D.05, subd. 1\(d\).](#)

[Minn. Stat. § 13D.05, subd. 1 \(b\), \(c\).](#)
[DPO 09-012.](#)

[Minn. Stat. § 13D.05, subds. 1\(d\), 2\(b\).](#) [DPO 03-020.](#) (Advising that when a meeting is closed under this exception, [Minn. Stat. § 13.43, subd. 2](#) requires the government entity to identify the individual who is being discussed).

[DPO 14-004.](#)

[DPO 10-001.](#)
[Minn. Stat. § 13.43.](#)

A closed meeting held to discuss any of the not public data listed above must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

Other not public data may be discussed at an open meeting without liability or penalty if the disclosure relates to a matter within the scope of the public body's authority, and it is reasonably necessary to conduct the business or agenda item before the public body. The public body, however, should make reasonable efforts to protect the data from disclosure. Data discussed at an open meeting retains its original classification; however, a record of the meeting shall be public.

3. Misconduct allegations or charges

A public body must close one or more meetings for "preliminary consideration" of allegations or charges of misconduct against an individual subject to its authority. This type of meeting must be open at the request of the individual who is the subject of the meeting.

If the public body concludes discipline of any nature may be warranted, further meetings or hearings relating to the specific charges or allegations that are held after that conclusion is reached must be open. This type of meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

The commissioner of the Minnesota Department of Administration has advised that a city could not close a meeting under this exception to consider allegations of misconduct against a job applicant who had been extended a conditional offer of employment. The job applicant was not a city employee.

The commissioner reasoned that the city council had no authority to discipline the job applicant or to direct his actions in any way; therefore, he was not "an individual subject to its authority."

The commissioner has also advised that a recording of a closed meeting for preliminary consideration of misconduct allegations is private personnel data under Minn. Stat. § 13.43, subd. 4, and is accessible to the subject of the data but not to the public. The commissioner noted that at some point in time, some or all of the data on the recording may become public under Minn. Stat. § 13.43, subd. 2.

For example, if the employee is disciplined and there is a final disposition, certain personnel data becomes public.

RELEVANT LINKS:

[Minn. Stat. § 13D.05, subs. 1\(d\), 3\(a\)](#). See DPO 14-007, DPO 15-002, and DPO 16-002 (discussing what type of summary satisfies the open meeting law).

DPO 05-013 (advising that a government entity could close a meeting under this exception to discuss its contract with an independent contractor when that contractor is an individual human being).

[Minn. Stat. § 13D.05, subd. 3 \(b\)](#). *Brainerd Daily Dispatch, LLC v. Dehen*, 693 N.W.2d 435 (Minn. Ct. App. 2005). *Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002). *Northwest Publications, Inc. v. City of St. Paul*, 435 N.W.2d 64 (Minn. Ct. App. 1989).

Minneapolis Star & Tribune v. Housing and Redevelopment Authority in and for the City of Minneapolis, 251 N.W.2d 620 (Minn. 1976). DPO 14-005. DPO 14-017. DPO 16-003. DPO 17-003.

[Minn. Stat. § 13D.05, subd. 3 \(c\)](#).

[Minn. Stat. § 13.44, subd. 3](#).

[Minn. Stat. § 13D.05, subd. 3 \(c\)](#).

4. Performance evaluations

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated before closing the meeting.

At its next open meeting, the public body must summarize its conclusions regarding the evaluation. This type of meeting must be open at the request of the individual who is the subject of the meeting. If this type of meeting is closed, it must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

5. Attorney-client privilege

A meeting may be closed if permitted by the attorney-client privilege. Meetings between a government body and its attorney to discuss active or threatened litigation may only be closed, under the attorney-client privilege, when a balancing of the purposes served by the attorney-client privilege against those served by the open meeting law dictates the need for absolute confidentiality.

The need for absolute confidentiality should relate to litigation strategy and will usually arise only after the city has made a substantive decision on the underlying matter. This privilege may not be abused to suppress public observations of the decision-making process and does not include situations where the council will be receiving general legal opinions and advice on the strengths and weaknesses of a proposed underlying action that may give rise to future litigation.

6. Purchase or sale of real or personal property

A public body may close a meeting to:

- Determine the asking price for real or personal property to be sold by the public body.
- Review confidential or protected nonpublic appraisal data.
- Develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this exception, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting.

RELEVANT LINKS:

See [Closing a Meeting](#) from DPO.
Vik v. Wild Rice Watershed Dist., No. A09-1841 (Minn. Ct. App. Aug. 10, 2010) (unpublished decision) (holding that this exception authorizes closing a meeting to discuss the development or consideration of a property transaction and is not limited to the discussion of specific terms of advanced negotiations). DPO 08-001. DPO 14-014.

Minn. Stat. § 13D.05, subd. 3 (d).

See [Closing a Meeting](#) from DPO.

Channel 10, Inc. v. Indep. Sch. Dist. No. 709, 215 N.W.2d 814 (Minn. 1974).

Mankato Free Press v. City of North Mankato, 563 N.W.2d 291 (Minn. Ct. App. 1997).

The closed meeting must be recorded. The recording must be preserved for eight years and must be made available to the public only after all real or personal property discussed at the meeting has been purchased or sold, or after the public body has abandoned the purchase or sale. The real or personal property that is being discussed must be identified on the recording. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. The actual purchase or sale of the real or personal property must be approved at an open meeting, and the purchase or sale price is public data.

7. Security reports

Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency-response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

Before closing a meeting under this exception, the public body must, when describing the subject to be discussed, refer to the facilities, systems, procedures, services or infrastructures to be considered during the closed meeting. The closed meeting must be recorded, and the recording must be preserved for at least four years.

H. Common issues

1. Interviews

The Minnesota Supreme Court has ruled that a school board must interview prospective employees for administrative positions in open sessions. The court reasoned that the absence of a statutory exception indicated that the Legislature intended such sessions to be open.

As a result, a city council should conduct any interviews of prospective officers and employees at an open meeting if a quorum or more of the council will be present.

The Minnesota Court of Appeals considered a situation where individual council members conducted separate, serial interviews of candidates for a city position in one-on-one closed interviews.

RELEVANT LINKS:

[*Mankato Free Press v. City of North Mankato*, No. C9-98-677 \(Minn. Ct. App. Dec. 15, 1998\) \(unpublished decision\).](#)

[*St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools*, 332 N.W.2d 1 \(Minn. 1983\).](#)

[DPO 08-007.](#)
[DPO 13-015.](#)

[DPO 05-014.](#)

The district court found that no “meeting” of the council had occurred because there was never a quorum of the council present during the interviews.

However, the court of appeals sent the case back to the district court for a determination of whether the council members had conducted the interview process in a serial fashion to avoid the requirements of the open meeting law.

On remand, the district court found that the individual interviews were not done to avoid the requirements of the open meeting law. This decision was also appealed, and the court of appeals affirmed the district court’s decision. Cities that want to use this type of interview process should first consult their city attorney.

2. Informational meetings and committees

The Minnesota Supreme Court has held that informational seminars about school-board business, which the entire board attends, must be noticed and open to the public. As a result, it appears that any scheduled gatherings of a quorum or more of a city council must be properly noticed and open to the public, regardless of whether the council takes or contemplates taking action at that gathering. This includes meetings and work sessions where members receive information that may influence later decisions.

Many city councils create committees to make recommendations regarding a specific issue. Commonly, such a committee will be responsible for researching the issue and submitting a recommendation to the council for its approval.

These committees are usually advisory, and the council is still responsible for making the final decision. This type of committee may be subject to the open meeting law. Some factors that may be relevant in deciding whether a committee is subject to the open meeting law include: how the committee was created and who its members are; whether the committee is performing an ongoing function, or instead, is performing a one-time function; and what duties and powers have been granted to the committee.

For example, the commissioner of the Minnesota Department of Administration has advised that “standing” committees of a city hospital board that were responsible for management liaison, collection of information, and formulation of issues and recommendations for the board were subject to the open meeting law. The advisory opinion noted that the standing committees were performing tasks that relate to the ongoing operation of the hospital district and were not performing a one-time or “*ad hoc*” function.

RELEVANT LINKS:

DPO [07-025](#).

A.G. Op. 63a-5 (Aug. 28, 1996).
[Sovereign v. Dunn](#), 498 N.W.2d 62 (Minn. Ct. App. 1993).
DPO [07-025](#).

[Thuma v. Kroschel](#), 506 N.W.2d 14 (Minn. Ct. App. 1993).
DPO [16-005](#).

A.G. Op. 63a-5 (Aug. 28, 1996).

In contrast, the commissioner has advised that a city's Free Speech Working Group, consisting of citizens and city officials appointed by the city to meet to develop and review strategies for addressing free-speech concerns relating to a political convention, was not subject to the open meeting law. The advisory opinion noted that the group did not have decision-making authority.

It is common for city councils to appoint individual council members to act as liaisons between the council and particular council committees or other government entities. The Minnesota Court of Appeals considered a situation where the mayor and one other member of a city council attended a series of mediation sessions regarding an annexation dispute that were not open to the public.

The Court of Appeals held that the open meeting law did not apply to these meetings concluding "that a gathering of public officials is not a 'committee, subcommittee, board, department or commission' subject to the open meeting law unless the group is capable of exercising decision-making powers of the governing body."

The Court of Appeals also noted that the capacity to act on behalf of the governing body is presumed where members of the group comprise a quorum of the body and could also arise where there has been a delegation of power from the governing body to the group.

If a city is unsure whether a meeting of a committee, board, or other city entity is subject to the open meeting law, it should consult its city attorney or consider seeking an advisory opinion from the commissioner of the Minnesota Department of Administration.

Notice for a special meeting of the city council may be needed if a quorum of the council will be present at a committee meeting and will be participating in the discussion. For example, when a quorum of a city council attended a meeting of the city's planning commission, the Minnesota Court of Appeals ruled that there was a violation of the open meeting law not because the council members simply attended the meeting but because the council members conducted public business in conjunction with that meeting.

Based on this decision, the attorney general has advised that mere attendance by council members at a meeting of a council committee held in compliance with the open meeting law would not constitute a special city council meeting requiring separate notice. The attorney general cautioned, however, that the additional council members should not participate in committee discussions or deliberations absent a separate special-meeting notice of a city council meeting.

RELEVANT LINKS:

St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools, 332 N.W.2d 1 (Minn. 1983). *Moberg v. Indep. Sch. Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983). *Hubbard Broadcasting, Inc. v. City of Afton*, 323 N.W.2d 757 (Minn. 1982).

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). DPO 10-011. DPO 06-017.

Mankato Free Press v. City of North Mankato, 563 N.W.2d 291 (Minn. Ct. App. 1997).

Mankato Free Press v. City of North Mankato, No. C9-98-677 (Minn. Ct. App. Dec. 15, 1998) (unpublished decision).

Compare *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools*, 332 N.W.2d 1 (Minn. 1983) and A.G. Op. 63a-5 (Feb. 5, 1975). DPO 16-006.

A.G. Op. 63a-5 (Feb. 5, 1975). DPO 16-006.

3. Social gatherings

Social gatherings of city council members will not be considered a meeting subject to the requirements of the open meeting law if there is not a quorum present, or, if a quorum is present, if the quorum does not discuss, decide, or receive information on official city business. The Minnesota Supreme Court has ruled that a conversation between two city council members over lunch about a land-use application did not violate the open meeting law because a quorum of the council was not present.

4. Serial meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

The Minnesota Court of Appeals considered a situation where individual council members conducted separate, serial interviews of candidates for a city position in one-on-one closed interviews. The district court found that no “meeting” of the council had occurred because there was never a quorum of the council present during the interviews.

However, the court of appeals sent the case back to the district court for a determination of whether the council members had conducted the interview process in a serial fashion to avoid the requirements of the open meeting law.

On remand, the district court found that the individual interviews were not done to avoid the requirements of the open meeting law. This decision was also appealed, and the court of appeals affirmed the district court’s decision. Cities that want to use this type of interview process with job applicants should first consult their city attorney.

5. Training sessions

It is not clear whether the participation of a quorum or more of the members of a city council in a training program would be defined as a meeting under the open meeting law. The determining factor would likely be whether the program includes a discussion of general training information or a discussion of specific matters relating to an individual city.

The attorney general has advised that a city council’s participation in a non-public training program devoted to developing skills was not a meeting subject to the open meeting law.

RELEVANT LINKS:

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). DPO 17-005 (advising communication through a letter violated the open meeting law).

DPO 09-020. DPO 14-015.

O’Keefe v. Carter, No. A12-0811 (Minn. Ct. App. Dec. 31, 2012) (unpublished decision).

The commissioner of the Department of Administration has likewise advised that a school board’s participation in a non-public team-building session to “improve trust, relationships, communications, and collaborative problem solving among Board members,” was not a meeting subject to the open meeting law if the members are not “gathering to discuss, decide, or receive information as a group relating to ‘the official business’ of the governing body.”

However, the opinion also advised that if there were to be any discussion of specific official business by the attending members, either outside or during training sessions, it could be a violation of the open meeting law.

6. Telephone, email, and social media

It is possible that communication through telephone calls, email, or other technology could violate the open meeting law. The Minnesota Supreme Court has indicated that communication through letters and telephone calls could violate the open meeting law under certain circumstances. Best practice to share information with the entire council is to send it to city staff and have them distribute it. If a council member needs to email the entire council, they should use blind carbon copy (BCC) to add recipients to avoid accidental use of reply all which may constitute the initiation of a discussion among a quorum of the public body.

The commissioner of the Department of Administration has advised that back-and-forth email communications among a quorum of a public body that was subject to the open meeting law in which the members commented on and provided direction about official business violated the open meeting law.

However, the commissioner also advised that “one-way communication between the chair and members of a public body is permissible, such as when the chair or staff sends meeting materials via email to all board members, as long as no discussion or decision-making ensues.”

In contrast, an unpublished decision by the Minnesota Court of Appeals concluded that email communications are not subject to the open meeting law because they are written communications and are not a “meeting” for purposes of the open meeting law.

The decision also noted that even if email communications are subject to the open meeting law, the substance of the emails in question did not contain the type of discussion that would be required for a prohibited “meeting” to have occurred. The court of appeals noted that the substance of the email messages was not important and controversial; instead, the email communications discussed a relatively straightforward operational matter.

RELEVANT LINKS:

[Minn. Stat. § 13D.065.](#)

See II-G-4 - *Serial meetings*.

The decision also noted that the town board members did not appear to make any decisions in their email communications.

Because this decision is unpublished, it is not binding precedent on other courts. In addition, the outcome of this decision might have been different if the email communications had related to something other than operational matters, for example, if the board members were attempting to build agreement on a particular issue that was going to be presented to the town board at a future meeting.

The open meeting law was amended in 2014 to provide that “the use of social media by members of a public body does not violate the open meeting law as long as the social media use is limited to exchanges with all members of the general public.” Email is not considered a type of social media under the new law.

The open meeting law does not define the term “social media,” but this term is generally understood to mean forms of electronic communication, including websites for social networking like Facebook, LinkedIn, Instagram, and Twitter through which users create online communities to share information, ideas, and other content.

It is important to remember that the use of social media by council members could still be used to support other claims such as claims of defamation or of conflict of interest in decision-making. As a result, council members should make sure that any comments they make on social media are factually correct and should not comment on issues that will come before the council in the future for a quasi-judicial hearing and decision, such as the consideration of whether to grant an application for a conditional use permit.

It is also important to remember that serial discussions between less than a quorum of the council could violate the open meeting law under certain circumstances.

As a result, city councils and other public bodies should take a conservative approach and should not use telephone calls, email, or other technology to communicate back and forth with other members of the public body if both of the following circumstances exist:

- A quorum of the council or public body will be contacted regarding the same matter.
- Official business is being discussed.

RELEVANT LINKS:

[Minn. Stat. § 13.02, subd. 7.](#)

See Handbook, [Records Management](#), for more information about records management.

[Minn. Stat. § 13.072, subd. 1 \(b\).](#) See [Minnesota Department of Administration, Data Practices](#) for an index of advisory opinions.

Another thing council members should be careful about is which email account they use to receive emails relating to city business because such emails likely would be considered government data that is subject to a public-records request under the Minnesota Government Data Practices Act (MGDPA).

The best option would be for each council member to have an individual email account that the city provides, and city staff manage. However, this is not always possible for cities due to budget, size, or logistics.

If council members don't have a city email account, there are some things to think about before using a personal email account for city business. First, preferably only the council member should have access to the personal email account. Using a shared account with other family members could lead to incorrect information being communicated from the account, or incoming information being inadvertently deleted. Also, since city emails are government data, city officials may have to separate personal emails from city emails when responding to a public-records request under the MGDPA.

Second, if the account a city council member wants to use for city business is tied to a private employer, that private employer may have a policy that restricts this kind of use.

Even if a private employer allows this type of use, it is important to be aware that in the event of a public-records request under the MGDPA or a discovery request in litigation, the private employer may be compelled to have a search done of a council member's email communications on the private employer's equipment or to restore files from a backup or archive.

What may work best is to use a free, third-party email service, such as Gmail or Hotmail, for your city account and to avoid using that email account for any personal email or for anything that may constitute an official record of city business since such records must be retained in accordance with the state records-retention requirements.

I. Advisory opinions

1. Department of Administration

The commissioner of the Minnesota Department of Administration has authority to issue non-binding advisory opinions on certain issues related to the open meeting law. A \$200 fee is required. The Data Practices Office (DPO) handles these requests.

RELEVANT LINKS:

See [Requesting an Open Meeting Law Advisory Opinion](#).

Minn. Stat. § 8.07.
See index of Attorney General Advisory Opinions from 1993 to present.

Minn. Stat. § 13D.06, subd. 1.

Claude v. Collins, 518 N.W.2d 836 (Minn. 1994).

Minn. Stat. § 13D.06, subd. 2.
O'Keefe v. Carter, No. A12-0811 (Minn. Ct. App. Dec. 31, 2012) (unpublished decision).

Minn. Stat. § 13D.06, subd. 4. See LMC information memo, [LMCIT Liability Coverage Guide](#), for information about insurance coverage for lawsuits under the open meeting law.

Minn. Stat. § 13D.06, subd. 4.

A public body, subject to the open meeting law, can request an advisory opinion. A person who disagrees with the way members of a governing body perform their duties under the open meeting law can also request an advisory opinion.

2. Attorney General

The Minnesota Attorney General is authorized to issue written advisory opinions to city attorneys on “questions of public importance.” The Attorney General has issued several advisory opinions on the open meeting law.

J. Penalties

Any person who intentionally violates the open meeting law is subject to personal liability in the form of a civil penalty of up to \$300 for a single occurrence. The public body may not pay the penalty. A court may consider a council member’s time and experience in office to determine the amount of the civil penalty.

An action to enforce this penalty may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

In an unpublished decision, the Minnesota Court of Appeals concluded that this broad grant of jurisdiction authorized a member of a town board to bring an action against his own town board for alleged violations of the open meeting law. This same decision also concluded that a two-year statute of limitations applies to lawsuits under the open meeting law.

The court may also award reasonable costs, disbursements, and attorney fees of up to \$13,000 to any party in an action alleging a violation of the open meeting law. The court may award costs and attorney fees to a defendant only if the action is found to be frivolous and without merit.

A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members.

If a party prevails in a lawsuit under the open meeting law, an award of reasonable attorney fees is mandatory if the court determines that the public body was the subject of a prior written advisory opinion from the commissioner of the Minnesota Department of Administration, and the court finds that the opinion is directly related to the lawsuit and that the public body did not act in conformity with the opinion. A court is required to give deference to the advisory opinion.

RELEVANT LINKS:

Minn. Stat. § 13D.06, subd. 4 (d). *Coalwell v. Murray*, No. C6-95-2436 (Minn. Ct. App. Aug 6, 1996) (unpublished decision). *Elseth v. Hille*, No A12-1496 (Minn. Ct. App. May 13, 2013) (unpublished decision).

Minn. Stat. § 13D.06, subd. 3 (a). *Brown v. Cannon Falls Twp.*, 723 N.W.2d 31 (Minn. Ct. App. 2006).

Minn. Stat. § 13D.06, subd. 3 (b).

Minn. Const. art. VIII, § 5.

Jacobsen v. Nagel, 255 Minn. 300, 96 N.W.2d 569 (1959).

Jacobsen v. Nagel, 255 Minn. 300, 96 N.W.2d 569 (1959). *Claude v. Collins*, 518 N.W.2d 836 (Minn. 1994).

Sullivan v. Credit River Twp., 299 Minn. 170, 217 N.W.2d 502 (1974). *Hubbard Broadcasting, Inc. v. City of Afton*, 323 N.W.2d 757 (Minn. 1982). *In re D & A Truck Line, Inc.*, 524 N.W.2d 1 (Minn. Ct. App. 1994).

Sullivan v. Credit River Township, 217 N.W.2d 502 (Minn. 1974). *Lac Qui Parle-Yellow Bank Watershed Dist. v. Wollschlager*, No. C6-96-1023 (Minn. Ct. App. Nov. 12, 1996) (unpublished decision). DPO 11-004.

No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was intent to violate the open meeting law.

If a person is found to have intentionally violated the open meeting law in three or more separate actions involving the same governing body, that person must forfeit any further right to serve on the governing body or in any other capacity with the public body for a period of time equal to the term of office the person was serving.

If a court finds a separate, third violation that is unrelated to the previous violations, it must declare the position vacant and notify the appointing authority or clerk of the governing body. As soon as practicable, the appointing authority or governing body shall fill the position as in the case of any other vacancy. Under the Minnesota Constitution, the Legislature may provide for the removal of public officials for malfeasance or nonfeasance. To constitute malfeasance or nonfeasance, a public official's conduct must affect the performance of official duties and must relate to something of a substantial nature directly affecting the rights and interests of the public.

“Malfeasance” refers to evil conduct or an illegal deed. “Nonfeasance” is described as neglect or refusal, without sufficient excuse, to perform what is a public officer's legal duty to perform. More likely than not, a violation of the open meeting law would be in the nature of nonfeasance. Although good faith does not nullify a violation, good faith is relevant in determining whether a violation amounts to nonfeasance.

The open meeting law does not address whether actions taken at a meeting that does not comply with its requirements would be valid.

Minnesota courts have generally refused to invalidate actions taken at an improperly closed meeting because this is not a remedy the open meeting law provides.

RELEVANT LINKS:

[Quast v. Knutson](#), 276 Minn. 340, 150 N.W.2d 199 (1967).

[Minn. Stat. § 13D.01, subd. 6.](#)

[DPO 08-015](#). [DPO 17-006](#).

[Minn. Stat. § 412.191, subd. 2.](#)

[A.G. Op. 63a-5](#) (Dec. 4, 1972).

[Minn. Stat. § 13.03, subd. 1.](#) [Minn. Stat. § 13.02, subd. 7.](#)

But the Minnesota Supreme Court has held that an attempted school district consolidation was fatally defective when the initiating resolution was adopted at a meeting that was not open to the public.

III. Meeting procedures

A. Citizen involvement

Any person may observe council meetings. In fact, the council should encourage citizen attendance to help raise awareness of the city's problems and help create support for programs suggested by the council.

Citizens must be able to hear the discussion at a meeting and must be able to determine who votes for or against a motion.

One copy of any printed materials relating to the agenda items of the meeting that have been distributed or made available to all members of the council must be made available to the audience unless doing so would violate the Minnesota Government Data Practices Act.

Although anyone can attend council meetings, citizens cannot speak or otherwise participate in any discussions unless the mayor or the presiding officer recognizes them for this purpose. The decision to recognize speakers is usually up to the mayor or presiding officer, but the council can overrule this decision. The council can, through a motion, decide to hear one or more speakers from the audience.

Participation in council meetings can be intimidating for the average citizen. Councils should make sure citizens are invited to participate when appropriate and listened to with courtesy. Individual council members should not argue with citizens. Citizens attend council meetings to give information for the council to consider. Discussions or debates between individual council members and citizens during council meetings is inappropriate and may reflect badly on the decision-making process.

B. Recording and broadcasting of meetings

The public may make an audio or videotape of an open meeting if doing so does not have a significantly adverse impact on the order of the meeting. The city council may not prohibit dissemination or broadcast of the tape.

Cities may also choose to record council meetings. The recording is a government record that must be kept in compliance with the city's records-retention policy. It must also be made available to the public if it contains public data.

RELEVANT LINKS:

[Minn. Stat. § 13D.05, subd. 1\(d\)](#). See Part II-F for more information about the exceptions to the open meeting law.

[Minn. Stat. § 363A.12](#), 42 U.S.C. §§ 12101-12213, 28 C.F.R. § 35.160. See *Effective Communication*, U.S. Department of Justice.

[28 C.F.R. § 35.160](#).

[Bahl v. Ramsey County](#), 695 F.3d 778 (8th Cir. 2012).
[Loye v. Dakota County](#), 625 F.3d 494 (8th Cir. 2010).

[Minn. Stat. § 144A.14, subd. 1](#),
[Minn. Stat. § 144A.12](#).

[Minn. Stat. § 363A.12, subd. 1](#), 42 U.S.C. §§ 12101-12213. See U.S. Department of Justice, Civil Rights Division, *The ADA and City Governments: Common Problems* (2008).

[Minn. Stat. § 412.191, subd. 2](#), [Minn. Stat. § 609.72, subd. 1\(2\)](#).

Note: The Minnesota Supreme Court held that this statutory provision is unconstitutional in violation of the First Amendment because it is overbroad.

All closed meetings, except meetings closed under the attorney-client privilege, must be electronically recorded at the city's expense. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Many cities broadcast their council meetings over cable television. Broadcasts may need to be closed-captioned or signed to provide effective communication for persons with disabilities.

While the Americans with Disabilities Act has always required cities to provide auxiliary aids and services when necessary to ensure effective communication, federal regulations now specifically allow for the use of video remote-interpreting services if the city complies with certain performance standards addressing high-speed internet connection, video and audio quality, and user training.

The regulations also provide guidance on cities' obligations to communicate with disabled family members and other companions and on using children as interpreters (which is prohibited unless no other interpreter is available, and an emergency situation exists). A city should never require an individual to bring his or her own interpreter but may honor a specific request to allow an adult accompanying a disabled individual to interpret where reliance on that person is appropriate.

C. Meeting room

State law prohibits smoking at a public meeting to protect city employees and the public from the hazards of secondhand smoke and involuntary exposure to aerosol or vapor from electronic delivery devices. This prohibition also applies to the use of electronic cigarettes.

Both the meeting and the meeting room must be accessible. To ensure accessibility, the meeting should be located in a room that all people, including people with disabilities, can access.

D. Maintaining order

Although meetings must be open to the public, individuals who are noisy or unruly do not have the right to remain in council chambers.

When individuals abuse their right to be present in the council chamber, the mayor, as presiding officer (subject to being overruled by the council), should order their removal from the room. If the presiding officer fails to act, the council may, by motion, issue such an order. The council has authority to preserve order at its meetings.

RELEVANT LINKS:

See [State v. Hensel](#), 901 N.W.2d 166 (Minn. 2017), [State v. Occhino](#), 572 N.W.2d 316 (Minn. Ct. App. 1997), [Steinburg v. Chesterfield County Planning Comm'n](#), 527 F.3d 377 (4th Cir. 2008).

See Section I-F for more information about adjourned meetings.

[Minn. Stat. § 412.191, subd. 2.](#)

See [Minnesota Mayors Handbook](#) for sample Rules of Order for City Councils.

When individuals abuse their right to be present in the council chamber, the mayor, as presiding officer (subject to being overruled by the council), should order their removal from the room. If the presiding officer fails to act, the council may, by motion, issue such an order. The council has authority to preserve order at its meetings. The council can use necessary force, including use of the police, to carry out the mandate. If a person is excluded from a meeting, the council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated city staff member to satisfy any due-process concerns.

If the audience becomes so disorderly that it is impossible to carry on a meeting, the mayor can declare the council meeting adjourned to some other time. The members of the council can also move for adjournment.

No matter how disorderly a meeting may be, it is a legal meeting and any action the council takes in proper form is valid. The council cannot issue contempt citations against individuals whose disorderly conduct disrupts or interferes with the transaction of city business.

E. Rules of order

The city council has the power to regulate its own procedure, including meeting procedures. The most efficient and effective way to manage meetings and reduce the risk of mishandling important matters is by adoption of, and general adherence to, rules of order. These are rules designed to preserve order, expedite business, and protect the rights of those involved in making decisions. Rules of order are also referred to as parliamentary rules of procedure, parliamentary procedure, rules of procedure or procedural rules. The best rules of order are written, formally adopted and easy enough to allow every member to participate as fully as possible. It's very important to adopt written rules of order before there is a problem that rules of order could solve. If a meeting becomes contentious for whatever reason, it may be impossible to get back on track if there isn't already agreement on how the meeting should proceed.

Most cities formally or informally follow some version of Robert's Rules of Order, even though these rules are long, complicated and not ideally suited for smaller bodies made up of individuals with limited time or experience in rules of order. The League and Minnesota Mayor's Association provide a sample of simplified rules of order (complete with a 2-page cheat sheet) in the *Minnesota Mayor's Handbook*.

1. Agendas

The bylaws should establish an order of business and a process for placing items on an agenda. Many councils have found the following order of business convenient:

- Call to order
- Roll call
- Approval of minutes from previous meeting
- Consent agenda
- Petitions, requests, and complaints
- Reports of officers, boards, and committees
- Reports from staff and administrative officers
- Ordinances and resolutions
- Presentation of claims (The authorization for paying city claims and bills are often included in the consent agenda.)
- Unfinished business
- New business
- Miscellaneous announcements
- Adjournment

2. Consent agenda

By resolution or through bylaws, a council may establish a consent agenda containing routine, non-controversial items that need little or no deliberation. The clerk or the person responsible for placing items on the agenda prepares the consent agenda. By a majority or higher vote, the council can approve all actions on the consent agenda with one vote.

If a council member objects to an item being placed on the consent agenda, it should be removed and acted on as a separate agenda item.

3. Tips for managing meetings

In addition to the consent agenda, councils may consider the following suggestions for managing meetings.

Council bylaws may set a closing date for placing items on the agenda. For example, the clerk must receive all requests to include items on the agenda five days before the meeting. This is especially important if council members need to review written material before the meeting. The council might make an exception in special situations. The council should set a definite time for adjournment and observe this rule.

RELEVANT LINKS:

[*834 VOICE v. Indep. Sch. Dist. No. 834*, 893 N.W.2d 649 \(Minn. Ct. App. 2017\) \(upholding school board’s public speaking time restrictions\).](#)

[Minn. Stat. § 13D.01, subd. 4.](#)

[*Mankato Free Press v. City of North Mankato*, 563 N.W.2d 291 \(Minn. Ct. App. 1997\).](#)

DPO 10-011. See LMC information memo, [Meetings of City Councils](#) for more information about voting.

[Minn. Stat. § 412.02, subd. 2a. Minn. Stat. § 412.191, subd. 2. Minn. Stat. § 412.121.](#)
See LMC information memo, [Role with It: Individual versus Council Authority](#).

At some time during the meeting, often at the beginning, many city councils establish a specific time when citizens can present concerns to the council. In such an open forum, the mayor or presiding officer should provide a limited time for each person who wishes to speak. No action should be taken on any of the issues raised. Rather, if appropriate, the issues should be placed on the agenda of a future council meeting.

When the council is going to discuss a major public issue, the bylaws, or the council, by resolution, may provide a limited, specific amount of time for each side to express its views. The council may also follow this procedure for all items on the agenda.

F. Voting procedures

State law does not regulate the process of council voting. The council may generally use whatever procedures it prefers, subject to charter provisions in home rule charter cities.

The council’s bylaws can include voting rules. Otherwise, the council may use voice voting or standing voting unless a council member calls for voting by ballot. The bylaws can also set the order in which council members vote. Whether the vote is unanimous or not, the minutes must record the votes of the members of the council and the vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

In addition, The Minnesota Court of Appeals has concluded that secret voting violates the purposes of the open meeting law.

The Court of Appeals reasoned that a meeting is not “open” to the public if voting is conducted in secret because it denies the public the right to observe the decision-making process, to know council members’ stance on issues, and to be fully informed about the councils’ actions.

G. Role of the mayor and clerk

Mayors have the same powers as council members to make, second, and vote on motions in statutory cities. The mayor does not have a veto, and the mayor generally may not vote twice to break a tie. If there is a tie vote in filling a vacancy in elective office, however, the mayor must break the tie by making the appointment. The mayor presides at council meetings, and the clerk keeps the minutes. In the absence of the mayor, the acting mayor must perform the mayor’s duties. The acting mayor is chosen at the first meeting each year.

RELEVANT LINKS:

[Minn. Stat. § 412.191.](#)

[Minn. Stat. § 15.17. Minn. Stat. § 412.151, subd. 1.](#)

[A.G. Op. 470-c \(Feb. 18, 1959\).](#)

[Minn. Stat. § 412.221, subd. 1. Minn. Stat. § 15.17, subd. 1.](#)

[Minn. Stat. § 412.151, subd. 1.](#)

In some charter cities, the mayor has veto power. Charter cities should consult their charters for more information.

In Plan A or Plan B statutory cities, the clerk attends council meetings and records the minutes but may not make, second, or vote on motions. In addition, unless the council extends the privilege, the clerk lacks the right to participate in discussions.

In Standard Plan statutory cities, the clerk is an elected member of the council and has the same voting powers as the other council members. Charter cities should consult their charters for more information about the clerk's role.

H. Minutes of council meetings

The council must keep a full and accurate record of its actions at every council meeting. In statutory cities, the clerk records the council proceedings in a minute book. In the clerk's absence, the council should delegate the duty of taking minutes for that meeting.

The clerk determines the actual wording of the minutes, unless the council adopts a standard form by motion or specifically directs the clerk to change the wording. The minutes should be written in language average citizens can understand. Reference to numbers of ordinances, resolutions, and other matters also should include a brief description of their subject matter.

If the council finds a mistake in the minutes of the previous meeting, the clerk should correct the minutes. If the clerk declines, the council can order the change by motion and a vote.

The clerk must then make the change and show in the minutes that the change was made by order of the council.

Once the council has formally approved the minutes of any meeting, they should not be changed under any circumstance. The council can dispense with the reading of the minutes if all council members have received them prior to the meeting.

The council must provide books and stationery for keeping minutes. State law requires all cities to keep minutes on a physical medium that is of a quality that will ensure permanent records.

Because minutes would likely be considered official papers of the city, they should be signed by the clerk. Although not required by law, in many cities the mayor also signs the minutes after the council approves them.

RELEVANT LINKS:

For more information, see LMC information memo, *Data Practices: Analyze, Classify, Respond*.

Minn. Stat. § 13D.01, subd. 5
DPO 22-002

Minn. Stat. § 412.191, subd. 3. Minn. Stat. § 331A.01, subd. 10. Minn. Stat. § 331A.08, subd. 3.

Minn. Stat. § 412.191, subd. 3.

Minn. Stat. § 13D.01, subd. 4. Minn. Stat. § 412.191, subd. 3. Minn. Stat. § 331A.01, subd. 6.

If the minute book includes only a clipping from the published proceedings, the clerk should sign the clipping even though the signatures of the clerk and mayor are already printed on the clipping.

Minutes of open meetings are public records and must be open to the public during all normal business hours where records of the public body are kept.

1. Publication of council minutes

After every regular or special meeting, statutory cities with populations over 1,000 (according to the latest federal census) must publish the official council minutes or a summary of the official minutes unless the city alternatively chooses to mail (at city expense) a copy of the minutes to any resident upon request. The summary must include action on motions, resolutions, ordinances, and other official proceedings.

The summary must state that the full text of the official minutes is available for public inspection at a designated location or by standard or electronic mail. Publication of the council minutes must generally occur within 30 days of the meeting. If a city council does not conduct a regular meeting more than once every 30 days, however, the city does need not publish the meeting minutes until 10 days after they have been approved by the governing body.

Cities with a population of less than 1,000 are not required to publish the council minutes but may choose to do so. The publication requirement in state law does not cover home rule charter cities; therefore, charter cities should consult their charter to determine whether it has publication requirements.

2. Content of council minutes

The clerk must include the following information in the minutes:

- The members of the public body who are present.
- The members who make or second motions.
- Roll-call vote on motions.
- Subject matter of proposed resolutions or ordinances.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of the members of the council.
- The vote of each council member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

RELEVANT LINKS:

[Minn. Stat. § 412.151, subd. 1.](#)

See Office of the State Auditor, *Statement of Position: Meeting Minutes*.

Ordinances, resolutions, and claims considered by the council do not need to be fully detailed in the minutes if they appear in other permanent records kept by the clerk and can be accurately identified by the description given in the minutes.

The Office of the State Auditor has recommended that meeting minutes include the following information in addition to the information required by state statute.

- Type of meeting (regular, special, emergency, etc.).
- Type of group meeting (whether the meeting is a meeting of the governing body or committee, for example).
- Date and place the meeting was held.
- Time the meeting was called to order.
- Approval of minutes of the previous meeting, with any corrections.
- Identity of parties to whom contracts were awarded.
- Abstentions from voting due to a conflict and the member's name and reason for abstention.
- Reasons the governing body awarded a particular contract to a bidder other than the lowest bidder.
- Granting of variances and special use permits.
- Approval of hourly rates paid for services provided, mileage rates, meal-reimbursement amounts, and per-diem amounts.
- Listing of all bills allowed or approved for payment, noting the recipient, purpose, and amount.
- List of all transfers of funds.
- Appointments of representatives to committees or outside organizations.
- Reports of the officers.
- Authorizations and directions to invest excess funds, information on investment redemptions and maturities.
- Time the meeting concluded.

3. Making an adequate record

It is very important to make an adequate record of council decisions and of the information on which council members base their decisions. Minutes are the primary record of the decision-making process and are critical if council actions are challenged.

Council actions are generally classified as either legislative or administrative in nature. The establishment of general policies and procedures is legislative action and is subject to limited judicial review. Courts typically will not substitute their judgment for a council's judgment on these topics.

RELEVANT LINKS:

Metro 500, Inc. v. City of Brooklyn Park, 297 Minn. 294, 211 N.W.2d 358 (1973). *Inland Constr. Co. v. City of Bloomington*, 292 Minn. 374, 195 N.W.2d 588 (1972). *Bank of America, FSB v. City of St. Paul*, No. C7-97-1073 (Minn. Ct. App. Feb. 17, 1998) (unpublished decision). See Handbook, *Comprehensive Planning, Land Use, and City Owned Land*.

Administrative or quasi-judicial actions involve the application of a general policy to a specific person or situation.

An example of a quasi-judicial decision is a city council's decision regarding whether an applicant has satisfied the criteria for a conditional use permit. Administrative actions are subject to greater judicial scrutiny, and will be set aside if they are arbitrary, unreasonable, or capricious. Therefore, it is important for the council to develop an accurate record and findings.

For a court to meaningfully review council actions, the minutes must clearly and precisely state the council's findings of facts and how those facts led to the council's decision. Findings of fact serve not only to improve the decision-making process, but also aid in judicial review. The findings are part of the record. When a court reviews council proceedings it will rely on the records the city actually kept and not on the records the city might have maintained.

4. Parts of the record

When the city council or other public body holds a hearing, the record usually consists of two separate parts: the transcript, which preserves testimony, and the final order or determination. Following is a sample final-order outline for a conditional use permit. The elements of the order reflect the steps taken by a hearing body in arriving at a decision.

- A caption or title, such as, "In the matter of Ms. X's application for a conditional use permit."
- A preamble that summarizes the council's actions at the hearing and states the purpose of the application.
- Findings of fact (individually numbered).
- Conclusions or reasons.
- A decision.
- An opinion (if any).
- A copy of the transcript, tape recording or, at minimum, detailed minutes that include all objections and rulings on them (if any).

When a council prepares precise findings of relevant facts, the result is a well-reasoned decision. When a council can demonstrate its conclusions are consistent with all the facts in the record, its decision is likely to be upheld if challenged.

RELEVANT LINKS:

See Section IV C - *Ordinances* for information regarding the requirements for providing notice of proposed ordinances.

[Minn. Stat. § 412.191, subd. 4.](#)
[Minn. Stat. § 412.851.](#)

[Minn. Stat. § 412.191, subd. 4.](#)

[Minn. Stat. § 462.357, subd. 2b.](#)

The record should also demonstrate compliance with all constitutional requirements, as well as with all procedural requirements. Often, due-process deficiencies, such as lack of notice, provide grounds for appeal.

IV. Motions, resolutions, and ordinances

A. Passing motions, resolutions, and ordinances

Any council member, including the mayor, may introduce an ordinance or resolution. When ordinances or resolutions are before the council, the council may act upon them at once, refer them to a committee for study and recommendation, postpone consideration to some future time, or take any of the other subsidiary or privileged motion actions.

After the council has completed all consideration and discussion of the matter, the presiding officer should read the ordinance or resolution and call for a vote.

If the council decides to refer the matter to a committee, the committee may investigate and recommend passage of the ordinance or resolution in its original form or in an amended form, or it may reject the ordinance or resolution. Debate on the ordinance or resolution may take place at the time of its introduction, while a committee is considering it, and after the committee has reported its findings and recommendations.

Most resolutions and procedural motions of the council must receive a majority of the votes cast to be adopted. To illustrate: if two members of the council vote in favor of a resolution, one votes against it, and two abstain from voting, the resolution passes.

State law requires some resolutions to be adopted by more than a majority of those voting on the resolution. For example, a resolution to approve summary publication of an ordinance requires a four-fifths vote of the members of the council. Likewise, a four-fifths vote of the members of the council is required to vacate a street.

Ordinances in statutory cities must be enacted by “a majority vote of all the members of the council,” except where a larger number is required by law. Therefore, on a five-member council, an ordinance would need at least three favorable votes to pass. State law requires a larger number in some circumstances. For example, a two-thirds vote of all the members of a city council is required to change the classification of land in a zoning district from residential to commercial or industrial.

RELEVANT LINKS:

Lindahl v. Indep. Sch. Dist. No. 306, 270 Minn. 164, 133 N.W. 2d 23 (Minn. 1965).

Minn. Stat. § 471.89.

Standard Resolution Template, LMC Model Resolution.

See, *Hanson v. City of Granite Falls*, 529 N.W.2d 485 (Minn. Ct. App. 1995).

B. Differences between motions, resolutions, and ordinances

1. Motions

A motion is a matter of the rules of order.

Motions generally are made orally and may introduce ordinances and resolutions, amend them, and take any other action.

2. Resolutions

A resolution is essentially a formal, written expression of an approved motion. Councils should use resolutions for any action of a temporary, routine, or administrative nature. For example, resolutions should be used to approve contracts and may be helpful to record findings of fact regarding planning and zoning decisions. Courts may view motions that are approved and recorded to be the equivalent of resolutions. A resolution must be used when required by law, for example, a resolution must be used when approving a contract under an exception to the conflict of interest prohibition.

If the council has any doubt whether a motion or a resolution is necessary to take a particular action, it is generally best to proceed as if the action requires a resolution.

In its traditional form, a resolution begins with a “whereas” clause or clauses explaining the reason for the action, followed by the substance of the resolution beginning with “Therefore, be it resolved” or some similar phrase distinguishing the action from “The council ordains” enacting clause of an ordinance. In more recent practice, the preamble is omitted and the material setting out the reason for the action is given as a separately numbered section or sections of the body of the resolution.

3. Ordinances

If the council has any doubt whether a resolution or an ordinance is necessary to take a particular action, it is generally best to proceed as if the action requires an ordinance.

Any council enactment that regulates people or property and provides a penalty if violated should be adopted in the form of an ordinance. As a result, the council must pass, in ordinance form, all police regulations for public health, morals, economic well-being, welfare, and safety. Ordinance regulations should be of general application within the city, and of a permanent and continuing nature.

RELEVANT LINKS:

[Minn. Stat. § 609.0332.](#)
[Minn. Stat. § 609.034](#)
(increased the maximum
fine to \$1,000
(misdemeanors) and \$300
(petty misdemeanors)).
[State v. Weltzin](#), 618
N.W.2d 600 (Minn. Ct.
App. 2000).

[Minn. Stat. § 44.02.](#)

[Minn. Stat. § 160.232\(d\).](#)

[Minn. Stat. § 205.07, subd.
1.](#)

[Minn. Stat. § 238.084.](#)

[Minn. Stat. § 272.67.](#)

[Minn. Stat. § 273.1321,
subd. 1.](#)

[Minn. Stat. § 299F.362,
subd. 9.](#)

[Minn. Stat. § 346.47, subd.
2.](#)

[Minn. Stat. § 349.213,
subd. 1\(f\).](#)

[Minn. Stat. § 410.12, subd.
5.](#)

[Minn. Stat. § 412.02, subd.
2a.](#)

[Minn. Stat. § 412.02, subd.
3. Minn. Stat. § 412.591,
subd. 2.](#)

[Minn. Stat. § 412.02, subd.
6.](#)

[Minn. Stat. § 412.021,
subd. 5.](#)

[Minn. Stat. § 412.022,
subd. 1.](#)

[Minn. Stat. § 412.151,
subd. 2.](#)

[Minn. Stat. § 412.221,
subd. 6.](#)

[Minn. Stat. § 412.221,
subd. 8.](#)

[Minn. Stat. § 412.221,
subd. 11.](#)

Violations of an ordinance may be specified in the ordinance to be either a misdemeanor or a petty misdemeanor. State law establishes the maximum penalty for each violation. The maximum penalty for a misdemeanor is a \$1,000 fine or imprisonment for up to 90 days, or both. The maximum penalty for a petty misdemeanor is a \$300 fine. Generally, if an ordinance does not provide for the penalty of imprisonment, individuals prosecuted for its violation are not entitled to a jury trial.

State law requires city councils to adopt ordinances to take certain actions, including the following:

- Establish a municipal merit system.
- Authorize mowing of ditches outside city.
- Hold elections in odd number years and set transition terms.
- Grant cable franchise.
- Create urban and rural service districts.
- Establish a program to encourage redevelopment of vacant commercial properties.
- Adopt more restrictive rules for installation of smoke detectors in single-family homes.
- Establish a longer time for redemption of impounded animals.
- Require an organization conducting lawful gambling to make an expenditure to the city.
- Propose amendments to a home rule charter.
- Establish conditions under which a special election to fill a vacancy will be held.
- Combine or separate the office of clerk and treasurer.
- Submit question to voters to increase or reduce number of council members.
- Set the initial salaries for mayor and council member upon incorporation.
- Establish a four-year term, or reestablish a two-year term, for mayor.
- Delegate bookkeeping duties of clerk to another officer or employee.
- Regulate the use of streets and other public grounds to prevent encumbrances or obstructions, and to require the owners or occupants of buildings and the owners of vacant lots to remove any snow, ice, dirt or rubbish from sidewalks, and to assess the cost of removal against the owners.
- Regulate the setting out and protection of trees, shrubs, and flowers in the city or upon its property.
- Regulate the use of wells, cisterns, reservoirs, waterworks, and other means of water supply.

RELEVANT LINKS:

[Minn. Stat. § 412.221, subd. 12.](#)

[Minn. Stat. § 412.221, subd. 14.](#)

[Minn. Stat. § 412.221, subd. 16.](#)

[Minn. Stat. § 412.221, subd. 17.](#)

[Minn. Stat. § 412.221, subd. 18.](#)

[Minn. Stat. § 412.221, subd. 19.](#) [Minn. Stat. § 330.025.](#) [Minn. Stat. § 437.02.](#)

[Minn. Stat. § 412.221, subd. 20.](#)

[Minn. Stat. § 412.221, subd. 21.](#)

[Minn. Stat. § 412.221, subd. 22.](#)

[Minn. Stat. § 412.221, subds. 23, 24.](#)

[Minn. Stat. § 412.221, subd. 25.](#)

[Minn. Stat. § 412.221, subd. 26.](#)

[Minn. Stat. § 412.221, subd. 27.](#)

[Minn. Stat. § 412.221, subd. 28.](#) [Minn. Stat. § 326B.121.](#)

[Minn. Stat. § 412.221, subd. 30.](#)

[Minn. Stat. § 412.221, subd. 31.](#)

[Minn. Stat. § 412.331.](#)

[Minn. Stat. § 412.501.](#)

[Minn. Stat. § 412.221, subd. 32.](#)

[Minn. Stat. § 412.671.](#)

[Minn. Stat. § 412.681.](#)

[Minn. Stat. § 412.741.](#)

[Minn. Stat. § 412.751.](#)

[Minn. Stat. § 413.02.](#)

[Minn. Stat. § 414.033.](#)

- Regulate the location, construction, and use of piers, docks, wharves, and boat houses on navigable waters, and to maintain public docks and warehouses.
- Regulate tourist camps and automobile parking facilities.
- Establish a hospital board and authorize it to establish a separate fund in the city treasury.
- Prevent, control, or extinguish fires.
- Name or rename streets and public places, number and renumber the lots and blocks of the city and make and record a consolidated plat of the city.
- License and regulate transient merchants, dealers, hawkers, peddlers, solicitors, and canvassers. (Cities can no longer license auctioneers.)
- License taxis and automobile rental agencies.
- Regulate animals, including the keeping of animals, running of animals at large, and impounding of animals.
- Establish various health regulations, including establishing a board of health.
- Regulate nuisances, and noise and disorder.
- Regulate amusements.
- Restrain vice.
- Regulate public dances.
- Regulate the construction of buildings. (The city only may adopt regulations found in the state building code).
- License and regulate restaurants.
- Require sewer connections.
- Create a utility commission.
- Create a park board if the city's population is more than 1,000.
- Provide for the governance and good order of the city; the prevention of vice; the prevention of crime; the protection of public and private property; the benefit of residence; trade and commerce; and the promotion of health, safety, order, convenience, and the general welfare.
- Enact an administrative code.
- Plan B cities: create or abolish officers subordinate to the city manager.
- Plan B cities: adopt regulations for safekeeping and disbursement of funds.
- Plan B cities: authorize issuance of emergency debt certificates.
- Change name of city.
- Annex property by ordinance.

RELEVANT LINKS:

[Minn. Stat. § 415.02.](#)

[Minn. Stat. § 415.11.](#)

[Minn. Stat. § 416.01.](#)

[Minn. Stat. § 419.01.](#)

[Minn. Stat. § 419.02.](#)

[Minn. Stat. § 420.01.](#)

[Minn. Stat. § 428A.02.](#)

[Minn. Stat. § 428A.13, subd. 2.](#)

[Minn. Stat. § 429.061, subds. 1 and 3.](#)

[Minn. Stat. § 429.101.](#)

[Minn. Stat. § 430.01.](#)

[Minn. Stat. § 435.193.](#)

[Minn. Stat. § 435.26.](#)

[Minn. Stat. § 435.44, subd. 1.](#)

[Minn. Stat. § 440.11.](#)

[Minn. Stat. § 440.37.](#)

[Minn. Stat. § 441.48.](#)

[Minn. Stat. § 441.49.](#)

[Minn. Stat. § 441.50.](#)

[Minn. Stat. § 443.015.](#)

[Minn. Stat. § 443.28.](#)

[Minn. Stat. § 443.31.](#)

[Minn. Stat. § 443.35.](#)

[Minn. Stat. § 444.17.](#)

[Minn. Stat. § 447.41.](#)

[Minn. Stat. § 448.54.](#)

[Minn. Stat. § 449.15.](#)

[Minn. Stat. § 450.20.](#)

[Minn. Stat. § 451.07.](#)

[Minn. Stat. § 452.08.](#)

[Minn. Stat. § 452.09.](#)

[Minn. Stat. § 458.33.](#)

[Minn. Stat. § 459.14.](#)

- Declare codification of ordinances to be prima facie evidence of the law.
- Set the salaries for mayor and council members.
- Establish memorials for veterans.
- Create a police civil service commission; combine police civil service commission with existing fire commission.
- Create a fire civil service commission.
- Establish a special services district.
- Adopt housing improvement area.
- Authorize partial prepayment of a special assessment.
- Collection of unpaid special charges.
- First class cities: various activities related to parks, parking lots, and pedestrian malls.
- Adopt standards for deferring assessments for senior, disabled, or military persons.
- First class cities: issue certificates of indebtedness for sprinkling streets.
- Establish a sidewalk improvement district.
- Change street name.
- First class city: extend street outside corporate limits.
- Elect to exercise powers granted in Minn. Stat. §§ 441.47-.55 (toll bridges).
- Issue revenue bonds for toll bridges.
- Establish tolls for toll bridges and create fund for certain revenue from toll bridges.
- Assess costs for garbage collection.
- First class cities: establish rates for operation of solid waste facilities.
- First class cities: regulate garbage collection.
- First class cities: impose penalties related to garbage accumulation, collection, or disposition.
- Establish a storm sewer improvement tax district.
- Establish and make rules for operation of nursing home.
- First class cities: adopt penalties for violations relating to parkways.
- Impose license fee on amusement machines.
- First class cities: establish city art commission.
- First class cities: permit public service corporation to use streets to supply utilities.
- First class cities: own, construct, acquire, purchase, maintain, operate, or lease any public utility.
- First class cities: issue certificates of indebtedness for operation of a public utility.
- First class cities: issue and sell bonds to pay for levees.
- Set fees for parking facilities.

RELEVANT LINKS:

[Minn. Stat. § 461.19.](#)

[Minn. Stat. § 462.353.](#)

[Minn. Stat. § 462.353, subd. 4.](#)

[Minn. Stat. § 462.355.](#)

[Minn. Stat. § 462.357, subd. 1e.](#)

[Minn. Stat. § 462.357, subds. 1 and 4.](#)

[Minn. Stat. § 462.358.](#)

[Minn. Stat. § 463.251, subd. 4.](#)

[Minn. Stat. § 465.27.](#)

[Minn. Stat. § 465.30.](#)

[Minn. Stat. § 465.48.](#)

[Minn. Stat. § 465.74, subd. 5.](#)

[Minn. Stat. § 471.193.](#)

[Minn. Stat. § 471.195.](#)

[Minn. Stat. § 471.345, subd. 7.](#)

[Minn. Stat. § 471.57.](#)

[Minn. Stat. § 471.635.](#)

[Minn. Stat. § 471.985.](#)

[Minn. Stat. § 471.9996, subd. 2.](#)

[Minn. Stat. § 473.192, subd. 3.](#)

[Minn. Stat. § 473.206.](#)

[Minn. Stat. § 473.4055.](#)

[Minn. Stat. § 475.53, subd. 8.](#)

[Minn. Stat. § 473.811, subds. 4a and 5.](#)

[Minn. Stat. § 475.525, subd. 3.](#)

- Regulate tobacco.
- Adopt and amend a comprehensive plan.
- Establish planning and zoning fees. (Cities that collect an annual total of \$5,000 or less, however, may simply refer to a fee schedule in their planning and zoning ordinances. The fee schedule may be adopted by ordinance or resolution following public notice and hearing).
- Adopt an interim ordinance.
- Regulate nonconformities.
- Adopt and amend a zoning ordinance.
- Adopt and amend subdivision regulations.
- Provide for emergency securing of vacant buildings.
- First class cities: adopt survey and map before diversion of stream; appoint appraisers to determine damages for use of eminent domain authority.
- First class cities: prescribe penalties for violation related to diverted channel.
- Grant a district heating franchise.
- Establish and regulate a heritage preservation commission.
- Provide for custody and disposal of unclaimed property.
- Establish prevailing wage and working conditions.
- Establish public works reserve fund.
- Regulate location of firearms dealers.
- Prohibit trespassing for purpose of consuming alcohol or controlled substances.
- Establish rent control.
- Metropolitan area cities in aircraft noise zones: regulate building methods to reduce the effect of airport noise.
- Metropolitan area cities: adoption of model ordinances to protect resources.
- Metropolitan area cities: regulate horns, whistles, and warnings of light rail transit vehicles.
- Reserve a portion of unencumbered debt limit related to a solid waste disposal facility.
- Metropolitan area cities: regulate solid waste collection and management.
- Authorize housing and redevelopment authority to issue district heating bonds.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 4](#), A.G. Op. 4720 (July 31, 1959).
[Minn. Stat. § 412.221, subd. 33](#).

[Mangold Midwest Co. v. Village of Richfield](#), 274 Minn. 347, 143 N.W.2d 813 (1966).
[City of Birchwood Village v. Simes](#), 576 N.W.2d 458 (Minn. Ct. App. 1998).
[Nordmarken v. City of Richfield](#), 641 N.W.2d 343 (Minn. Ct. App. 2002).

[Press v. City of Minneapolis](#), 553 N.W.2d 80 (Minn. Ct. App. 1996).
[State v. Becker](#), 351 N.W.2d 923 (Minn. 1984).
[State v. Northwest Poultry & Egg Co.](#), 203 Minn. 438, 281 N.W. 753 (1938). [State v. Suess](#), 236 Minn. 174, 52 N.W.2d 409 (1952). [State v. Hayes](#), C0-01-241 (Minn. Ct. App. Nov. 6, 2001) (unpublished decision).

[Holt v. City of Sauk Rapids](#), 559 N.W.2d 444 (Minn. Ct. App. 1997). [Cascade Motor Hotel, Inc. v. City of Duluth](#), 348 N.W.2d 84 (Minn. 1984). See [City of Eveleth v. Town of Fayal](#), C2-00-1882 (Minn. Ct. App. June 5, 2001) (unpublished decision).

See cases cited above.

[State v. Hensel](#), No. A15-005 (Minn. Sept. 13, 2017).

C. Ordinances

Only the city council has the power to enact ordinances. Generally, ordinances do not need voter approval. The statutes do not authorize a council to seek voter consent to a proposed ordinance or even to ask for an advisory opinion on its desirability. In home rule charter cities, the charter may provide for voter approval of or advisory elections on particular ordinances.

City councils can only deal with subjects that the Legislature has expressly authorized them to act on or that directly relate to a statutory grant of authority. In some areas, statutory cities may enact ordinances on subjects state law already regulates, if the ordinances are consistent with state law. But the city's regulation of an area, including those areas where authority may be generally granted in the statutory city code, may be pre-empted if state law has so extensively regulated a particular area of law that it has become solely a matter of state concern.

In addition, councils must adhere to the following general requirements when enacting ordinances:

- An ordinance must not be unconstitutionally vague. Ordinances must be reasonably certain in their terms and set forth objective standards that provide adequate notice of what is required or prohibited.
- Ordinances must be consistent with the constitution and laws of the United States and Minnesota. (A city ordinance is presumed constitutional so long as it is substantially related to health, safety, or the general welfare. It also must be reasonable; that is, it must be fair, general, and impartial in operation.)
- Ordinances must not limit or deny any common law or constitutional rights.
- An ordinance must not be unconstitutionally overbroad.
- Ordinance provisions must not constitute an unreasonable restraint of trade.

RELEVANT LINKS:

See Handbook, *Liability*. *Lorshbough v. Twp. of Buzzle*, 258 N.W.2d 96 (Minn. 1977). *Pelican Lake Property Owners Ass'n v. County of Crow Wing*, Nos. C5-98-1549, C3-98-1940 (Minn. Ct. App. Aug. 17, 1999) (unpublished decision). *Schultz v. Frank*, No. C1-00-285 (Minn. Ct. App. Aug 1, 2000) (unpublished decision). *State v. Howard*, 360 N.W.2d 637 (Minn. Ct. App. 1985).

Standard Ordinance Template, LMC Model Ordinance.
Minn. Stat. § 412.191, subd. 4.

Minn. Stat. § 412.191, subd. 4.

See Part IV-C-3
Publication of ordinances.

When adopting an ordinance, city officials should be aware that the city must follow any procedures established in the ordinance and that the city might be liable for not enforcing its ordinance. However, if the language of the ordinance does not make its enforcement mandatory, the city may have discretion not to enforce it. Cities should not adopt or retain an ordinance they do not intend to enforce. The council can adopt an ordinance to respond to a pre-existing problem or nuisance, and the city may generally prosecute a person who violates an ordinance after it has been adopted even if the person began the activity prior to the existence of the ordinance.

1. Form, content, and adoption of ordinances

Because ordinances have the force and effect of law, their form is important. While the law does not require an attorney to draft ordinances, those who do draft ordinances should have a sound understanding of the law. The city should consult an attorney to help prepare its ordinances or to review them before they are adopted.

Ordinances must meet certain requirements and follow a certain form. Charter cities should also look to their own charter provisions for requirements about adopting ordinances.

The procedural requirements for the adoption of ordinances in statutory cities are found in state statute that provides in part that all ordinances must be:

- Approved by a majority of all members of the council, except where a larger number is required by law.
- Signed by the mayor and attested by the clerk.
- Published once in the official newspaper. There is an exception that allows for summary publication under certain circumstances.

a. Title

Every ordinance should have a title that briefly yet adequately describes its contents.

The phrases: “repealing ordinances inconsistent herewith” and “providing penalties for the violation thereof” should not be part of the title.

b. Number

Each ordinance should have an identifying number as part of its title.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 4.](#)

[Minn. Stat. § 412.231.](#)
[Minn. Stat. § 169.89, subd. 2.](#)
[Minn. Stat. § 609.02, subds. 3, 4a.](#)
[Minn. Stat. § 609.0332.](#)
[Minn. Stat. § 609.034.](#)

[A.G. Op. 477-b-34 \(Sept. 20, 1962\).](#)
[A.G. Op. 59-a-9 \(April 13, 1957\).](#)

c. Findings and purpose

An ordinance should provide an explanation or findings of fact stating the reasons and authority for adopting the ordinance and describing its purpose.

d. Enacting clause

All ordinances, after a suitable title, should begin substantially in this form: “The City Council of _____ ordains. . .”

e. Body

The text of the ordinance should be written in clear and brief terms. If definitions are helpful, they should be contained in one beginning section. The sections should be short to make subsequent amendments easier and cheaper. All sections and subsections should have a number and an identifying word or short title.

f. Repeal

If prior ordinances are to be repealed, a section to this effect should be included. Each ordinance to be repealed should be specifically referred to by number, title, and adoption date.

g. Penalty

This section is for enforcement purposes. Cities may impose maximum penalties for misdemeanors of a \$1,000 fine or 90 days in jail, or both. In addition, the costs of prosecution may be added. The maximum penalty for a petty misdemeanor is a fine of \$300. Certain traffic offenses only may be prosecuted as petty misdemeanors.

h. Closing

The closing should read: “Passed by the (name of city) Council this (date) day of (month), (year).” If the council wants an effective date later than the date of publication, this section should state the effective date.

i. Maps

If the ordinance refers to maps and they are an integral part of the ordinance, they must be included in the published ordinance. Because it is expensive to publish maps, a city may choose to omit all reference to the map in the ordinance and rely instead on word descriptions.

The city then could prepare a separate, unofficial map.

RELEVANT LINKS:

[Minn. Stat. § 415.19, Minn. Stat. § 462.355, subd. 4. *Notice of Proposed Ordinance*, LMC Model Ordinance.](#)

[Minn. Stat. § 415.19.](#)

[Minn. Stat. § 415.19.](#)

[Minn. Stat. § 415.19.](#)

[Minn. Stat. § 415.19.](#)

[Minn. Stat. § 415.19.](#) See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about these notice requirements.

j. Notice of proposed ordinance

State statute requires statutory and home rule charter cities to provide notice of most proposed ordinances at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote. The ten-day notice requirements also apply to proposed amendments to an existing ordinance. These requirements do not apply to interim ordinances.

If a city has an electronic notification system that distributes general city information or notices through email, it must provide notice of a proposed ordinance through this email system at least ten days before the proposed ordinance is scheduled for a final vote. If a city has an electronic notification system, the city must notify a person of this notification procedure at the time the person applies for a new business license or license renewal.

If a city does not have an electronic notification system, it must post a proposed ordinance in the same location as other public notices at least ten days before the proposed ordinance is scheduled for a final vote.

If the city posts ordinances on its website, it must also post a proposed ordinance on its website at least ten days before the proposed ordinance is scheduled for a final vote. If the city does not post ordinances on its website, the city does not have to comply with this requirement.

Failure to provide notice of a proposed ordinance does not invalidate the ordinance. These requirements are minimum requirements. A city may provide more notice if it has the ability to do so.

k. Deliberation

The council should discuss the ordinance according to the council's rules before passing it, even though failing to abide by these rules probably would not invalidate an ordinance if it meets statutory requirements. The statutes do not specify that an ordinance in a statutory city must have a certain number of readings, nor do they require the council to consider it at more than one meeting. Unless the council has rules to the contrary, it may pass an ordinance at the same meeting at which it is introduced.

However, state statute requires statutory and home rule charter cities to provide notice of most proposed ordinances at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 4.](#)

[Minn. Stat. § 412.191, subd. 4.](#) [Minn. Stat. § 599.13.](#) *City of Akeley v. Nelson*, No. C4-02-915 (Minn. Ct. App. Nov. 25, 2003) (unpublished decision). *Union Public Service Co. v. Village of Minneota*, 212 Minn. 92, 2 N.W.2d 555 (1942).

Union Public Service Co. v. Village of Minneota, 212 Minn. 92, 2 N.W.2d 555 (1942).

[Minn. Stat. § 412.151, subd. 1.](#) [Minn. Stat. § 412.191, subd. 4.](#)

I. Passage

Ordinances in statutory cities must receive a majority vote of all the members of the council to pass, except where a larger number is required by law. This means, in effect, if the council has five members, at least three council members must vote in favor of an ordinance.

Both the clerk and the mayor in Standard Plan cities have the power to vote on ordinances. The mayor has no veto power.

m. Attestation

After the council passes an ordinance, the mayor and the clerk must sign it. The clerk should also affix the city seal to it. If either the mayor or clerk refuses to sign the ordinance, a court order can require them to do so if the court finds that the ordinance is legal.

n. Effective date

Unless otherwise specified within the ordinance, an ordinance becomes effective after its publication in the official newspaper. Before an ordinance takes effect, it may be revoked or repealed by the city council by motion, resolution, or ordinance.

2. Ordinance book

Each statutory city must maintain an ordinance book containing copies of all ordinances passed by the council. Every ordinance must be recorded in the ordinance book within 20 days of its publication.

The ordinance book is a public record and is evidence in court. If the clerk uses printed copies of the ordinance clipped from the newspaper, a printer's affidavit should be attached to each ordinance in the book.

The city should have a numbering system adequate for indexing its ordinances. In most small cities where there are few ordinances, chronological order is satisfactory. When the number of ordinances is large or when the city is recodifying its ordinances, a more complicated system of decimal numbers might be advisable.

3. Publication of ordinances

The following publication requirements apply to statutory cities.

RELEVANT LINKS:

[Minn. Stat. § 412.191, subd. 4.](#) [Minn. Stat. § 331A.02.](#) [Minn. Stat. § 331A.04.](#) See LMC information memo, [Newspaper Publication](#), for more information.

[Minn. Stat. § 331A.05, subd. 2\(c\).](#)
A.G. Op. 277b-4 (Feb. 11, 1986).

[Minn. Stat. § 412.191, subd. 4.](#)

See [Minn. Stat. § 331A.01, subd. 10.](#)

Every ordinance must be published once in the city's official newspaper. To qualify as an official newspaper, the newspaper must be a legal newspaper under state statute, and the council must have designated it as the city's official newspaper. Cities usually publish ordinances separately. If the city publishes them in full as part of the minutes, the publication meets all statutory requirements.

An ordinance must be published within 45 days after being passed. Failure to publish within 45 days, however, will not necessarily invalidate the ordinance.

A statutory city council may publish a summary of a lengthy ordinance. Publishing the title and summary shall be deemed to fulfill all legal publication requirements as completely as if the entire ordinance had been published. To do this, the city council must do the following:

- The council must determine that publication of the title and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance.
- The council must approve summary publication by a four-fifths vote of its members.
- The title and summary must conform to Minn. Stat. § 331A.01, subd. 10.
- The summary must include notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk and at any other location designated by the council or by standard or electronic mail.
- The council must approve the text of the summary prior to its publication and determine that it clearly informs the public of the intent and effect of the ordinance.
- A copy of the entire text of the ordinance must be posted in the community library or, if no library exists, in any other public location designated by the council.
- The text of the summary must be published in a font type no smaller than brevier or eight-point type.
- Proof of the publication must be attached to and filed with the ordinance.

It is advisable to use summary-publication authority in cases where the public interest in doing so is clear, as in the case of a lengthy and complex zoning ordinance where the length of the actual ordinance obscures its content, and where maps and descriptions of procedures can clarify the meaning.

RELEVANT LINKS:

[*W.H. Barber Co. v. City of Minneapolis*, 227 Minn. 77, 34 N.W.2d 710 \(1948\).](#)

[Minn. Stat. § 331A.05, subd. 6.](#)

[Minn. Stat. § 462.36.](#)
[Minn. Stat. § 507.093.](#)
[Bruce Twp. v. Schmitz](#), No. A15-1163 (Minn. Ct. App. May 31, 2016) (unpublished decision).

[Minn. Stat. § 471.62.](#)

[Minn. Stat. § 471.62.](#)

See also [*Raymond v. Baehr*](#), 163 N.W.2d 51 (Minn. 1968) (holding a city may also incorporate a “public record” by reference in an ordinance).

Another example might be an annexation ordinance containing legal property descriptions where a summary identifying the property by using popularly understood location points like a street or watercourse line would better inform the public of its purpose and intent.

Errors in the publication of an ordinance may affect its validity. If the error is minor so that the correct meaning is clear from the context, the error has no effect on the ordinance’s validity. When the error is more substantial, however, the ordinance provision containing the error is ineffective and void.

In home rule charter cities, the charter can impose additional or special requirements for the publication of ordinances.

4. Recording

A certified copy of every ordinance, resolution, map, or regulation relating to subdivisions, conditional use permits, and official maps must be filed with the county recorder. Failure to record an ordinance, resolution, map, regulation, variance or order shall not affect its validity or enforceability.

5. Adoption by reference

Statutory and charter cities can reduce costs for publication when adopting certain complicated regulatory codes in ordinance form by using the process of adoption by reference. In effect, cities can adopt certain regulations by passing and publishing an ordinance that identifies the statute or other rule by name. Cities may only adopt regulations by reference on subjects about which they have authority to legislate.

Cities may adopt the following by reference:

- Minnesota statutes.
- State agency administrative rules or regulations.
- The state building code and the uniform fire code.
- Codes (or parts of codes) prepared for general distribution in printed form as a standard or model by any governmental, trade, or professional association on the subject of building construction (limited to the state building code), plumbing, electrical wiring, flammable liquids, sanitary provisions, public health, safety or welfare.
- Compilations or regulations or standards prepared by regional and county planning agencies on the subject of planning, zoning, subdivision regulation, and housing regulation.

RELEVANT LINKS:

[Minn. Stat. § 471.62.](#)

A.G. Op. 59-a-9 (July 18, 1967).
A.G. Op. 59-a-9 (March 27, 1956).

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of [Minn. Stat. § 415.19](#).

[Amending an Existing Ordinance Template](#), LMC Model Ordinance.

All other statutory publication requirements apply to the ordinance that incorporates another statute, rule, ordinance, or code by reference. In addition, prior to publication or posting, at least one copy of the incorporated statute, rule, ordinance, or code must be marked as the official copy and filed in the clerk's office for public use and examination. The clerk must furnish a copy of any incorporated statute or code to any person upon request. The clerk may levy a charge sufficient to cover the cost of providing the copy.

Codes, statutes, rules, regulations, and ordinances the council adopts by reference remain effective in their original form until changed or repealed by the council.

The city, when adopting the code by reference, most likely cannot stipulate that any future revisions by the issuing agency will be automatically incorporated by the city. If the city wishes to incorporate changes made by the issuing agency, the best practice would be for the city to pass an amending ordinance.

6. Alteration of ordinances

a. Amendment

The council must follow the same procedures for amending an ordinance as those followed for passing the ordinance. A city must provide notice of a proposed ordinance amendment at least ten days before the city council meeting at which the proposed amendment is scheduled for a final vote. After the amendment is passed by a majority of all members of the council, it must be attested to, published, and included in the ordinance book. In addition, the form of the amendment should be like new ordinances with respect to title, enacting clause, body, closing, and signatures. The council cannot change an ordinance by resolution. Instead, it must pass an amending ordinance.

If the ordinance is short or if the changes are numerous, the council will usually re-pass the entire ordinance in its amended form, repealing the old ordinance in a separate section. An optional form would be to title the new ordinance as an amendment, and then recite the entire ordinance as it would read after amendment.

If the ordinance to be amended is so long that the cost of publishing it in its entirety would be prohibitive, the council may pass an amending ordinance that sets forth only the sections that will change. The council may include several amendments to the same ordinance in different sections of the same amending ordinance.

RELEVANT LINKS:

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of [Minn. Stat. § 415.19](#).

The council should label an amending ordinance as such, and should state the ordinance and sections in the proposed changes.

The council should avoid the practice of amending a single word or picking out a single sentence from a paragraph. This practice frequently leads to confusion. A better practice is to reprint the section or subsection in full as it would read after amendment.

If the council wishes to re-number its present ordinances, it may pass a re-numbering ordinance. The city must publish the re-numbering ordinance, but it does not have to include the text of the old ordinances.

b. Repeal

A city may repeal an ordinance only by passing another ordinance stating the title, number, subject, and date of the ordinance being repealed. The ordinance must explicitly state it is repealing the ordinance. A city must provide notice of the proposed repealing ordinance at least ten days before the city council meeting at which the proposed repealing ordinance is scheduled for a final vote.

To repeal an ordinance, the council must follow the same requirements for adopting ordinances. The council can repeal any number of ordinances in a single repealing ordinance.

Frequently, when a council passes a new ordinance or revises an ordinance, the new ordinance will contain provisions that are inconsistent with or replace similar provisions in an existing ordinance. Some cities insert a provision in the new ordinance repealing any or all ordinances or portions of ordinances inconsistent herewith. A better practice is to repeal, by name and number, any inconsistent provisions of former ordinances. If this is impractical, it is best to say nothing about the repeal of inconsistent ordinance provisions since the new ordinance automatically supersedes all inconsistent provisions in existing ordinances.

7. Codification of ordinances

a. Purposes of codification

Citizens have a right to know what their government requires of them. This is a fundamental due process right in our legal system.

If a citizen is to know the law on a particular matter, he or she must first know where to find it.

RELEVANT LINKS:

If a citizen is interested in knowing the city's current law on a particular matter, where does the search begin? In the book covering the minutes for the last 65 years? In the clerk's files? In the basement of city hall? Depending on the current state of affairs in the particular city, the answer to any or all of these questions could be "yes."

In assessing the need for codification, a city should begin by asking the following questions: What condition are the ordinances in? Are they organized in one place? Are they properly indexed? Are they cross-referenced? Are they up to date? Are they internally consistent? Are they in compliance with state and federal laws? Are they complete?

A codification of city ordinances allows city officials to respond affirmatively to all of these questions. A proper codification project encompasses all of the following:

- Identification of conflicting ordinances, and repeal or re-drafting of inconsistent or unclear ordinance provisions.
- Removal of archaic and unconstitutional ordinances.
- Development of a system that facilitates access to the city's laws and provides for continuous updating.
- Development of comprehensive indexing and cross-referencing.
- Review of the entire body of city ordinances for omissions.
- Organization of city ordinances into an easy-to-use reference book known as the city code.

Actual codes vary from the very simple to the very complex, depending partly on the size, age, and functions of the city. The simplest codes are compilations of all the ordinances currently in effect in the city, including the original title, number, enacting clauses, and concluding clause and signatures for each ordinance. Other codes re-number the ordinances to fit a subject-matter classification. Some other codes include new material adopted for the first time; in fact, in many instances, the whole code is adopted as new ordinance material even though much comes from existing ordinances in the same or slightly altered form.

A well-drafted city code helps a city operate efficiently and effectively. Ordinances are grouped together by subject, not by the chronological order in which they were passed. This eliminates the need to sort through stacks of loose ordinances to find a regulation on a particular subject.

Cities have a number of options for completing a codification of ordinances. Occasionally, the city attorney or city clerk will do the codification, but in many cases competing demands on their time make it difficult for them to undertake the project.

RELEVANT LINKS:

For more information about [Codification](#) contact LMC Research at 800-925-1122 or 651-281-1200.

For more information about the Minnesota [Basic Code](#), contact LMC Research at (800) 925-1122 or (651) 281-1200.

[Minn. Stat. § 415.02.](#)

[Minn. Stat. § 412.191, subd. 4.](#)

[Adopting a City Code](#), LMC Model Ordinance.

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of [Minn. Stat. § 415.19](#).

Cities can also hire private consulting firms that specialize in charter revision and ordinance codification.

The League of Minnesota Cities, in consultation with its codification consultant, American Legal Publishing Corporation, provides codification services to cities. Most Minnesota cities that have codes use the League's service. The service is designed to provide each city with a customized city code that meets the needs of that particular city. The League, in consultation with American Legal Publishing Corporation, provides the following services as part of its codification service:

- Sorting, integrating, and organizing all current ordinances.
- Reviewing all ordinances and making suggestions about bringing them into compliance with current state and federal laws.
- Simplifying and using gender-neutral language.
- Suggesting new ordinances.
- Numbering all sections to allow the easy insertion of future amendments.
- Submitting a full-text draft for city review and approval.
- Delivering multiple copies of the final code with a detailed table of contents and complete index. Options are available for electronic editions of the code with full text search capacity and Internet support of the city code with links to the city's designated website and to the League's website.
- Updating existing codes by incorporating new ordinances into the code.

The League also has available for purchase a basic city code for Minnesota cities, which can be customized by the League's codification service to meet the needs of individual cities.

b. Codification procedures

The city council has authority to codify any general or special laws, ordinances, resolutions, rules, and bylaws in force in the city.

An ordinance adopting a city code must be approved at a meeting of the city council. Cities should provide notice of a proposed ordinance adopting a city code at least ten days before the council meeting at which the proposed ordinance is scheduled for a final vote.

For statutory cities, an ordinance adopting the city code must be passed by a majority vote of all the members of the council, unless it includes material that must be adopted by a larger number.

RELEVANT LINKS:

[Minn. Stat. § 462.357, subd. 3.](#)

[Hearing Notice on Adopting City Ordinance Code](#), LMC Model Form.

[Minn. Stat. § 462.357, subd. 3.](#)

[Minn. Stat. § 461.19.](#)

[Minn. Stat. § 412.191, subd. 4.](#)

[Minn. Stat. § 340A.408, subd. 3a.](#)

If your code, for example, amends any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial, a two-thirds majority vote of all members of the city council is required to adopt that portion of the code.

Whether a notice of hearing regarding adoption of a city code is required to be given to certain persons or to be published depends on the contents of the code. Published notice is generally not required for statutory cities to adopt a code unless the code contains a zoning ordinance or amendments to a zoning ordinance, or if the code includes a new ordinance or major revisions to an existing ordinance, which, if adopted as a separate ordinance or as an amendment to a separate ordinance, would require published notice. Some city charters require a notice of hearing regarding adoption of a code to be published.

Mailed, written notice is required in at least two circumstances. First, if a code contains an amendment from a previous ordinance that changes zoning-district boundaries affecting an area of five acres or less, written mailed notice must be given to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates at least 10 days before the day of the hearing. Second, if the code contains amendments to a previous ordinance relating to the sale of tobacco, or if it adopts the League's model tobacco ordinance, written notice must be mailed to all licensed tobacco retailers in the city at least 30 days before the meeting at which the ordinance or amendments to the ordinance will be considered.

Once the ordinance adopting the code has been passed, the ordinance must be published in the manner required by law for statutory cities or by the city charter if applicable. For statutory cities, the ordinance takes effect on the date of publication unless otherwise specified in the ordinance.

In some codes, provision is made for all fees to be adopted in a fee schedule adopted by a new ordinance that is not codified. This makes it possible to amend the fee schedule periodically without the need to make changes in the code.

Notice of hearing on the ordinance establishing a fee schedule need not be given if the fees in the schedule are the same as they were under the ordinances that are being codified.

If the fee increases are to be included in the ordinance establishing or amending the fee schedule, written notice of the hearing should be mailed at least 30 days before the hearing at which the ordinance is to be considered, to all persons who hold business licenses in the city whose license fees are to be increased.

RELEVANT LINKS:

[Minn. Stat. § 415.021.](#)

[Minn. Stat. § 415.02.](#)
[Minn. Stat. § 599.13.](#)

[Minn. Stat. § 412.231.](#)
[Minn. Stat. § 609.02, subds. 3, 4a.](#) [Minn. Stat. § 609.034.](#) [Minn. Stat. § 609.0332.](#)

[Minn. Stat. § 412.861, subd. 1.](#) [Minn. Stat. § 484.87, subd. 3.](#)

[Minn. Stat. § 412.861, subd. 1.](#)

[Minn. Stat. § 412.861, subd. 2.](#)

This is required for liquor-license fees, and it is a good idea for other types of business-license fees as well.

The hearing on the ordinance adopting the fee schedule can be held at the same time as the hearing on the adoption of the code. If not held at that time, it should be held soon after the hearing on the ordinance adopting the code. The ordinance adopting the code should also provide that until the fee schedule is adopted, existing fees continue until they are amended.

The city may print and publish a code in book, pamphlet, or newspaper form. Newspaper publication is not necessary if the city prints a substantial number of copies of the code for general distribution to the public. A copy of any ordinances adopted by the city must be furnished to the county law library or its designated depository. A city, upon request, shall be reimbursed a reasonable charge by the county library for a copy furnished.

A city council may declare, by ordinance, that the codification is prima facie evidence of the city's law. After three years, the compilation and publication of any codification book or pamphlet is conclusive proof of the regularity of the ordinances' adoption and publication.

8. Prosecution responsibilities

The city council has the power to declare the violation of any ordinance to be a crime and to prescribe penalties. The maximum penalty for a misdemeanor is a fine of \$1,000 or imprisonment for 90 days, or both. The maximum penalty for a petty misdemeanor is a fine of \$300.

All prosecutions for ordinance violations are brought in the name of the city upon complaint and warrant as in other criminal cases. The city may hire an attorney, including the county attorney, for this purpose.

If the accused is arrested without a warrant, a written complaint must be made. The accused must then plead guilty or not guilty, and a warrant shall be issued and served by either the sheriff or a police officer.

The city may have the sheriff or a city police officer serve an ordinance violator with a warrant for the arrest. City police officers, however, cannot serve criminal warrants outside the city limits.

The complaint must describe the violated ordinance at least by section and number or chapter. When the complaint describes ordinances in this manner, the court considers them general laws that do not need proof in evidence.

RELEVANT LINKS:

[Minn. Stat. § 484.87 subd. 2.](#)
[Minn. Stat. § 388.051, subd. 2.](#)

[Minn. Stat. § 484.87 subd. 2.](#)

[Minn. Stat. § 484.87 subd. 2.](#)

[Minn. Stat. § 484.87 subd. 2.](#)

[Minn. Stat. § 484.87 subd. 2.](#)
[Minn. Stat. § 388.051, subd. 2.](#)

[Minn. Stat. § 484.87, subd. 3.](#)
[Minn. Stat. § 609.52.](#)
[Minn. Stat. § 609.535.](#)
[Minn. Stat. § 609.595.](#)
[Minn. Stat. § 609.631.](#)
[Minn. Stat. § 609.821.](#)

In Hennepin and Ramsey Counties, the attorney for the city in which the violation is alleged to have occurred prosecutes all violations of state laws (except as provided below and in Minn. Stat. § 388.051, subd. 2), including violations which are gross misdemeanors, and violations of municipal charter provisions, ordinances, rules, and regulations.

In Hennepin and Ramsey Counties, the county attorney prosecutes criminal violations if either of the following occurs:

- The county attorney is specifically designated by law as the prosecutor for the particular violation charged.
- The alleged violation is of state law and is alleged to have occurred in a city whose population according to the most recent federal decennial census is less than 2,500 and whose governing body has accepted prosecution by the county attorney under this statute by majority vote, and if the defendant is cited or arrested by a member of the staff of the sheriff of Hennepin County or by a member of the State Patrol. A city seeking to use the county attorney under this statute, shall notify the county board at least 60 days prior to the adoption of the board's annual budget.

In Anoka, Carver, Dakota, Scott, and Washington Counties, violations of state law that are petty misdemeanors, misdemeanors, or gross misdemeanors (except as provided in Minn. Stat. § 388.051, subd. 2) must be prosecuted by the attorney for the city where the violation is alleged to have occurred. The city may enter into an agreement with the county board and the county attorney to provide prosecution services for any criminal offense.

All violations of a city ordinance, charter provision, rule, or regulation must be prosecuted by the attorney for the city that promulgated it or by the county attorney with whom the city has contracted to prosecute these matters.

In all counties except Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, and Washington counties, violations of state law that are petty misdemeanors or misdemeanors that must be prosecuted by the attorney of the city where the violation is alleged to have occurred, if the city has a population greater than 600. If a city has a population of 600 or less, it may, by council resolution and with the approval of the board of county commissioners, give the duty to the county attorney.

In cities of the first, second, and third class, gross misdemeanor violations of sections 609.52, 609.535, 609.595, 609.631, and 609.821 must be prosecuted by the attorney of the city where the violation is alleged to have occurred.

RELEVANT LINKS:

[Minn. Stat. § 484.90, subd. 6.](#)

[Minn. Stat. § 299D.03, subd. 5 \(a\).](#)

[Minn. Stat. § 299D.03, subd. 5 \(a\).](#)

[Minn. Const. art. XII, § 2.](#)
[Minn. Stat. § 645.021.](#)

The city may enter into an agreement with the county board and the county attorney to provide prosecution services for any criminal offense.

All violations of a municipal ordinance, charter provision, rule, or regulation must be prosecuted by the attorney for the city that promulgated it, regardless of its population, or by the county attorney with whom the city has contracted to prosecute these matters.

In all cases prosecuted in district court by an attorney for a city for violations of state statute, or of an ordinance, or charter provision, rule or regulation of a city (except for cases prosecuted in Hennepin County and Ramsey County), the court administrator pays fines and penalties to the state treasury and it is generally distributed as follows: (1) 100 percent of all fines or penalties for parking violations for which complaints and warrants have not been issued to the treasurer of the city or town in which the offense was committed; and (2) two-thirds of all other fines to the treasurer of the city or town in which the offense was committed and one-third credited to the state general fund.

There is an exception to this division of fines and penalties under the state law relating to fines and forfeited bail money from state patrol traffic arrests. In these cases, the division of fines is as follows:

- If the arrest occurs within a city and the city attorney prosecutes the offense and the defendant pleads not guilty, one-third of the money goes to the city, one-third to the state's general fund, and one-third is distributed as designated by state law between the Minnesota grade crossing safety account and the state trunk highway fund.
- In all other cases, three-eighths of the money goes to the state's general fund, five-eighths is distributed as designated by state law between the Minnesota grade crossing safety account and the state trunk highway fund, and none to the city.

V. Local approval of special laws

Under the Minnesota Constitution, any law that affects a single unit of local government or a group of such units must name the unit or units. Also, the law generally does not take effect until a majority of the city council passes a resolution approving it. Unless otherwise required by the special law, the usual procedural requirements apply to resolutions. Publication is not necessary.

Local approval is necessary except for the following cases:

RELEVANT LINKS:

[Minn. Stat. § 645.023, subd. 1.](#)

[Minn. Stat. § 645.023, subd. 1.](#)

[Minn. Stat. § 645.023, subd. 1.](#)

[Minn. Stat. § 645.021, subd. 3.](#)

[Minn. Stat. § 645.02.](#)
Approving a Special Law,
LMC Model Resolution.

- A law enabling one or more local government units to exercise authority not granted by general law.
- A law bringing a local government unit within the general law by repealing a special law, by removing an exception to the applicability of a general statutory provision, by extending the applicability of a general statutory provision, or by reclassifying local government units.
- A law that applies to a single unit or a group of units with a population of more than one million people.

When local action is necessary to approve the special law, the city must file a certificate of approval with the secretary of state. The secretary of state usually furnishes the city with certificate forms when the city receives notice of the passage of the special law. The local unit must approve the special law by the first day of the next regular session of the legislature for it to take effect.

Special laws take effect the day after the city files the certificate of approval unless the special law provides otherwise.

VI. How this chapter applies to home rule charter cities

Several sections of this chapter may be useful to charter cities.

The section on types of council meetings generally only applies to statutory cities, although the sections discussing meetings held by interactive technology, telephone or electronic meetings, and emergency meetings apply to all cities. The portions that discuss the open meeting law apply to all cities.

The sections on agendas, rules of order, and making an adequate record apply to all cities, except that in some charter cities, mayors may not be members of the council, may not vote except in the case of a tie, and may have veto power.

The section on motions, resolutions, and ordinances generally applies only to statutory cities. Home rule charter cities may have different requirements in their charters.

The section on local approval of special laws, applies to all cities. Under the provisions of this law, charters could not be amended by special law without local approval except for the specific, limited instances.

RESOLUTION NO. 5310

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**RESOLUTION REQUIRING ALL CITY COUNCIL CREATED BOARDS, COMMISSIONS,
AND COMMITTEES TO CABLE CAST THEIR MEETINGS**

WHEREAS, there are regular meetings of the Mounds View Planning Commission, Parks and Recreation Commission, Cable TV Committee, Economic Development Commission, and other city advisory committees created by the City Council; and

WHEREAS, the City of Mounds View is dedicated to the rapid dissemination of information to the public; and

WHEREAS, the City Cable system has been upgraded to be more user friendly; and

WHEREAS, the City Council agrees that the information discussed in the aforementioned committees and commissions is valuable public information;

NOW THEREFORE, BE IT RESOLVED THAT as of April 1, 1999, all special, regular and work session meetings of the Planning Commission, Parks and Recreation Commission, Cable TV Committee, Economic Development Commission and all other City advisory committees created by the City Council shall cable cast their meetings from the City Council Chambers.

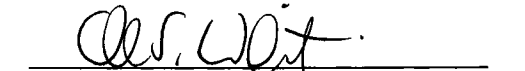
Adopted this 8th day of February, 1999

ATTEST



Mayor Dan Coughlin

(SEAL)



Charles S. Whiting, City Administrator

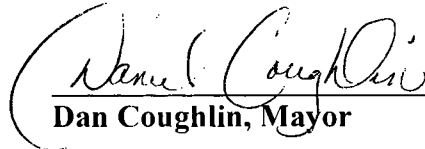
RESOLUTION NO. 5374
A RESOLUTION CONTINUING THE CABLE TELEVISIONING OF
CITY OF MOUNDS VIEW CITY MEETINGS

WHEREAS, the Mounds View City and the Mounds View Cable Television Committee have reviewed the merits televising city board and committee meetings; and

WHEREAS, the Council and Committee agree that televising city meetings since April of 1999 has brought the work of city committees closer to residents, improved understanding of city issues within the community and has exceeded expectations of meeting all open meeting and sunshine laws;

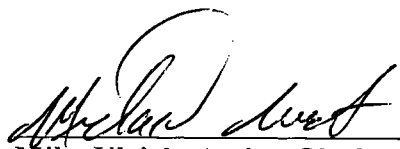
BE IT NOW RESOLVED that the Mounds View City Council authorizes the continued cable televising of city board and commission meetings.

Adopted this 27th day of September 1999.



Dan Coughlin, Mayor

Attest:



Mike Ulrich, Acting Clerk Administrator

(SEAL)

RESOLUTION NO. 5501

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

**RESOLUTION REQUIRING CABLE BROADCASTING OF CITY BUSINESS
CONDUCTED AT OPEN PUBLIC MEETINGS**

WHEREAS, the City of Mounds View desires its citizens to be fully apprised of all city business conducted on their behalf; and

WHEREAS, Minnesota Statutes Section 471.705, Subdivision 1, the Minnesota Open Meeting Law, requires that "[e]xcept as otherwise expressly provided by statute, all meetings, including executive sessions, of . . . the governing body of a . . . statutory or home rule city . . . or other public body, and of any committee, subcommittee, board, department, or commission of a public body must be open to the public;" and

WHEREAS, the City Council desires that, except for meetings of the Human Resources Committee and as otherwise expressly provided by statute, meetings of the City subject to the above-referenced Open Meeting Law also be subject to the requirement, in furtherance of keeping the citizens of the City of Mounds View informed, of cable broadcasting when staff members are available; and

WHEREAS, the City Council adopted Resolution No. 5396, which set forth as a policy of the City the cable broadcasting requirements for open meetings of the City; and

WHEREAS, the City Council desires to modify and replace the provisions of Resolution No. 5396 as to the cable broadcasting requirements for open meetings of the City, and as such, desires to rescind Resolution No. 5396 in its entirety; and

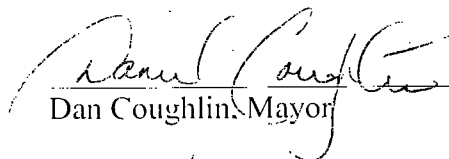
WHEREAS, the City Council desires that the cable broadcasting requirements for open meetings of the City, except for meetings of the Human Resources Committee and as otherwise expressly provided by statute, apply to all entities of the City and that such desire be set forth as a policy of the City.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Mounds View rescinds Resolution No. 5396 in its entirety.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT, the City Council of the City of Mounds View establishes the policy that all meetings of the City or any of its committees, subcommittees, boards, departments, or commissions which are subject to the Open Meeting Law, except for meetings of the Human Resources Committee and as otherwise expressly provided by statute, also be subject to the requirement that the meeting be broadcast via cable television, when sufficient staff is available to facilitate the cable broadcasting of the meeting.

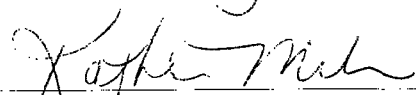
Adopted this 11th day of December, 2000.

Attest:



Dan Coughlin, Mayor

(SEAL)



Kathleen Miller, City Clerk-Administrator

City	Minutes
Arden Hills	Yes
Falcon Heights	??
Gem Lake	No
Lauderdale	No
Little Canada	Yes
Maplewood	Yes
New Brighton	No
North Oaks	Yes
North St. Paul	Yes
Roseville	No
Shoreview	Yes
St. Paul	No
Vadnais Hgts.	Yes

Detail of minutes

Detail specific to attendance and discussion, no action detail

Unable to get to website

No workshop minutes on webstie

No workshop minutes on webstie

Detail specific to attendance - no action detail

Detail specific to attendance and discussion, no action on detail

Tape session and post video

Detail specific to attendance and discussion, no action detail

Detail specific to attendance and discussion, no action detail

Website indicates minutes for workshop, but actual minutes are for council meeting

Detail on attendance, discussion and consensus to move to council or not

Does not appear they do workshops

Detail specific to attendance and discussion, no action detail

RESOLUTION NO. 5369

A RESOLUTION ESTABLISHING CABLE TELEVISION OPERATING POLICIES FOR CITY OF MOUNDS VIEW CITY MEETINGS

WHEREAS, the Mounds View City and the Mounds View Cable Television Committee have discussed the merits of a policy for camera use and televising of city meetings; and

WHEREAS, the Council and Committee have reached an agreed upon set of operating policies;

BE IT NOW RESOLVED, that the Mounds View City Council approves the following operating policies for all future televised city meetings:

Policies for Cablecasting Meetings of the Mounds View City Council And Designated Commissions of Government

Procedural Policy

1. The Technical Director is responsible for camera coverage of the meeting.
2. All meetings will be covered "gavel-to-gavel," which includes everything that transpires between the official convening and adjournment by the meeting chairperson.
3. Members of the public who wish to address the convening body are required to present their remarks at the podium or at a microphoned area provided.
4. The Mayor or presiding officer is responsible for directing members of the audience in the correct use of the podium microphone or speaking area.

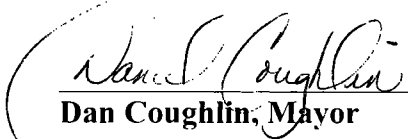
Technical Policy

1. Camera shots will be framed to include only the person who is speaking.
2. Wide shots of the meeting may be used to briefly punctuate camera coverage of long statements or reports.
3. Pauses between shots are necessary to accommodate the time for the Technical Director to choose the next shot and for the wall-mounted automatic camera system in the Council Chamber to go from one shot to another.
4. Camera shots of citizens addressing the council, commission or committee may include members of the audience, but they are seen only as background to the speaker at the podium or microphoned area.

Mounds View Cable Committee
September 14, 1999

RESOLUTION NO. 5369

Adopted this 27th day of September, 1999.


Dan Coughlin, Mayor

Attest: 
Mike Ulrich, Acting Clerk Administrator

(SEAL)

RESOLUTION NO 5396

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

**RESOLUTION REQUIRING CABLE BROADCASTING OF CITY BUSINESS
CONDUCTED AT OPEN PUBLIC MEETINGS**

WHEREAS, the City of Mounds View desires its citizens to be fully apprised of all city business conducted on their behalf; and

WHEREAS, Minnesota Statutes Section 471.705, Subdivision 1, the Minnesota Open Meeting Law, requires that "[e]xcept as otherwise expressly provided by statute, all meetings, including executive sessions, of . . . the governing body of a . . . statutory or home rule city . . . or other public body, and of any committee, subcommittee, board, department, or commission of a public body must be open to the public;" and

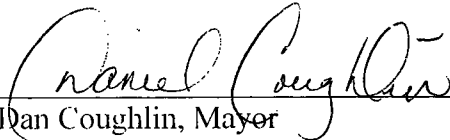
WHEREAS, the City Council desires that all meetings of the City subject to the above-referenced Open Meeting Law also be subject to the requirement, in furtherance of keeping the citizens of the City of Mounds View informed, of cable broadcasting when staff members are available; and

WHEREAS, the City Council desires that the cable broadcasting requirements for open meetings of the City apply to all entities of the City and that such desire be set forth as a policy of the City.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Mounds View establishes the policy that all meetings of the City or any of its committees, subcommittees, boards, departments, or commissions which are subject to the Open Meeting Law also be subject to the requirement that the meeting be broadcast via cable television, when sufficient staff is available to facilitate the cable broadcasting of the meeting.

Adopted this 13th day of December, 1999.

Attest:


Dan Coughlin, Mayor

(SEAL)


Charles S. Whiting, City Clerk-Administrator

RESOLUTION 7583

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**RESOLUTION REQUIRING CABLE CASTING OF CITY BUSINESS CONDUCTED AT
OPEN PUBLIC MEETINGS AT MOUNDS VIEW CITY HALL**

WHEREAS, the City of Mounds View desires its citizens to be fully apprised of all city business conducted on their behalf; and

WHEREAS, the City adopted Resolution 5596 on December 13, 1999, which set forth a policy of the cable broadcasting requirements for open meetings of the City; and

WHEREAS, the City adopted Resolution 5501 on December 11, 2000, which rescinded Resolution 5596, and set forth a revised policy by exempting the Human Resources Committee from the cable broadcasting requirements for open meetings; and

WHEREAS, the City adopted Resolution 5557 on April 23, 2001, which rescinded Resolution 5501, and set forth a revised policy by requiring open meetings of the City, except the Human Resources Committee, be held at Mounds View City Hall; and

WHEREAS, the City desires to modify and replace the provisions of Resolution 5557 as to the cable broadcasting requirements for open meetings of the City held at Mounds View City Hall, and as such, desires to rescind Resolution 5557 in its entirety; and

WHEREAS, the City Council desires that the cable broadcasting requirements for open meetings of the City held at Mounds View City Hall, except for meetings of the Human Resources Committee and the Cable Committee, and as otherwise expressly provided by statute, apply to all entities of the City and that such desire be set forth as a policy of the City.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Mounds View rescinds Resolution No. 5557 in its entirety.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT, the City Council of the City of Mounds View establishes the policy that all meetings held at Mounds View City Hall by the City or any of its committees, subcommittees, boards, departments, or commissions which are subject to the Open Meeting Law, except for meetings of the Human Resources Committee and the Cable Committee, and as otherwise expressly provided by statute, are also subject to the requirement that the meeting be broadcast via cable television, when sufficient staff is available to facilitate the cable broadcasting of the meeting.



MEMORANDUM

to: Mounds View City Council
from: Nyle Zikmund, City Administrator
re: Traffic Control Devices, Speeding, and Roadway Management

date: January 3, 2022

Opening Commentary:

Upon Googling the term speeding, the search engine retrieved 1,860,000,000 related items in .6 seconds. Entering Stop Signs resulted in 3,910,000,000 for a combined total of just under 6 billion items. Appendix A provides a brief summary of each of them!

A modicum of levity is needed as we discuss an issue that brings emotion, potential for danger, injury, and even death; as well as infringement felt by some – on the American love affair with the Automobile and desire to operate it bounded only by their sense of safety.

Background:

Speeding and Traffic generate more resident complaints/concerns than all other issues combined, including property taxes. This is likely true across the region, state, and nation as evidenced by the nearly 6 billion google hits.

Nearer to home, the Minnesota Legislature – starting out with a bill to pilot lower urban street limits enacted legislation allowing any governmental unit to reduce street speed limits to 20 and 25 mph from the historical level of 30 in the 2020 session. To date, Minneapolis, St. Paul, and Rochester have adopted the lower standards. Edina, Golden Valley, and St. Louis Park all explored the change earlier this year (February) with St. Louis Park being the only one which moved forward and just completing the changeover of signage on December 7, 2021. It should also be noted that in the case of all neighboring states, local street speed limits are 25

At home, the Mounds View Council approved Public Works Traffic Control Policy is 2018, allowing residents to petition for a Traffic Control Device; primarily for the purpose of addressing speeding. Residents submit an application after which engineering determines if warrants are met. If not, Applicants are required to obtain 75% of residents support from that intersection after which Council will determine if a control device is warranted.

Since policy inception, we have had 7 applications, of which 100% did not meet engineering standards (see checklist in the packet) and no subsequent petition from the applicant was received.

Applications per year

2018 – 3; Oakwood, Groveland (2) both North of Blvd, Spring Lake Road – South End

2019 – 2; Spring Lake Road (2) both south end

2020 – 1 – Parkview

2021 – 1 (in process – Groveland Road, North of Blvd)

Staff also receives regular complaints regarding speeding, the streets that receive the greatest level of speeding complaints include the following;

County Road H2

County Road I

Groveland

Pleasant View

Red Oak

Spring Lake Road

Quincy

Speeding vs. Traffic Control:

While the application and process is specific to traffic control, the underlying problem being addressed is speeding (first and foremost) with additional concerns regarding volume; depending on the street. To date, all requests have singularly focused on using control devices ie. the installation of a stop sign (or other such as speed bumps) to decrease speed. A handful of Groveland residents recently voiced concern regarding volume increases related to development in Blaine immediately to the north.

Speed & Safety:

There is irrefutable evidence that logically follows, the higher the speed, the greater chance of injury or fatality to non-motorized traffic – pedestrians, bicycles: From a 2011 study by AAA:

Likelihood of fatality or severe injury

20 mph = 13%

30 mph = 40%

40 mph = 73%

With respect to Mounds View city roads, we have no documentation/evidence of a fatality on any city road as far back as the records go. Likewise, but unlikely that we would have serious injury records for the same data set. There have been serious injuries/fatalities on the County Roads that traverse our community, the most recent being on Long Lake Road earlier this year. From collective memory, one youth fatality in the past several decades when the youth attempted to cross Mounds View Boulevard and was struck by a vehicle.

Speed/Traffic Studies:

Attached is a summary of the speed and traffic data collected in 2020 and 2022. We captured data for Groveland north of MV Blvd. - 10 observations), Long Lake north of MV Blvd.– 1

observation, H2 - 1 observation, Silver Lake – 1 observation, Red Oak – 3 observations, and Spring Lake Road north of MV Blvd – 4 observations.

Silver Lake has the highest volume of county roads, which is not surprising. The average speed is 4 mph under the limit with the 85% percentile speed 5 miles over the speed limit (40 mph versus the posted 35 mph).

H2 has similar speeds but Long Lake, which is posted at 30, has an 85% percentile 7 mph over.

In summary, when comparing Groveland, Red Oak, and Spring Lake Road, all have an average speed just under the 30 mph speed limit with Red Oak being a few miles under. For the 85th percentile speed – the most accurate measure; Groveland averaged 36.34, Red Oak 32.5, and Spring Lake Road 37.5. For volume, Spring Lake Road had the highest; twice that of Groveland or Red Oak with Red Oak Second and Groveland last.

NOTE – The data was collected using our traffic/speed signs – trailer which are not calibrated/perfect. The volume was collected by using equipment PW has. All collection was done by the device with no witness. We consider the data usable, and more importantly comparable – but the data is not validated.

Policy Issues for Council to Consider:

1. The “in-process” application from petitioner Maggie Aitkens is seeking council reconsideration on the circular 500’ signature requirement – seeking to amend the policy to be linear; thus excluding addresses on adjacent or parallel streets.
2. Are traffic control devices the most effective option for Council (cities) to manage traffic?
Options Include:
 - a. Greater Enforcement
 - i. Cost/benefit issue of allocation of limited resources
 - b. Traffic Control Devices
 - i. Cost of fabrication and Installation
 - c. Lowering of Speed Limit
 - i. Cost of signage and installation and then subsequent enforcement
 - d. Installation of residential round-about
 - i. Land acquisition and cost of construction
 - e. Road reconstruction/enhancements
 - i. Delineators, bump outs, etc. – cost of construction

Next Steps:

1. Act on policy question of petitioner for linear vs. circular
2. If linear, petitions meet threshold and council can discuss installing stop signs.
3. Consider other options which may include desire to collect more data or conduct more research.

Results

Groveland Road Petition for Stop Signs

November 2021

- **Yellow = Groveland Court (*27 houses; 70% = 18.9 houses)**
 - **RESULTS:** 20 = Yes 7 = No
 - **Homes within 500':** 8343 to 8438 Groveland Road + all houses on Groveland Court (8373 to 8397 Groveland Court)
 - *1 house is vacated and is not included (8398 Groveland); if included, 70% threshold is 19.6 houses
- **Purple = Laport (28 houses; 70% = 19.6 houses)**
 - **RESULTS:** *18 = Yes. 7 = No. 3 = Unanswered (2832 Arden + 2817 Laport (in AZ until April) + 2832 Sherwood)
 - **Homes within 500':** 8244 - 8080 Groveland Road + 2800-2833 Laport + 8200 Fairchild + 2832 Arden + 2832 and 2833 Sherwood
 - *We will provide the remaining vote for this stop sign if City Council requires it; residents have been unavailable
- **Green = Laport & Sherwood (there is an overlap in 500' distance from proposed signs)**
- **Pink = Sherwood (*28 houses; 70% = 19.6 houses)**
 - **RESULTS:** 23 = Yes 3 = No 2 = Unanswered (8030 Groveland + 2808 Sherwood)
 - **Homes within 500':** 8020 to 8160 Groveland + 2832 and 2833 Laport + 2801 -2765 Sherwood
 - *The resident in one home is mentally handicapped and is not counted; if included, the 70% threshold is 20.3 houses
- **White = Address is not located within 500' boundary of any proposed stop sign**
- **+ indicates the resident votes to have the stop sign(s) lighted**
 - **RESULTS:** Most residents verbally agreed that the stop sign on Arden should be lighted; Of the 83 houses involved, 28 residents voted to have all or some of the proposed stop signs lighted. (Not all residents were asked this question as it was somewhat superfluous to the main petition for stop signs)

Address	Name	Email	Text	Comment	Vote
8020 Groveland	Andrea Bode	?	None		Yes
8025 Groveland	Terry	?	None		Yes +
8030 Groveland					
8040 Groveland	Grace & Jon Thomas	Jt	None		Yes + (for all 3)

Address	Name	Email	Text	Comment	Vote
8045 Groveland	Kathy Guck	None	None		Yes + (for all 3)
8060 Groveland	-----	-----			Not counted Mentally handicapped
8065 Groveland	Don Zachor		None	Prefers permanent radar speed monitors at Sherwood and Groveland Court	No
8080 Groveland	Betty Droel		None		Yes +
8100 Groveland	Brian Warnke				Yes (for both)
8106 Groveland	Yohannes Gelette	None			Yes (for all 3)
8110 Groveland	Kathryn Maidi				Yes (for both)
8127 Groveland	Jadira Lopez			Light stop sign Sherwood	Yes + (for both)
8132 Groveland	Deb Petron	None	None		Yes (for all 3)
8138 Groveland	John	None	None		No (for all 3)
8148 Groveland	Charleen Banford		None		Yes (for all 3)
8160 Groveland	Janelle Nelson			Checking vote for Sherwood Light Laport	Yes +
8192 Groveland	Unclear	None	None		No
8202 Groveland	Jill Kowalski	None	None		Yes (Laport & Sherwood)
8203 Groveland	Unclear	None	None		No (Laport & Sherwood)

Address	Name	Email	Text	Comment	Vote
8205 Groveland	Deanne LePage	None			Yes + (for all 3)
8206 Groveland	Carolyn Jenson	None	None		No (for all 3)
8227 Groveland	Sue Barnek	None	None		No (for all 3)
8244 Groveland	Matthew Ross				Yes + (for all 3)
8300 Groveland	Jeanette Lapor	None		<i>Light stop at Arden</i> Vote does not count; not within 500'	Yes + (for all 3)
8330 Groveland	Andren Stroup	None	None	<i>We need speed monitors</i> Vote does not count; not within 500'	Yes + (for all 3)
8333 Groveland	Mary Jean Peloquin		None	<i>Light stop at Arden</i> Vote does not count; not within 500'	Yes + (for all 3)
8334 Groveland	Rachel Shelburne		None	Vote does not count; not within 500'	Yes + (for all 3)
8335 Groveland	David Bernard		None	Vote does not count; not within 500'	Yes (for all 3)
8343 Groveland	Dan Mueller		None		Yes +
8344 Groveland	Blake Downes		None	We need speed monitor	No
8346 Groveland	Katelyn Benz	None	None		Yes + (for all 3)
8351 Groveland	Carlie Hart	None	None		No
8365 Groveland	Matt Bostiem	None	None		Yes + (for all 3)
8368 Groveland	Brian Cornell				Yes (for all 3)

Address	Name	Email	Text	Comment	Vote
8369 Groveland	Sadie Stephen		None	We need more street lights	No
8378 Groveland	Alison Ford		None		Yes (for all 3)
8388 Groveland	Erin and Charles DeRubeis		None		Yes +
8398 Groveland	Jackie	None	None	This house is vacated and not counted	----
8401 Groveland	Glen Thorne	None	None		Yes (for all 3)
8408 Groveland	Unknown	None	None	Paint bike path	No
8409 Groveland	Mike Kostecky				Yes (for all 3)
8414 Groveland	Marissa Squires				No (Yes to S & L)
8415 Groveland	Tony Hoffman				Yes (for all 3)
8419 Groveland	Meg Zaunn	?			Yes +
8420 Groveland	Brian Lawrence	None			Yes
8426 Groveland	Katie Rohnbucher	None			Yes + (for all 3)
8431 Groveland	Roy LaPoint	None	None		Yes (for all 3)
8432 Groveland	Matthew Hager				Yes (for all 3)
8438 Groveland	Betsy Brunes				Yes + (for all 3)
Groveland Court					

Address	Name	Email	Text	Comment	Vote
8373 G Court	Eric Rautio		None	Change name of Groveland Court in Blaine (new development)	Yes (for all 3)
8377 G Court	Julie Gollas		None		Yes (GT & Sherwood)
8381 G Court	Barb Lucarelli		None		Yes + (for all 3)
8385 G Court	Lauroi Boik	None	None		No (yes+ to Serwood & Laport)
8389 G Court	Mike Anderson	None	None		No (yes to Laport)
8393 G Court	Esther Goimos	None	None		Yes (for all 3)
8397 G Court	Tita Lamb	None	None		Yes (also for Laport)
Laport					
2800 Laport	Unknown	None	None		Yes + (for all 3)
2808 Laport	Pat Gotham	None	None		Yes
2817 Laport				In AZ until April	
2816 Laport	Adine		None		Yes (for all 3)
2824 Laport	David Rademacher	None	None		Yes (for all 3)
2825 Laport	Unknown	None	None		No (for all 3)
2832 Laport	Unknown	None	None		Yes + (for Sher& Laport)
2833 Laport	Unknown	None	None		No

Address	Name	Email	Text	Comment	Vote
					(for all 3)
8200 Fairchild	Richard Stachel Sr.	None	None		Yes
2832 Arden					
Sherwood					
2801 Sherwood	Unknown		None		Yes +
2808 Sherwood					
2809 Sherwood	Charles Hearnden				Yes (for all 3)
2812 Sherwood	Mark A. Seehorst		None		Yes + (for all 3)
2816 Sherwood	Sandy Dewing		None		Yes + (for all 3)
2817 Sherwood	Jody Janecek		None		Yes + (for all 3)
2824 Sherwood	Rachel Firkus		None		Yes + (for Sher & GC)
2825 Sherwood	Annette Shorman				Yes + (for all 3)
2832 Sherwood	Marsha Anderson			Vote for Laport is pending	Yes-Sherwood
2833 Sherwood	Jeremy Hoffman	None			Yes
2765 Sherwood	Lisbeth Perez		None		Yes

Petition

Request for Stop Sign(s) for Groveland Road

November 2021

* Circle Y or N to indicate your preference for a stop sign on Groveland Road at these intersections and indicate Y or N for whether you would like that stop sign lighted.

** Reasons:

1. Speeding
2. Traffic load
3. Safety (children, walkers, dogs, car pulling out from drive ways, etc.)
4. Trucking school training course
5. Other

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8020	1	Name: <u>ANDREA BODE</u> Email: <u>lunivm@comcast.net</u> Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	1, 2, 3	Andrea Bode 14-Nov-2021
8025		Name: <u>TERRY BODE</u> Email: <u>T.B.B@comcast.net</u> Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		Terry Bode
8030		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
8040		Name: <u>Grace & Jon Thomas</u> Email: <u>jthomaseusinternet.com</u> Text: <u>763-464-4866</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Grace & Jon Thomas
8045		Name: <u>Kathy Guek</u> Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Kathy Guek


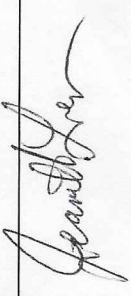



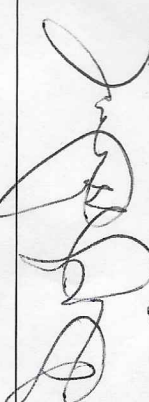
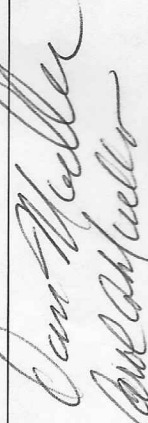
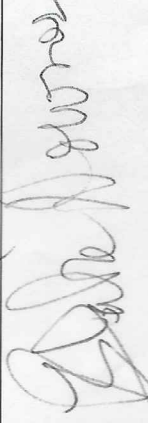
* ~~see p 12 ea 2005~~ ~~2005~~

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8060		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Handicapped	
8065		Name: Don Zachor Email: _____ Text: _____	Sign: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		Opposed
8080		Name: Betty Droe Email: maybet8080@aol.com Text: _____	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		
8100	**	Name: Brian Wark Email: b-warks@yqho.com Text: _____	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		
8106	**	Name: Yoannes Gelle Email: _____ Text: 651-675 8508	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		
8110	**	Name: Kathryn Maid Email: maid.kat@gmail.com Text: 612-385-1475	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		
8127	**	Name: Yadi Lopez Email: yadiralopez@gmail.com Text: (817) 210-6089	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		
8132	**	Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N	Sign: <input type="checkbox"/> Y <input type="checkbox"/> N Lit: <input type="checkbox"/> Y <input type="checkbox"/> N		

** Both Laport & Sherwood





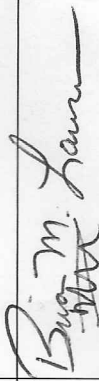
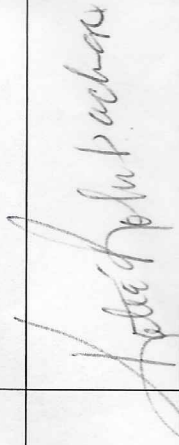
Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8138 **		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		John. E. Evan
8148 **		Name: <u>Charleen Bantford</u> Email: <u>CharleenBantford@gmail.com</u> Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		Charleen Bantford
8160 **		Name: <u>Janelle Shelson</u> Email: <u>JanelleShelson4ernac.com</u> Text: <u>612.418.5480</u>	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		John Shelson
8192		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		Julia W. Hays
8202		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	for sale	home Jill Kowalski
8205		Name: <u>Dianne LePage</u> Email: _____ Text: <u>612-735-2419</u>	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	1,2,3 Safety	Dianne M. LePage
8206		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		Andersyngson
8227		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> Y <input checked="" type="radio"/> N		Lee Baird


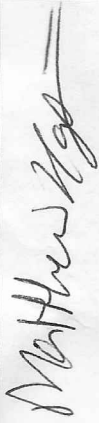
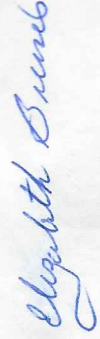

* see p. 12 for ~~8203~~ + 8203
** both Laport + Sherwood

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8244		Name: <u>Matthew Ross</u> Email: <u>Matthew1865@yahoo.com</u> Text: <u>651-331-9604</u>	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N		
8300		Name: <u>Jeannette Lepor</u> Email: _____ Text: <u>612 849 5550</u>	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N		
8330		Name: <u>Andrew Snoop</u> Email: _____ Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	<u>Andrew Snoop</u>	
8333		Name: <u>Marcy Telezian</u> Email: <u>marcy.telezian@comcast.net</u> Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	<u>Andrew Snoop</u>	
8334		Name: <u>Rachel Shelburne</u> Email: <u>pyssre@gmail.com</u> Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N		
8335		Name: <u>Daniel Bernard</u> Email: <u>daniel.john.bernard@gmail.com</u> Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N		
8343		Name: <u>Dan Mueller</u> Email: <u>Carol Mueller</u> Text: <u>mueller44@gmail.com</u>	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	<u>Carol Mueller</u>	
8344		Name: <u>Blake Duvvur</u> Email: <u>hscsede@mn.edu</u> Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	Sign: <input checked="" type="radio"/> N Lit: <input checked="" type="radio"/> N	<u>speed monitor</u>	

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
		Name: <u>Blake</u> Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
8346	4	Name: <u>Bonz, Katelyn</u> Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	1,2,3,4	
8365	2	Name: <u>Matt Bastian</u> Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	1,2,3,4	
8368		Name: <u>Brian Barnett</u> Email: <u>CORNELLE 8442@gmail</u> Text: <u>763-218-2772</u>	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
8369		Name: <u>Sadie Stephen</u> Email: <u>DMStephano29@gmail.com</u> Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
8378		Name: <u>Alison Ford</u> Email: <u>mitcholson@gmail.com</u> Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
8388	2	Name: <u>Erin + Charles DeRubeis</u> Email: <u>erin.deubeis@gmail.com</u> Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	1,3	
8398		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		

* See p. 12 for 8351

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8401		Name: <u>Coleen Thorne</u> Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	opposed	
8408		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	opposed	paint bike path —
8409	H	Name: <u>Mike Koscheck</u> Email: <u>505510mmike@gmail</u> Text: <u>602369-8867</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	1, 2, 3 4, 5,	
8414		Name: <u>Marissa Squires</u> Email: <u>maculter91@gmail.com</u> Text: <u>651-357-3273</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
8415	2	Name: <u>Tony Hoffmann</u> Email: <u>Elkdearmm@gmail</u> Text: <u>763-242-0968</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	speed traffic lanes	 <u>Cheryl Hoffmann</u>
8419		Name: <u>Ben Zeman</u> Email: <u>Wzeman@vnet.ed</u> Text: <u>602-965-6984</u>	Sign: <input type="radio"/> Y <input checked="" type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input checked="" type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	too much stopping	Light stop sign
8420		Name: <u>BRIAN LAWRENCE</u> Email: <u>602-460-7090</u> Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
8426		Name: <u>Katie Kowalski</u> Email: <u>8426 Kowalski Rd</u> Text: <u>763-766-0884</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8431		Name: <u>Roy Lapoint</u> Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
8432	2	Name: <u>Matthew Hager</u> Email: <u>MPisus2@gmail.com</u> Text: <u>562 233 5216</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	1, 2, 3, 4	
8438	1	Name: <u>BETSY BRUNES</u> Email: <u>bbrunes.3646mail.com</u> Text: <u>763-350-3982</u>	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	1, 2, 3, 4, 5	
8444		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		_____
8450		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		_____
8450		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		_____
8455	1	Name: <u>KEVIN CANTWELL</u> Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
8456		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		_____

N/A

N/A

N/A

N/A

N/A

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8460	N/A	Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8461	N/A	Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8465	N/A	Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8470	N/A	Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8480	N/A	Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—

Groveland Court							
8373		Name: <u>Eric Raxtio</u> Email: <u>grrcra1@gmail.com</u> Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		groveland court Blame Eric Raxtio
8377		Name: <u>Julie Golias</u> Email: <u>golias001@umn.edu</u> Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		Julie Golias

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8381		Name: Barb Lucarelli Email: Barb Lucarelli40@gmail.com Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Barb Lucarelli
8385	2	Name: Laurel Boik Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Laurel Boik
8389	2	Name: Mike Anderson Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		—
8393		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Cather Jones
8397	2	Name: Tita Lamb Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	1, 2 3 4	Tita Lamb
Laport							
2800		Name: _____ Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		
2808		Name: Pat Gatham Email: _____ Text: _____	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	three-way stop	Pat Gatham


Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
2817		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		out of town until April
2816		Name: _____ Email: <u>adine@noverista.com</u> Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		<i>Adine Budin</i>
2824		Name: <u>R</u> Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		<i>David N. Rademacher</i>
2825		Name: _____ Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		<i>Yvonne Haluzek</i>
2832	**	Name: _____ Email: _____ Text: _____	Sign: <u>Y</u> N Lit: <u>Y</u> N	Sign: <u>Y</u> N Lit: <u>Y</u> N	Sign: Y N Lit: Y N		<i>Amade Magnus</i>
2838 2833 **		Name: _____ Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		<i>Ben</i>
Sherwood							
2801		Name: _____ Email: <u>Amal Dany@gmail.com</u> Text: _____	Sign: <u>Y</u> N Lit: <u>Y</u> N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		<i>Amal</i>
2808		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		

** Both Laport + Sherwood





Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
2809		Name: Charles Heerden Email: CharlesHeerden@yahoo.com Text: 765 274 4046	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: Y N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: Y N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: Y N		wants to make
2812		Name: Mark A. Seehris Email: 1991MIS@gmail.com Text:	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Retention of office 29 Dec 2015	Mark A. Seehris
2816		Name: Sandy Dewing Email: Sandy.k.dewing@gmail.com Text:	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Sandy K Dewing
2817		Name: Jody Janek Email: jjanek5@comcast.net Text:	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Jody Janek
2824		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
2825		Name: Annette Sherman Email: annette.sherman@gmail.com Text: 719 214 3159	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: <input checked="" type="radio"/> Y <input type="radio"/> N		Annette Sherman
2832		Name: Marsha Anderson Email: m.anderson234@yahoo.com Text: 651-280-8293	Sign: <input checked="" type="radio"/> Y <input type="radio"/> N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		Marsha Anderson
2833		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		

** Both Laport + Sherwood

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8351 Graveland Graveland Ct.		Name: <u>Carlie Hart</u> Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: Y <u>N</u> Lit: Y N	Sign: Y <u>N</u> Lit: Y N		<u>Carlie Hart</u>
8198 Graveland		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8200 Fairchild (Laport)		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N		<u>Richard Steele Sr</u>
8208 Fairchild N/A		Name: _____ Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8203 Graveland		Name: _____ Email: _____ Text: _____	Sign: <u>Y</u> N Lit: Y N	Sign: <u>Y</u> N Lit: Y N	Sign: Y N Lit: Y N		<u>Richard Steele</u>
8205 Graveland N/A		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8206 Graveland N/A		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—
8207 Graveland N/A		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		—

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
2765 Sherwood		Name: <u>Lisbeth Perez</u> Email: <u>aldrincejias60@gmail.com</u> Text: _____	Sign: <input checked="" type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		
2832 Arden		Name: _____ Email: _____ Text: _____	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N	Sign: <input type="radio"/> Y <input type="radio"/> N Lit: <input type="radio"/> Y <input type="radio"/> N		

Testimonials

Address	# Adults	Print Name (text/email to be used for future communication only)	*Sherwood	*Laport	*G. Court	**Reason	Signature
8030 Groveland Road		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
2817 Laport (in AZ til April)		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
2808 Sherwood		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
2824 Sherwood		Name: Rachel Finkus Email: riarache@me.com Text: _____	Sign: (Y) N Lit: (Y) N	Sign: Y N Lit: Y N	Sign: (Y) N Lit: Y N		
2833 Sherwood (evening; is for ss)		Name: Jeremy Hallman Email: _____ Text: 612-964-1638	Sign: (Y) N Lit: Y N	Sign: (Y) N Lit: Y N	Sign: Y N Lit: Y N		
2832 Arden (for Laport)		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
2832 Sherwood (counts for Sherwood & Laport)		Name: Marsha Anderson Email: m.and0234@yahoo.com Text: 651-280-8293	Sign: (Y) N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		
		Name: _____ Email: _____ Text: _____	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N	Sign: Y N Lit: Y N		



TRAFFIC ENGINEERING REQUEST

The City of Mounds View has a traffic committee made up of staff from the public works/engineering, police and zoning departments. The group responds to requests and concerns from the public regarding traffic throughout the city. If the request is for maintenance and repair of existing traffic controls, it will be addressed by traffic operations. If the request is for new traffic control, it will need to go to the traffic committee. Many traffic control requests require City Council approval. Requests can include the following: **•stop sign requests** **•traffic signal requests** **•parking restrictions**. The engineering department is the main point of contact for this group.

To submit a request please provide the following:

Date Nov. 30, 2021

Name Betsy Brunen and Maggi Aitkens

Address 8438 Groveland Road, Mounds View, MN 55112

Email maitkens23@gmail.com

Phone 612-804-7360 Alternate Phone _____

Description of Request

We request that stop signs be placed on Groveland Road at the intersections of Groveland Court, Laport, and Sherwood Road and that, preferably these stop signs be lighted. Please see the petition signed by residents located 500' of these proposed stop signs. This petition was submitted by email directly to Nyle Zikmund, City Administrator

SUBMIT by email

Traffic Control Policy – Sign Installation Requests

Date _____
Street and/or Intersection _____
Device Requested _____

Road Designation:
Arterial _____ Collector _____ MSA _____ Other _____

- A. Does this proposed installation significantly increase traffic volumes on adjacent residential/neighborhood streets? _____ (Y or N)
- B. Does this proposed installation jeopardize the safety of the motoring public or any non-motoring traffic using the roadway or sidewalks? _____ (Y or N)
- C. Does 60% of the traffic studies exceed posted speed limit? _____ (Y or N)
- D. Does 35% of the traffic studies exceed posted limit by 5 MPH? _____ (Y or N)
- E. Intersection with <5,000 vehicles per day? _____ (Y or N)
- F. Intersection with >5,000 vehicles per day? _____ (Y or N)
- G. Does the Pedestrian levels in safety sensitive areas warrant stop signs, crosswalks or other? _____ (Y or N)
- H. Intersection experienced five (5) or more accidents (in 3 years) correctable by traffic control? _____ (Y or N)
- I. Is there a site obstruction? _____ (Y or N)

Issue: _____ Can it be removed? _____ (Y or N)

Code Enforcement Issue? _____ (Y or N)

Action Taken _____

NOTE: Non-Qualifying will be considered if the following is satisfied:

75% of residents within a 500 foot radius from the area stated above submitted a signed petition.

MnMUTCD shall always be followed regarding traffic control recommendations.

Comments _____

Procedure

1. Correspondence was acknowledged by the Director of Public Works. (Attach document)
2. Date **initial** on-site inspection was conducted. _____
3. Surveys, traffic counts, accident analysis, pedestrian volumes, etc. were performed.
_____ (Y or N) (Attach document)
4. One or more of the criteria applies to request? _____ (Y or N)
Per policy list criteria(s) from policy _____
5. Public Safety Department contacted regarding speeding/accident issues? _____ (Y or N)
(Attach document)
6. Neighborhood was contacted to determine support or denial for the traffic control change.
_____ (Y or N) (Attach document)
7. Criteria meets Policy; neighborhood is supportive of decision.
Resolution Number recommending traffic control change. _____

Comments _____

Criteria was not met

Director of Public Works sent correspondence to proper person(s) that requested traffic control change with the option to address the City Council. (Attach document)

Should a petition be presented to the City Council, a traffic study will be recommended and then facilitated by the City Engineer before the installation of any traffic control is authorized.

Comments _____

Director of Public Works _____

Date _____

All documentation has been scanned to the Address File of _____



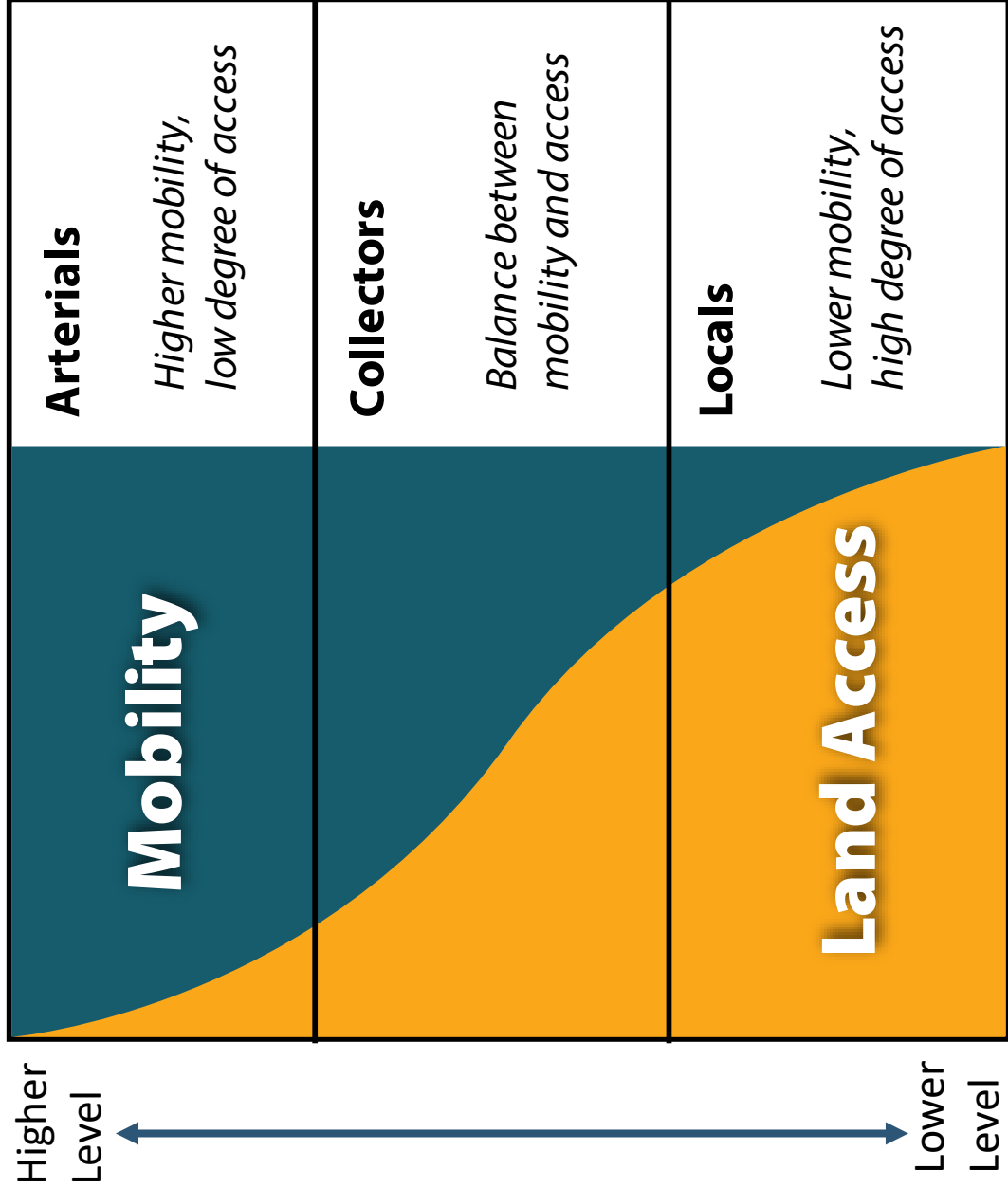
Roadway Functional Classification

Functional Classification of Road

Shows how it fits within the system

- Based on the use (or function) the roadway serves
- Influences design standards for that road
 - Speed, access, geometry
- Changes based upon access and mobility needs

Use and Function of Roadway Classification



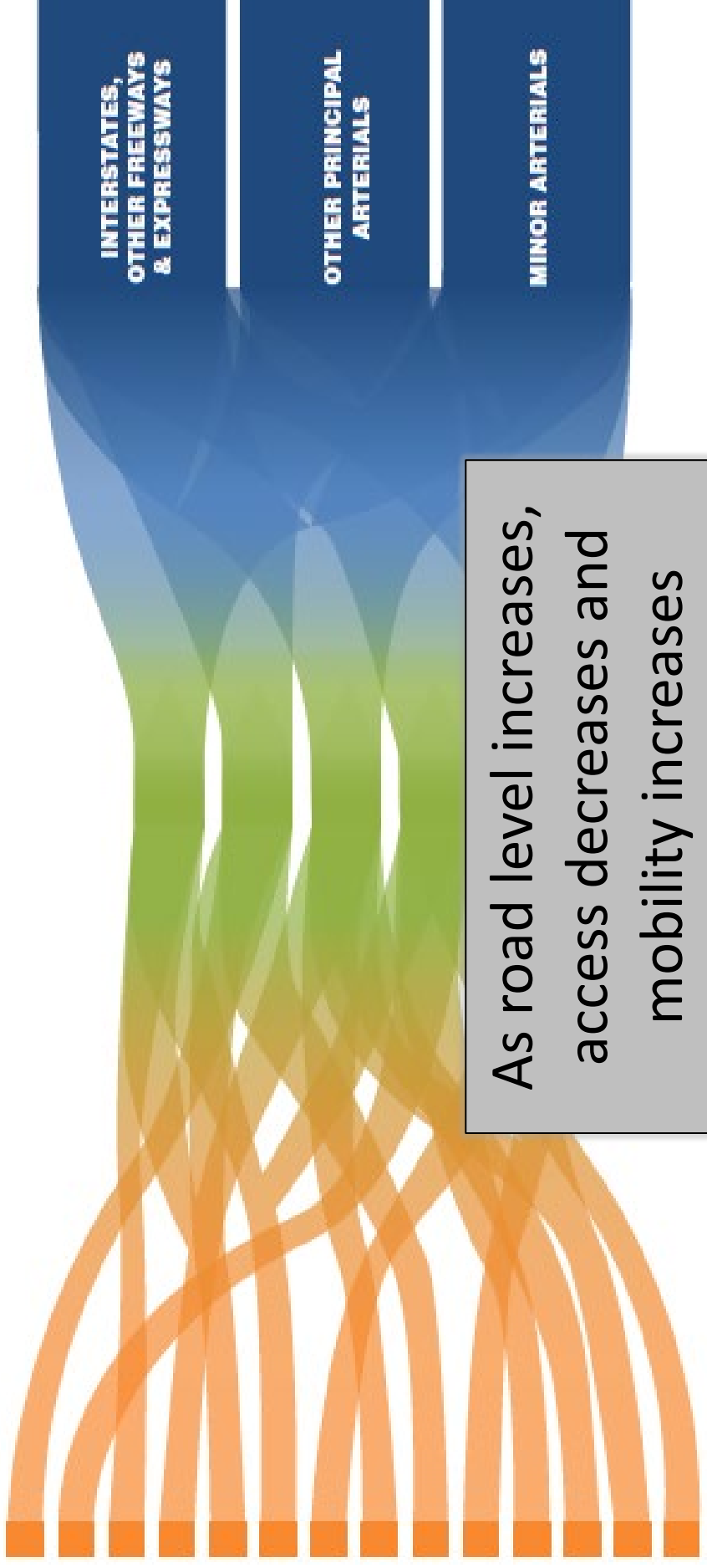
Establishes level of roadway based on **fit and function**

Road level:

LOCAL ROADS

COLLECTORS

ARTERIALS



As road level increases,
access decreases and
mobility increases



Four Classes of Roadways

- 1) Principal Arterials (includes Interstate Freeways)
 - 2) Minor Arterials
 - 3) Collector Streets
 - 4) Local Streets
- High mobility, low access, long trips, faster speeds
- Moderate mobility, access, trips and speeds
- Low mobility, high access, short trips, slow speeds



Principal Arterial



Minor Arterial



Collector



Local Street

Distribution of Functional Systems for Metropolitan Highway System

System	Miles in Region	Percentage of Total	Percent of Total Vehicle Miles Travelled (VMT)
Principal Arterials	915	5.3%	48%
Minor Arterials	2,444	14.1%	26%
Collector/Local Roads	14,000	80%	

20% of Twin Cities metro roads are arterials

Source: The Metropolitan Council. A regional policy-making body, planning agency, and provider of essential services for the Twin Cities metropolitan region.

Distribution of Functional Systems for Metropolitan Highway System

System	Miles in Region	Percentage of Total	Percent of Total Vehicle Miles Travelled (VMT)
Principal Arterials	915	5.3%	48%
Minor Arterials	2,444	14.1%	26%
Collector/Local Roads	14,000	80%	

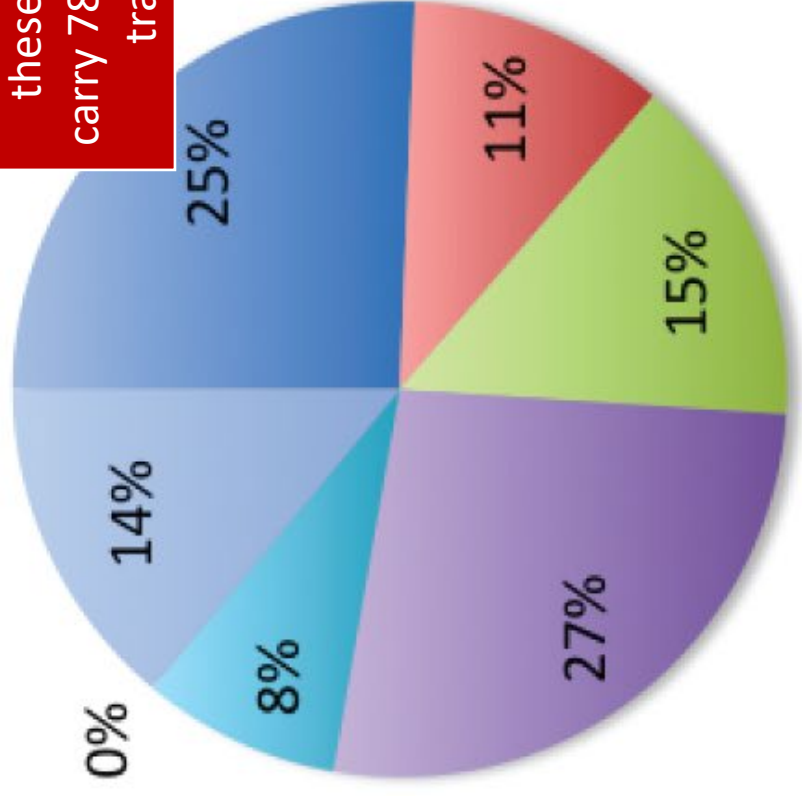
20% of Twin Cities metro roads are arterials

They carry 74% of the traffic

Source: The Metropolitan Council. A regional policy-making body, planning agency, and provider of essential services for the Twin Cities metropolitan region.

2011 MN Urban VMT Share by Road Classification

For Urban areas
Statewide –
these roads
carry 78% of the
traffic



Interstate

Other Freeways and
Expressways

Other Principal Arterial

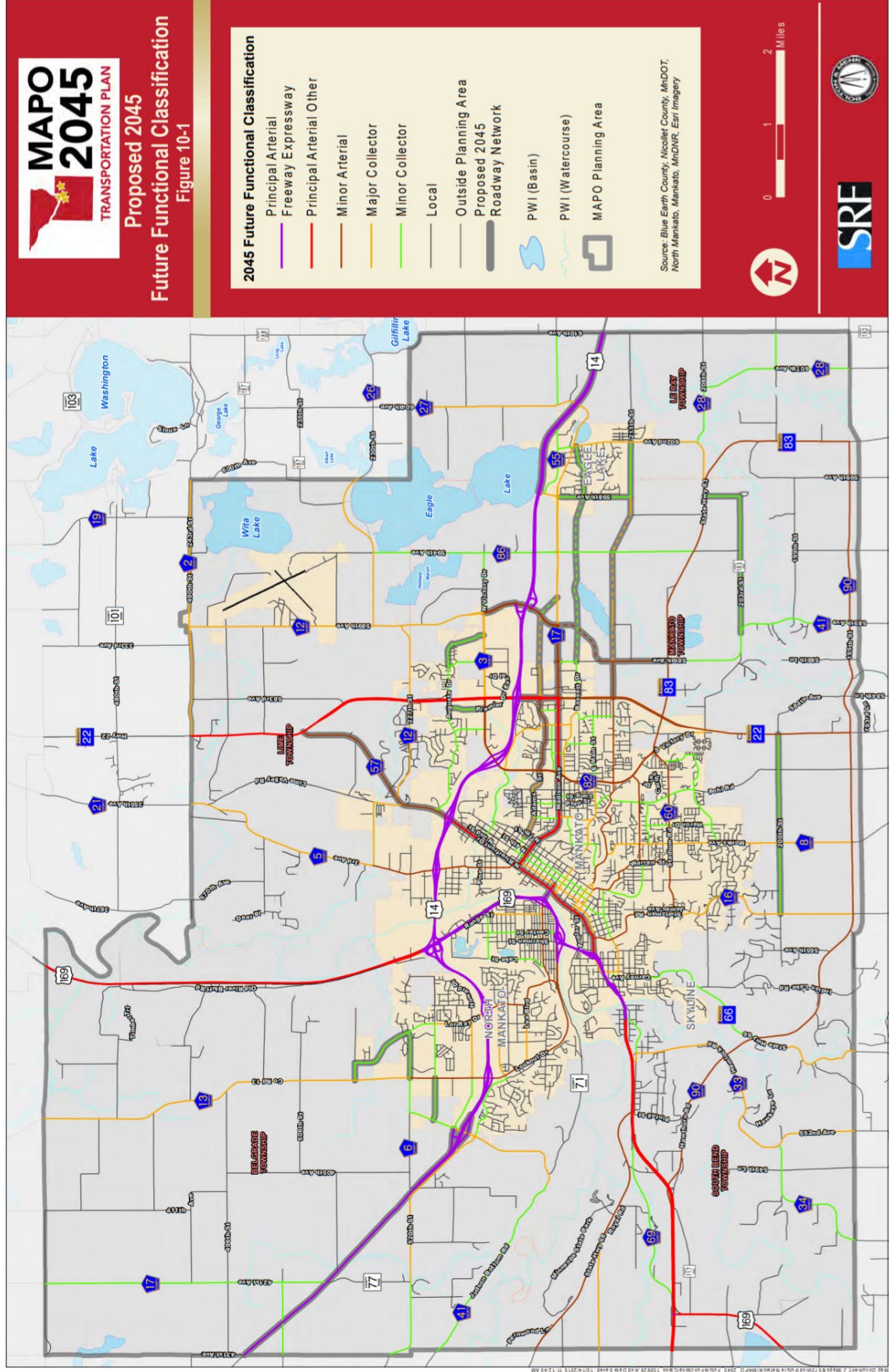
Minor Arterial

Major Collector

Minor Collector

Local

Sample Functional Classification Map



Based on number of miles, higher-level roads are a minor portion of the total road system, but carry the major portion of the traffic

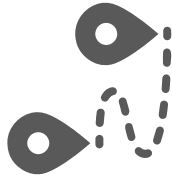
Why Functional Classification is important to speed limit vision discussion

- Shows how road fits within entire system
- Influences design standards such as speed, access and geometry
- Higher level roads important part of road system as they move the highest number of vehicles
- Higher level road move more traffic and need higher speeds, access control, and more travel lanes to do so
- Access Reduces and Mobility Increases as level of road increases
- **Vision for speed limits should differ for roadways with different functions in the road system**



Literature Review Matrix Overview

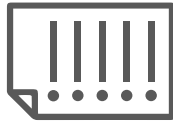
What it is the Literature Review Matrix?



Summarizes the journey undertaken regarding speed limits in both Minnesota and nationwide



Covers the latest and most relevant speed limit information available since 2008



Summarizes both state and nationwide publications from 1993 to today

STATEWIDE

Speed Limit Vision

PROJECT

Literature Review Matrix

A summary of research and literature related to speed limits

March 2020

The goal of the Minnesota Statewide Speed Limit Vision Project is to develop a consistent and unified message related to speed limits supported by cities, counties, special interests, public safety and enforcement. Various types of research efforts were conducted to gather the latest and most relevant information available. The literature review matrix summarizes, in chronological order, both state and nationwide publications of this relevant speed limit information.

Year	Reference	Publisher	Summary
1993	The ITE Committee 4M-25 draft guidelines Recommended Practices, https://www.ihbbo.org/edu/ite-sq.html	Institute of Transportation Engineers (ITE) Committee 4M-25	<ul style="list-style-type: none"> Speed zones shall only be established on the basis of an engineering study and restudied every 5 years. The engineering study should include an analysis of the current speed distribution of free-flowing vehicles. The speed limit within a speed zone shall be set at the nearest 5 mph increment to the 85th percentile speed or the upper limit of the 10 mph pace. However, in no case should the speed limit be set below the 67th percentile speed of free-flowing vehicles.
1998	<i>Synthesis of Safety Research Related to Speed and Speed Management</i> , https://www.fhwa.dot.gov/publications/research/safety/98154/speed.cfm	Federal Highway Administration (FHWA), FHWA-RD-98-154	<p>Past research has shown that the 85th percentile speed coincides with the lowest accident rates and reflects a safe speed for existing conditions as perceived by the majority of motorists. This research and approach are based on the Solomon Crash Risk Curve developed in the 1960s for rural highways. Solomon reported that the results of his study showed that "low speed drivers are more likely to be involved in accidents than relatively high speed drivers."</p> <p>This 1998 study concluded that "there is evidence that crash risk is lowest near the average speed of traffic and increases for vehicles traveling much faster or slower than average. In general, changing speed limits on low and moderate speed roads appears to have little or no effect on speed and thus little or no effect on crashes. This suggests that drivers travel at speeds they feel are reasonable and safe for the road and traffic regardless of the posted limit. However, there is limited evidence that suggests the net effect of speed limits may be positive on a system wide basis. More research is needed to evaluate the net safety effect of speed limit changes."</p>
2007	Review of 20 mph zones in London Boroughs, https://www.rsgpa.com/media/documents/road-safety/20mph-zones-and-speed-limits-factsheet.pdf	Webster, D. and R. Layfield	A 2007 review of half of the 20 mph zones which had been implemented in London (78 zones) found that they reduced injury accidents by about 42% and fatal or serious accidents by 53%.
2007	USLIMITS2, https://safety.fhwa.dot.gov/uslimits/	FHWA and the National Cooperative Highway Research Program (NCHRP)	FHWA and NCHRP released USLIMITS2 to assist practitioners in setting speed limits that are safe, credible, consistent and enforceable. When used to determine appropriate speed limits, this web-based expert approach provided a systematic, consistent method for examining and weighing factors in addition to vehicle operating speeds.

MnDOT last formally studied the topic of local road speed limits in 2008 during a study of local speed limit issues in consultation with local governments.

Current Practice

- Has remained relatively constant in approach over last two decades
- Four general methods:
 - 1) Engineering Approach
 - 2) Expert System Approach (USLIMITS2) (developed in 2007)
 - 3) Optimization: setting speed limits to minimize the total societal costs of transport
 - 4) Injury minimization and Safe system approach: speed limits are set according to the crash types that are likely to occur



Current Practice

- Engineering, Expert Systems, and Optimization are generally used for adjusting speed limits on a street by street basis.
- The Safe System Approach is more commonly applied at the city, county, or state level to adjust a state statutory speed limit across the board.
- The Engineering Approach, which establishes the speed limit street-by-street based on an engineering study and uses the 85th percentile speed, is the most common.

The **85th percentile speed** is **defined** as, “the **speed** at or below which **85** percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.” Another way to consider this is the **speed** at which only 15% of traffic violate on average.

Current Practice in Minnesota

In Minnesota

- Statutory Urban Speeds
 - Minnesota – 30 mph
 - All neighboring states – 25 mph
- Mn MUTCD (2019)
 - Engineering Approach
 - Should be within 5 mph of the 85th percentile speed of free-flowing traffic
 - May consider other factors

Traditionally Speed limits
are set by Statute or by
Engineering Study



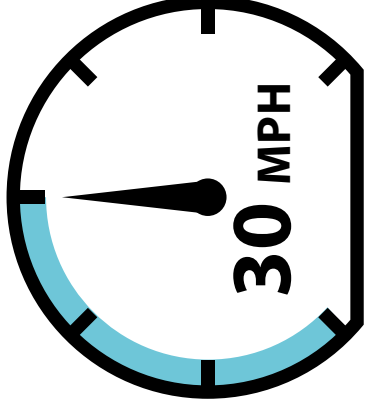
The Conversation is Moving Beyond the Engineering Approach

A well-documented study in 2011 by AAA showed that pedestrians and bicyclists are more vulnerable and have a higher likelihood of injury in higher speed crashes.

The likelihood of injury to pedestrians increases as driver speed increases.



13% Likelihood of fatality or severe injury



40% Likelihood of fatality or severe injury



73% Likelihood of fatality or severe injury

The Conversation is Moving Beyond the Engineering Approach

Use of Engineering Approach being re-examined

*Especially on local roads, related to
safety of speed limit changes and non-
motorized roadway users*

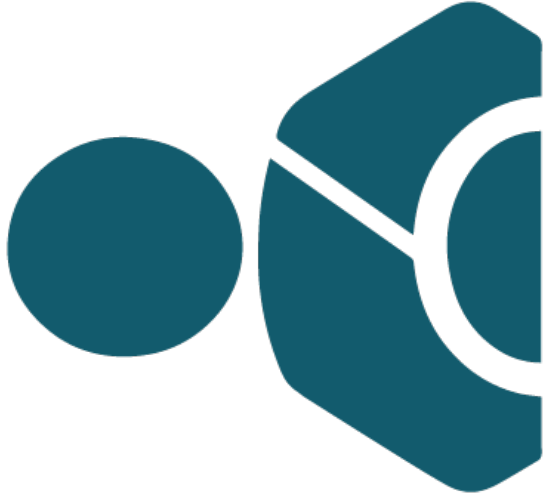
Alternative approaches being used by agencies across the U.S.

*Incorporate factors such as crash history
and presence of vulnerable road users
such as pedestrians*



Impact on Driver Speed

As agencies lower speed limit on a more systematic basis, they have seen an impact on driver speeds.



Lowering the speed limit did lower the odds of drivers going over 35mph by up to 29% in Boston, where they lowered the default speed limit on city streets from 30mph to 25mph in 2017.

*-2018 article published by the
Insurance Institute for Highway Safety*

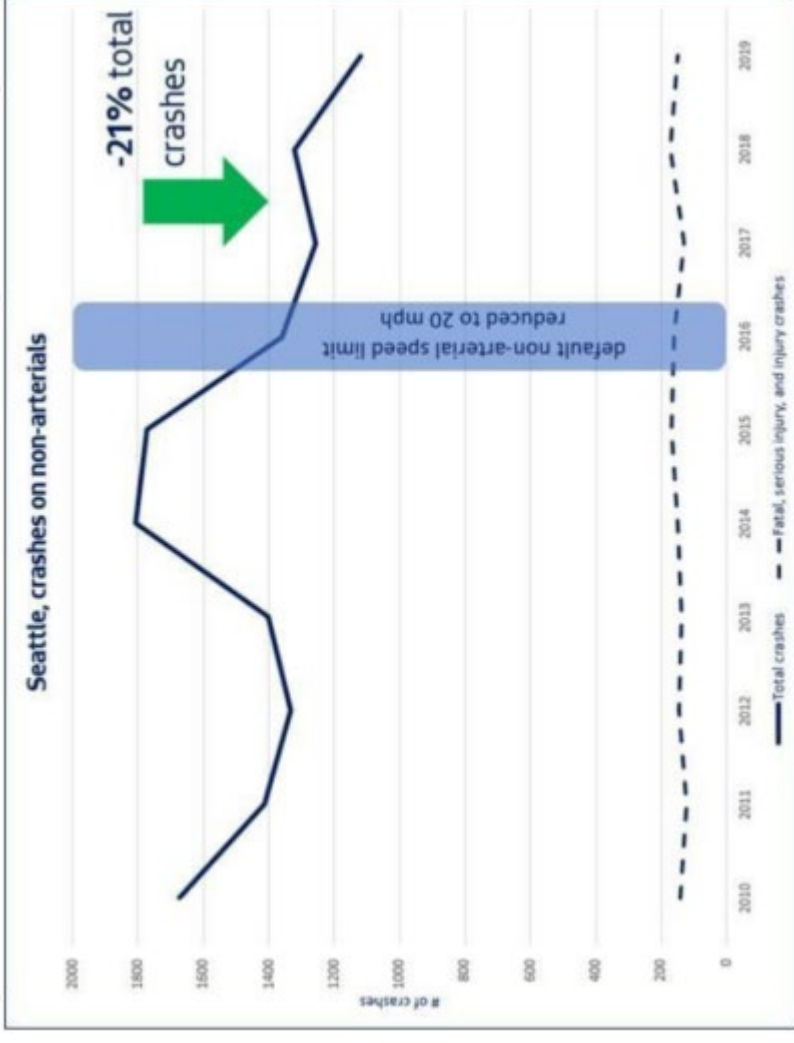
Impact on Overall Crashes

The before and after research in U.S. **cities** of the effect of changing speed limits on crash reduction is limited.

However, the Seattle DOT recently prepared an evaluation of changes they made in 2016 on non-arterial streets.

They have seen a 21% reduction in total crashes on local streets since they lowered the speed limit on those streets to 20 mph.

Figure 5: Seattle crashes on non-arterial streets after speed limit change



Source: Dongho Chang, Seattle Department of Transportation

Not Everyone Agrees

A 1998 FHWA study concluded that

There is evidence that crash risk is lowest near the average speed of traffic and increases for vehicles traveling much faster or slower than average. This suggests that drivers travel at speeds they feel are reasonable and safe for the road and traffic regardless of the posted limit.

Research shows the 85th percentile speed coincides with the lowest accident rates and reflects a safe speed for existing conditions as perceived by the majority of motorists.

*-Based on the Solomon Crash Risk Curve
developed in the
1960s for rural highways*

Not Everyone Agrees

2015 MnDOT study concluded

Driver behavior **did not change** before and after speed limit change

Beyond changing the posted speed limit, efforts to change driver behavior should be focused on added enforcement and making changes to the road environment as well.



On their website, the **National Motorists Association**, a driver advocacy group, states that ideally speed limits should be based on sound traffic-engineering principles that consider responsible motorists' actual travel speeds. Typically, this should result in speed limits set at the 85th percentile speed.

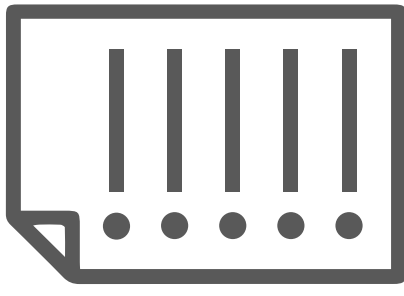
Not Everyone Agrees

- The current practice for setting speed limits is being reviewed by the AASHTO, NCUTD, FHWA, ITE, and others.
- A 2017 study published by the National Transportation Safety Board (NTSB) study recommended to FHWA that they:
 - Revise the Manual on Uniform Traffic Control Devices (MUTCD) to remove the guidance that speed limits should be within 5 mph of the 85th percentile speed
 - Incorporate the safe system approach for urban roads to strengthen protection for vulnerable road users.
- In early 2021, FHWA proposed changes to the MUTCD to reinforce the understanding that other factors, in addition to the 85th-percentile speed, have a role in setting speed limits. These changes would allow agencies to establish detailed criteria based upon national guidance or research, outside the MUTCD.



Full Literature Review Matrix found here:

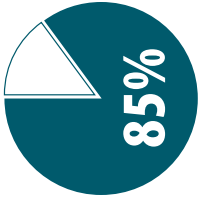
<https://clients.bolton-menk.com/mnspeedlimitvision/research/>





Approaches for Setting Speed Limits

Four General Approaches



Engineering Approach



Optimization Approach



Injury minimization/Safe system philosophy



**Expert System Approach
(USLIMITS2)**

How Approaches are Applied

Street by street basis

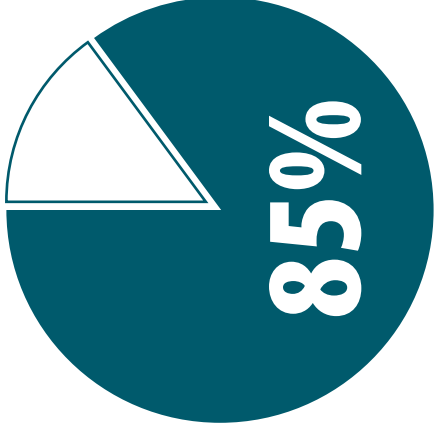
- Engineering
- Optimization
- Expert Systems

Adjust system-wide

- Injury Minimization/Safe System Philosophy

Engineering Approach

- A two-step process
- Speed limit is set according to the 85th percentile speed
- Adjusted based on other criterion
 - Traffic and infrastructure conditions such as pedestrian use, median presence, etc.
- Relies on engineering judgment



The **85th percentile speed** is defined as, “the **speed** at or below which **85** percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.” Another way to consider this is the **speed** at which only 15% of traffic violate on average.

Optimization Approach

- Set Optimal Speed Limit to Minimize Societal Costs
- To determine optimal speed limit examines:
 - Travel Time
 - Vehicle Operating Costs
 - Crash History
 - Emissions and Fuel Consumption
- No specific approach, model must be developed each time
- Time and data intensive



Expert Systems

- Computer Based Evaluation
- Uses USLIMITS2 to simulate judgment of speed limit experts
- Created by Federal Highway Administration (FHWA) through the National Cooperative Highway Research Program (NCHRP)
- Contains accumulated knowledge and experience and set of rules for applying knowledge
- Can be a bit of a “black box” feel



Injury Minimization/Safe System Philosophy

- Maximize Road Safety
- Examines:
 - Road Types
 - Crash History
 - Injury Rates
 - Emphasis on non-motorized users
- Based on link between travel speeds and serious crashes/injuries
- Can result in speed limits lower than those traditionally used
- May be more applicable to urban rather than rural



Use in Minnesota

Statutory Speed Limits

OR

Regulatory Speed Limits



Engineering Approach

- Existing Speeds
- Crash History
- May consider other factors
- MUTCD guidance = Speed Limit should be within 5 mph of the 85th percentile speed
- In MN, City has statutory ability to set speed limit based on their own engineering approach.

Traditionally Speed limits
are set by Statute or by
Engineering Study



Use in the U.S.

1) Engineering Approach

Widely used in US

2) Optimization Approach

3) Injury minimization/Safe system philosophy

4) Expert System Approach (USLIMITS2)

Gaining use in US
urban areas

Use in the U.S.

2018 Survey Conducted by National Committee on Uniform Traffic Devices (NCUTCD)

- Over 50% stated most important factors for speed limit setting = speed of vehicles, crash history, context (location)
- Top-most relied upon measure: 85th percentile speed (88%), design speed (21%), pace speed (17%)
- Related to speed limit and rounding, most frequent response was to round up or down 5mph from the 85th percentile
- When given option to choose how they “would” do it if given the choice offered the following.....



Respondents included engineering consultants, state, and local agencies

A word cloud visualization of terms related to transportation planning and design. The words are arranged in a circular pattern, with 'context' being the largest and most central word. Other prominent words include 'roadway', 'design', 'users', 'desired', 'street', 'percentile', 'speeds', 'land', 'set', 'safety', 'target', 'areas', 'pedestrians', 'urban', 'factor', 'history', 'geometric', 'lane', 'classification', 'community', 'crash', 'down', 'policy', 'account', 'uses', 'area', 'vision', 'max', 'crashes', 'streets', 'land', 'set', 'percentile', 'speeds', 'geometric', 'lane', 'classification', 'community', 'crash', 'down', 'policy', 'account', 'uses', 'area', 'vision', 'max', 'crashes', 'streets', 'land', 'set', 'percentile', 'speeds', 'geometric', 'lane', 'classification', 'community', 'crash', 'down', 'policy', 'account', 'uses', 'area', 'vision', 'max'. The words are in various sizes and orientations, creating a dynamic and visually engaging representation of the data.

- If given a choice, most respondents stated a study to document decision was important, but they would like to expand the way they would set speed limits if given a choice
- Not everyone agrees on which approach to setting speed limits is best

Broadening the Engineering Approach Beyond 85th Percentile

- 2017 National Transportation Safety Board (NTSB) Report, “Reducing Speeding-Related Crashes Involving Passenger Vehicles”, recommended to the FHWA to revise the Manual on Uniform Traffic Control Devices (MUTCD)
 - Revise the MUTCD to remove the guidance that speed limits should be within 5 mph of the 85th percentile speed
 - Incorporate the safe system approach for urban roads to strengthen protection for vulnerable road users.

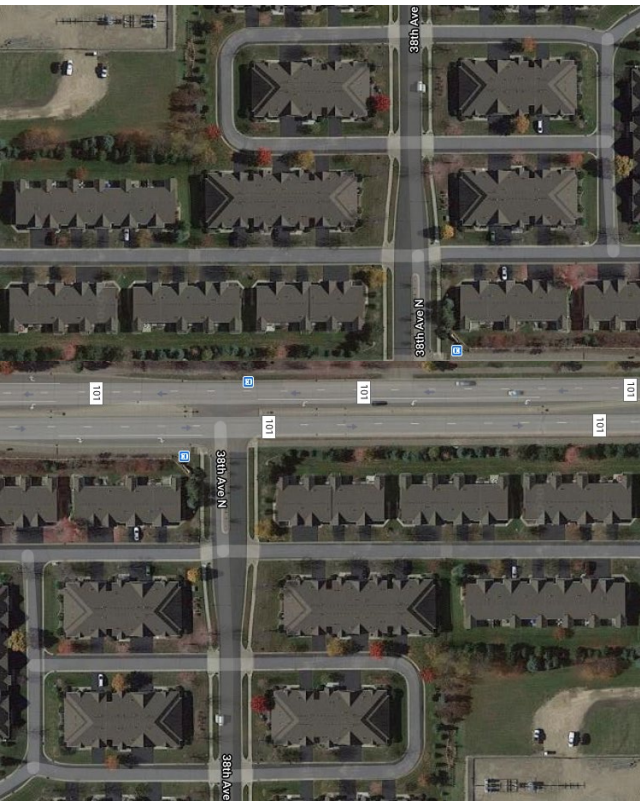


Broadening the Engineering Approach Beyond 85th Percentile

- In 2019 the NCUTCD, in response to 2017 NTSB report, proposed changes to the MUTCD:
 - Emphasize role of other factors in setting speed limits in addition to 85th percentile speed
 - Retain reference to 85th percentile as factor for freeways, expressways, and rural areas
 - Leave setting of speed zones broad to allow state/local authorities to establish their own criteria
- In early 2021, FHWA proposed changes to the MUTCD to reinforce the understanding that other factors, in addition to the 85th-percentile speed, have a role in setting speed limits. These changes would allow agencies to establish detailed criteria based upon national guidance or research, outside the MUTCD.
- Anticipated Mid 2021, NCHRP 17-76 “Guidance for the Setting of Speed Limits”
 - A national speed limit guide and tool for practitioners to set speed limits on a street by street basis based on roadway context/use

Case Examples of Each Speed Limit Setting Approach

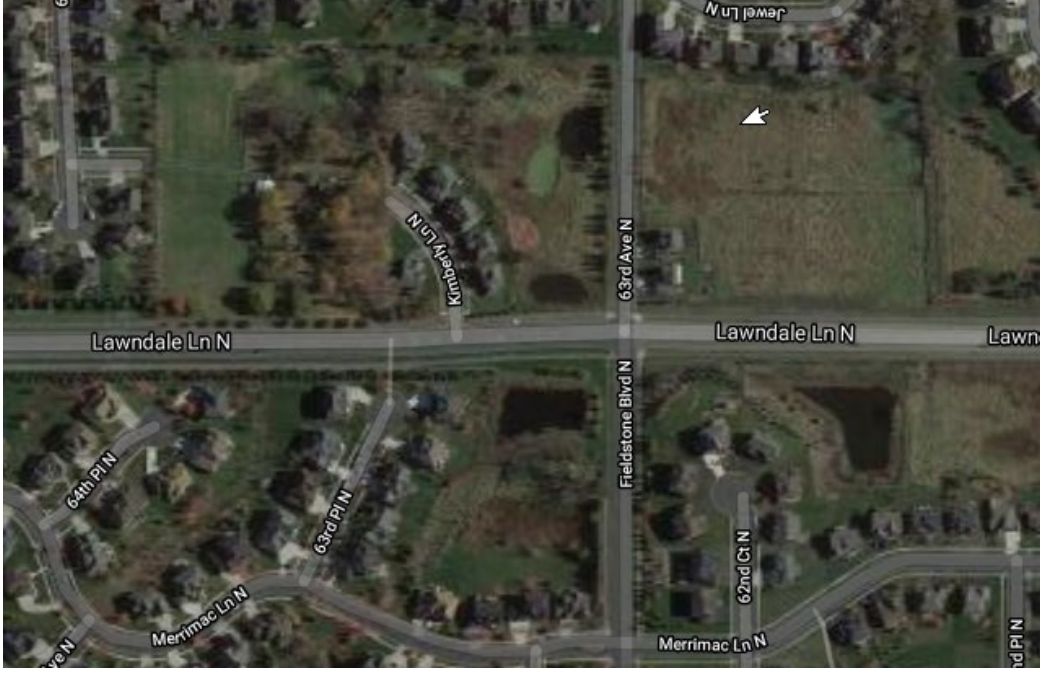
- Urban Example
 - 4-lane divided minor arterial
 - Posted Speed Limit 40 MPH
 - Surrounded by single and multi-family residential, neighborhood commercial
 - Transit Route



Case Examples of Each Speed Limit Setting Approach

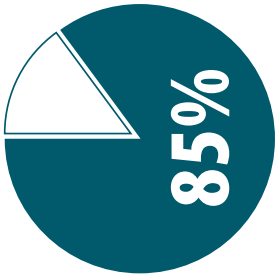
- Suburban/Rural Example

- 3-lane minor arterial with paved shoulders
- Posted Speed 40 MPH
- Surrounded by farmland with some residential



Engineering Approach

Operating Speed

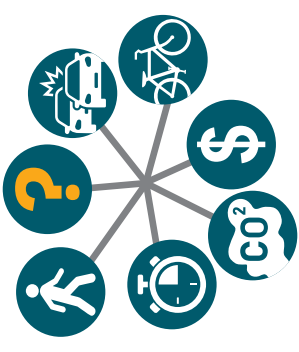


Context	Existing Posted speed limit	Data Collected			Recommended Speed Limit using Engineering Approach
		50th percentile	85th percentile	10 mph pace	
Urban	40 mph	40 mph	44 mph	38-47 mph	40 or 45 mph
Rural	40 mph	41 mph	48 mph	35-44 mph	45 mph

Uses Economic Analysis to determine:

- Crash Cost
- Travel Time Cost
- Fuel Consumption Cost
- Cost of Emissions

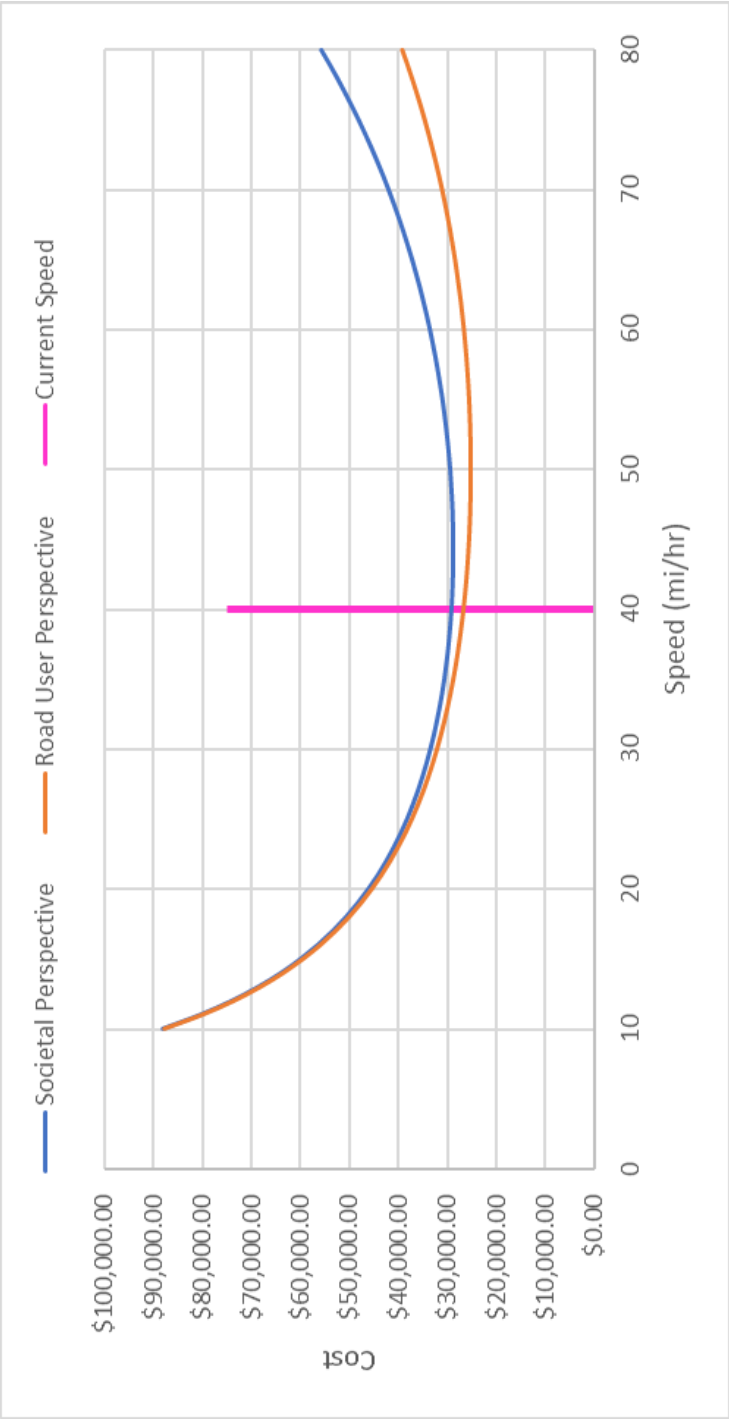
This approach takes 8 to 10 times as long to complete as the other approaches



Optimization Approach

Optimization Approach

URBAN



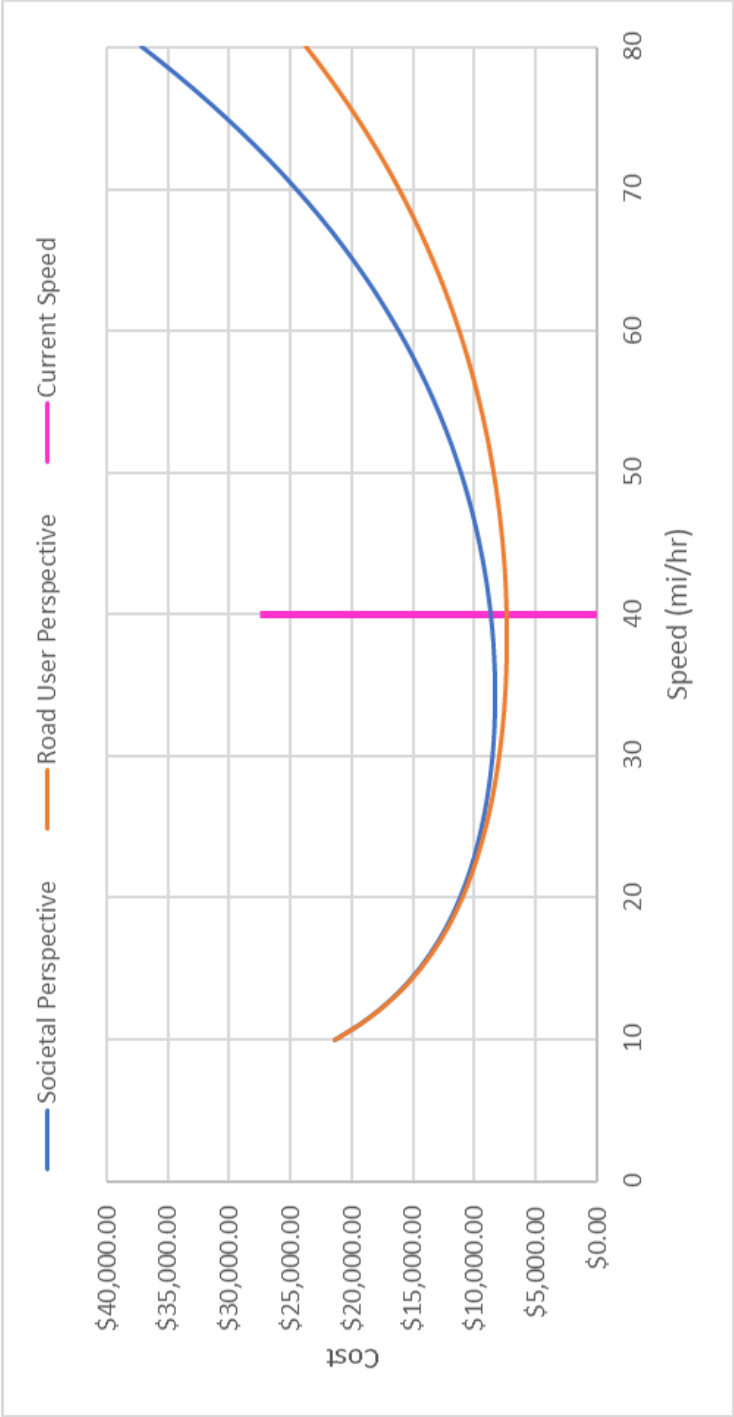
Recommended
Speed Limit
using
Optimization
Approach =
45 MPH

Optimal Society	44	mph
Optimal Users	50	mph
Average	47	mph

Look at optimal speed
between cost to society
and cost to users

Optimization Approach

RURAL



Recommended
Speed Limit
using
Optimization
Approach =
35 MPH

Optimal Society	34	mph
Optimal Users	38	mph
Average	36	mph

Look at optimal speed
between cost to society
and cost to users

Expert System Approach (USLIMITS2)



Context	Existing Posted speed limit	Recommended Speed Limit using Expert Systems
Urban	40 mph	45 mph
Rural	40 mph	50 mph

USLIMITS2 Speed Zoning Report

Project Name: Peony Lane North of High School NB

Analyst: Mitchell Wall

Date: 11-06-2019

Basic Project Information

Route Name: Peony Lane
From: North of High School
To: Lawndal Ln
State: Minnesota
County: Hennepin County
City: Plymouth city
Route Type: Road Section in Developed Area
Route Status: Existing

Crash Data Information

Crash Data Years: 10.00
Crash AADT: 7831 veh/day
Total Number of Crashes: 17
Total Number of Injury Crashes: 7
Section Crash Rate: 63 per 100 MVM
Section Injury Crash Rate: 26 per 100 MVM
Crash Rate Average for Similar Roads: 234
Injury Rate Average for Similar Roads: 70

Roadway Information

Section Length: 0.95 mile(s)
Statutory Speed Limit: 30 mph
Existing Speed Limit: 40 mph
Adverse Alignment: No
One-Way Street: No
Divided/Undivided:
Number of Through Lanes: 3
Area Type: Residential-Collector/Arterial
Number of Driveways: 3
Number of Signals: 0

Traffic Information

85th Percentile Speed: 48 mph
50th Percentile Speed: 41 mph
AADT: 7831 veh/day
On Street Parking and Usage: Not High
Pedestrian / Bicyclist Activity: Not High

Recommended Speed Limit:



Injury Minimization/Safe System Philosophy



Context	Existing Posted Speed Limit	Data Collected					Recommended Speed Limit using Injury Min./Safe System	
		Roadway	50th percentile	85th percentile	10-MPH Pace	% Injury Crashes	% Ped/Bike Injury	NCHRP Rpt. 855
Urban	40 mph	Minor Arterial	40 mph	44 mph	38-47 mph	41%	100% (3 Minor, 2 Possible)	30-45 mph
Rural	40 mph	Minor Arterial	41 mph	48 mph	35-44 mph	41%	100% (1 serious, 1 minor)	> 45 mph

No specific framework in place for this philosophy. Must pair together many references and studies to draw conclusion.

Table 1. NCHRP Report 855 Suggested Target Speed for Context/Roadway

Roadway	Context			
	Rural	Rural Town	Suburban	Urban Core
Freeways	Not addressed in 855 since "designs are based on federally developed standards with little flexibility". Assumed to be High			
Principal Arterial	High	Low / Med	Med / High	Low / Med
Minor Arterial	High	Low / Med	Med	Low / Med
Collector	Med	Low	Med	Low
Local	Med	Low	Low	Low
Suggested target speeds: Low (<30 mph), Med (30 to 45 mph), high (> 45 mph)				

Summary – Recommended Speed Limit



Context	Existing Posted Speed Limit	Engineering Approach Operating Speed	Optimization	Expert Systems	Injury Min./Safe System
Urban	40 mph	40/45 mph	45 mph	45 mph	40 mph
Rural	40 mph	45 mph	35 mph	50 mph	45 mph

Difference is not too great, but each approach does vary in its results

Date	Days	Days/Hours
7-31-2020 to 8-7-2020	Friday to Friday	6 Days 20 Hours (164 hours)
8-25-2020 to 9-2-2020	Tuesday to Wednesday	7 Days 2 hours (170 Hours)
1-20-2021 to 1-26-2021	Wednesday to Tuesday	7 Days (168 Hours)
4-14-2021 to 04-20-2021	Wednesday to Tuesday	7 Days (168 Hours)
04-23-2021 to 04-29-2021	Friday to Friday	7 Days (168 Hours)
06-21-2021 to 06-28-2021	Monday to Monday	7 Days (168 Hours)
10-29-2021 to 11-4-2021	Friday to Thursday	7 Days (168 Hours)
October 11 & 12, 2021	Monday and Tuesday	2 Days
October 13 & 14, 2021	Wednesday to Tuesday	2 Days
October 18 & 19, 2021	Monday and Tuesday	2 Days
May 18 to May 22, 2021	Monday to Saturday	5 Days (120 Hours)
August 25, 2021 to August 31, 2021	Wednesday to Tuesday	
January 28, 2021 to February 3, 2021	Thursday to Wednesday	7 Days (168 Hours)
May 28 2021 to June 4 2021	Friday to Friday	7 Days (168 Hours)
October 1, 2021 to October 7, 2021	Friday to Thursday	7 Days (168 Hours)
October 7, 2021 to October 11, 2021	Thursday to Monday	5 Days (120 Hours)
September 23, 2021 to September 28, 2021	Thursday to Tuesday	6 Days (144 Hours)
October 11 & 12, 2021	Monday and Tuesday	2 Days
October 13 & 14, 2021	Wednesday to Tuesday	2 Days
October 18 & 19, 2021	Monday and Tuesday	2 Days

Street	Speed or Count	Average Speed	Highest Speed	50th %	85th %
Groveland	Speed	28	90	30	34
Groveland	Speed	30	129	31	36
Groveland	Speed	25.8	51		36
Groveland	Speed	27.8	60		37.4
Groveland	Speed	27.9	60		37.5
Groveland	Speed	27.8	60		36.5
Groveland	Speed	27.9	60		37
Groveland	Traffic Count				
Groveland	Traffic Count				
Groveland	Traffic Count				
Long Lake Road	Speed	32	60	32	37
H2	Speed	30.9			40
Silver Lake Road	Speed	31			40
Red Oak	Speed	27	62	28	32
Red Oak	Speed	24.5	60		33
Red Oak	Speed	24.4	60		33
Spring Lake Road N	Speed	30.4			37.5
Spring Lake Road	Traffic Count				
Spring Lake Road	Traffic Count				
Spring Lake Road	Traffic Count				

# Above Speed	Above 5mph+	Total Vehicles	Per Hour
872	269	2708	16.5
2009	600	3829	22.5
851	169	3988	23.7
1331	367	3736	22.4
1267	395	3725	22.2
1256	266	3737	22.2
1232	300	3444	20.5
		730	30.4
		766	31.9
		832	34.7
2221	685	3307	27.5
4888	2147	9062	53.9
1743	176	15713	2244
781	100	2884	17.1
2123	348	6423	38
1347	206	4378	36.4
2583	1210	3768	26.1
		1638	68.3
		1672	69.7
		1597	66.5

	2017	2018	2019	2020	2021	2022	2023 YTD
DWI	69	61	76	63	108	97	46
Citations	949	873	1340	725	1109	1073	373
Calls for Service	12215	11007	12310	10324	13368	11832	5201

Charts Report

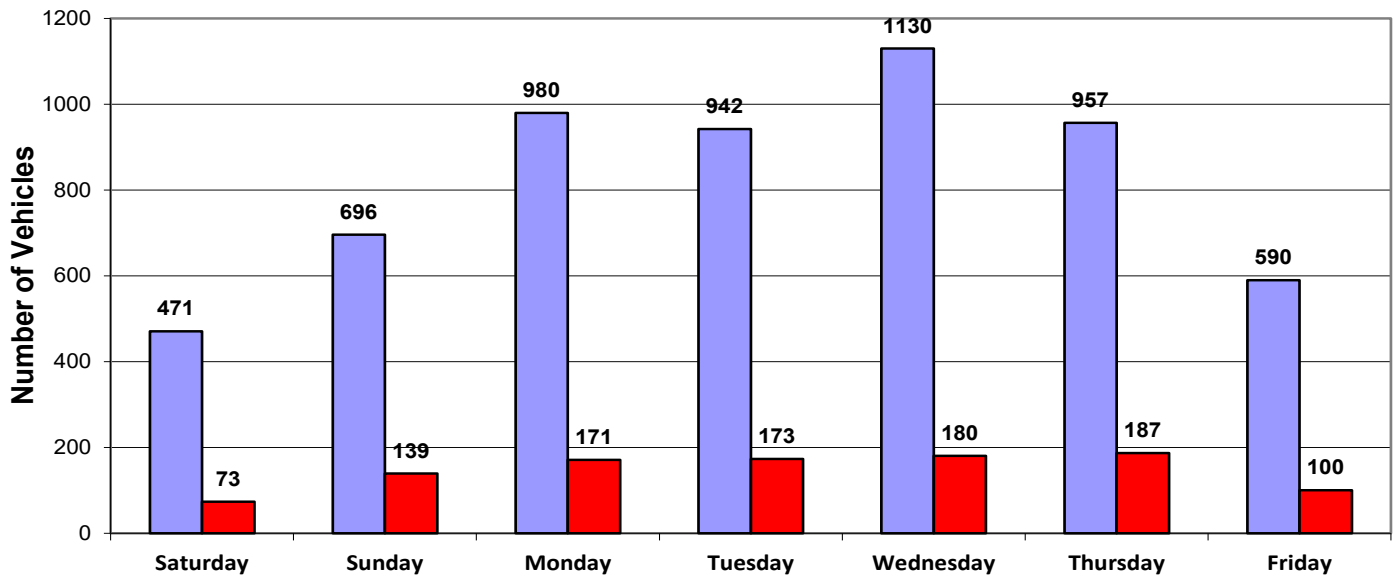
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



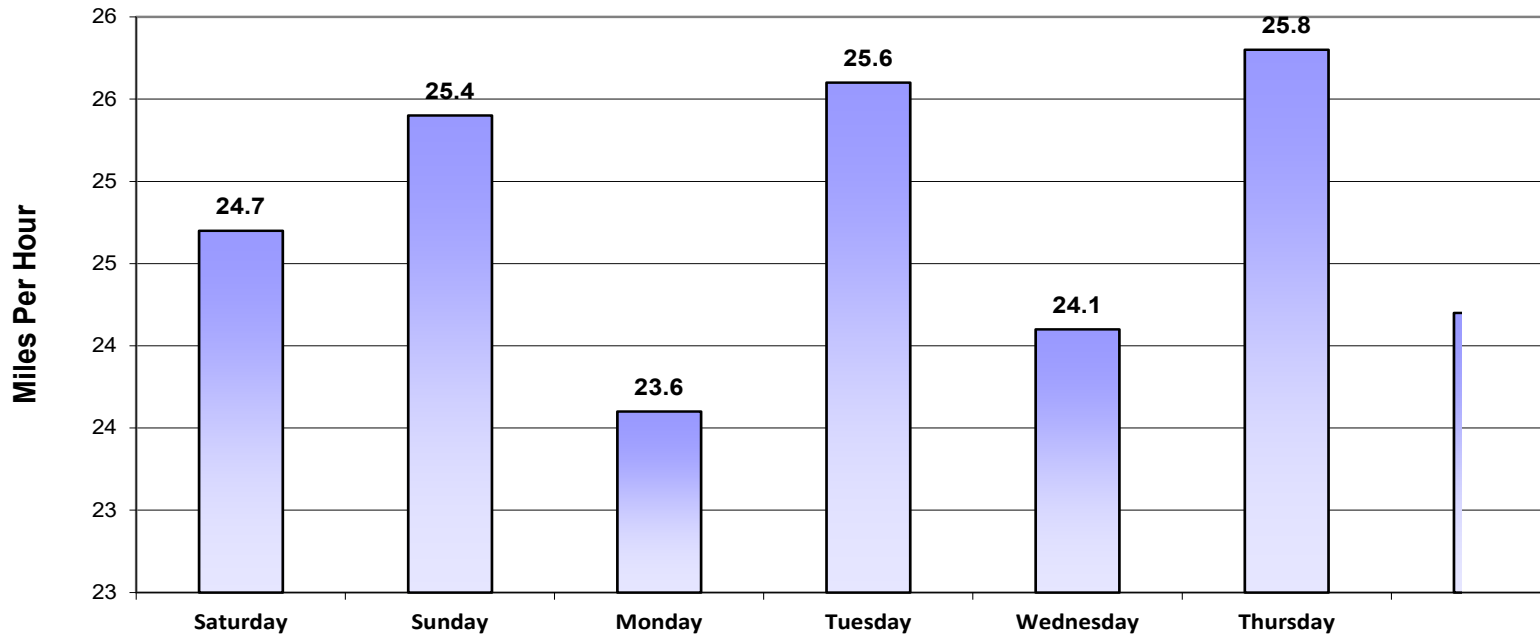
Week (7 days): 6/17/2023 - 6/23/2023

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit :



Week (7 days): 6/17/2023 - 6/23/2023

Charts Report

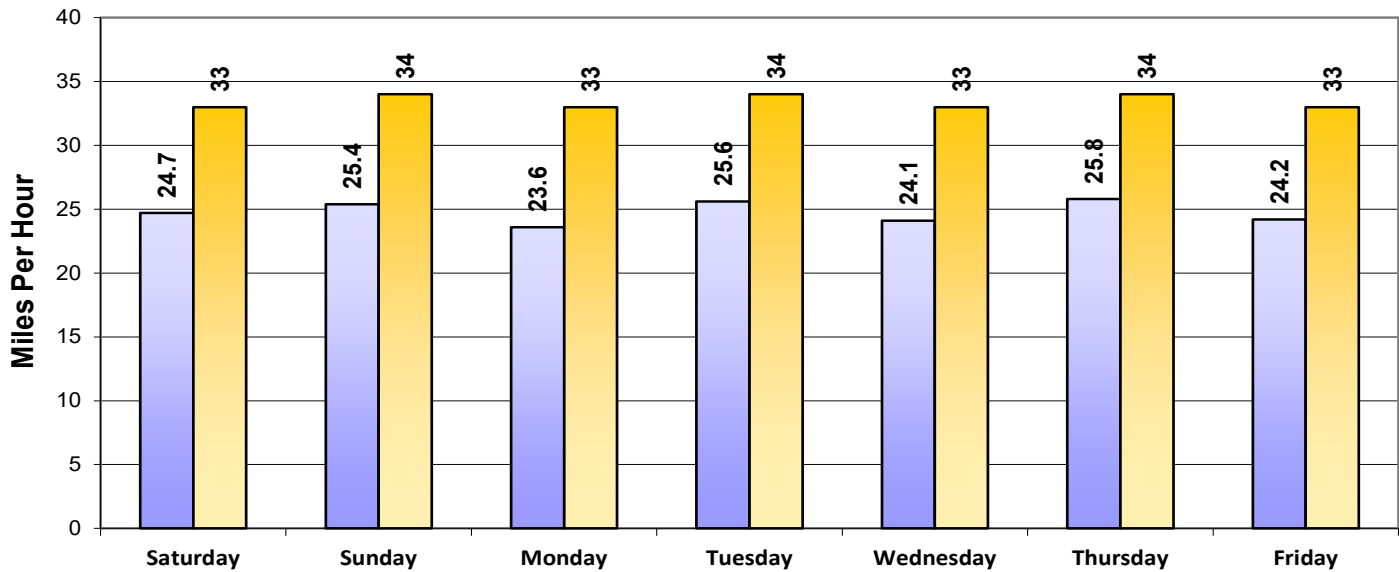
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



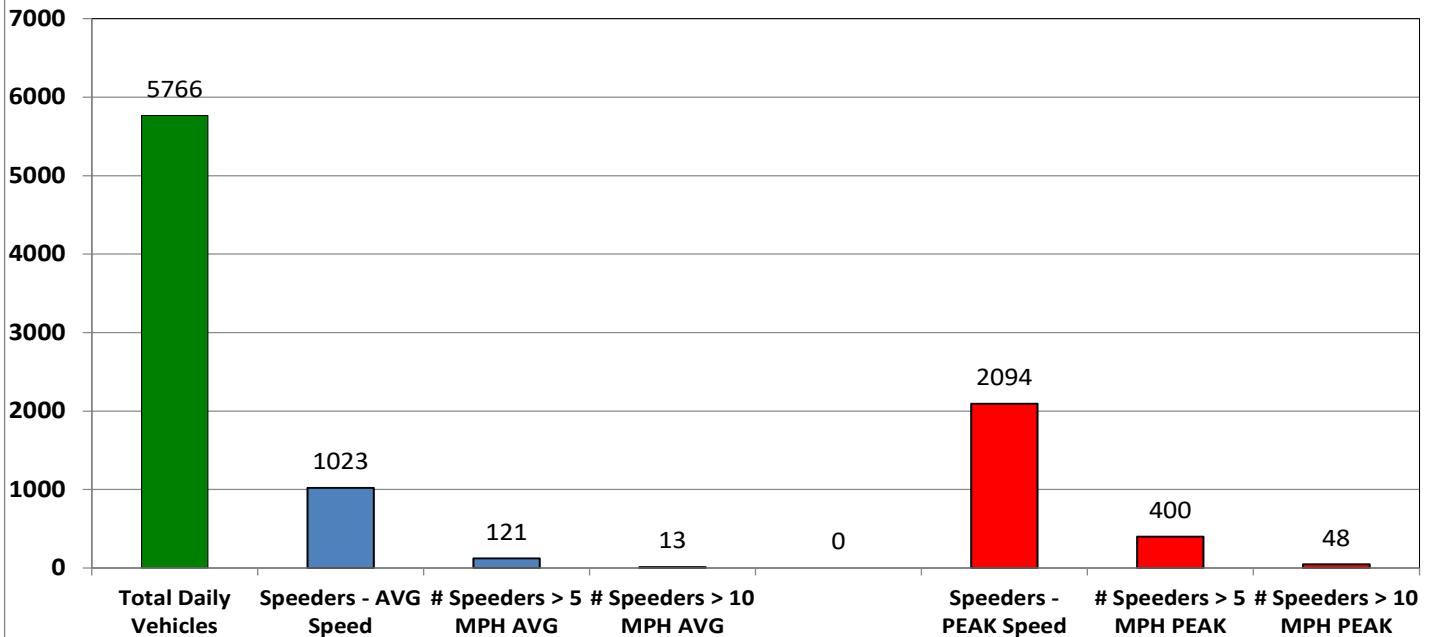
Week (7 days): 6/17/2023 - 6/23/2023

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

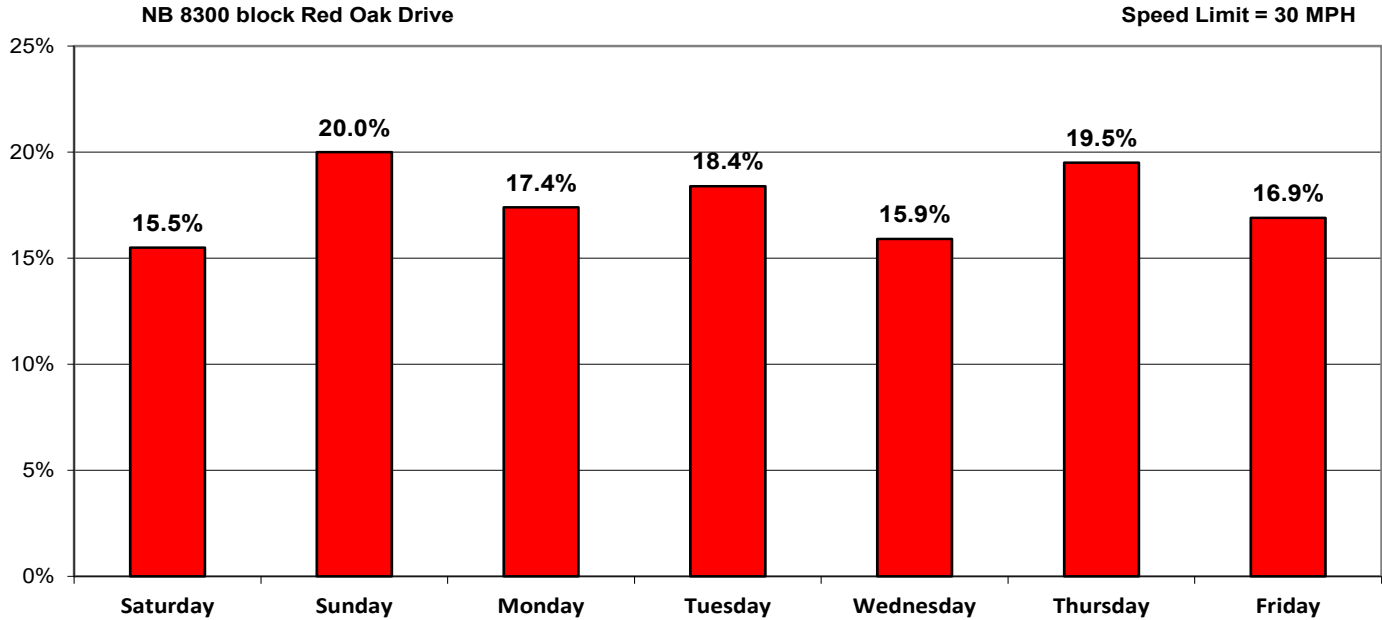
Speed Limit = 30 MPH



Week (7 days): 6/17/2023 - 6/23/2023

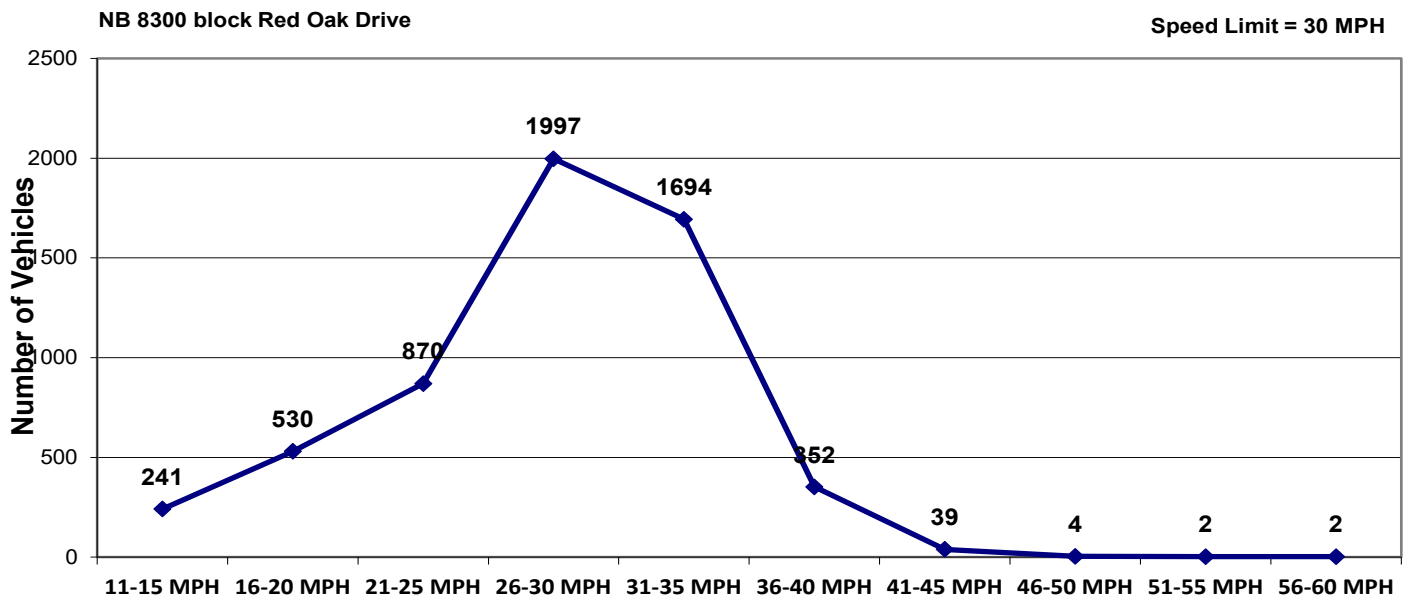
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/17/2023 - 6/23/2023

Vehicle Count by Peak Speed Bins



Week (7 days): 6/17/2023 - 6/23/2023

Charts Report

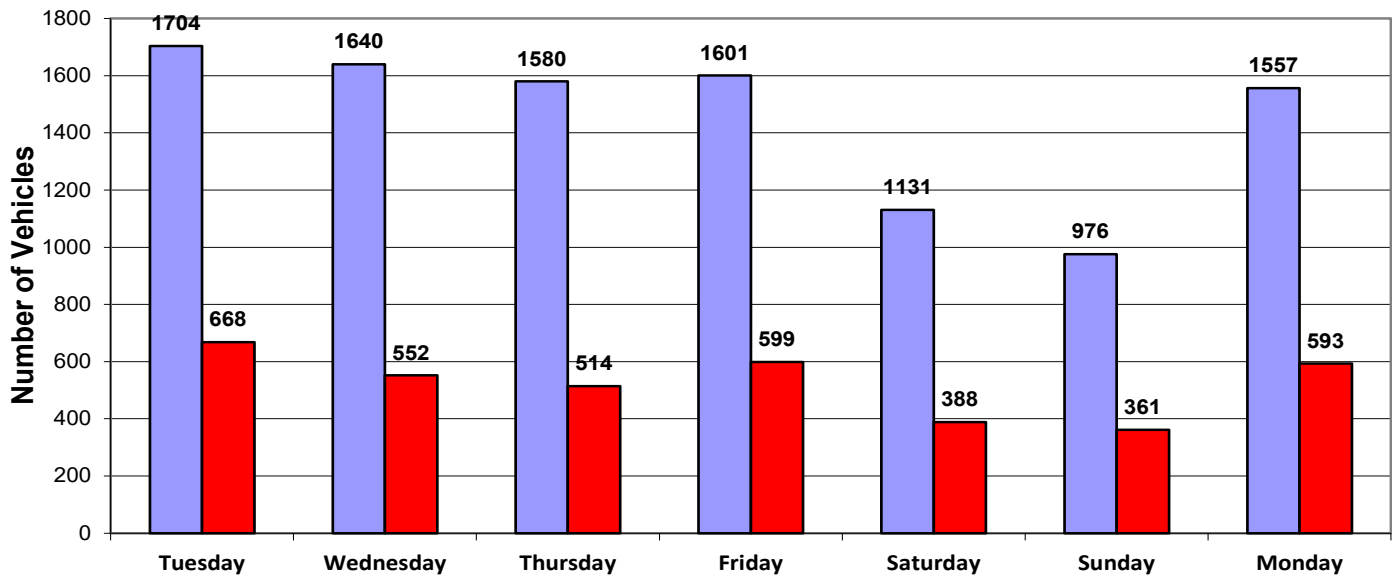
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



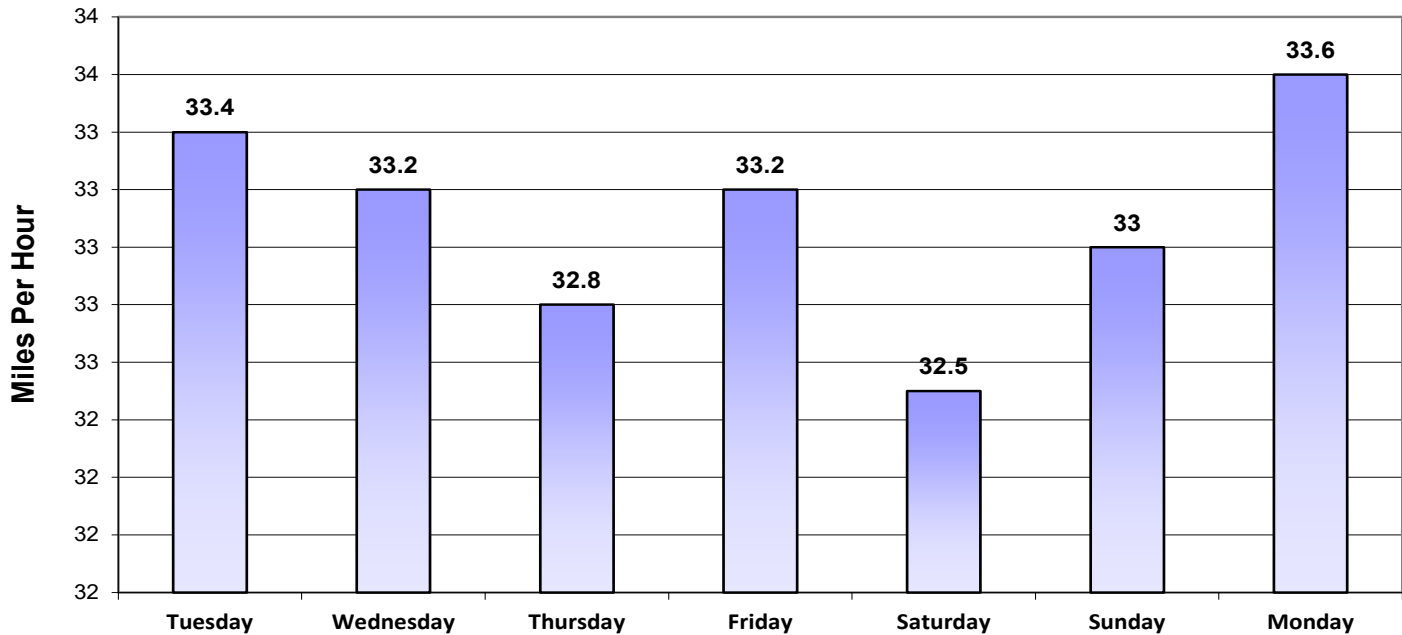
Week (7 days): 6/13/2023 - 6/19/2023

Daily Average Speeds



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



Week (7 days): 6/13/2023 - 6/19/2023

Charts Report

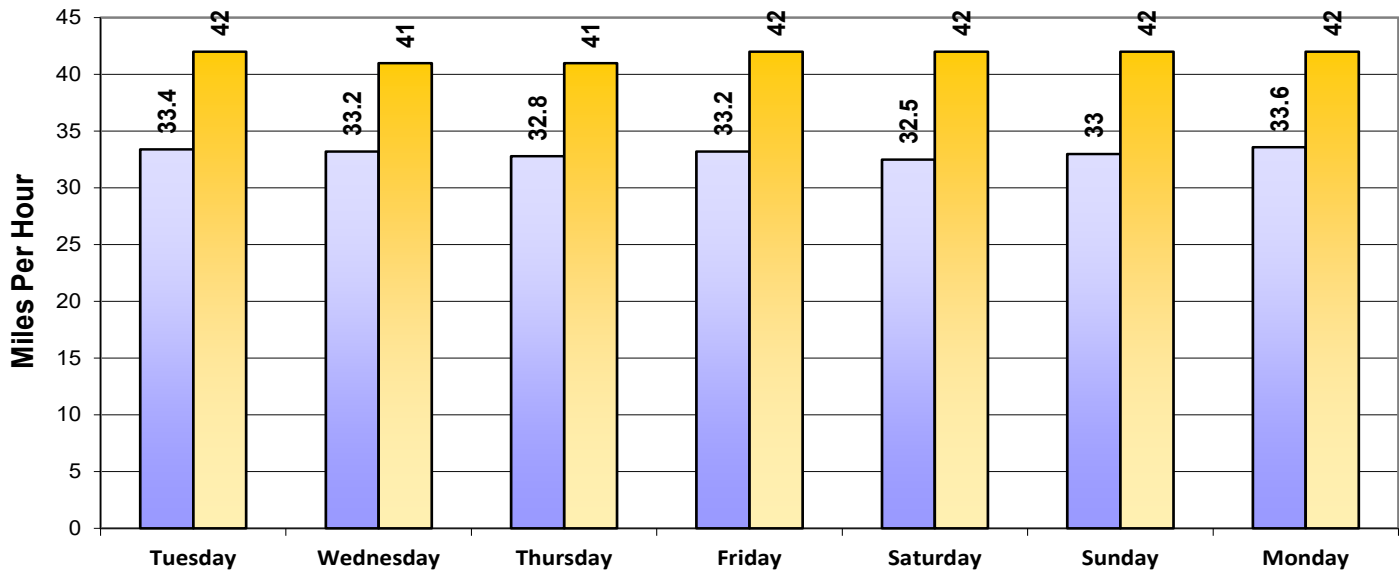
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



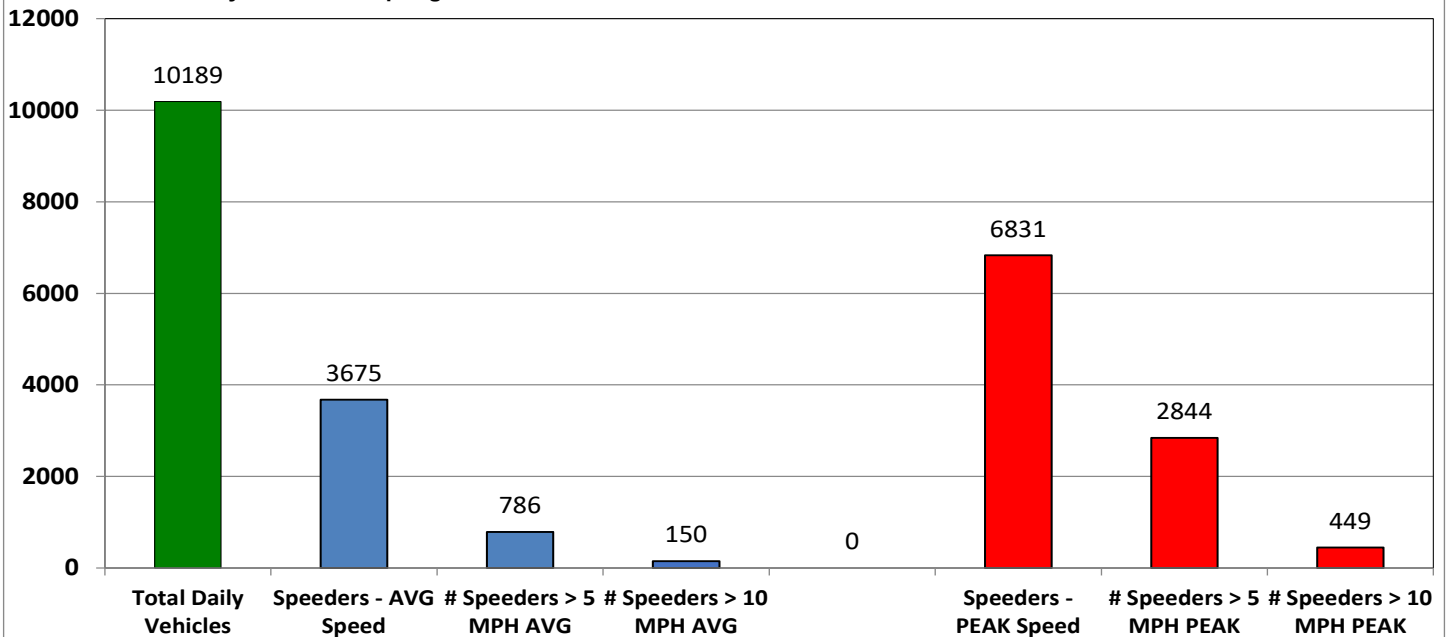
Week (7 days): 6/13/2023 - 6/19/2023

Weekly Speed Summary - Vehicle Counts



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



Week (7 days): 6/13/2023 - 6/19/2023

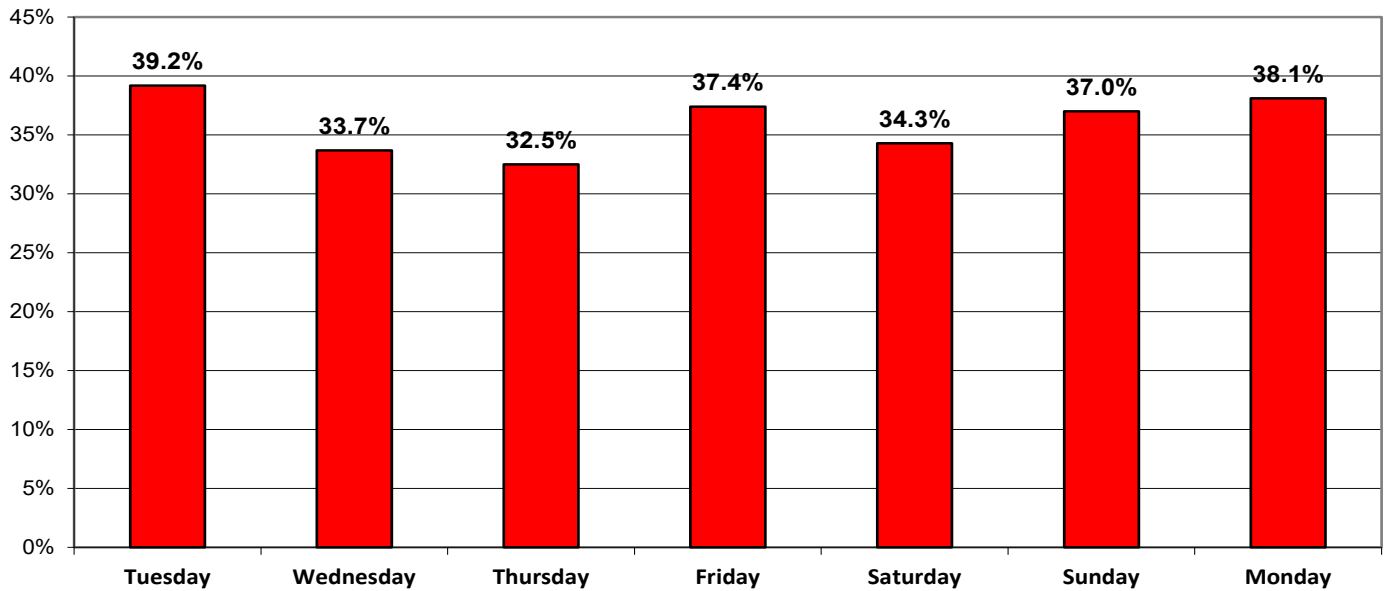
Charts Report

Percentage of Vehicles Speeding



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



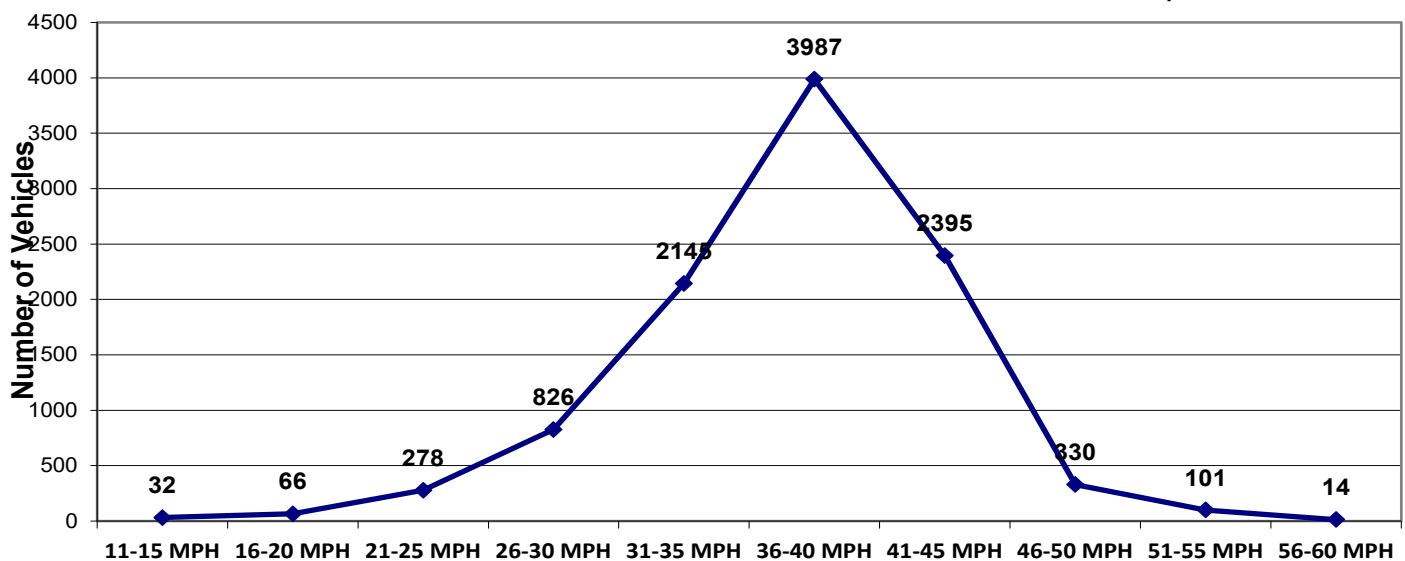
Week (7 days): 6/13/2023 - 6/19/2023

Vehicle Count by Peak Speed Bins



EB County Road H2 at Spring

Speed Limit = 35 MPH



Week (7 days): 6/13/2023 - 6/19/2023

Charts Report

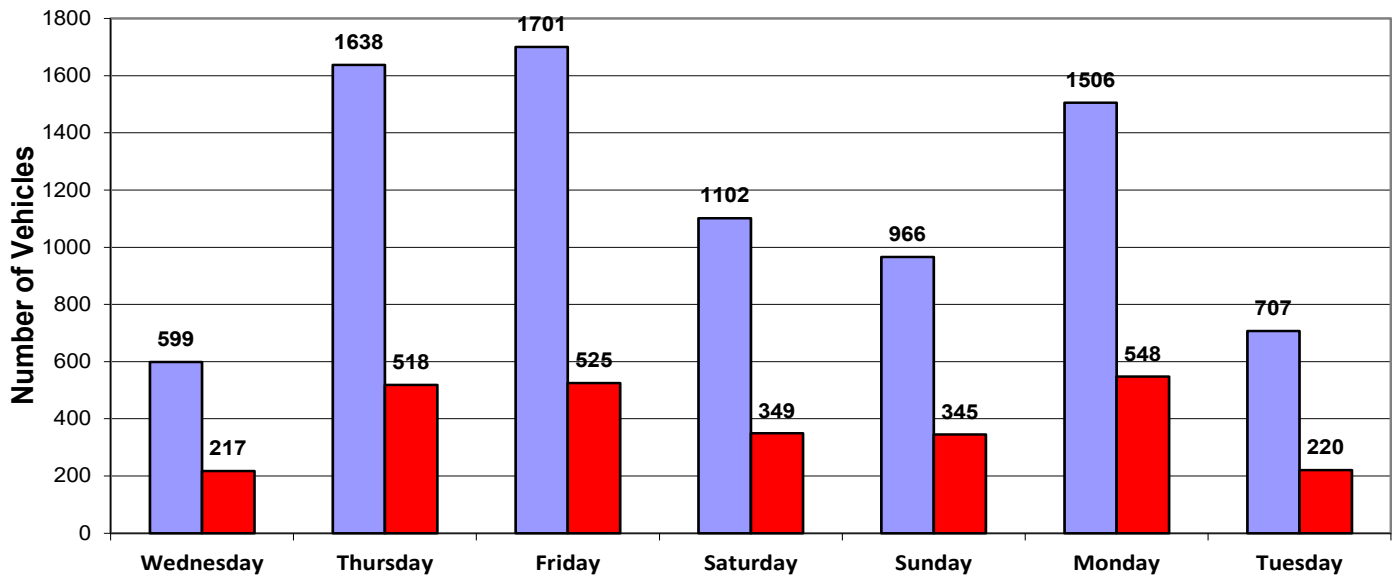
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



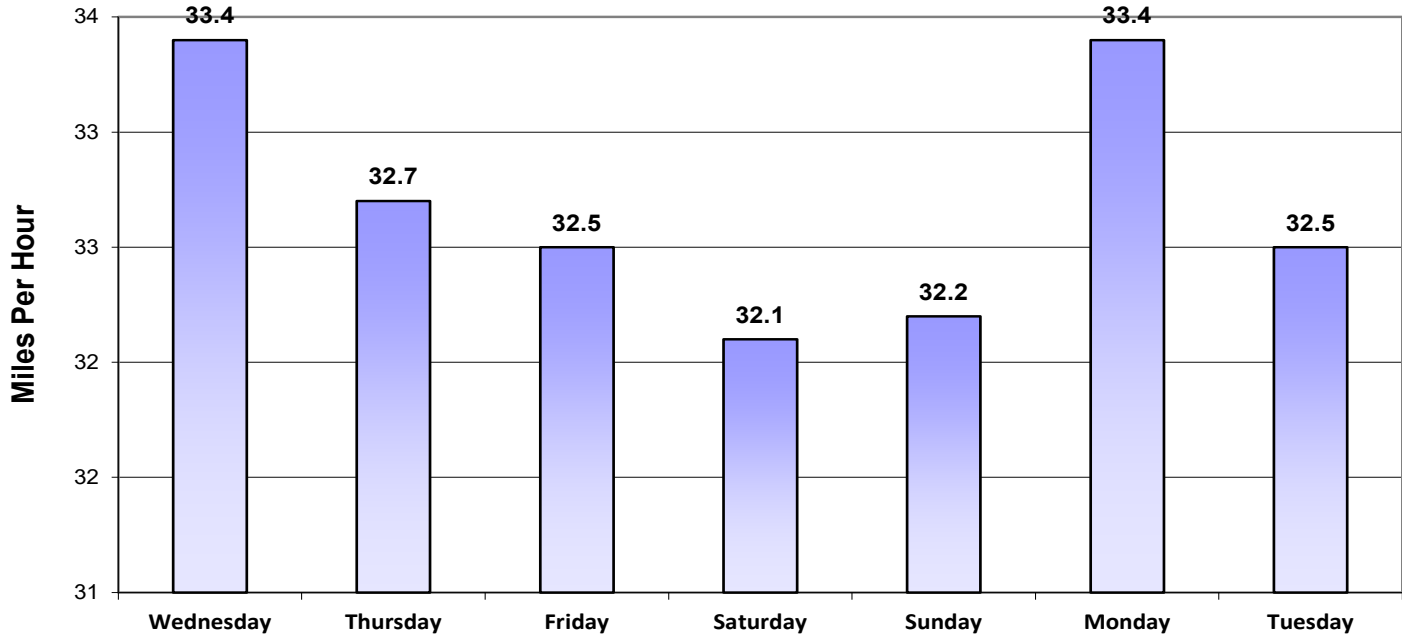
Week (7 days): 6/21/2023 - 6/27/2023

Daily Average Speeds



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



Week (7 days): 6/21/2023 - 6/27/2023

Charts Report

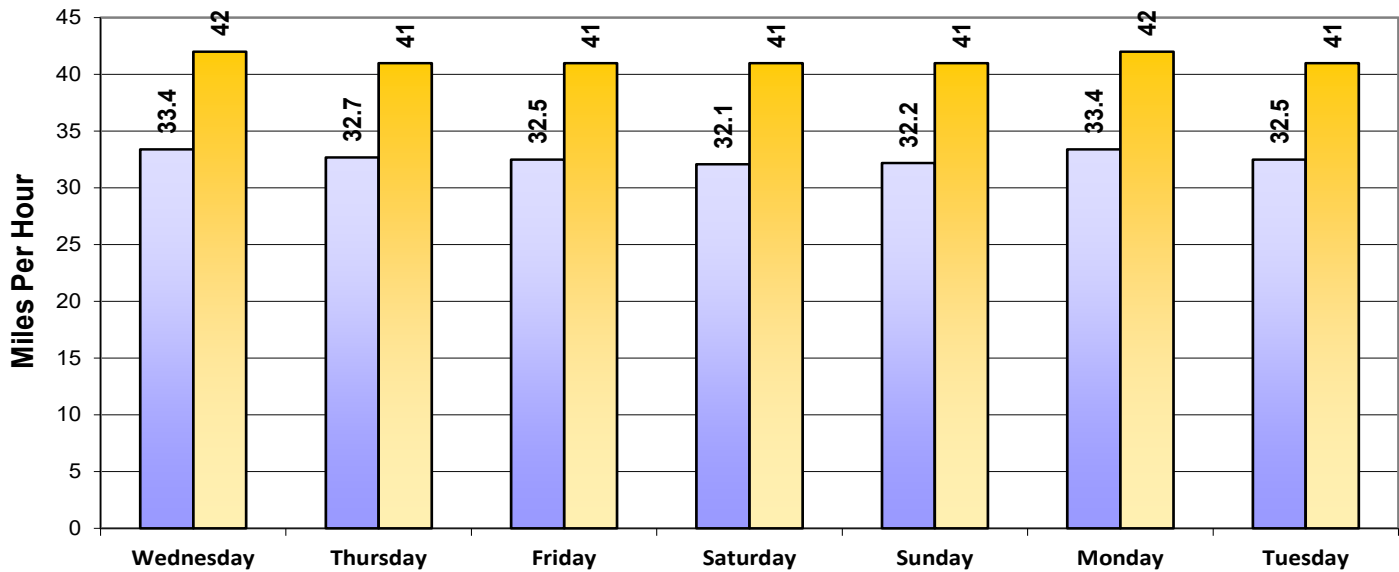
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



EB County Road H2 at Spring Lake

Speed Limit = 35 MPH



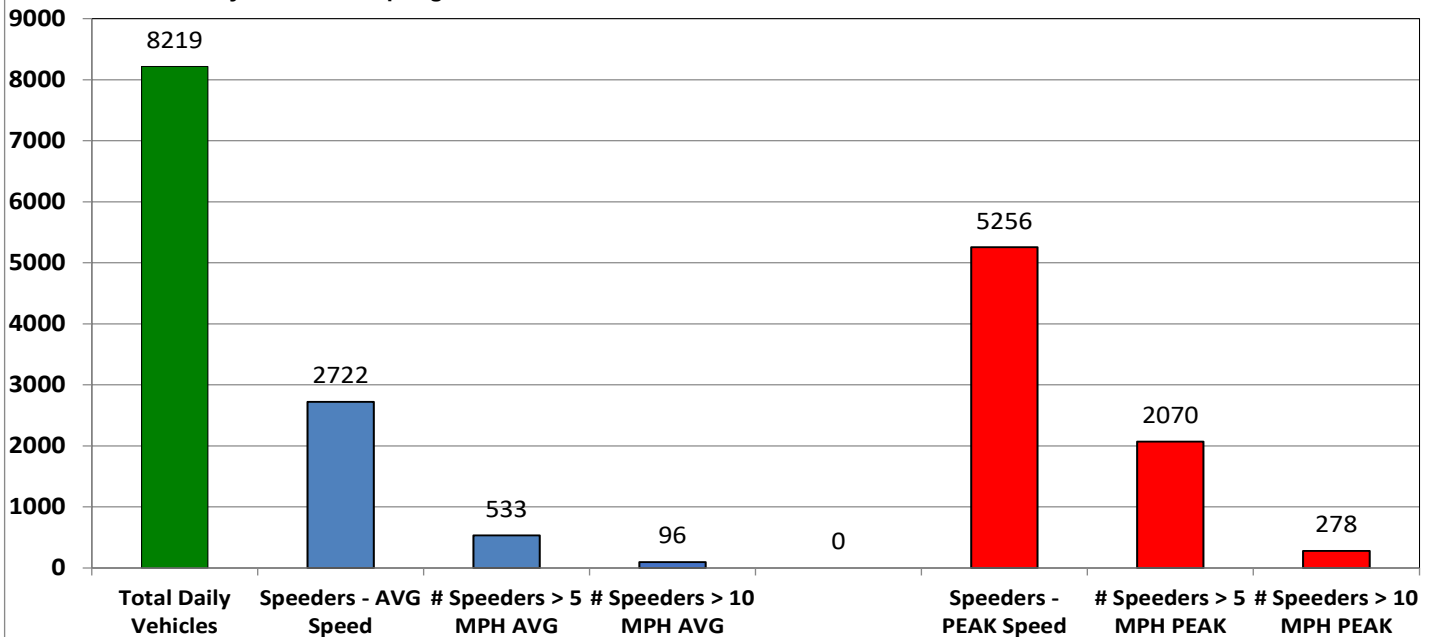
Week (7 days): 6/21/2023 - 6/27/2023

Weekly Speed Summary - Vehicle Counts



EB County Road H2 at Spring Lake

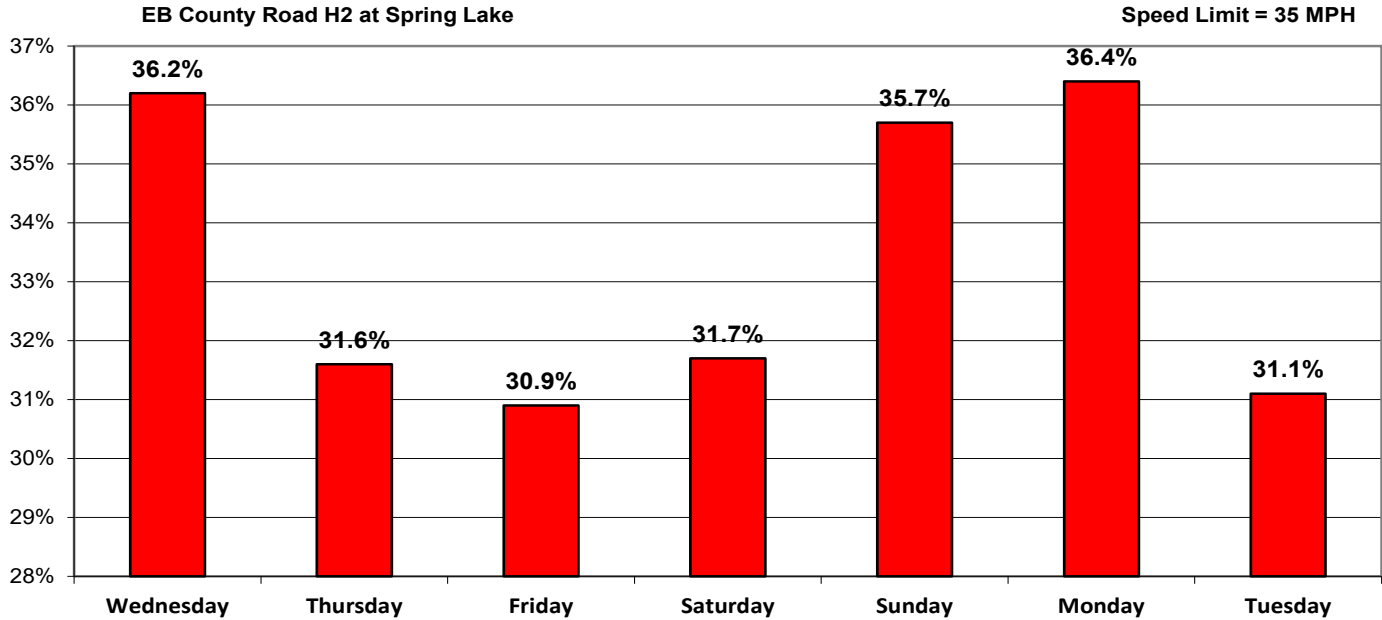
Speed Limit = 35 MPH



Week (7 days): 6/21/2023 - 6/27/2023

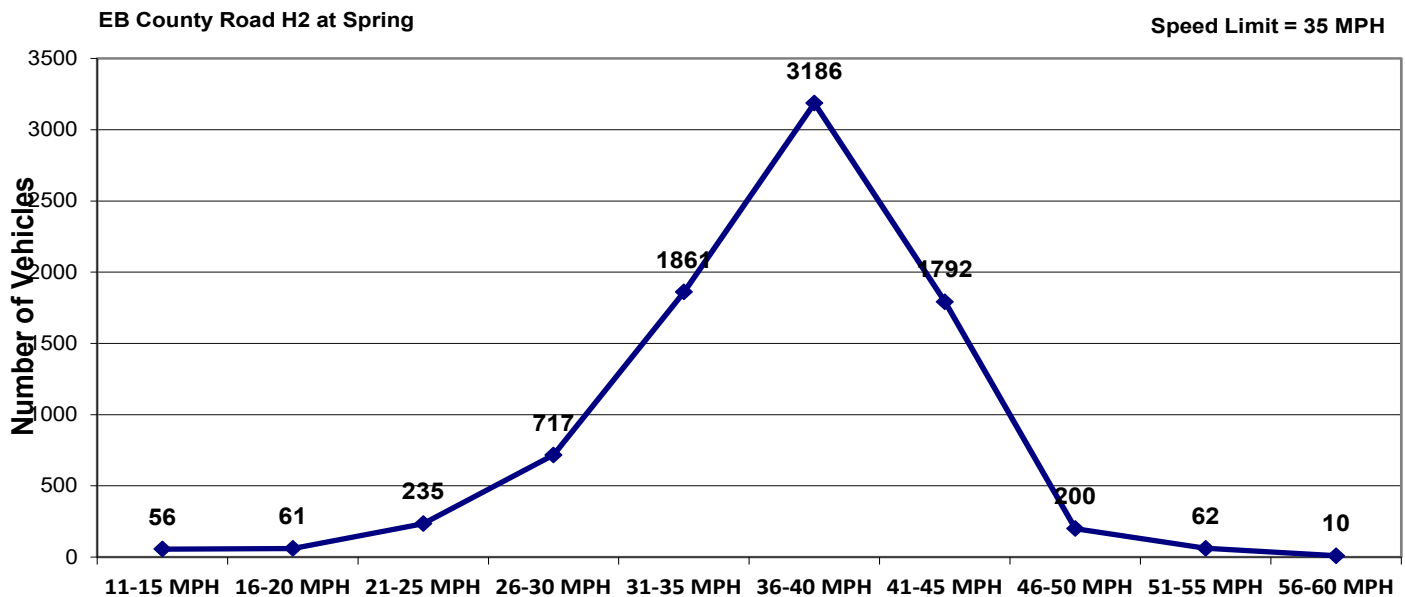
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/21/2023 - 6/27/2023

Vehicle Count by Peak Speed Bins



Week (7 days): 6/21/2023 - 6/27/2023

Charts Report

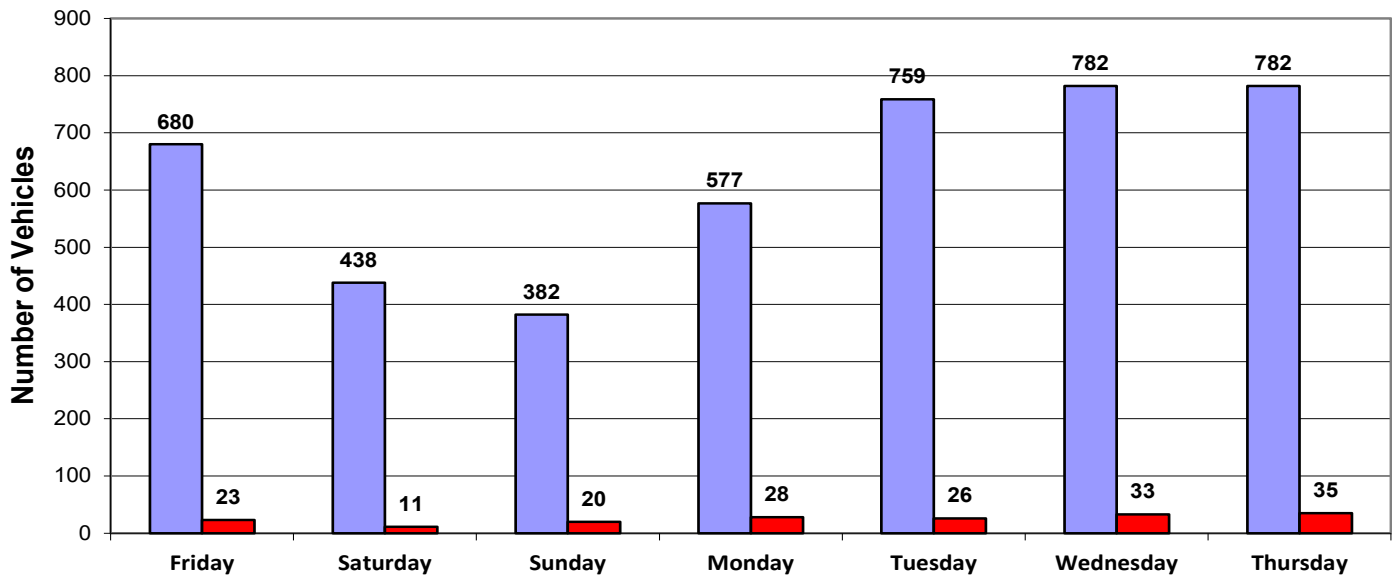
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



SB Groveland Road at Ardan Ave.

Speed Limit = 30 MPH



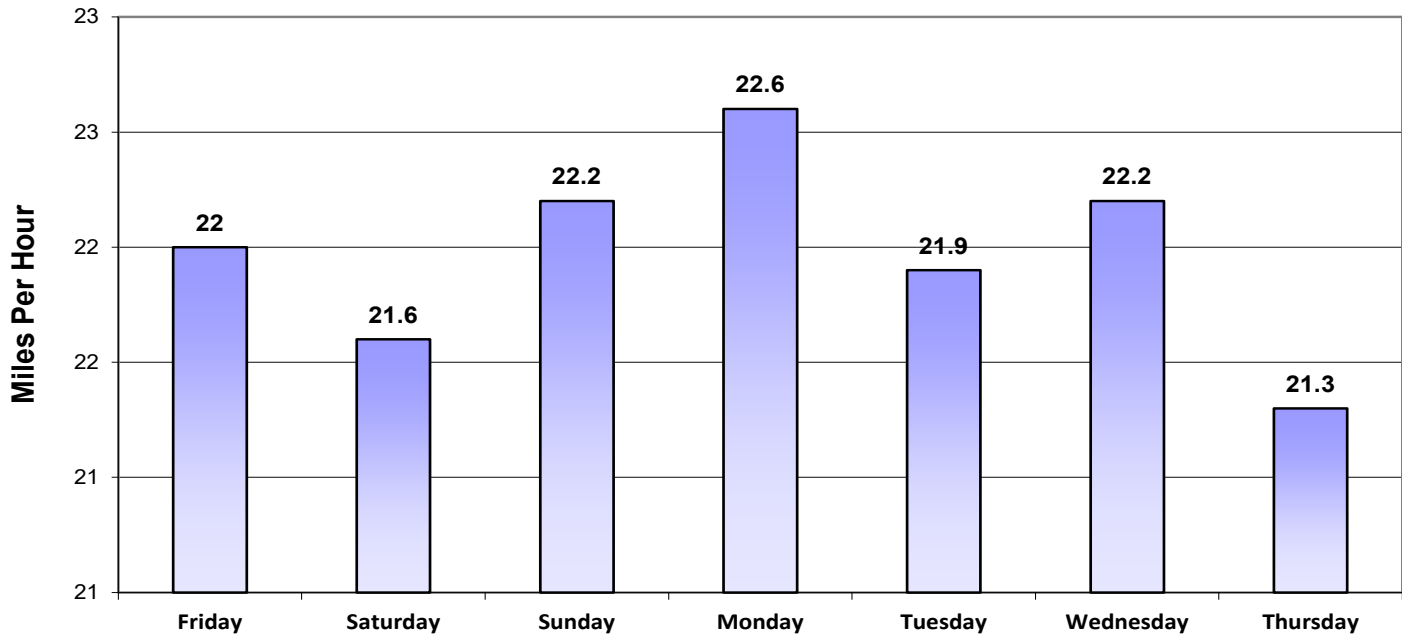
Week (7 days): 5/12/2023 - 5/18/2023

Daily Average Speeds



SB Groveland Road at Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 5/12/2023 - 5/18/2023

Charts Report

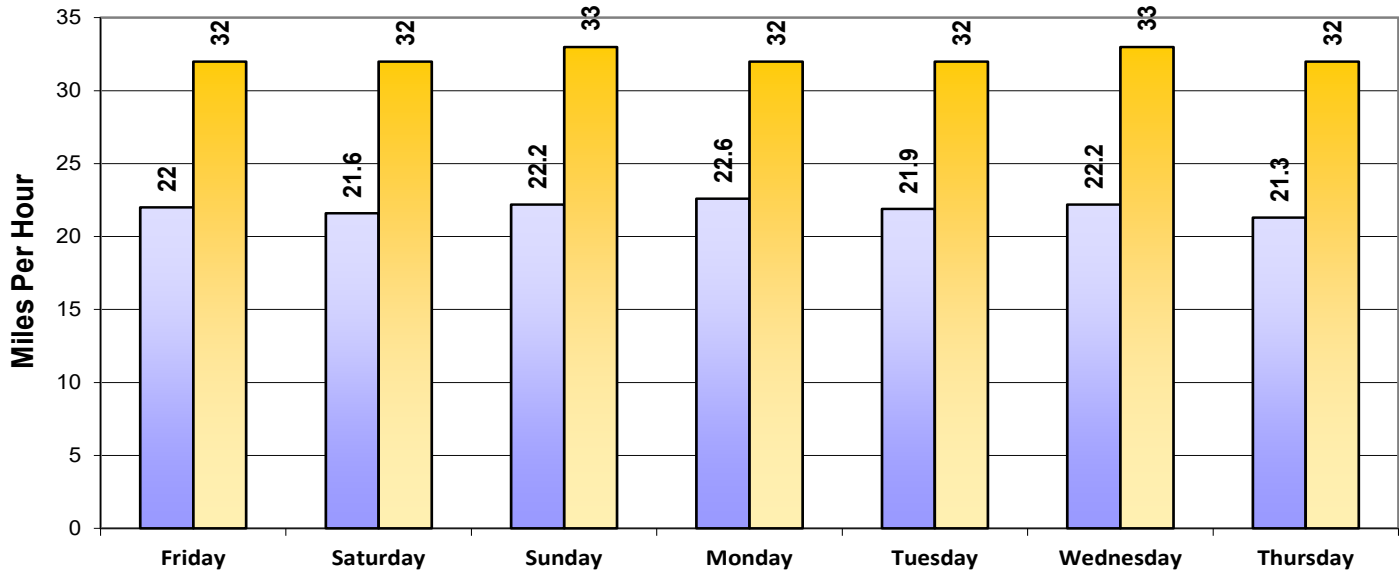
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Groveland Road at Ardan Ave.

Speed Limit = 30 MPH



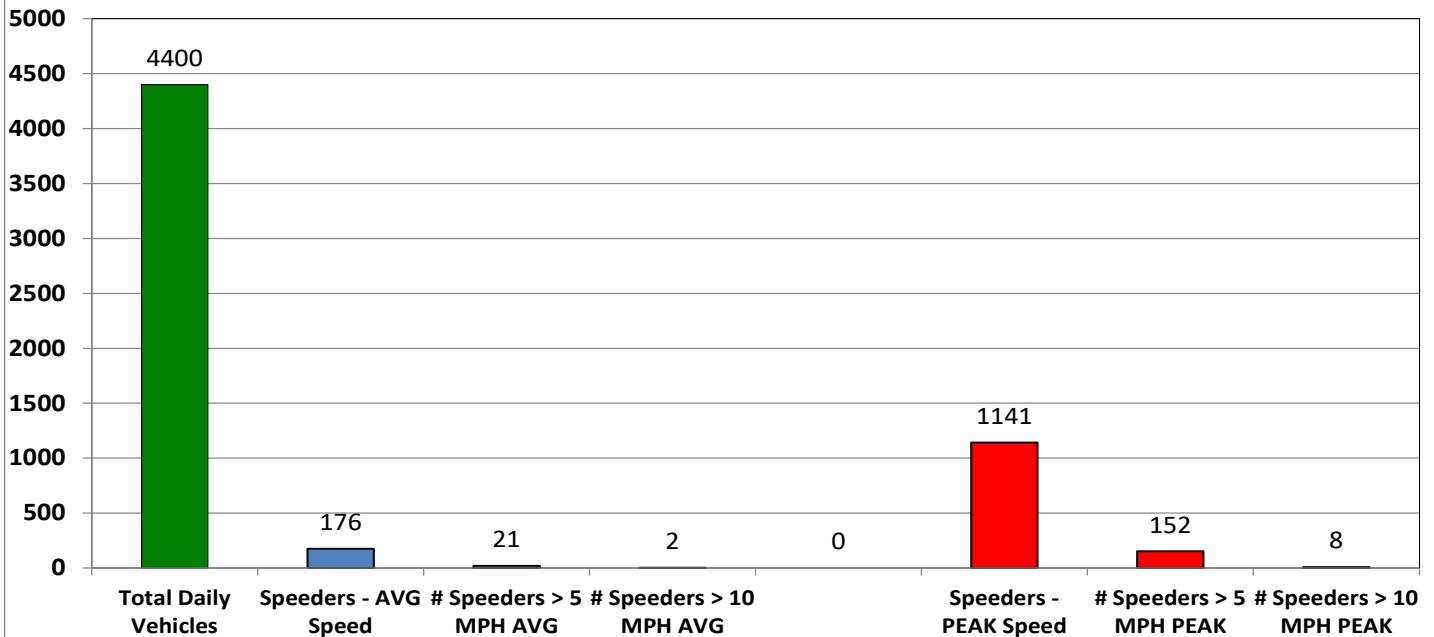
Week (7 days): 5/12/2023 - 5/18/2023

Weekly Speed Summary - Vehicle Counts



SB Groveland Road at Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 5/12/2023 - 5/18/2023

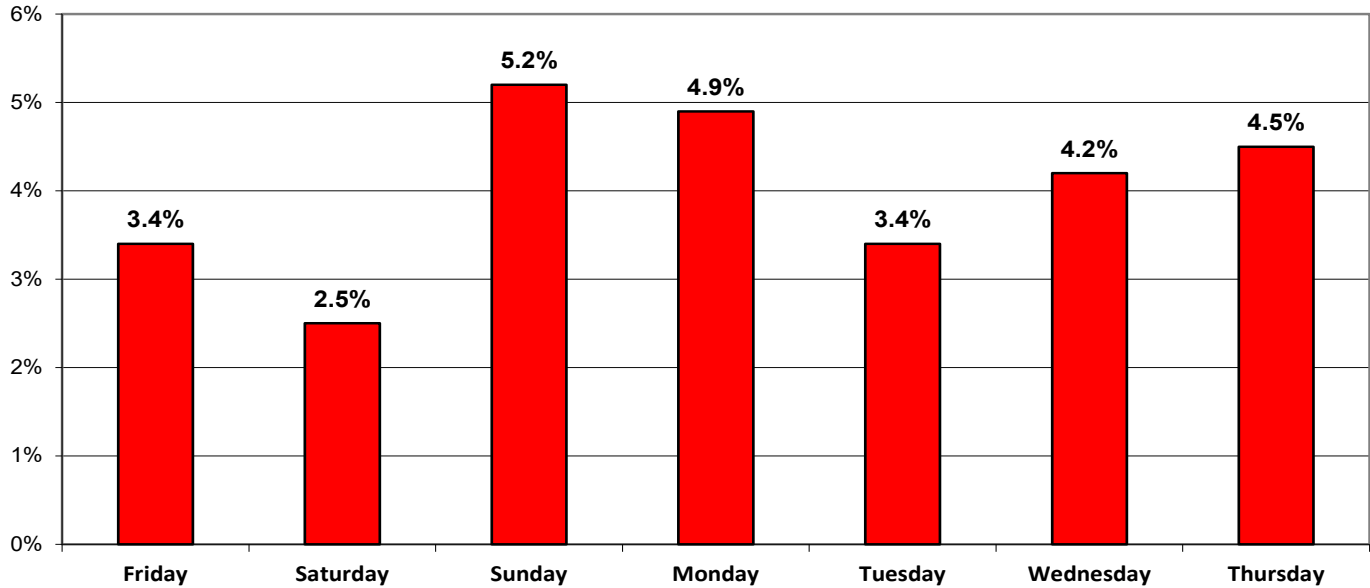
Charts Report

Percentage of Vehicles Speeding



SB Groveland Road at Ardan Ave.

Speed Limit = 30 MPH



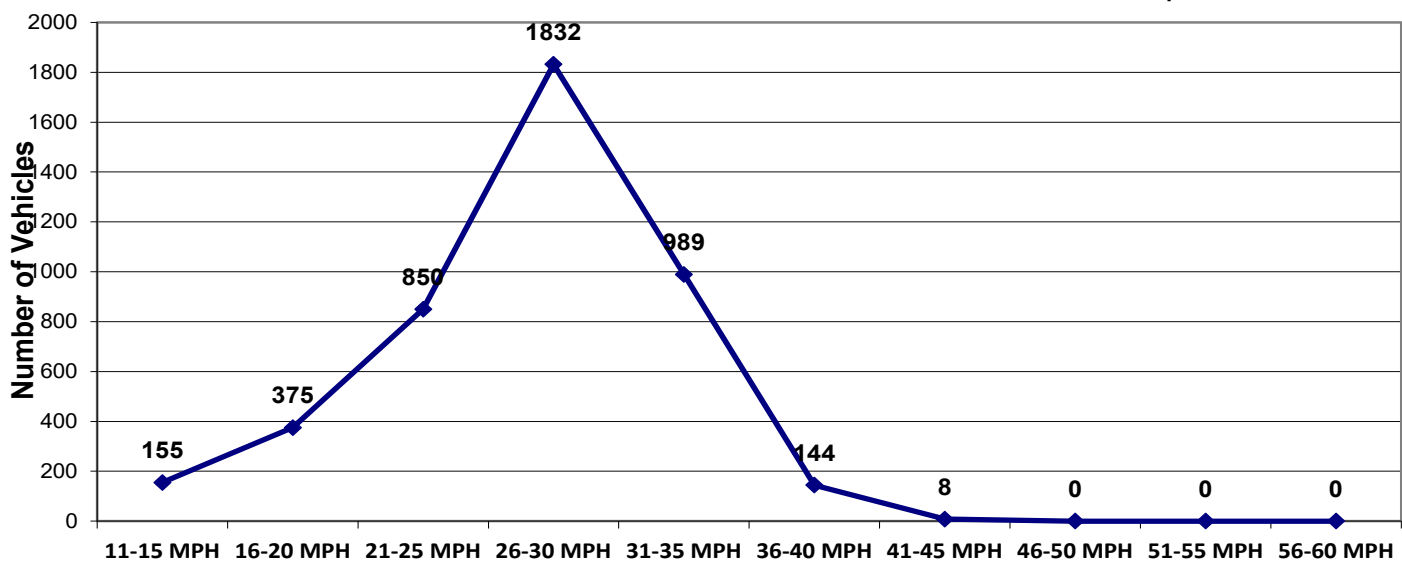
Week (7 days): 5/12/2023 - 5/18/2023

Vehicle Count by Peak Speed Bins



SB Groveland Road at Ardan

Speed Limit = 30 MPH



Week (7 days): 5/12/2023 - 5/18/2023

Charts Report

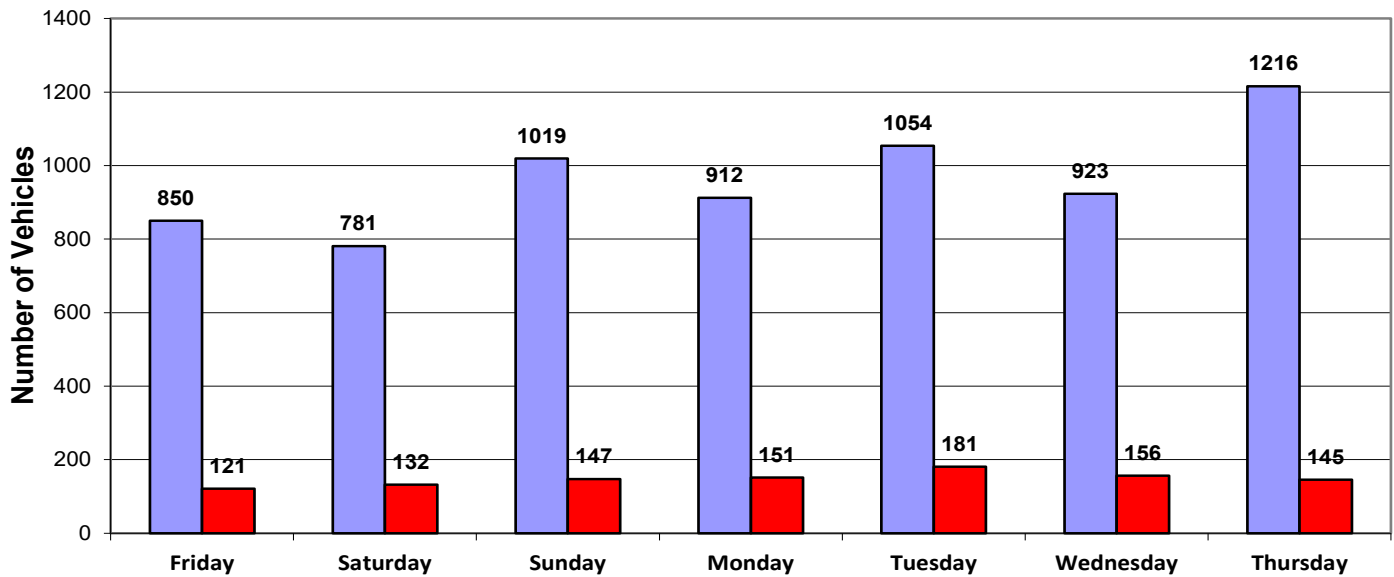
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



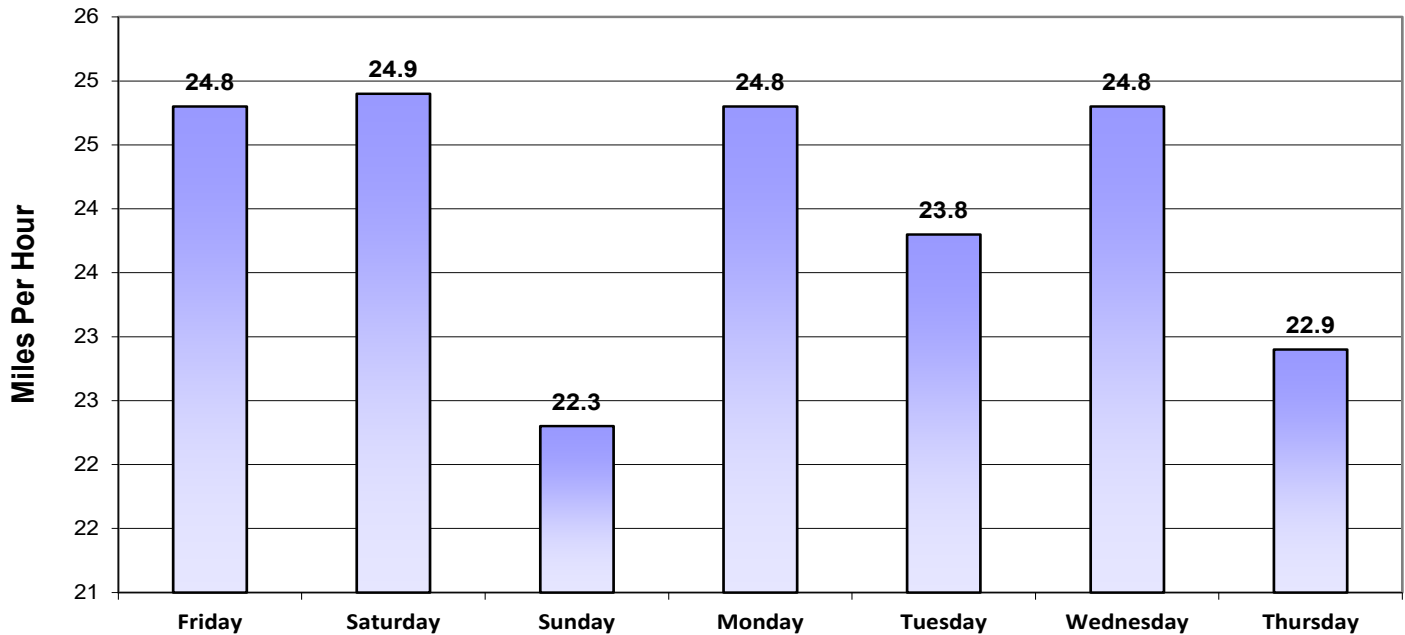
Week (7 days): 6/9/2023 - 6/15/2023

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



Week (7 days): 6/9/2023 - 6/15/2023

Charts Report

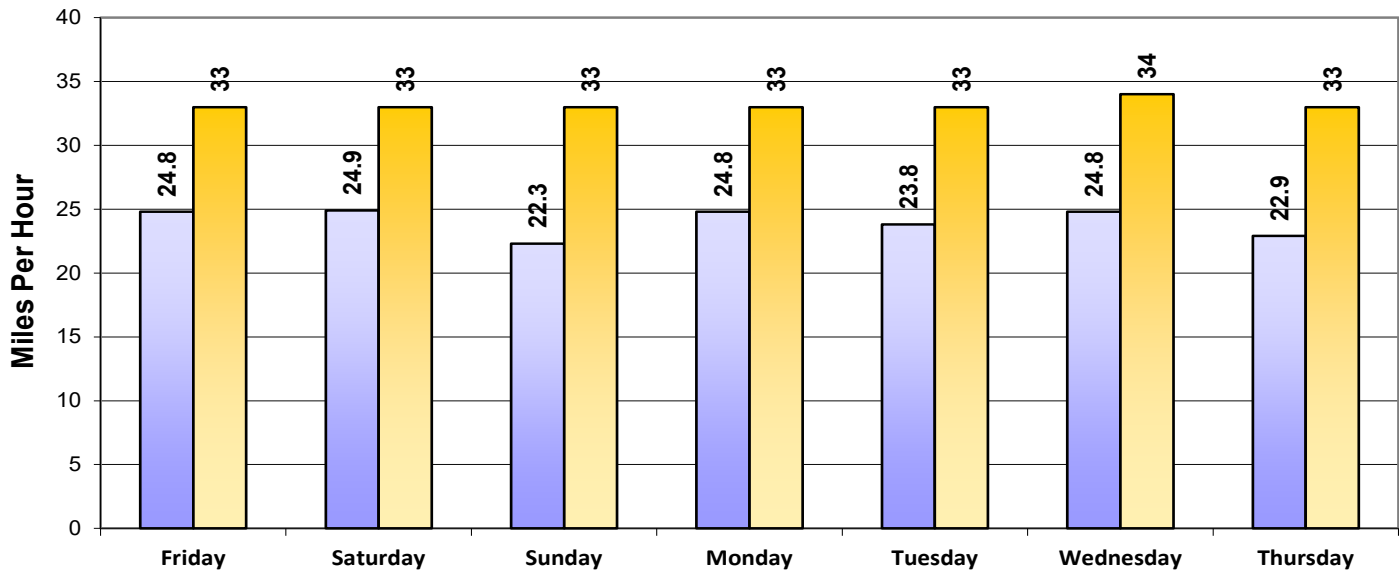
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



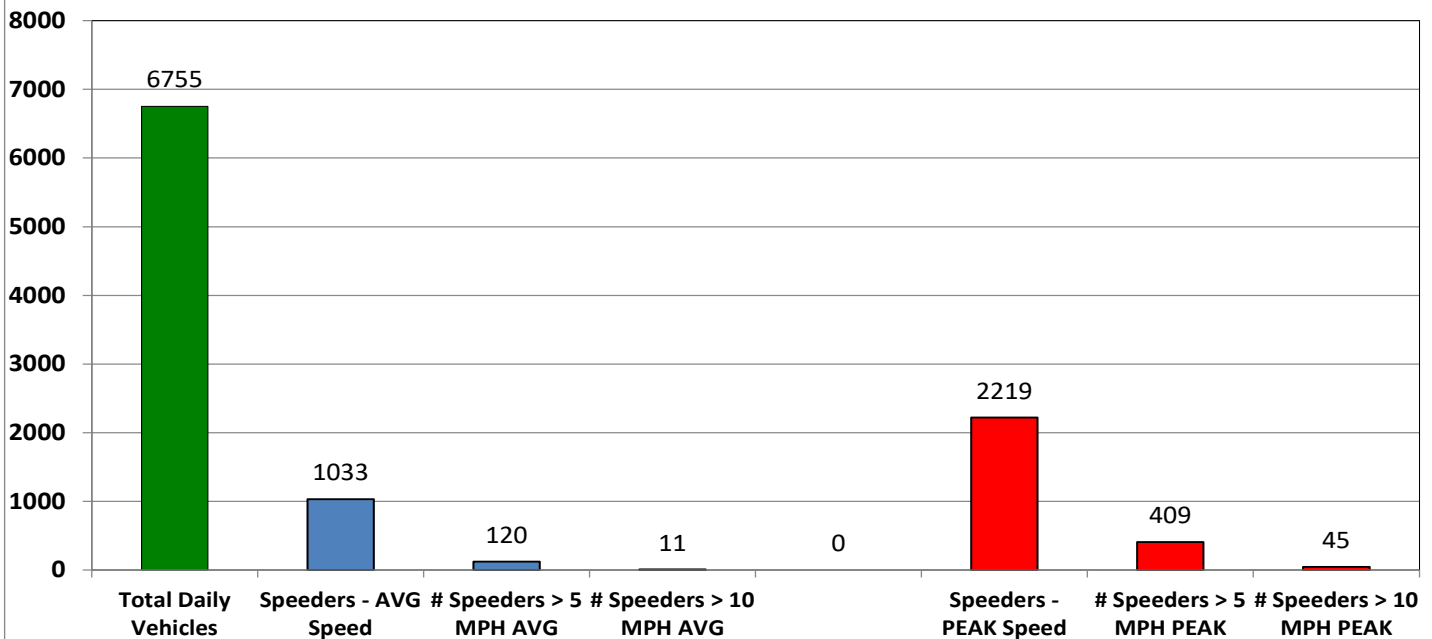
Week (7 days): 6/9/2023 - 6/15/2023

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

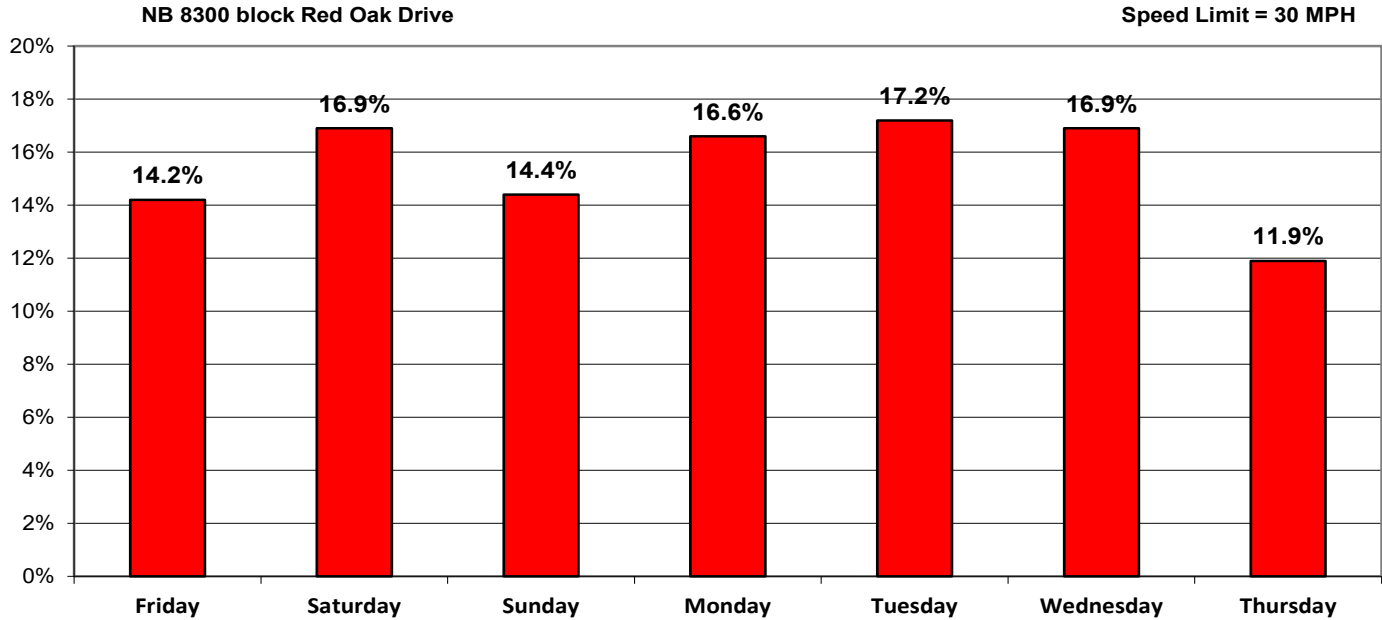
Speed Limit = 30 MPH



Week (7 days): 6/9/2023 - 6/15/2023

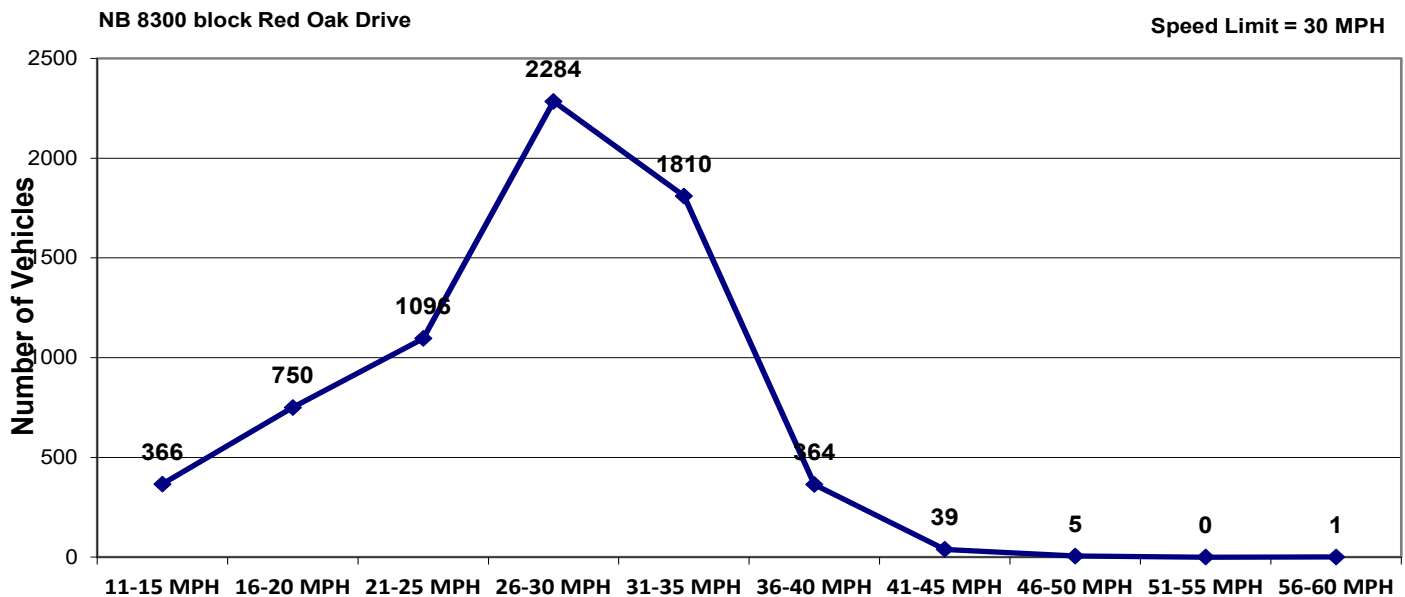
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/9/2023 - 6/15/2023

Vehicle Count by Peak Speed Bins



Week (7 days): 6/9/2023 - 6/15/2023

Charts Report

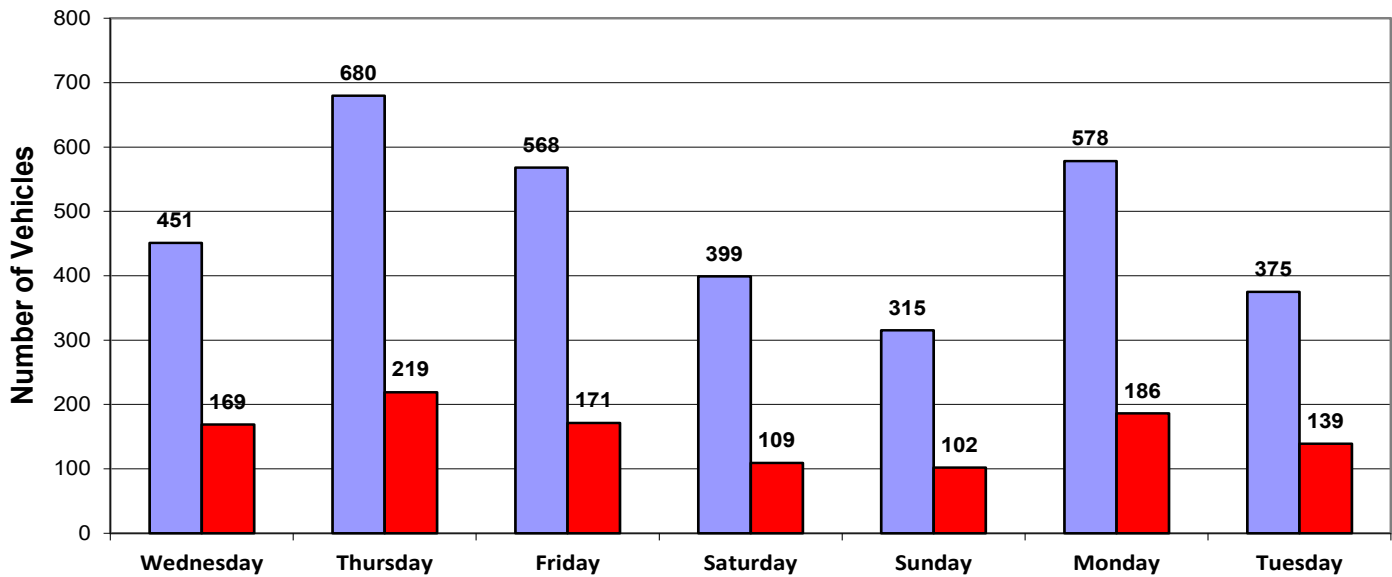
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



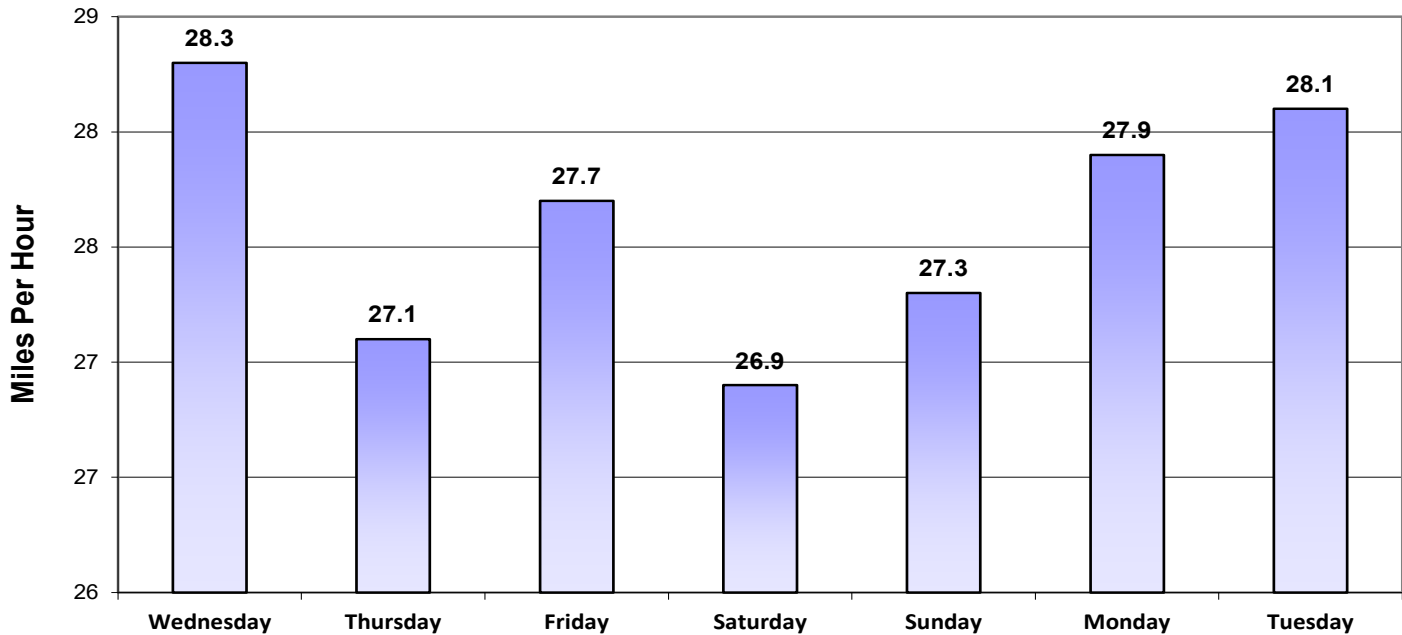
Week (7 days): 5/18/2022 - 5/24/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 5/18/2022 - 5/24/2022

Charts Report

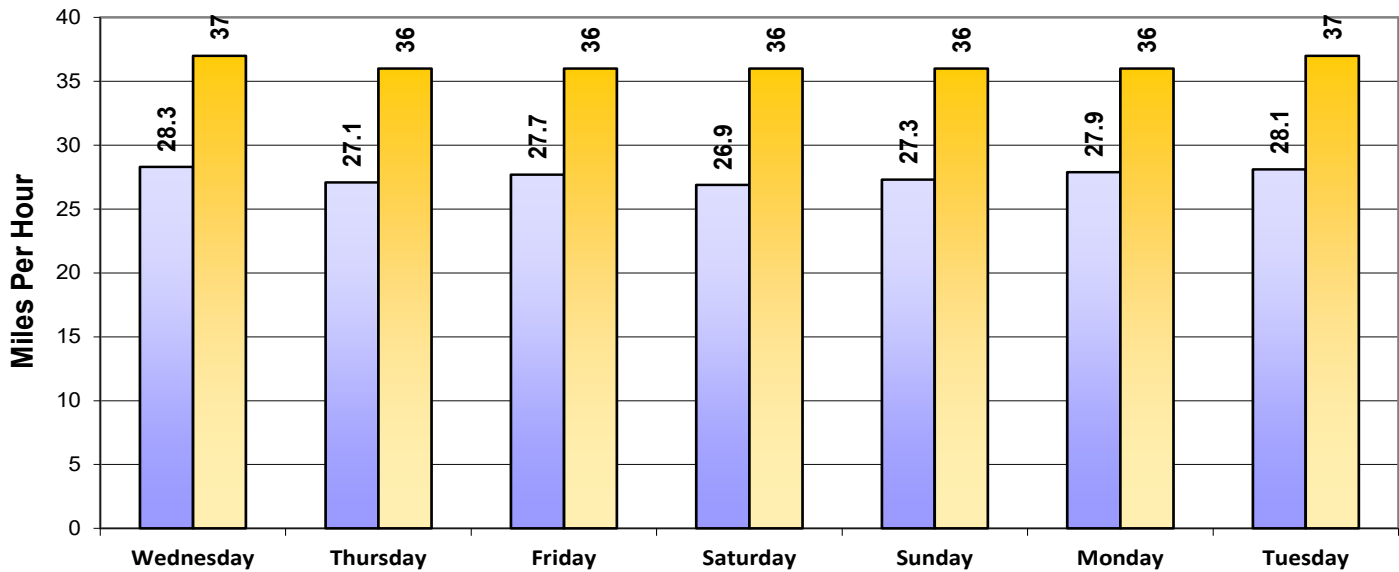
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



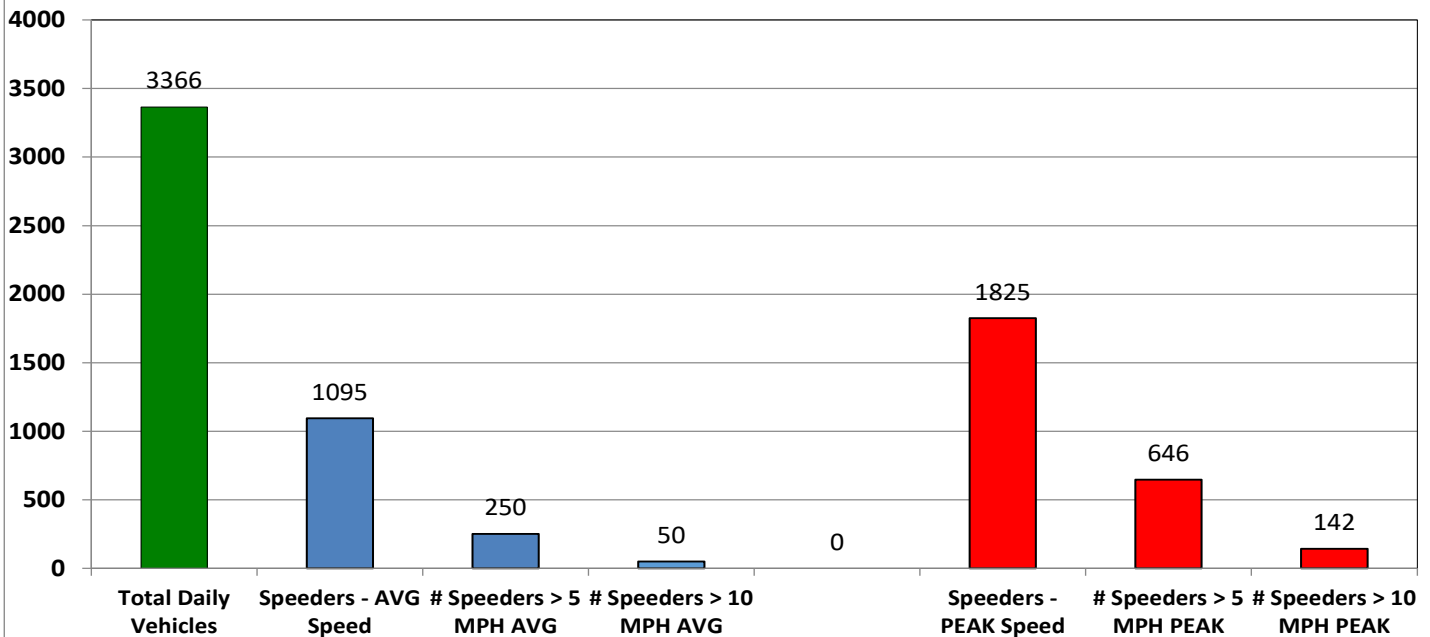
Week (7 days): 5/18/2022 - 5/24/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

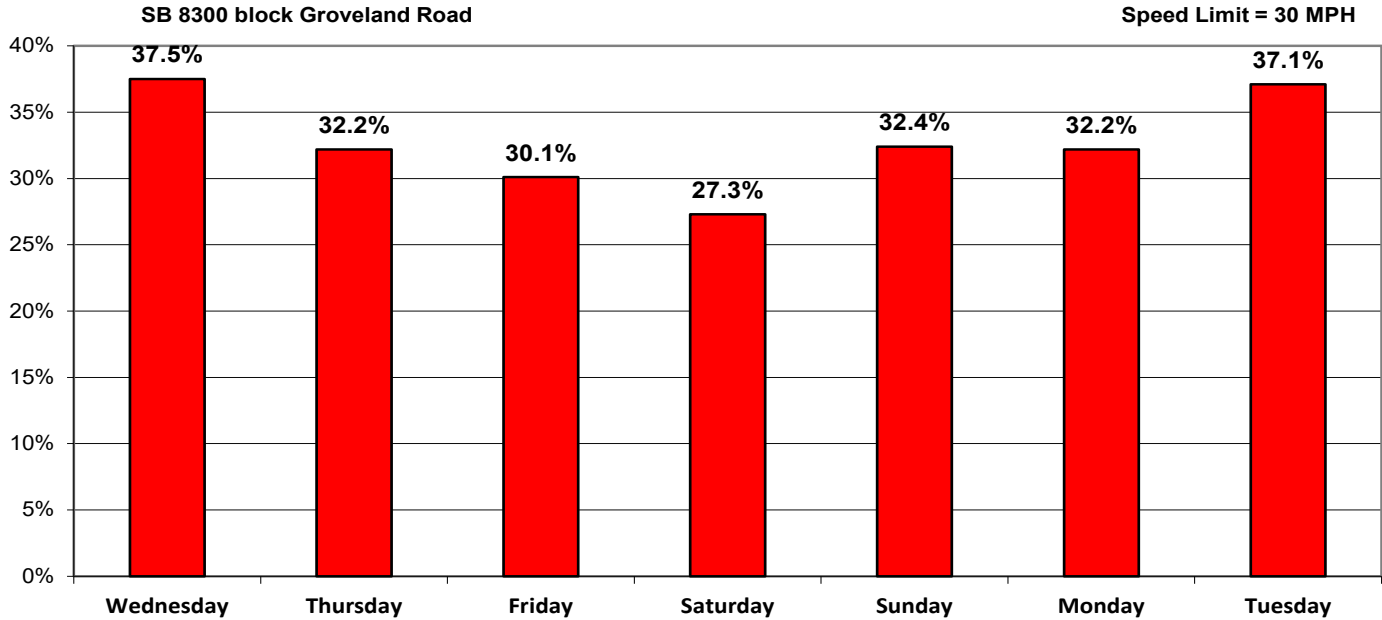
Speed Limit = 30 MPH



Week (7 days): 5/18/2022 - 5/24/2022

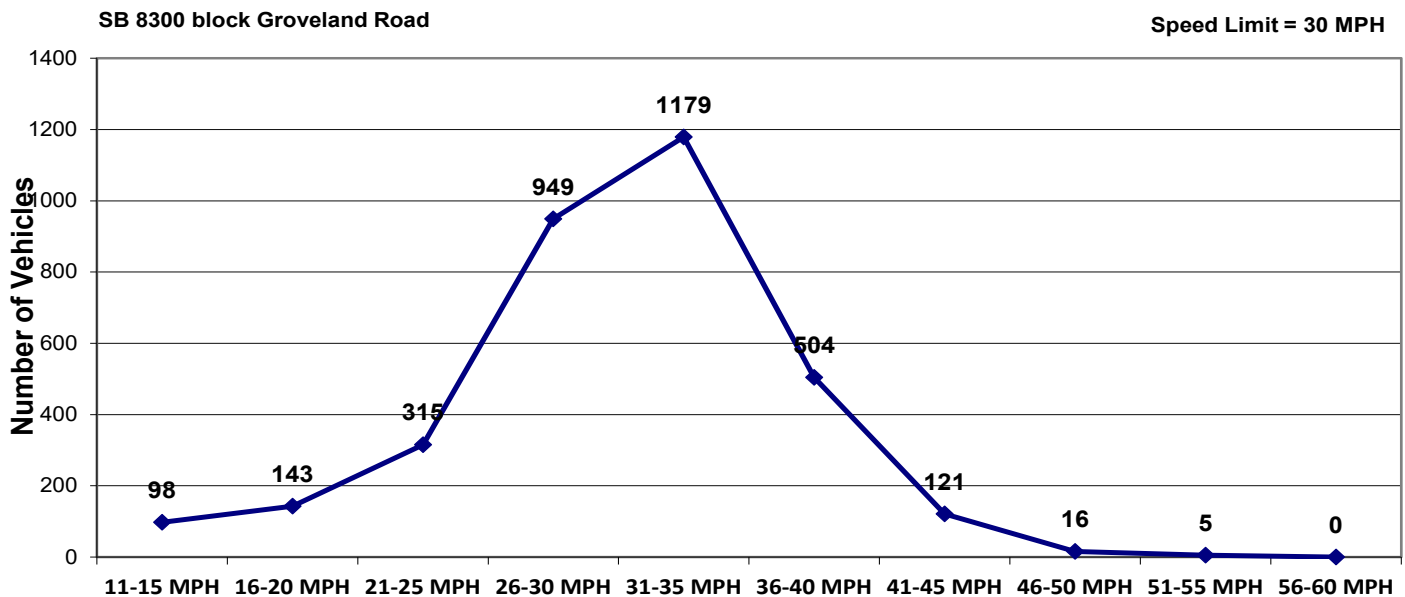
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 5/18/2022 - 5/24/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 5/18/2022 - 5/24/2022

Charts Report

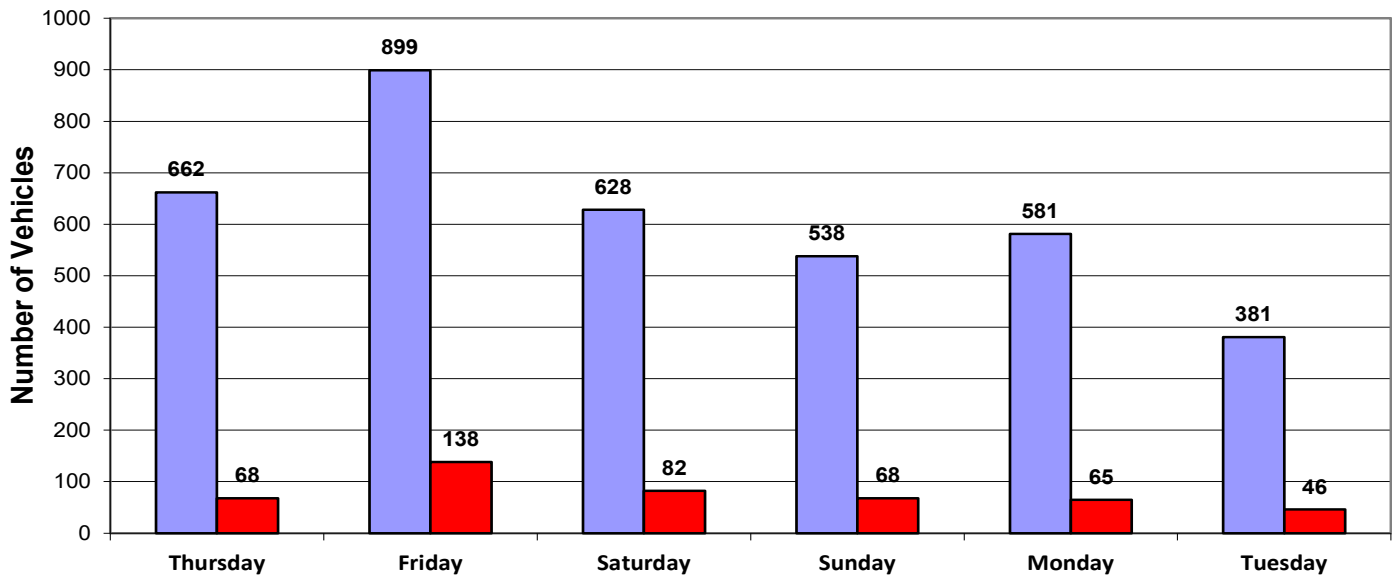
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



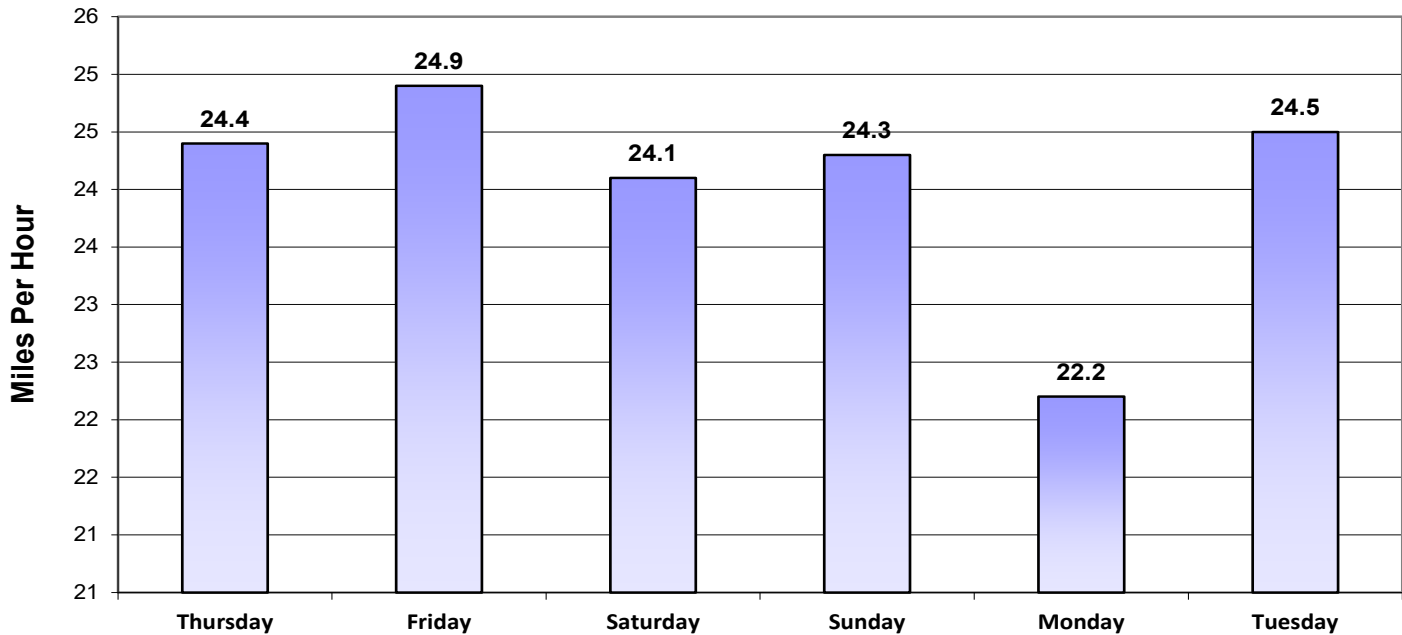
Week (6 days): 5/26/2022 - 5/31/2022

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



Week (6 days): 5/26/2022 - 5/31/2022

Charts Report

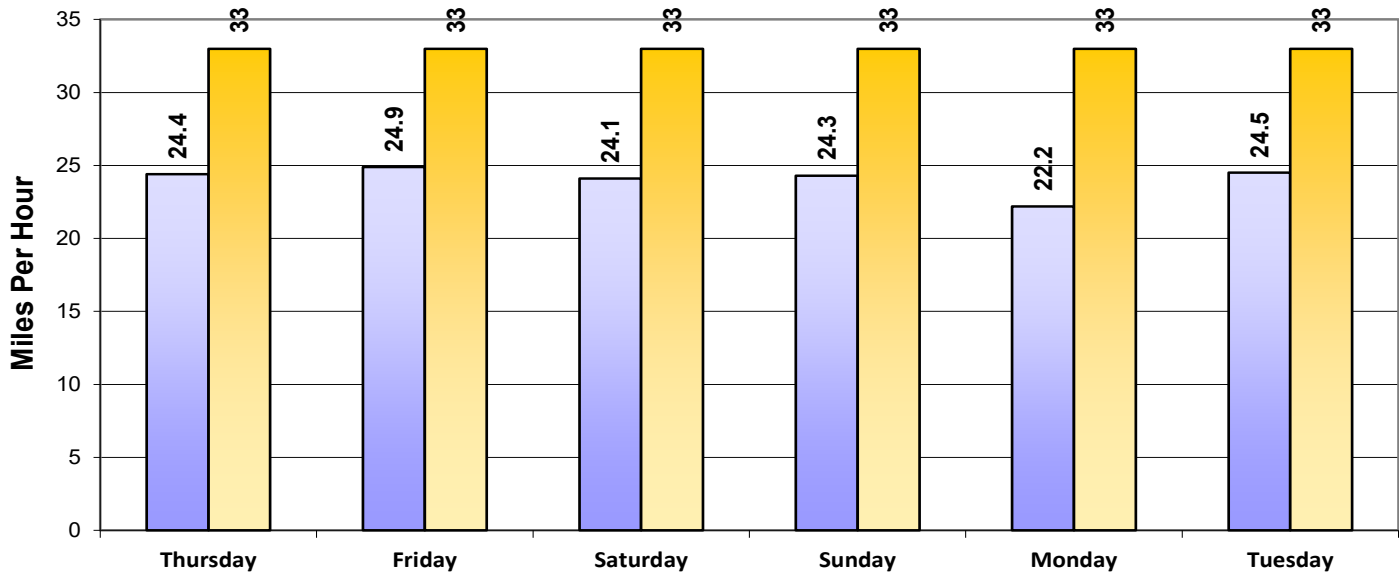
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



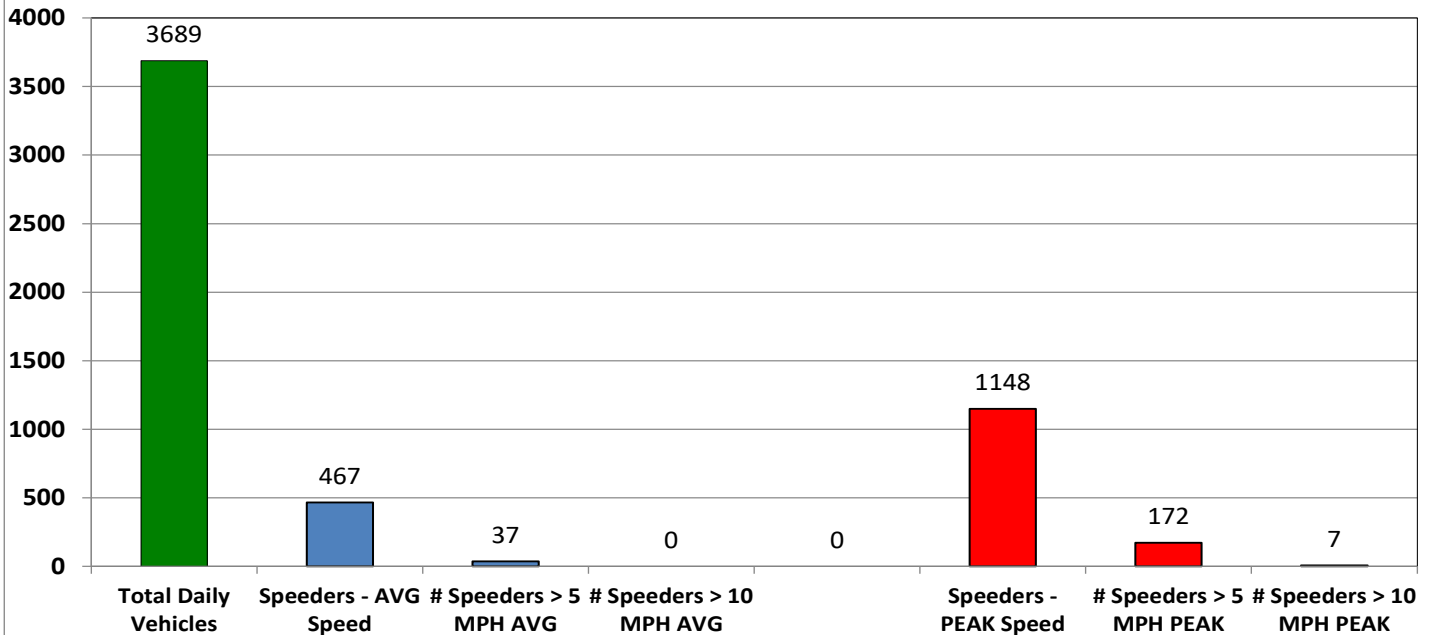
Week (6 days): 5/26/2022 - 5/31/2022

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

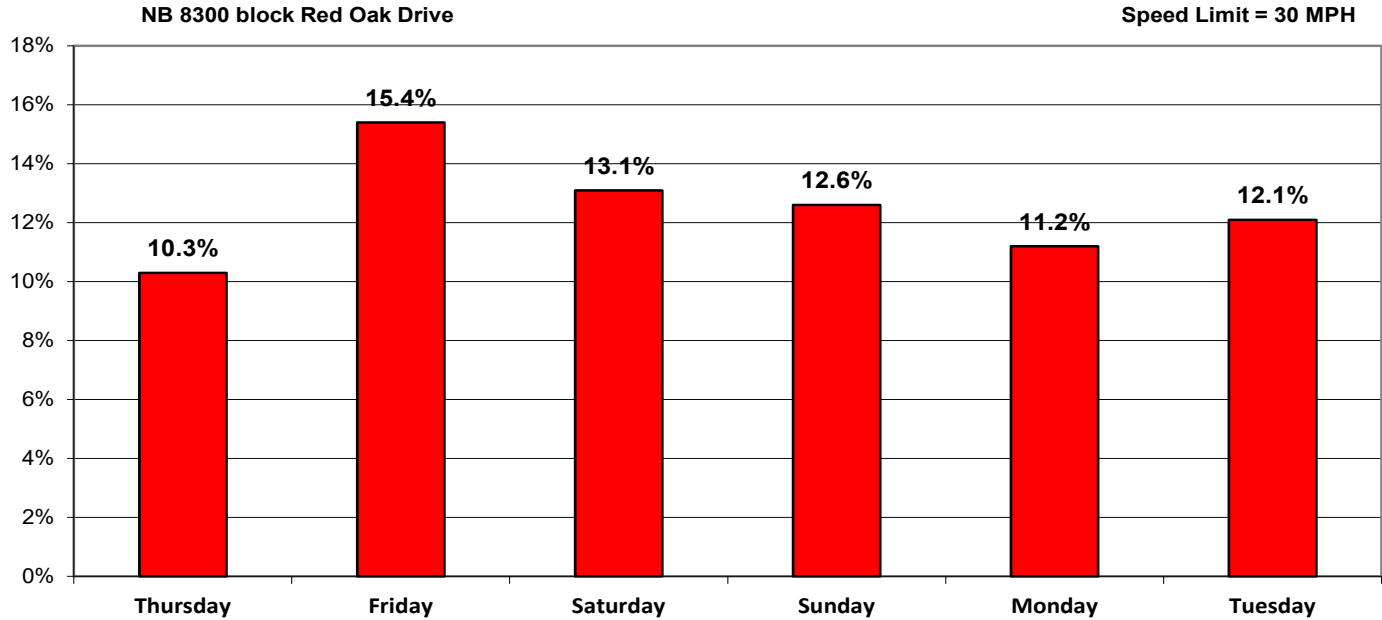
Speed Limit = 30 MPH



Week (6 days): 5/26/2022 - 5/31/2022

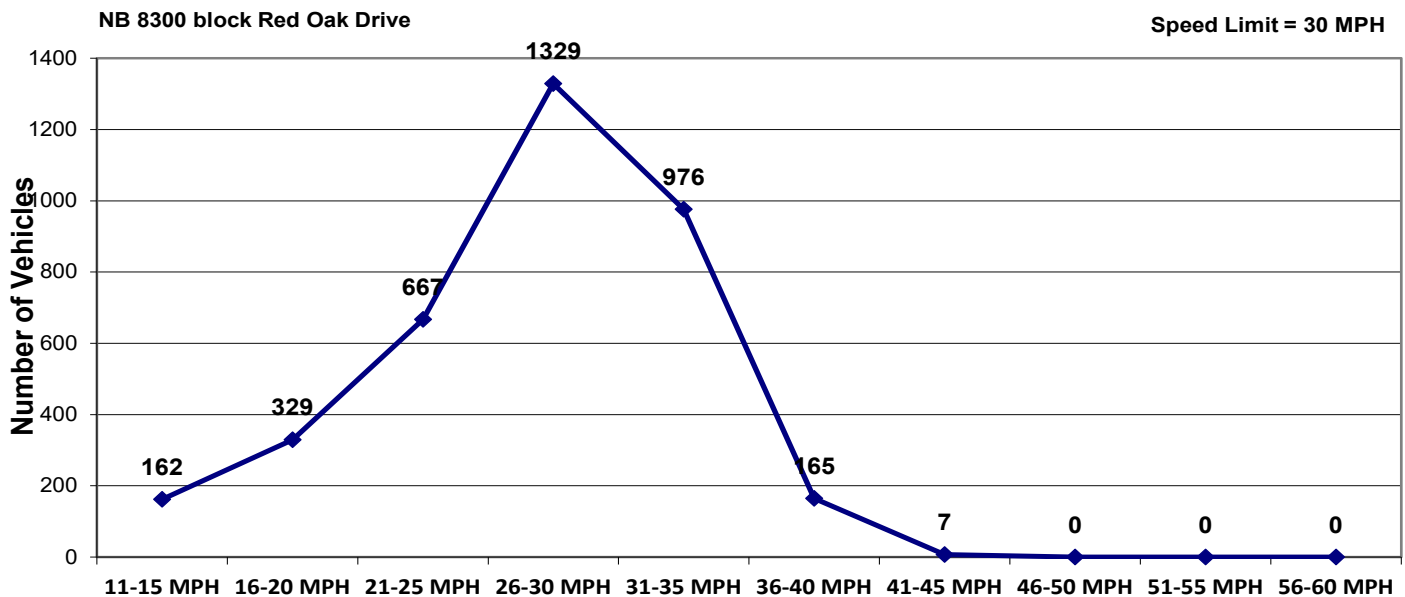
Charts Report

Percentage of Vehicles Speeding



Week (6 days): 5/26/2022 - 5/31/2022

Vehicle Count by Peak Speed Bins

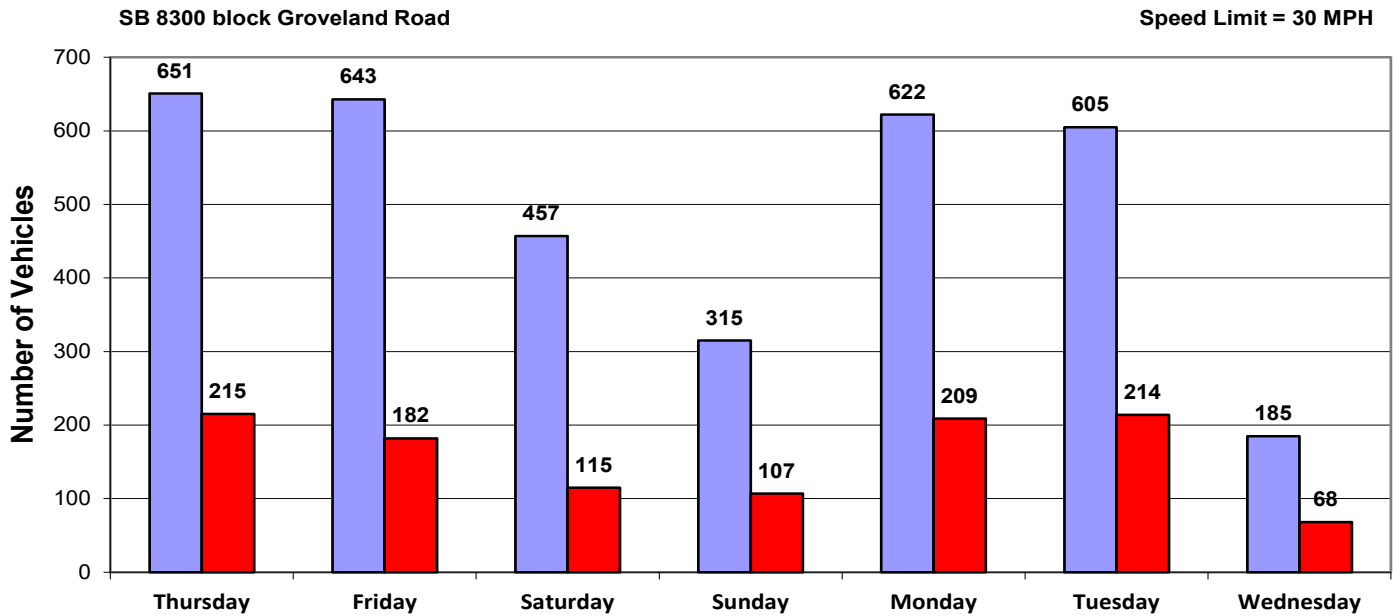


Week (6 days): 5/26/2022 - 5/31/2022

Charts Report

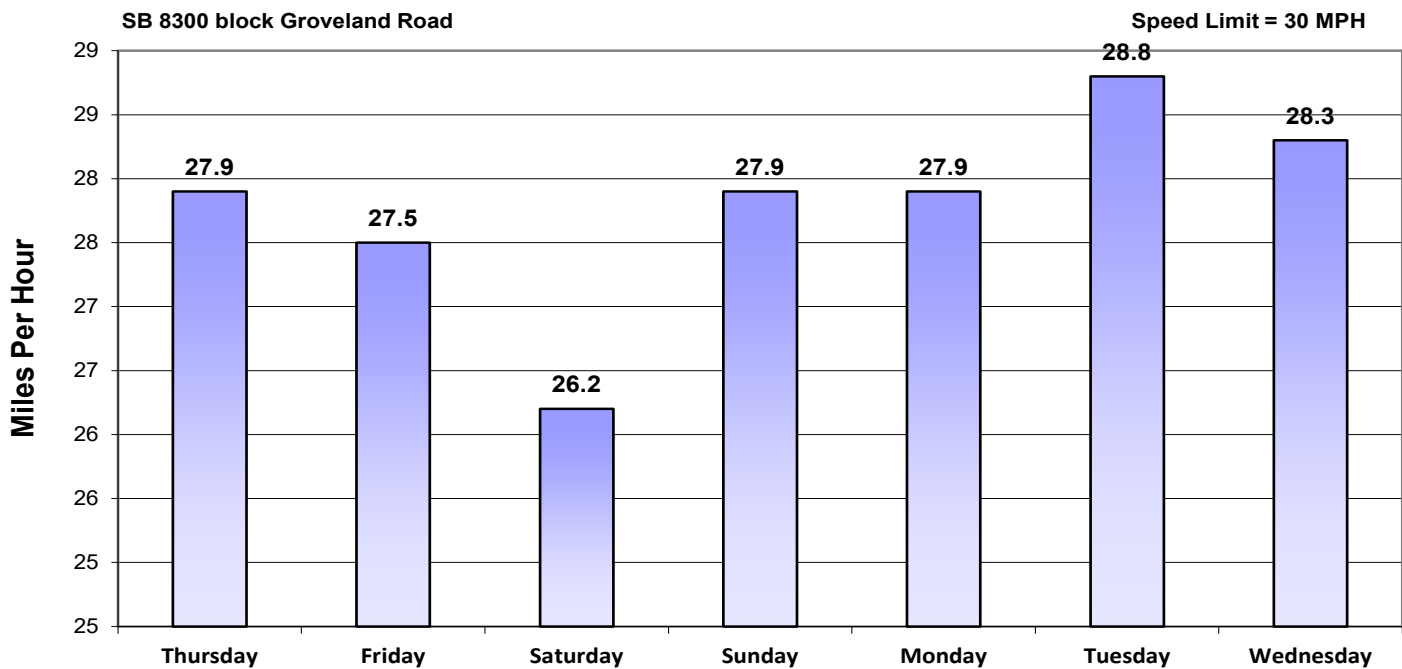
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



Week (7 days): 6/2/2022 - 6/8/2022

Daily Average Speeds



Week (7 days): 6/2/2022 - 6/8/2022

Charts Report

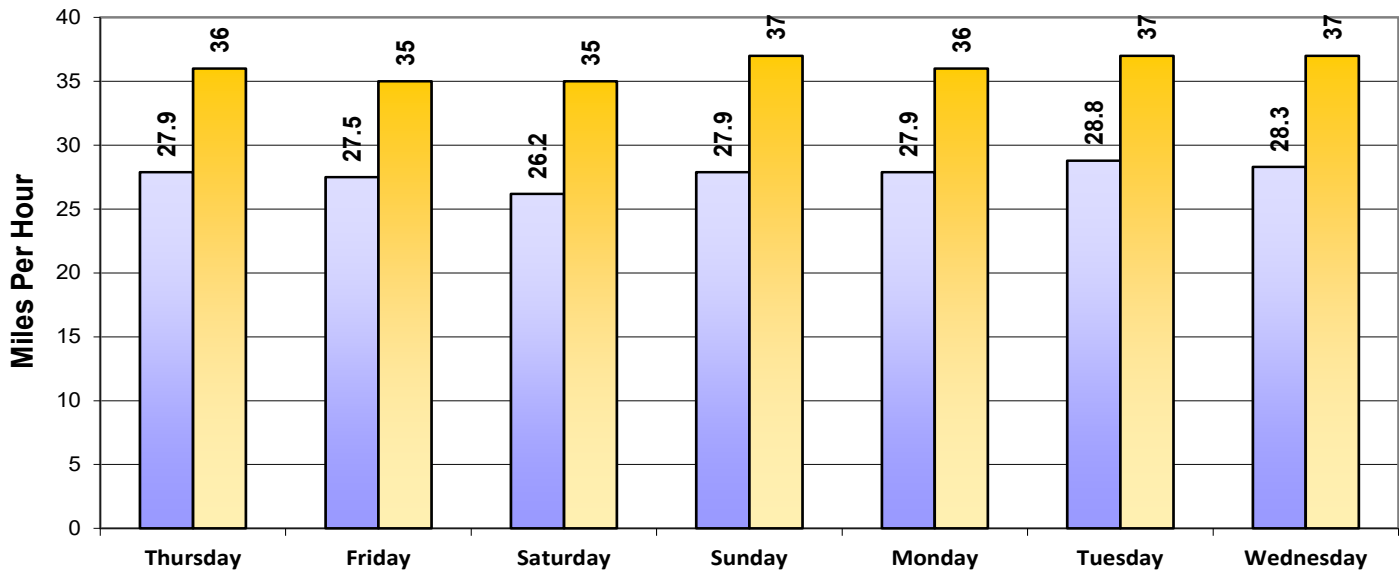
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



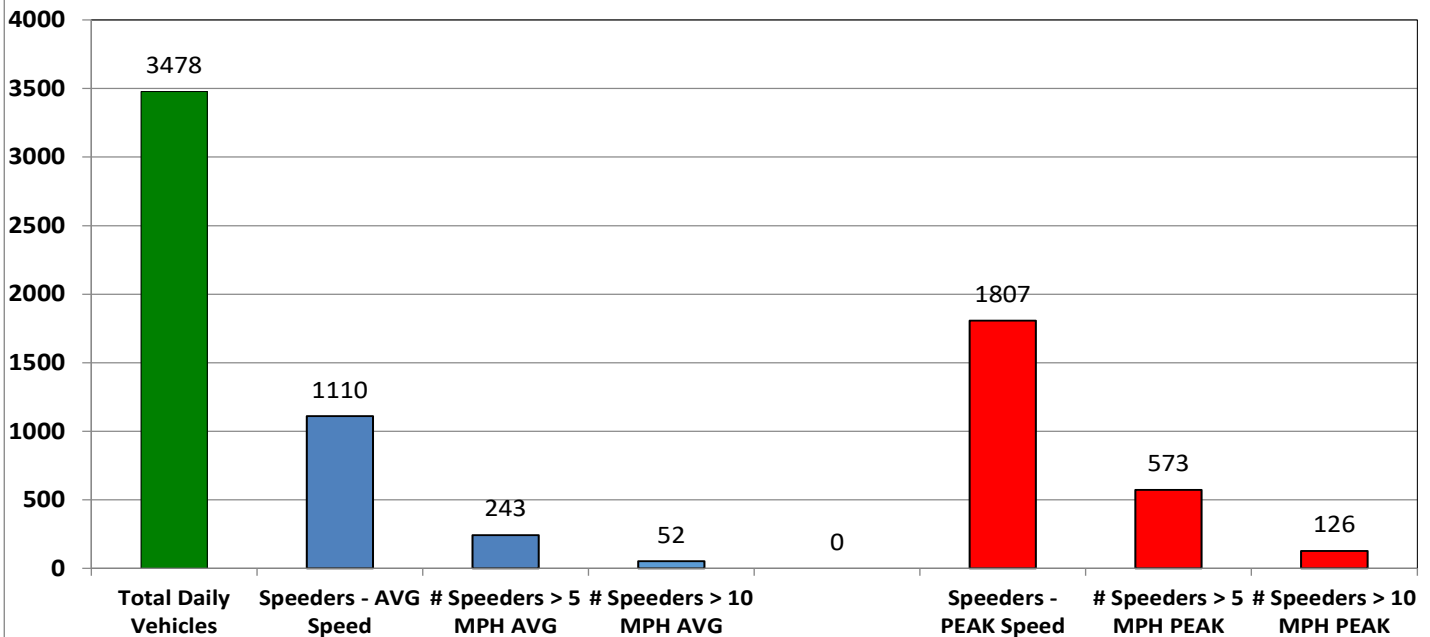
Week (7 days): 6/2/2022 - 6/8/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

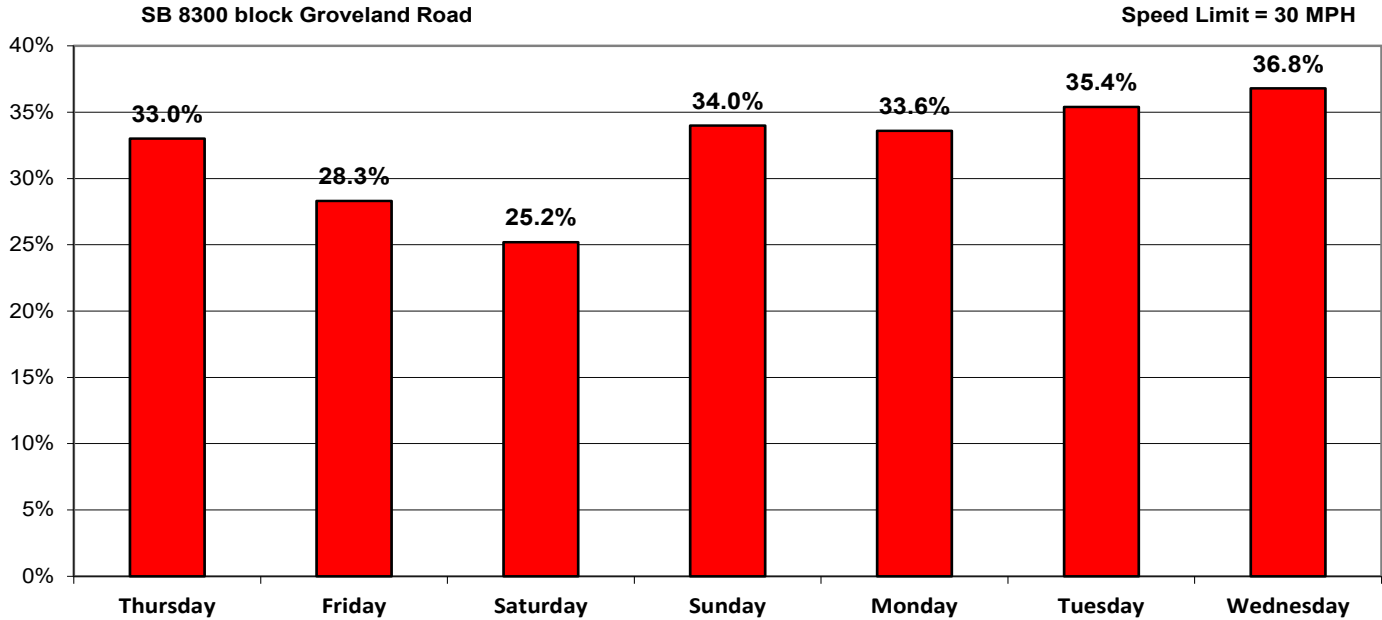
Speed Limit = 30 MPH



Week (7 days): 6/2/2022 - 6/8/2022

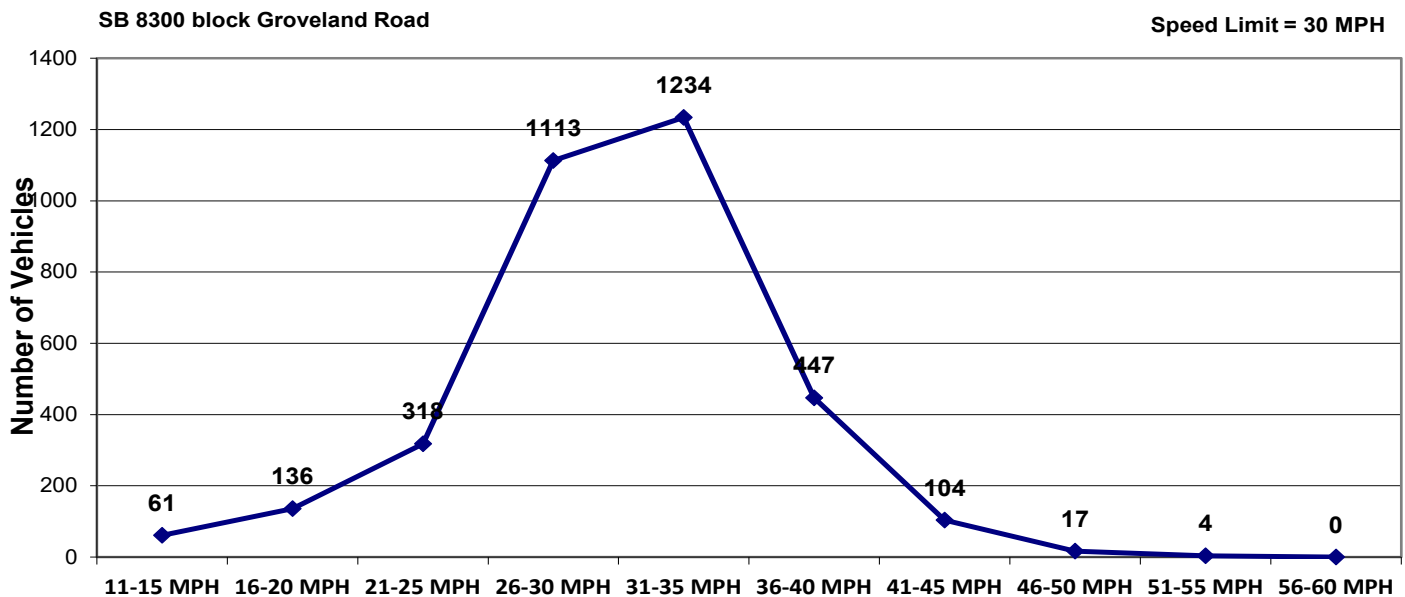
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/2/2022 - 6/8/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 6/2/2022 - 6/8/2022

Charts Report

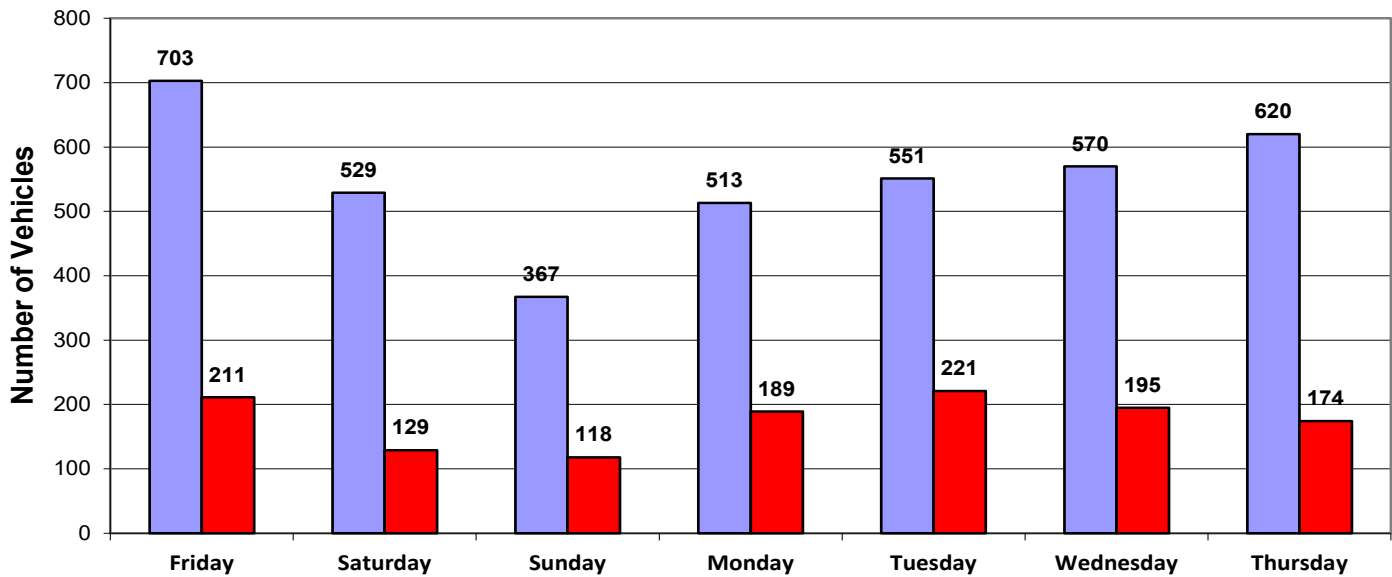
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



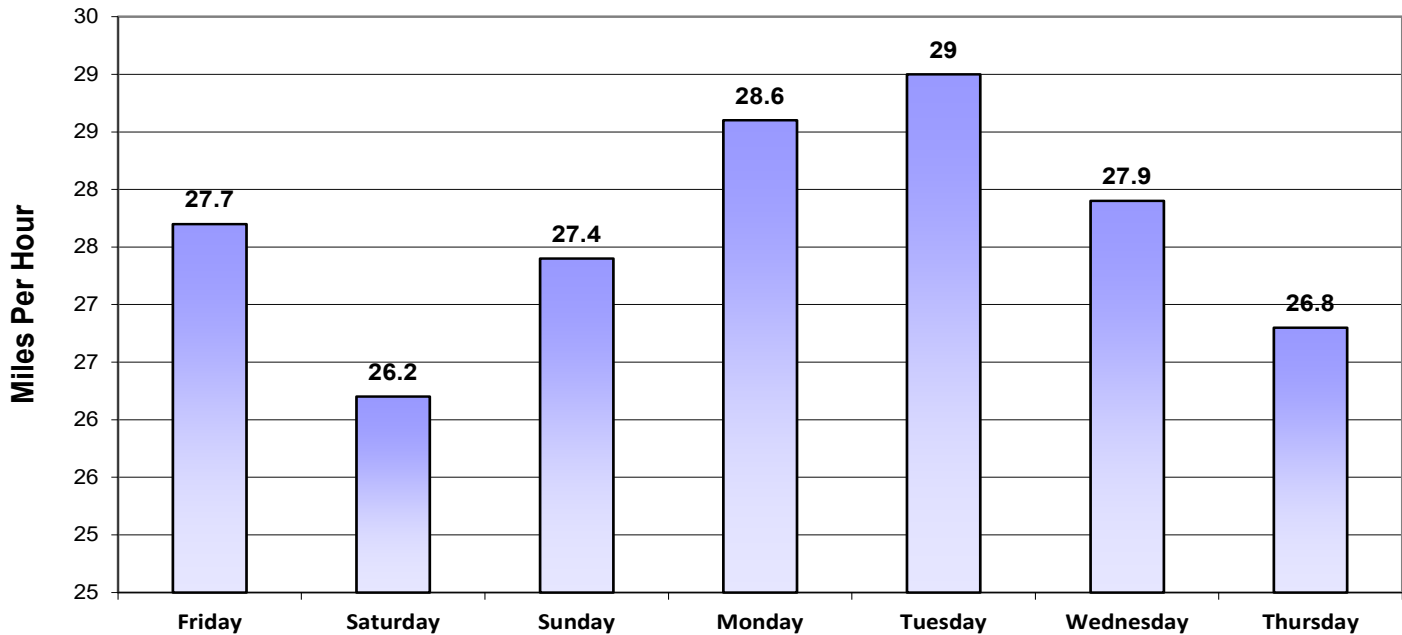
Week (7 days): 6/10/2022 - 6/16/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 6/10/2022 - 6/16/2022

Charts Report

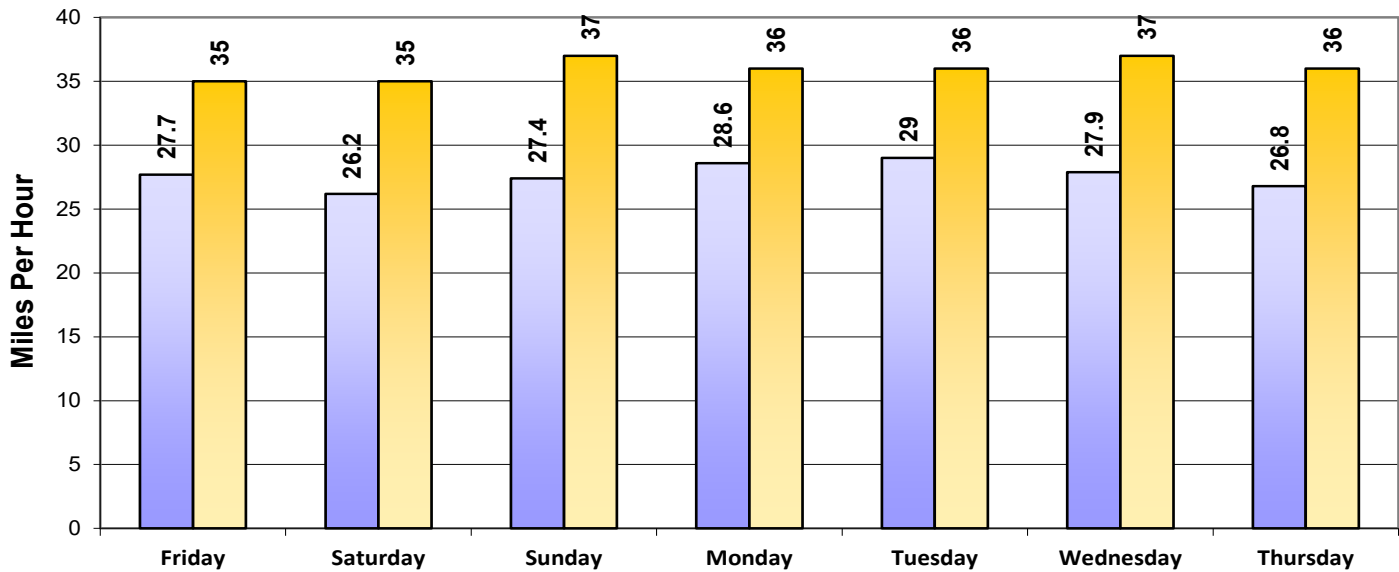
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



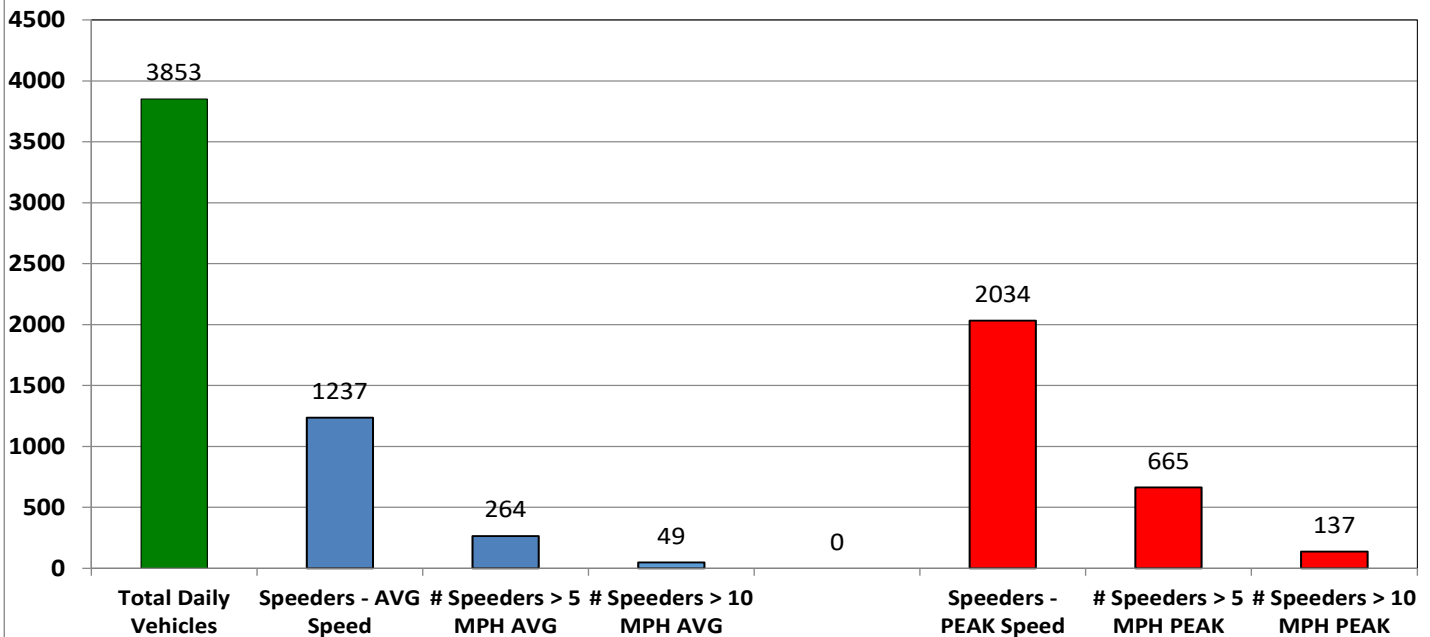
Week (7 days): 6/10/2022 - 6/16/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 6/10/2022 - 6/16/2022

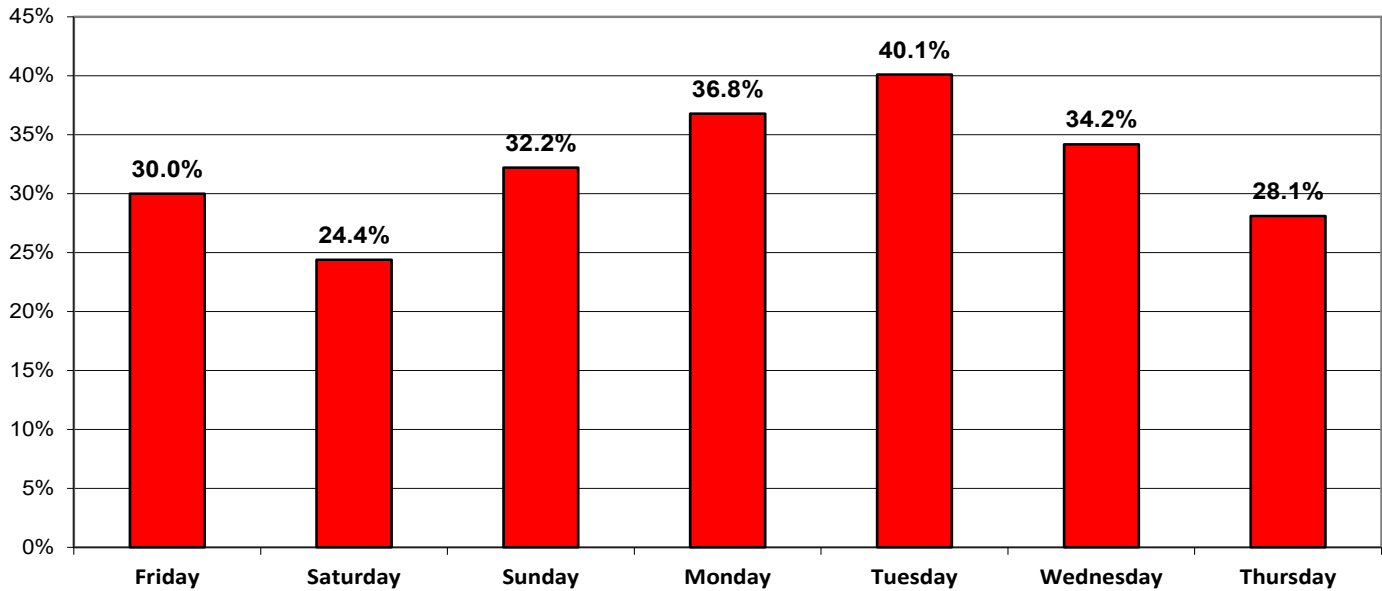
Charts Report

Percentage of Vehicles Speeding



SB 8300 block Groveland Road

Speed Limit = 30 MPH



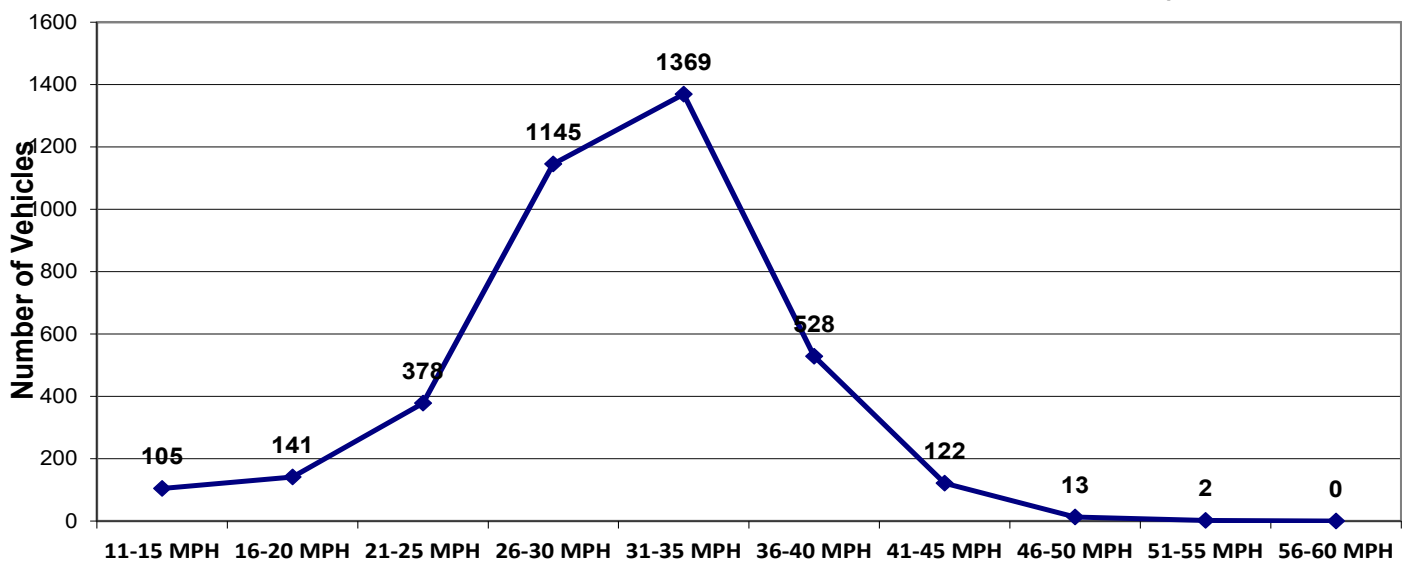
Week (7 days): 6/10/2022 - 6/16/2022

Vehicle Count by Peak Speed Bins



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 6/10/2022 - 6/16/2022

Charts Report

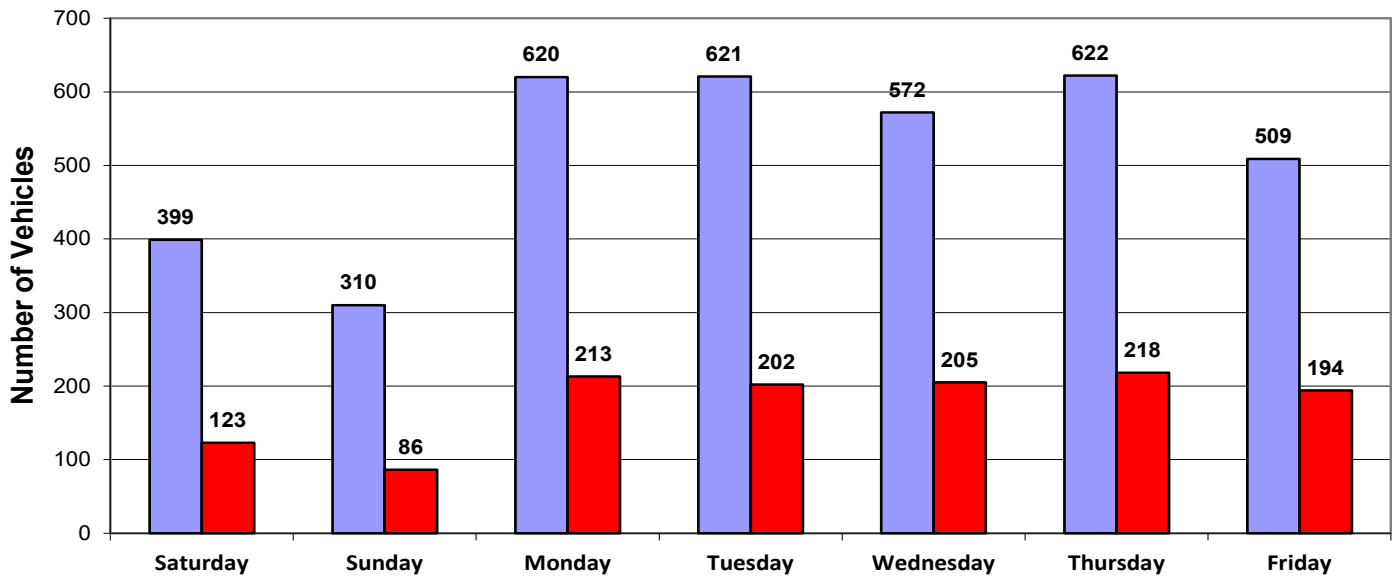
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



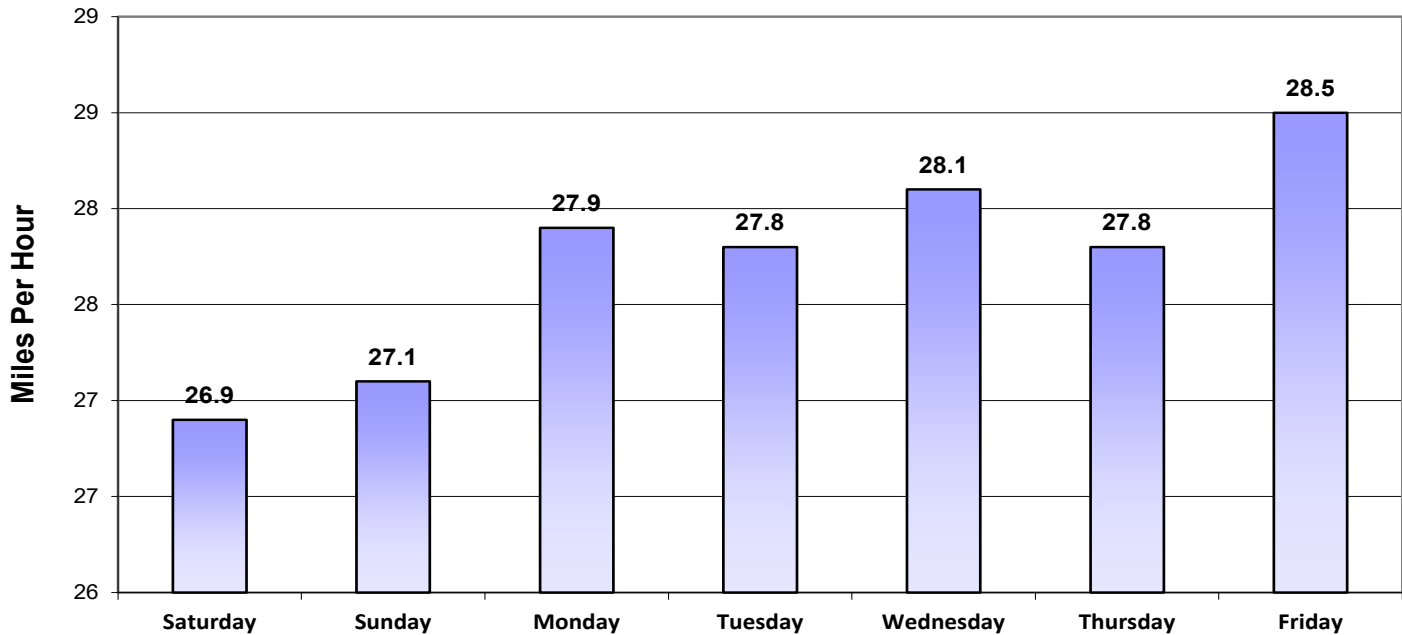
Week (7 days): 6/25/2022 - 7/1/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 6/25/2022 - 7/1/2022

Charts Report

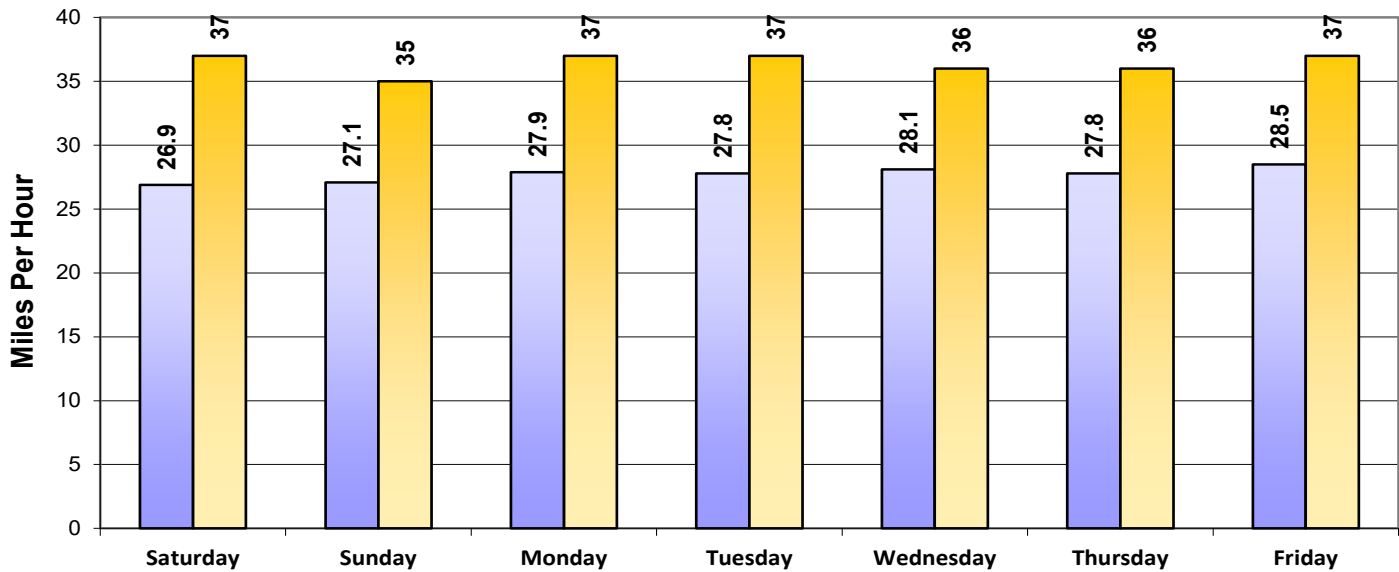
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



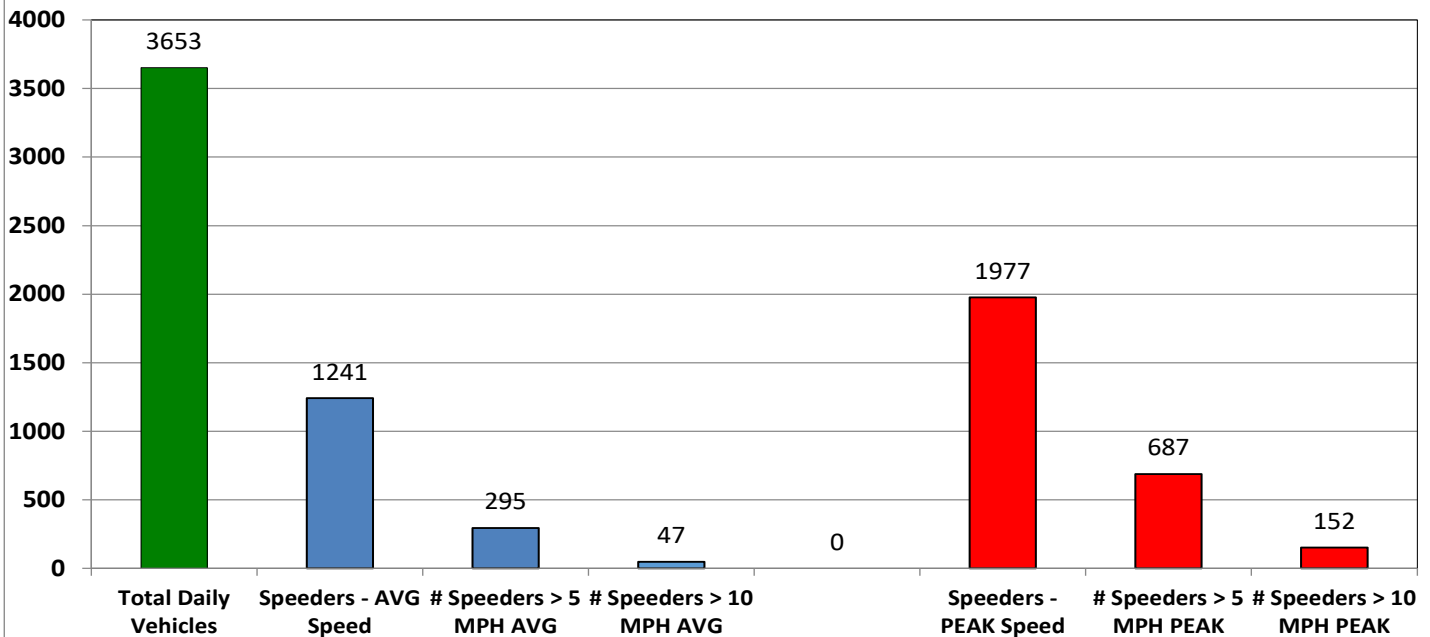
Week (7 days): 6/25/2022 - 7/1/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

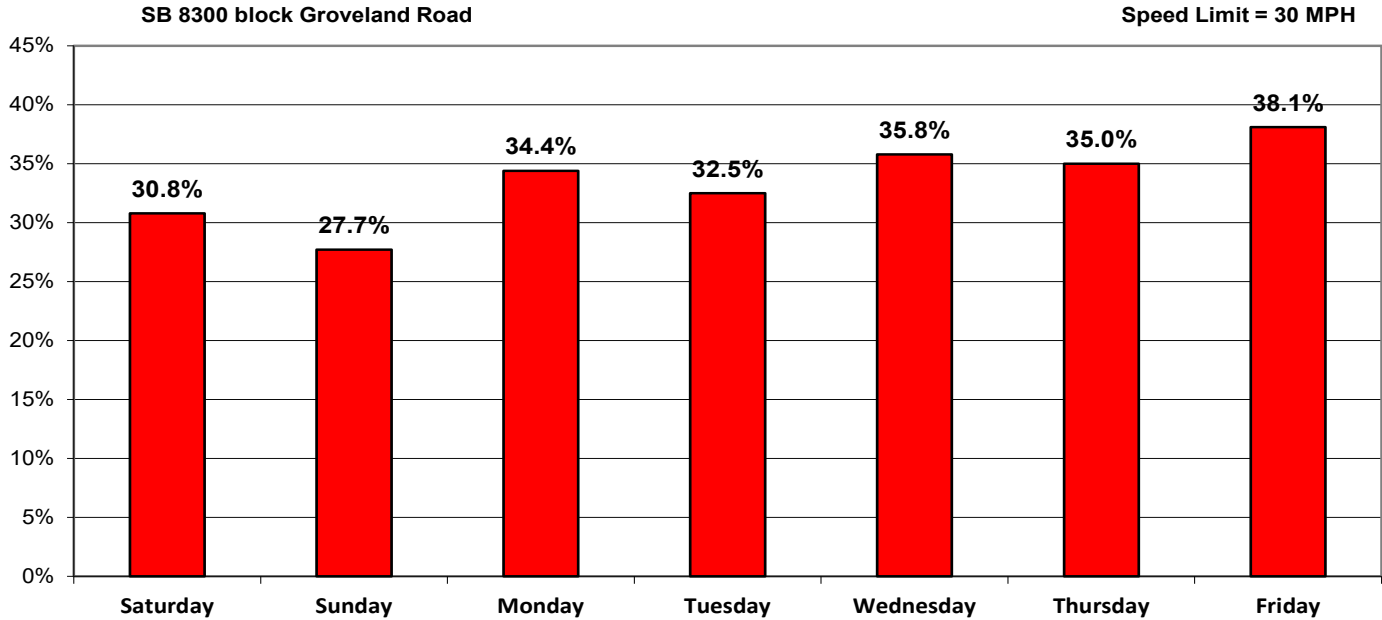
Speed Limit = 30 MPH



Week (7 days): 6/25/2022 - 7/1/2022

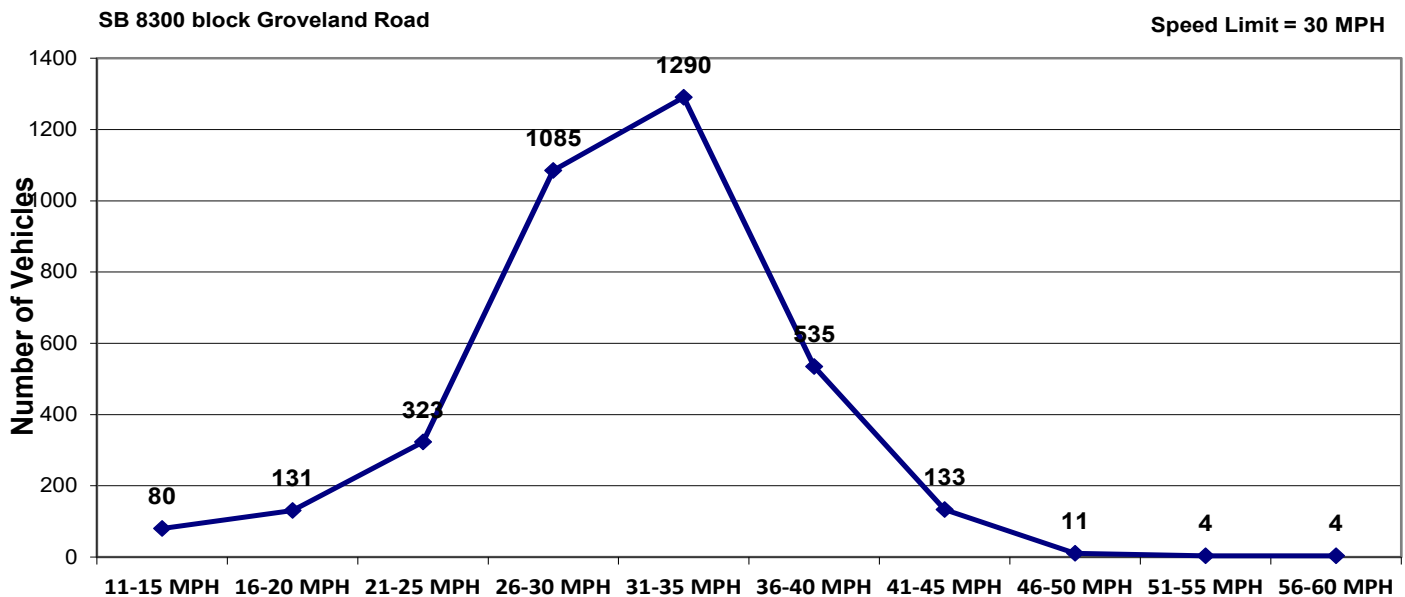
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/25/2022 - 7/1/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 6/25/2022 - 7/1/2022

Charts Report

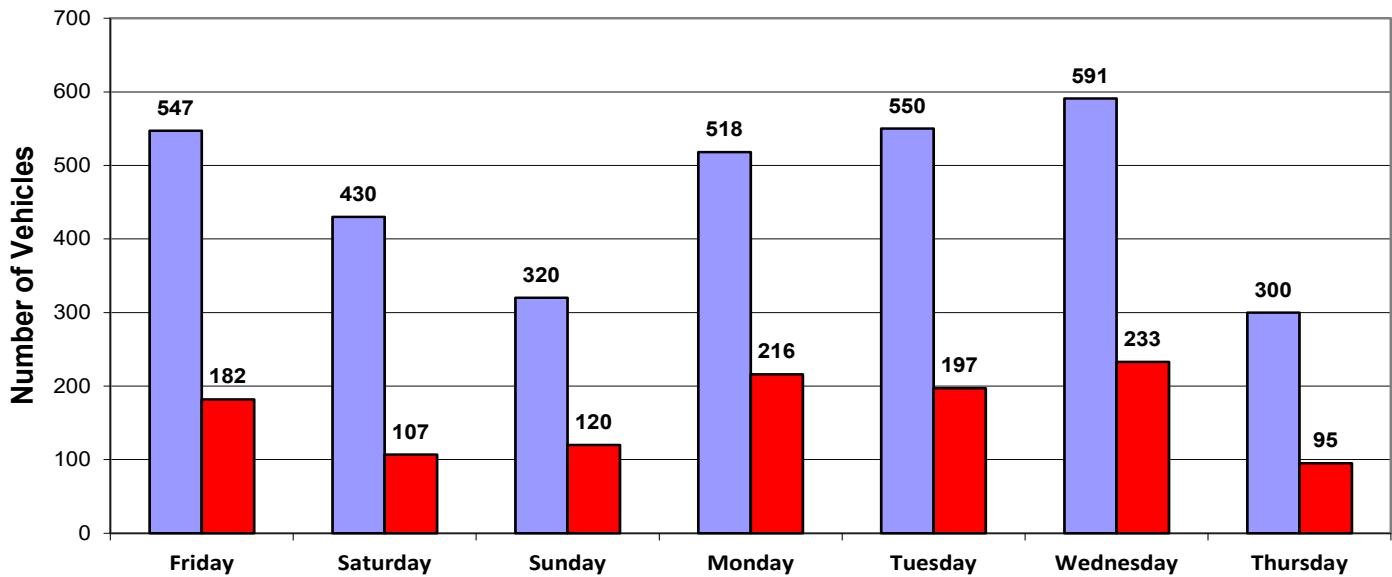
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



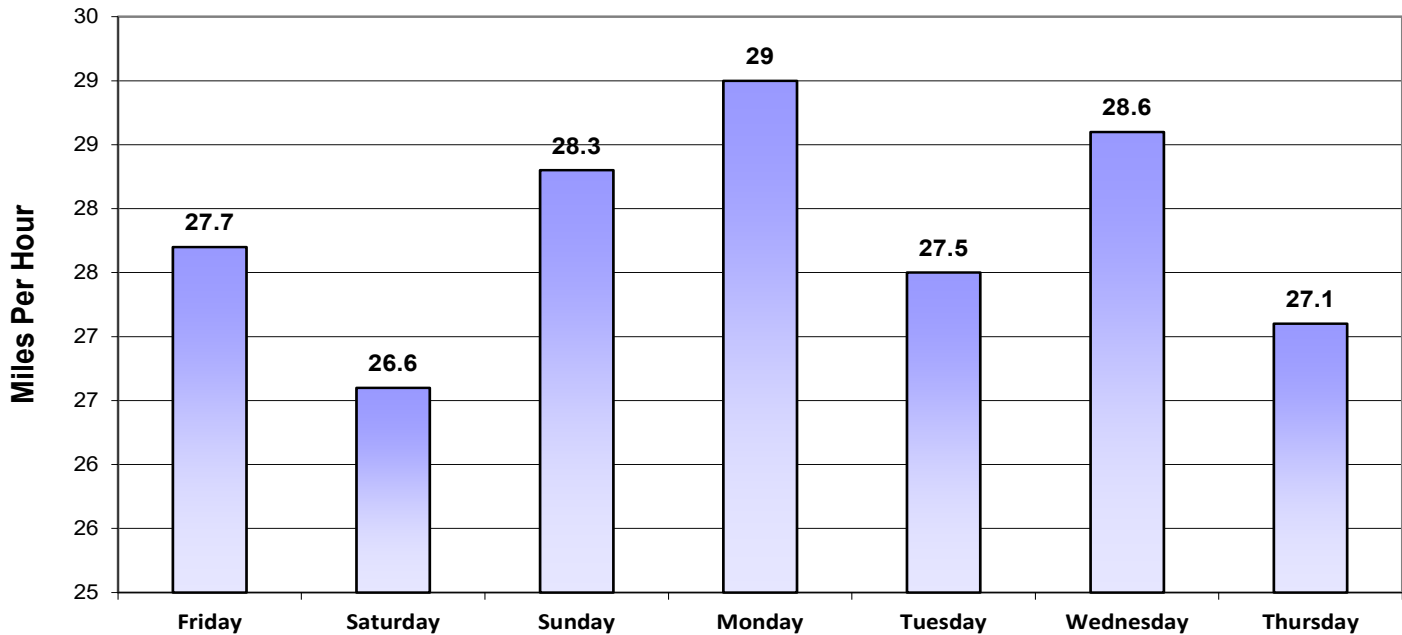
Week (7 days): 6/17/2022 - 6/23/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 6/17/2022 - 6/23/2022

Charts Report

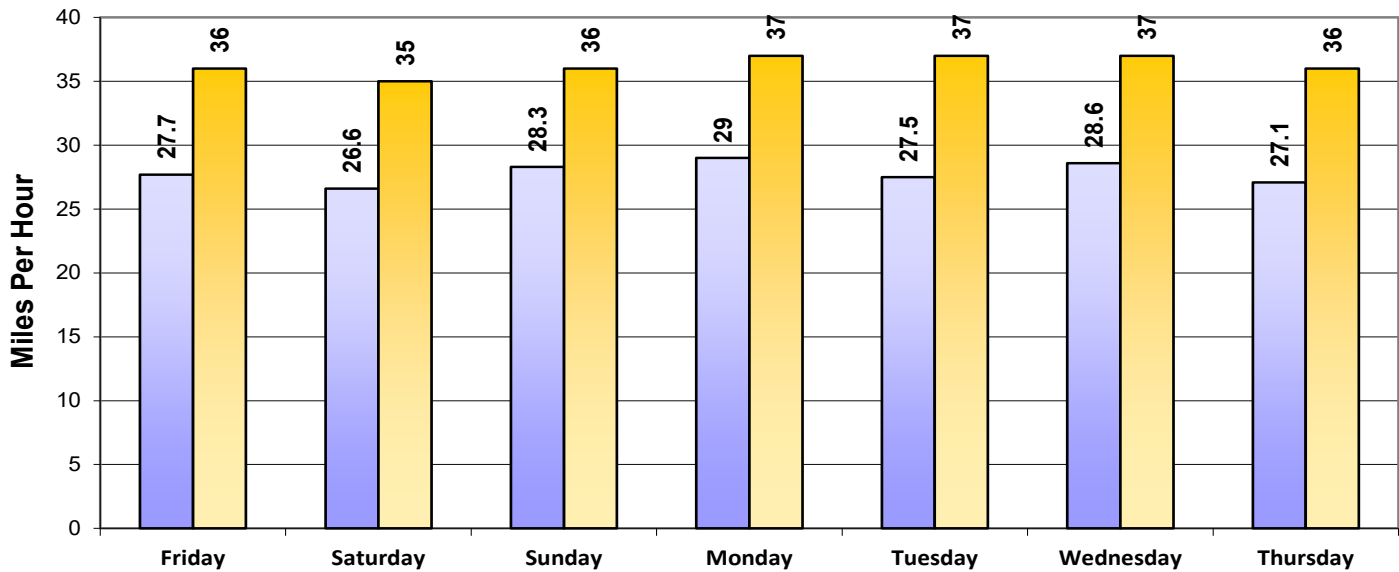
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



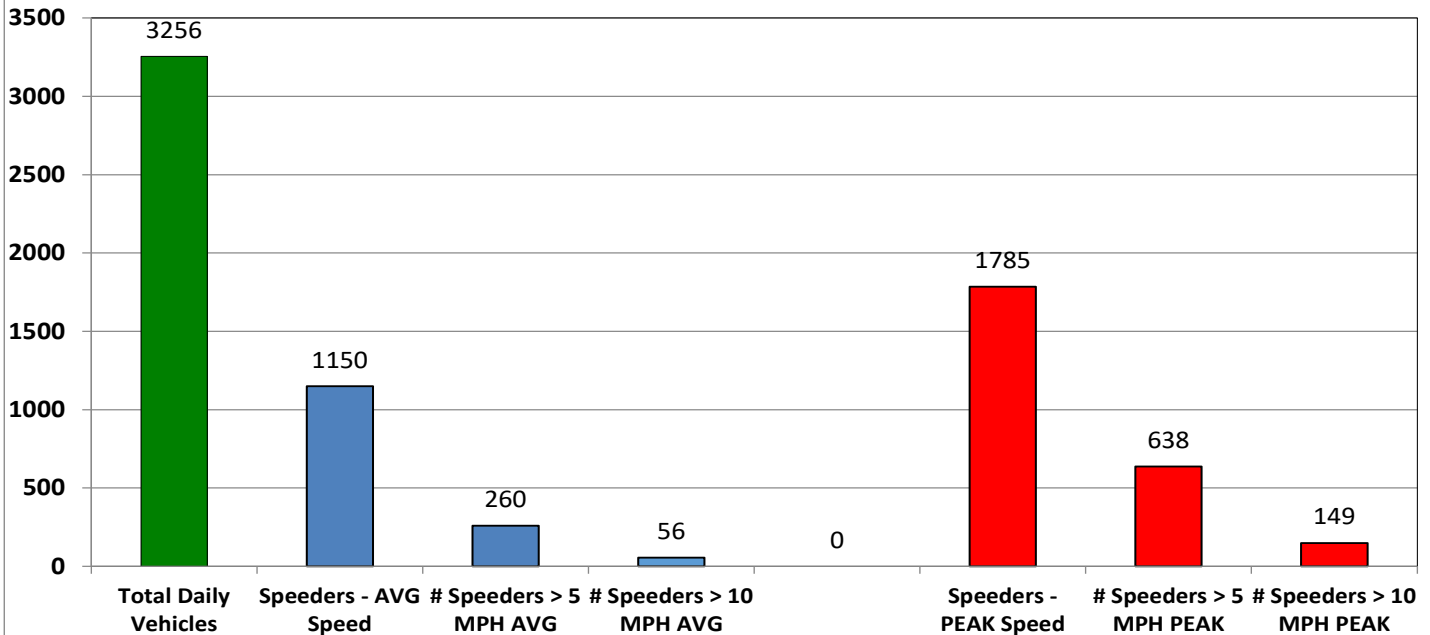
Week (7 days): 6/17/2022 - 6/23/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

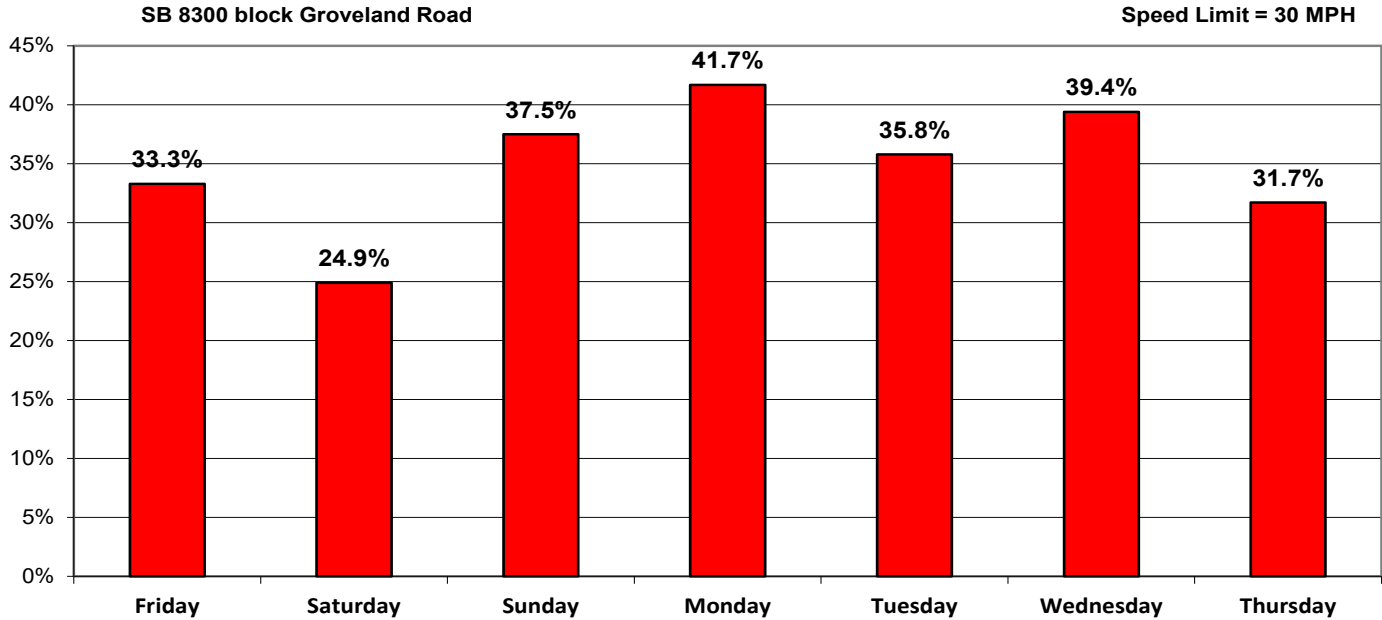
Speed Limit = 30 MPH



Week (7 days): 6/17/2022 - 6/23/2022

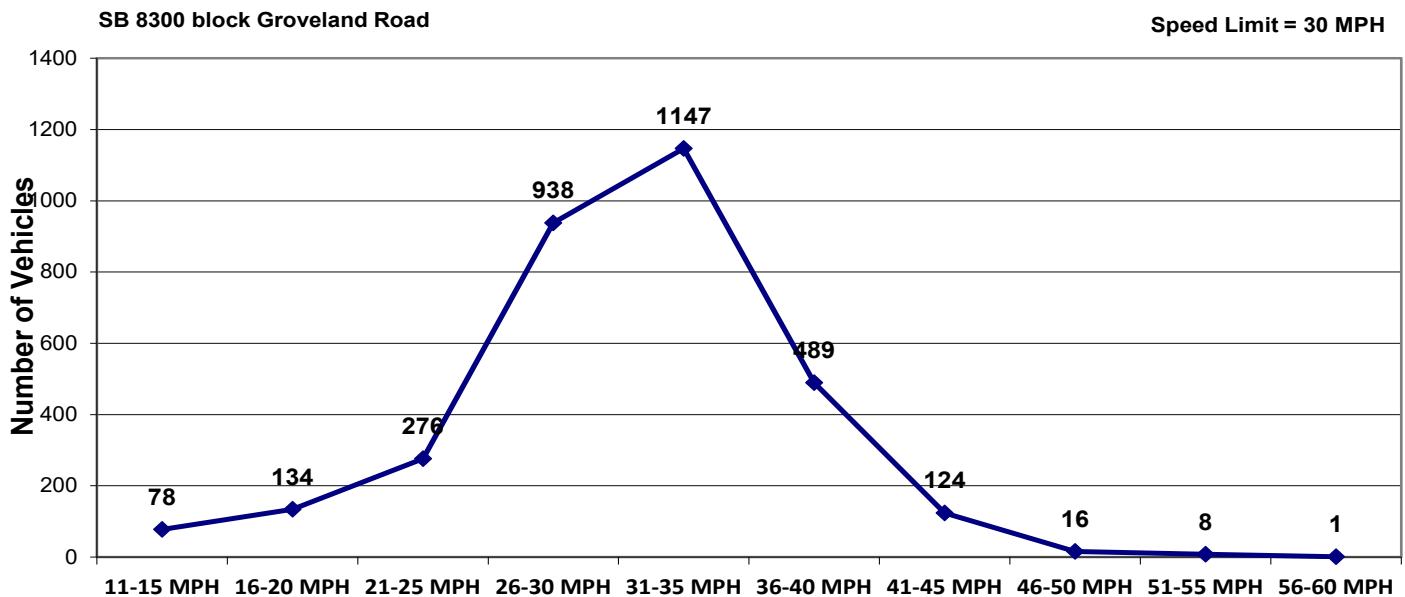
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 6/17/2022 - 6/23/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 6/17/2022 - 6/23/2022

Charts Report

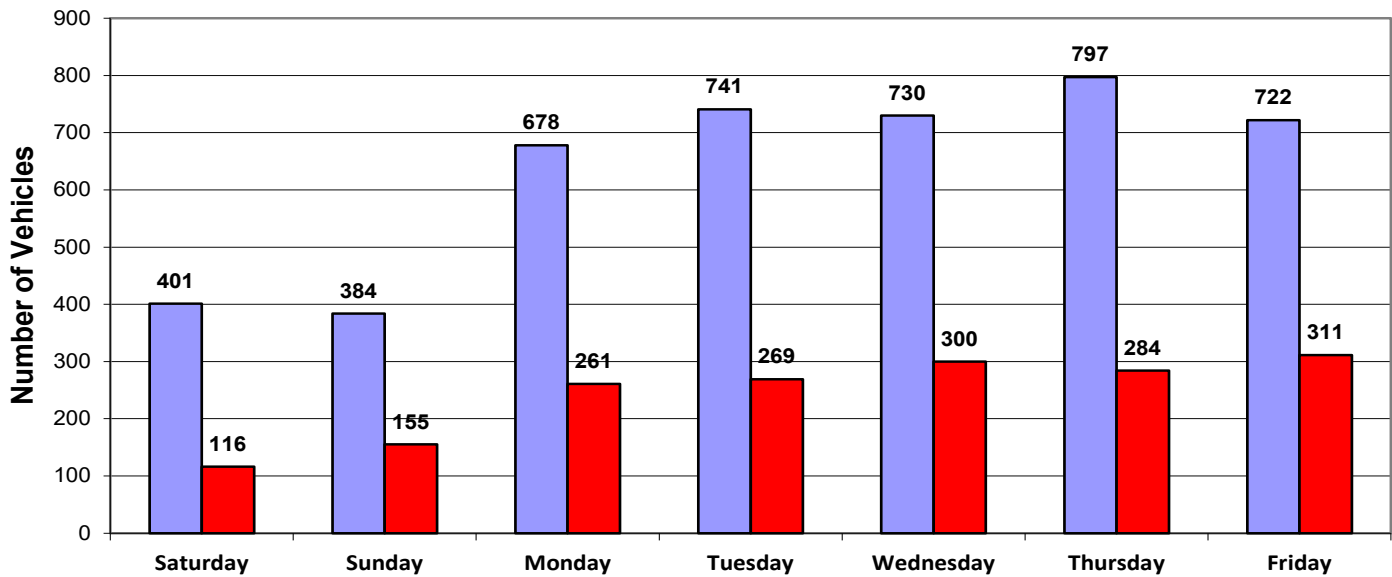
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



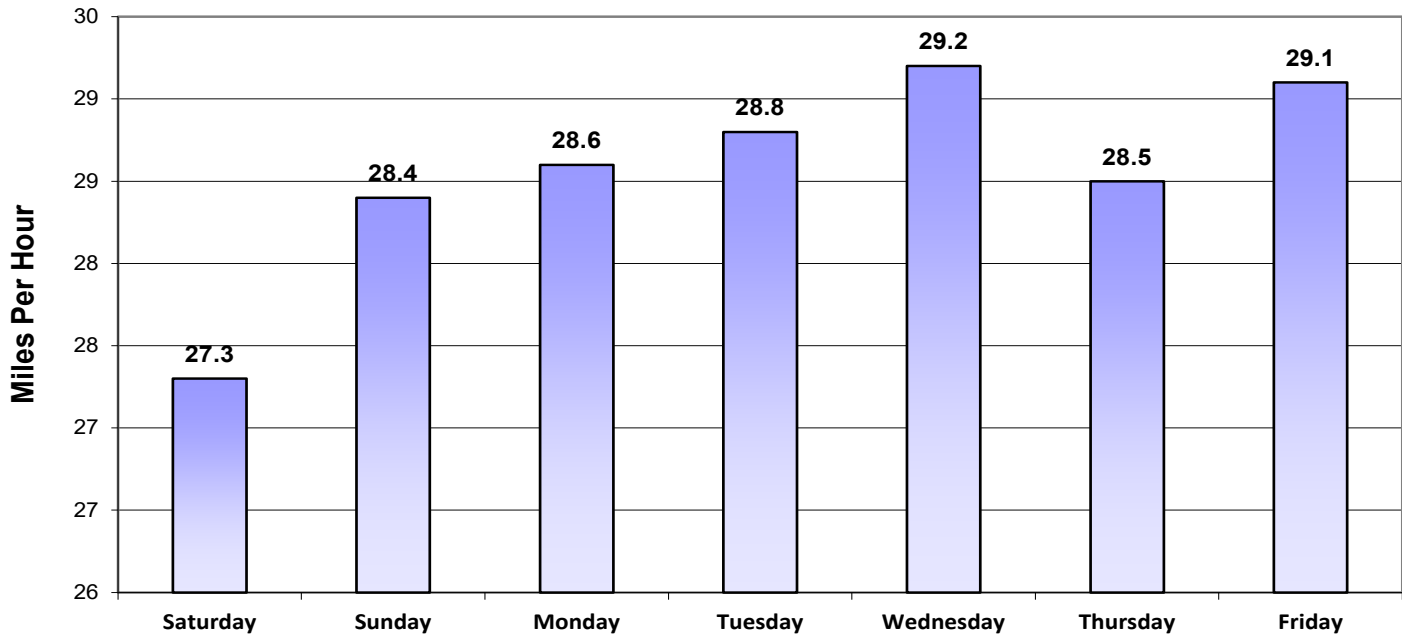
Week (7 days): 7/16/2022 - 7/22/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



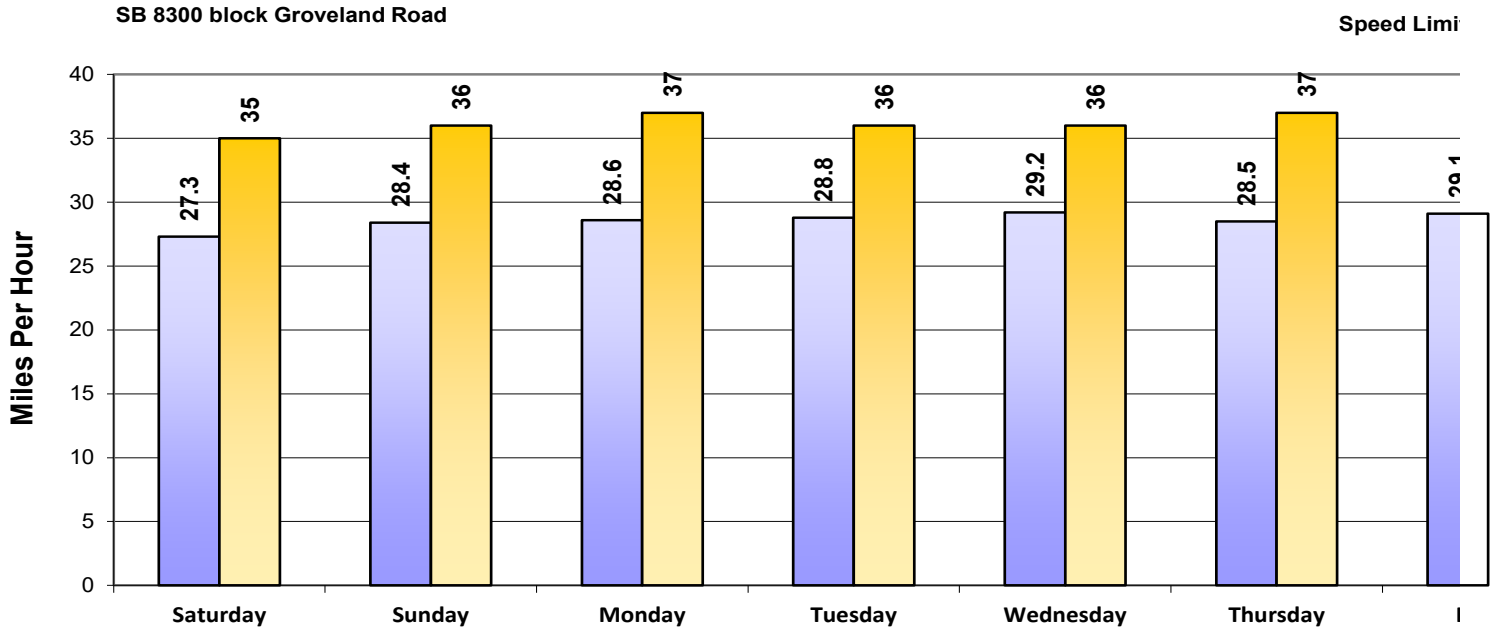
Week (7 days): 7/16/2022 - 7/22/2022

Charts Report

Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed

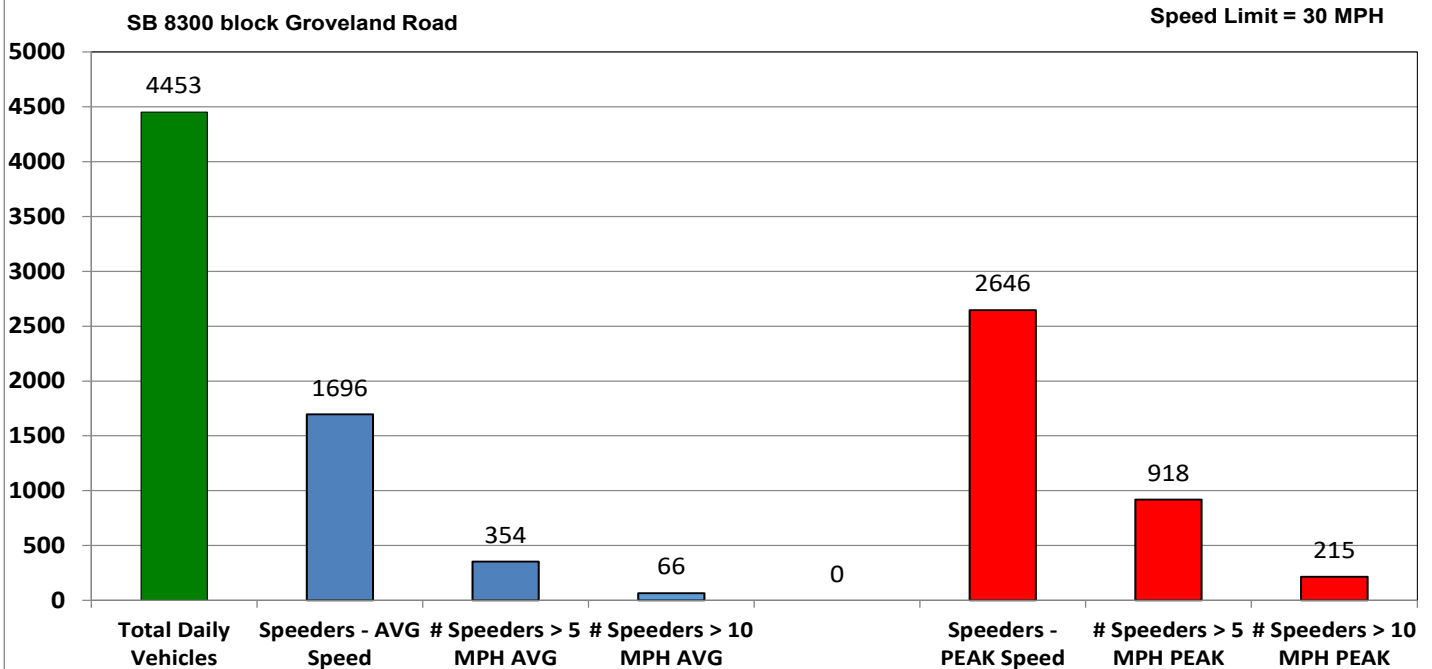
radars
MAKING ROADS SAFER



Week (7 days): 7/16/2022 - 7/22/2022

Weekly Speed Summary - Vehicle Counts

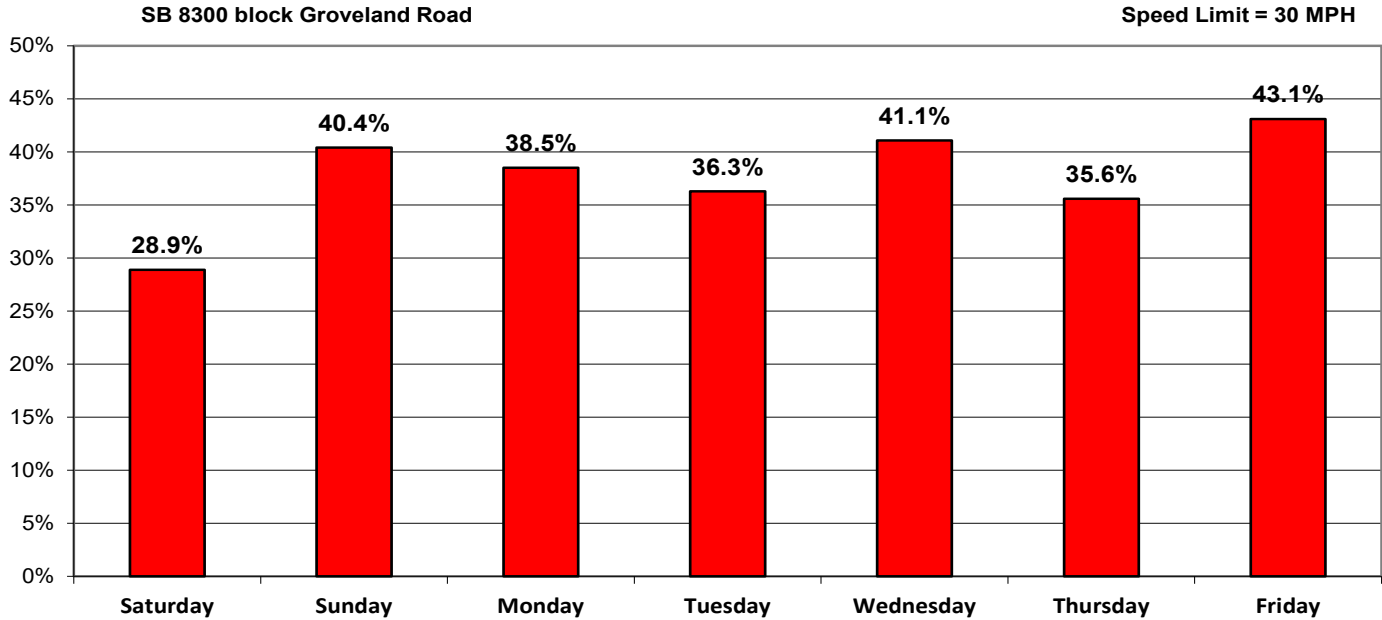
radarsign
MAKING ROADS SAFER



Week (7 days): 7/16/2022 - 7/22/2022

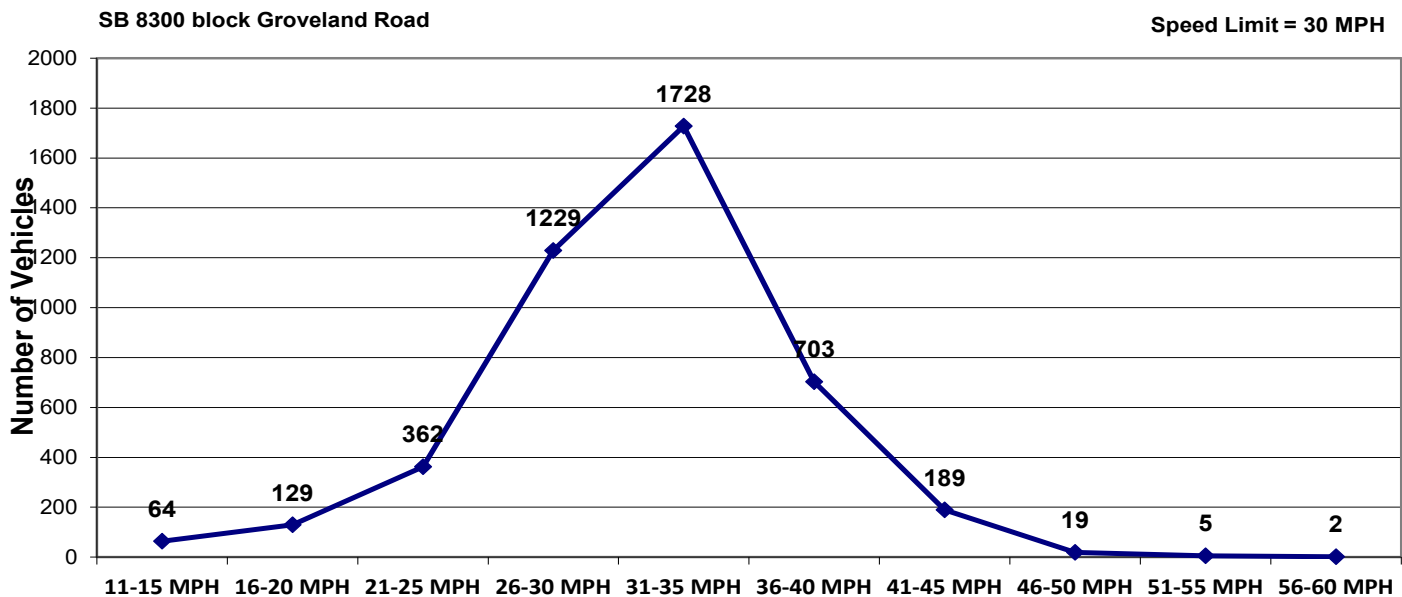
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/16/2022 - 7/22/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 7/16/2022 - 7/22/2022

Charts Report

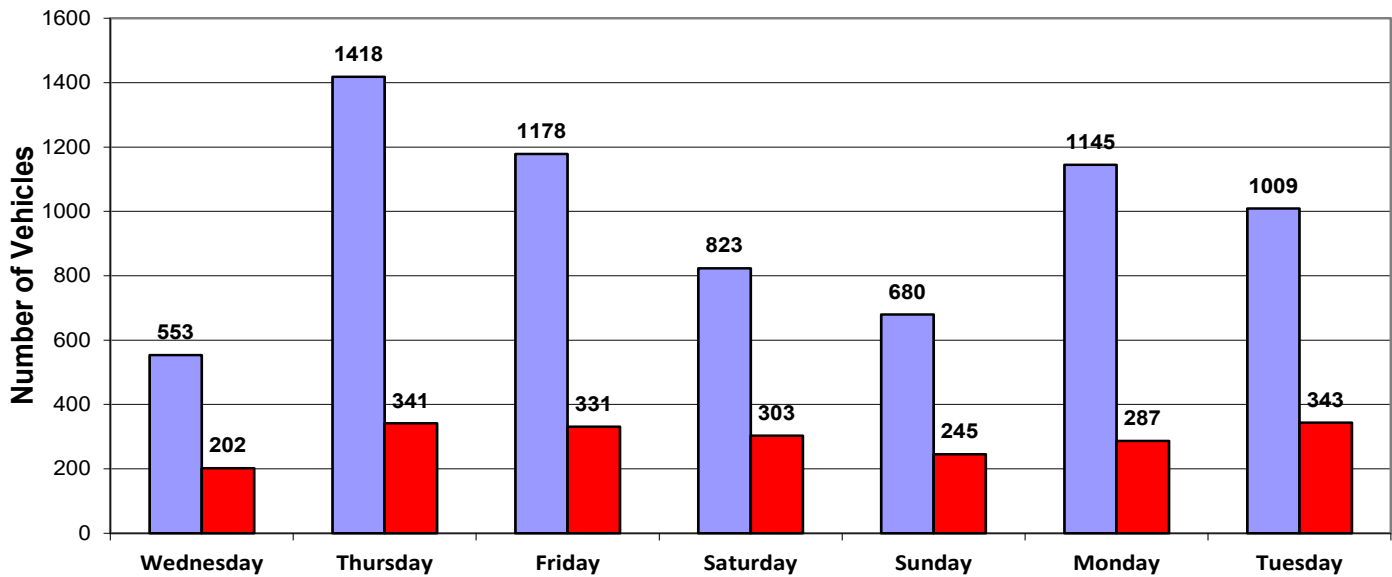
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



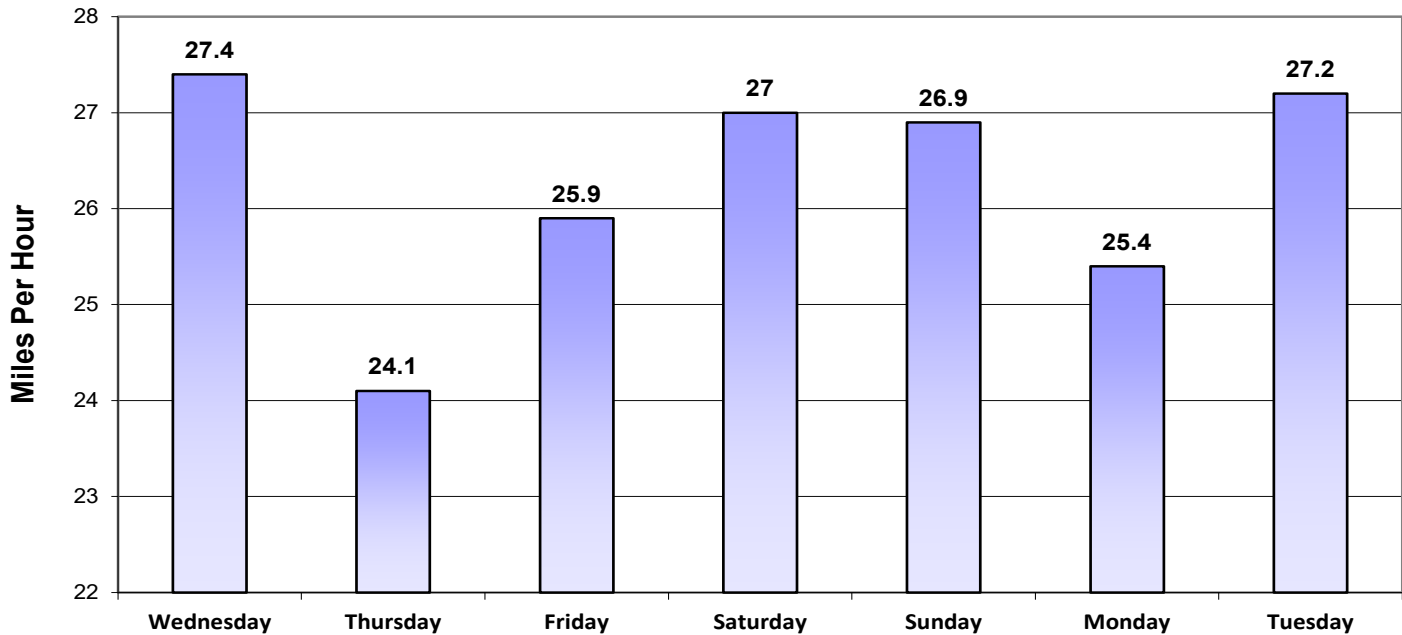
Week (7 days): 2/2/2022 - 2/8/2022

Daily Average Speeds



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 2/2/2022 - 2/8/2022

Charts Report

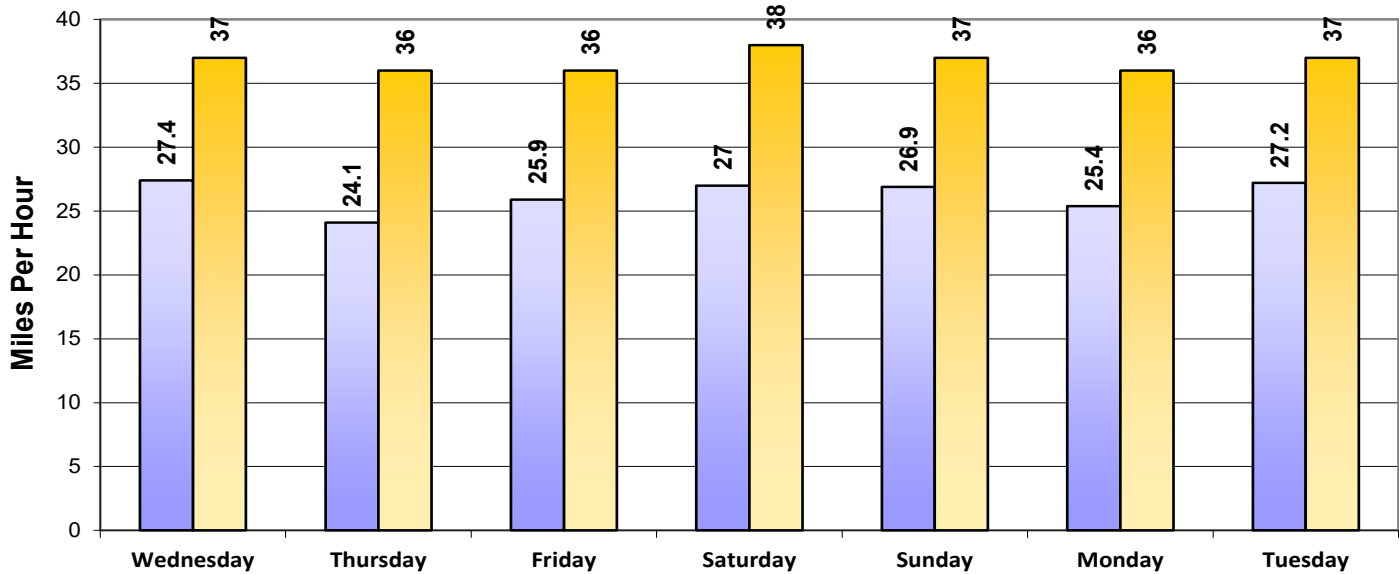
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



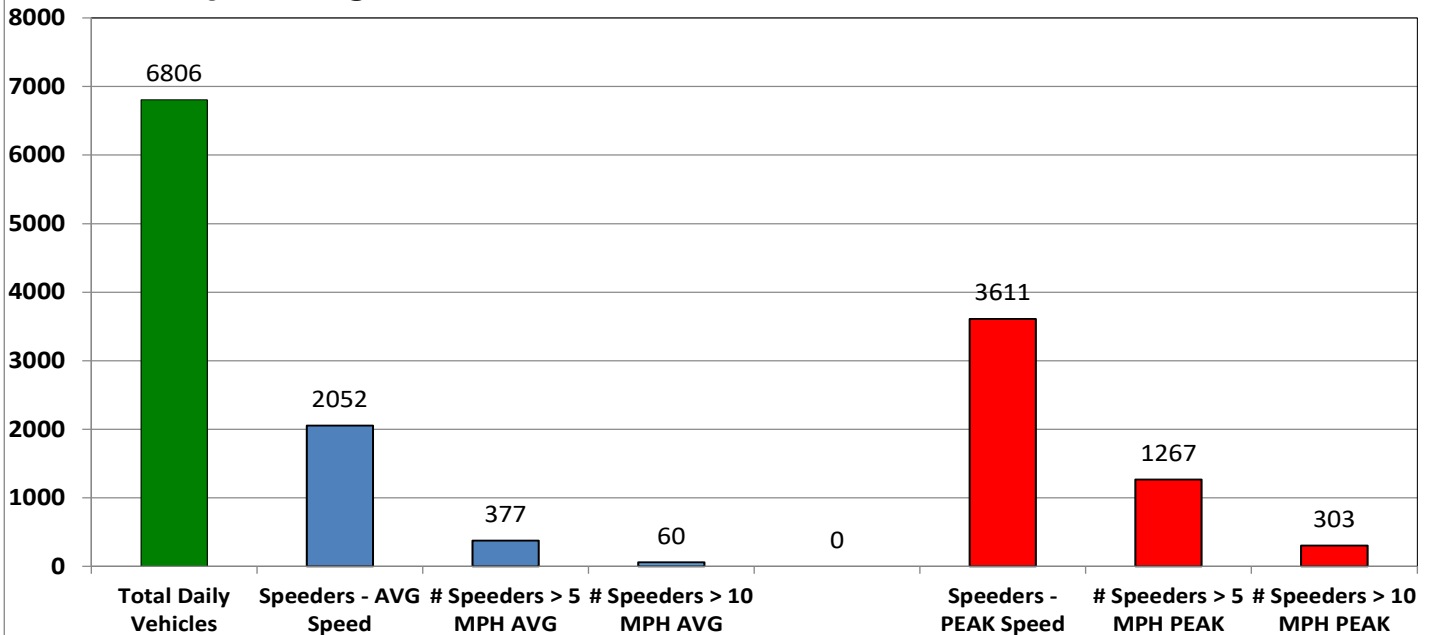
Week (7 days): 2/2/2022 - 2/8/2022

Weekly Speed Summary - Vehicle Counts



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 2/2/2022 - 2/8/2022

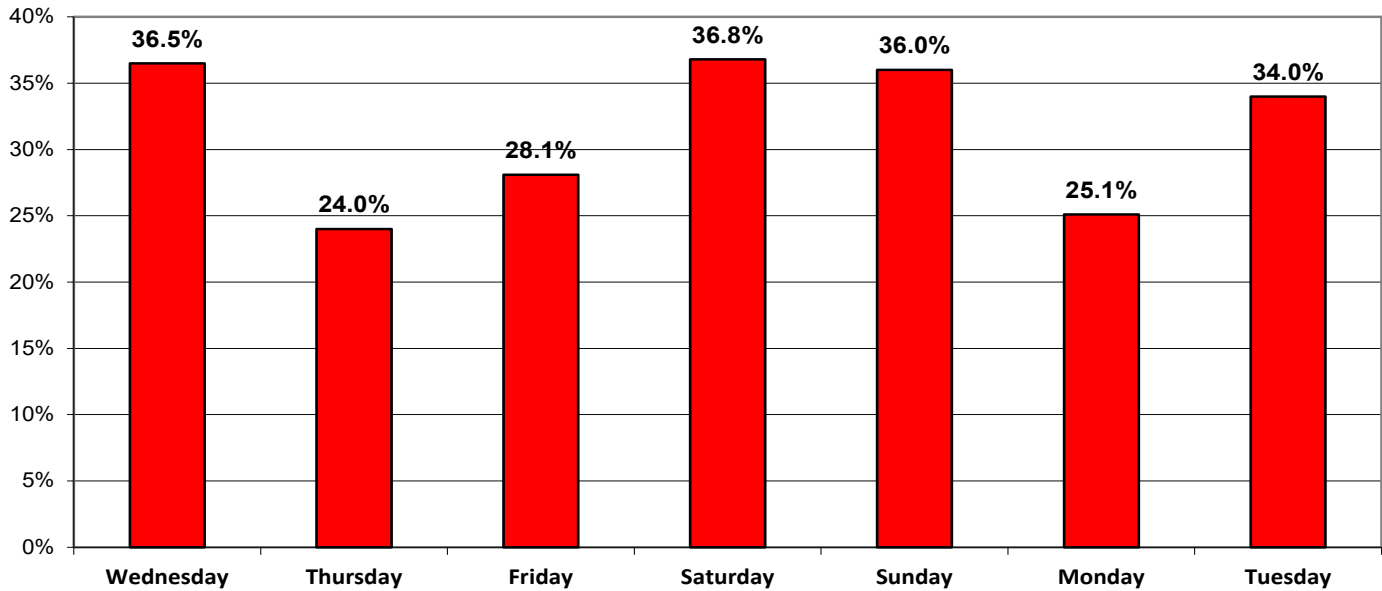
Charts Report

Percentage of Vehicles Speeding



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



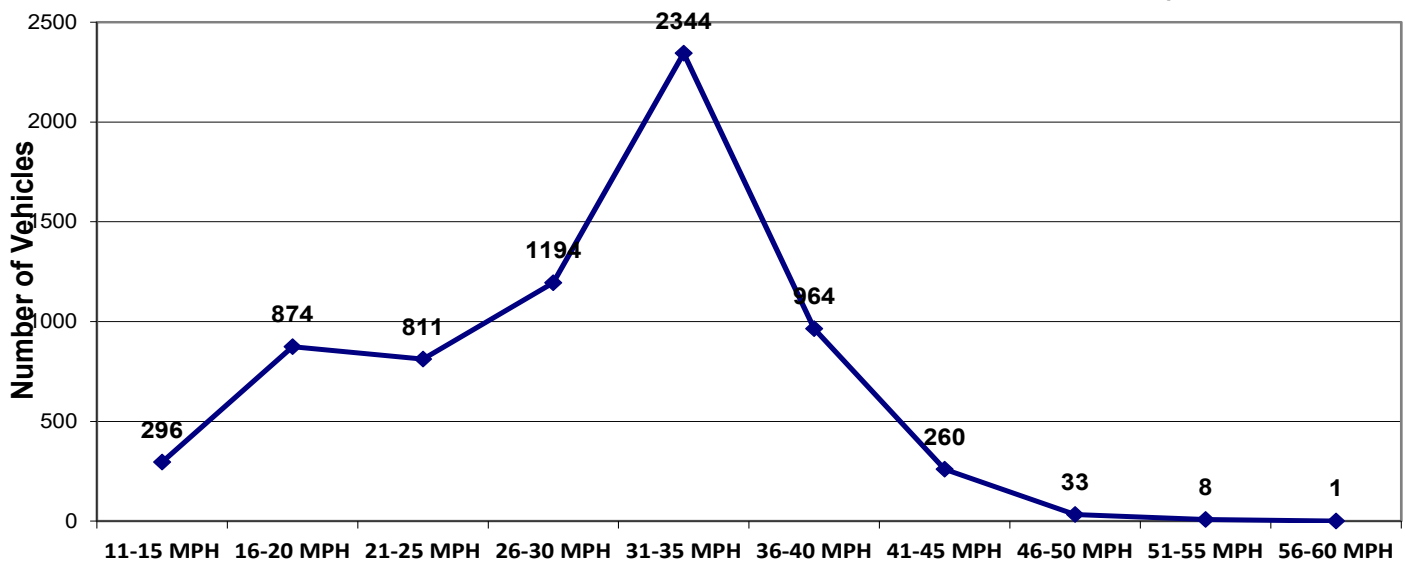
Week (7 days): 2/2/2022 - 2/8/2022

Vehicle Count by Peak Speed Bins



SB Long Lake Road @ Ardan

Speed Limit = 30 MPH



Week (7 days): 2/2/2022 - 2/8/2022

Charts Report

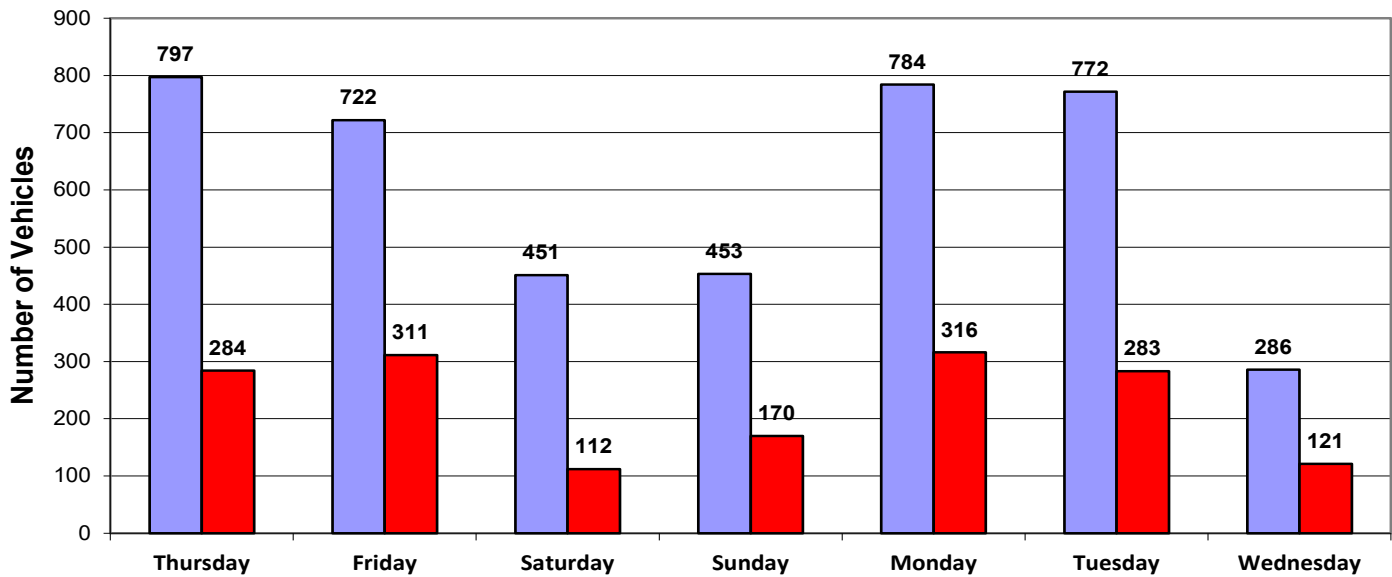
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB 8300 block Groveland Road

Speed Limit = 30 MPH



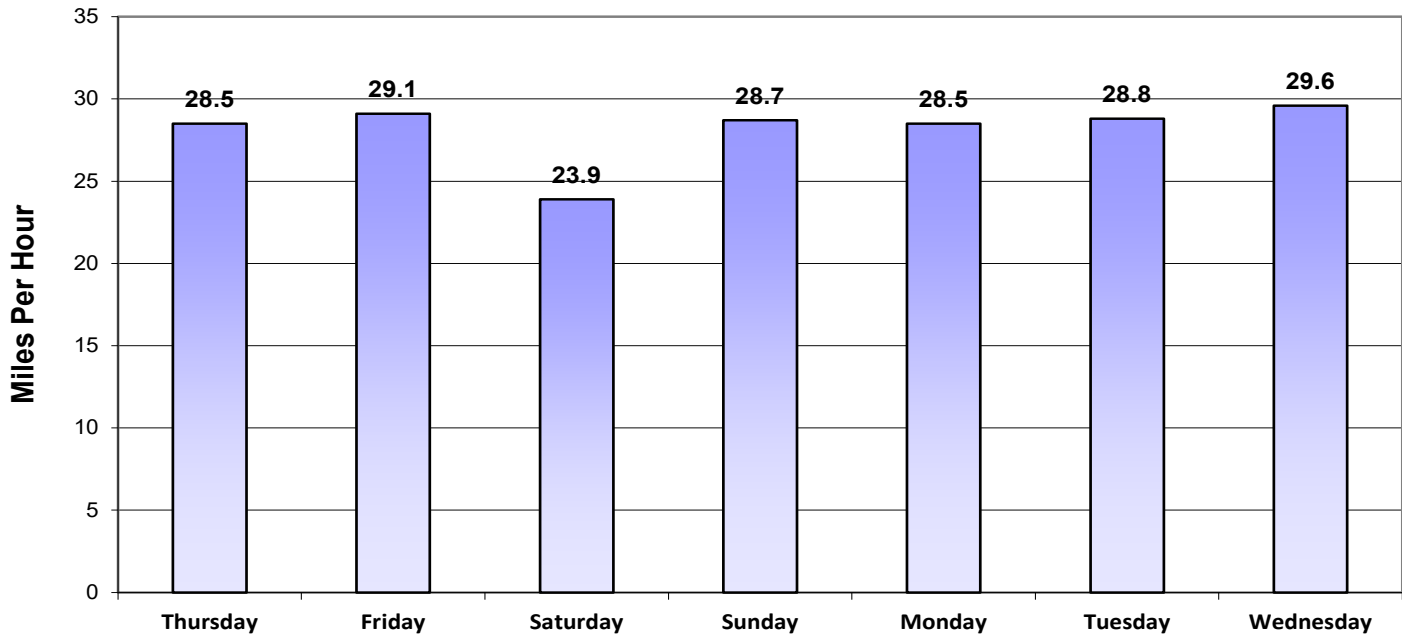
Week (7 days): 7/21/2022 - 7/27/2022

Daily Average Speeds



SB 8300 block Groveland Road

Speed Limit = 30 MPH



Week (7 days): 7/21/2022 - 7/27/2022

Charts Report

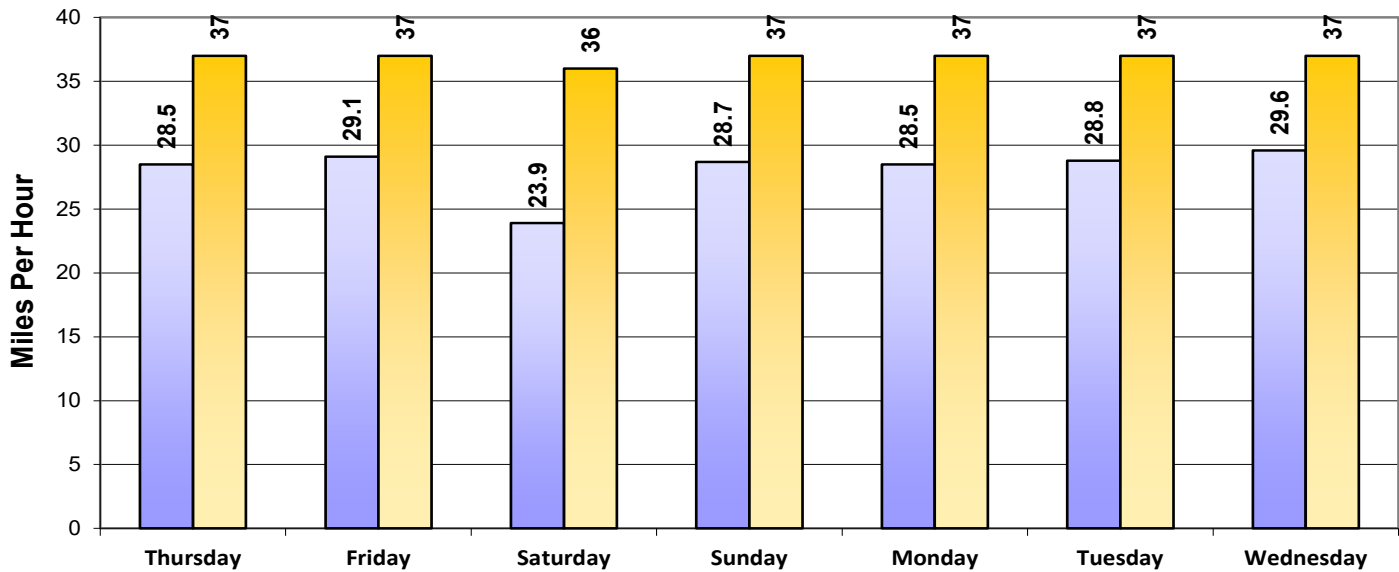
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB 8300 block Groveland Road

Speed Limit = 30 MPH



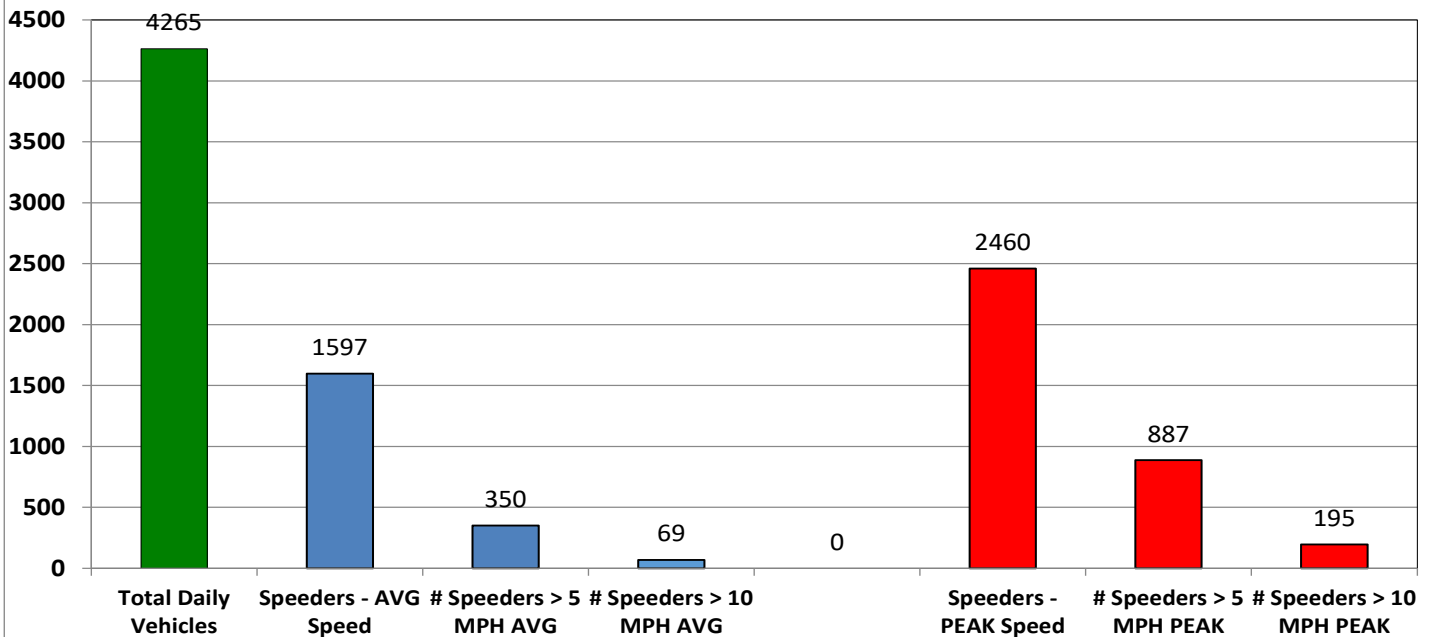
Week (7 days): 7/21/2022 - 7/27/2022

Weekly Speed Summary - Vehicle Counts



SB 8300 block Groveland Road

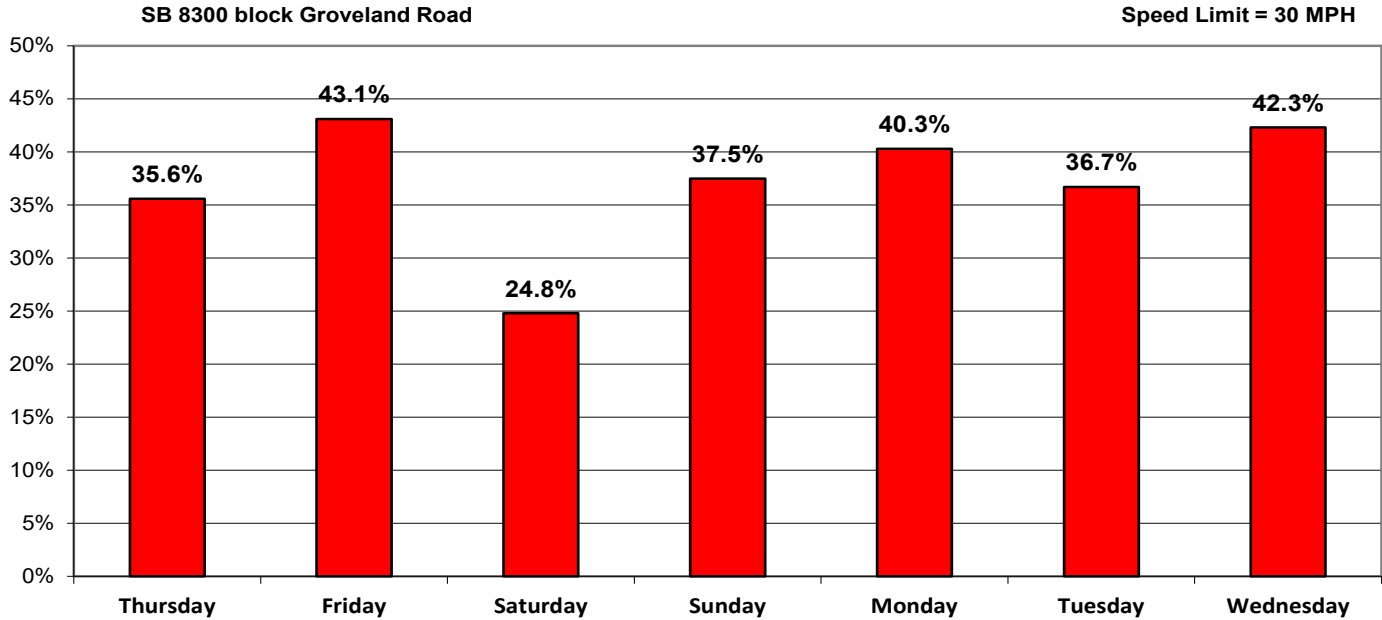
Speed Limit = 30 MPH



Week (7 days): 7/21/2022 - 7/27/2022

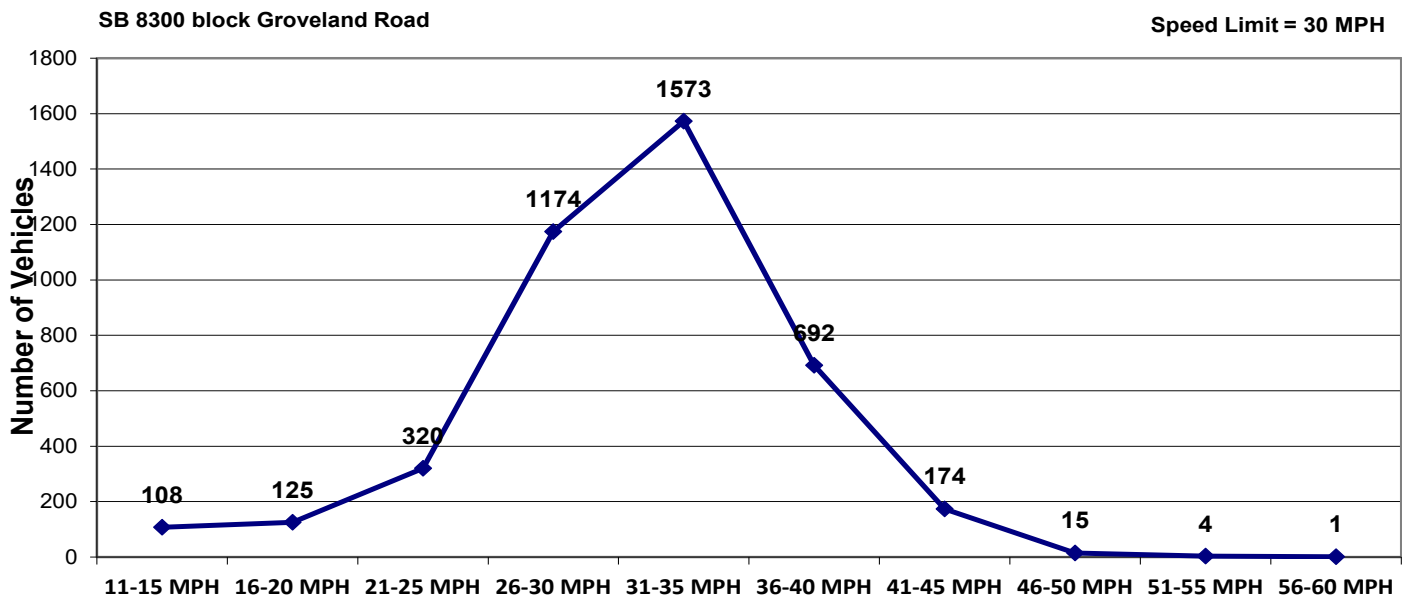
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/21/2022 - 7/27/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 7/21/2022 - 7/27/2022

Charts Report

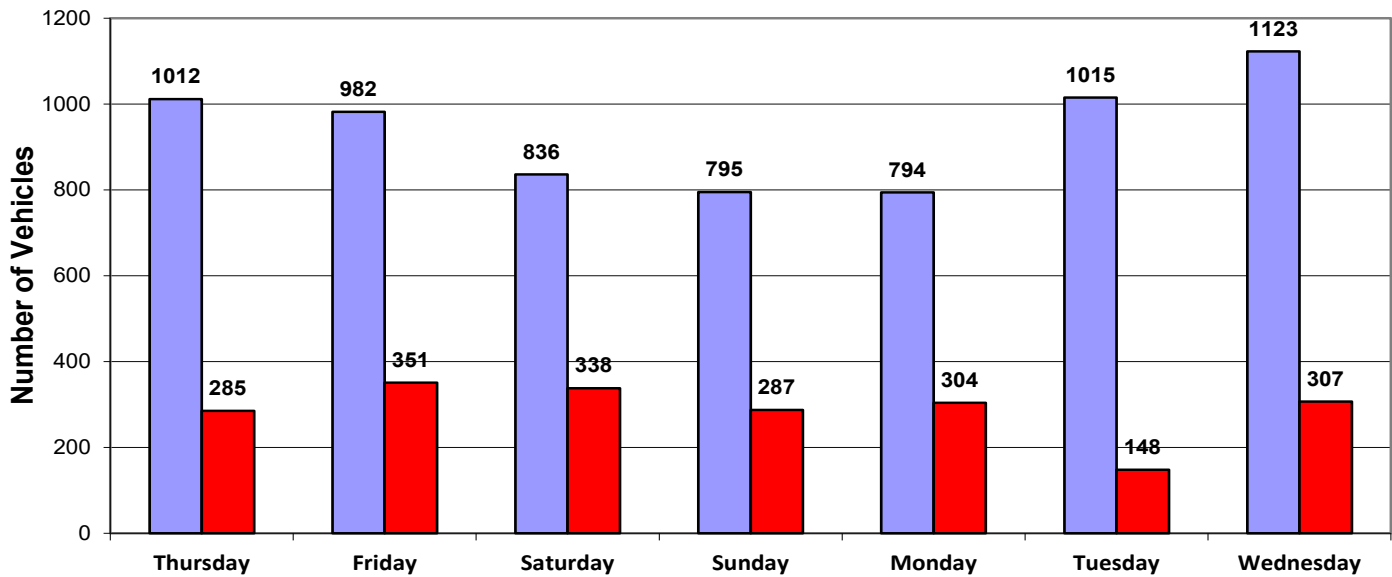
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



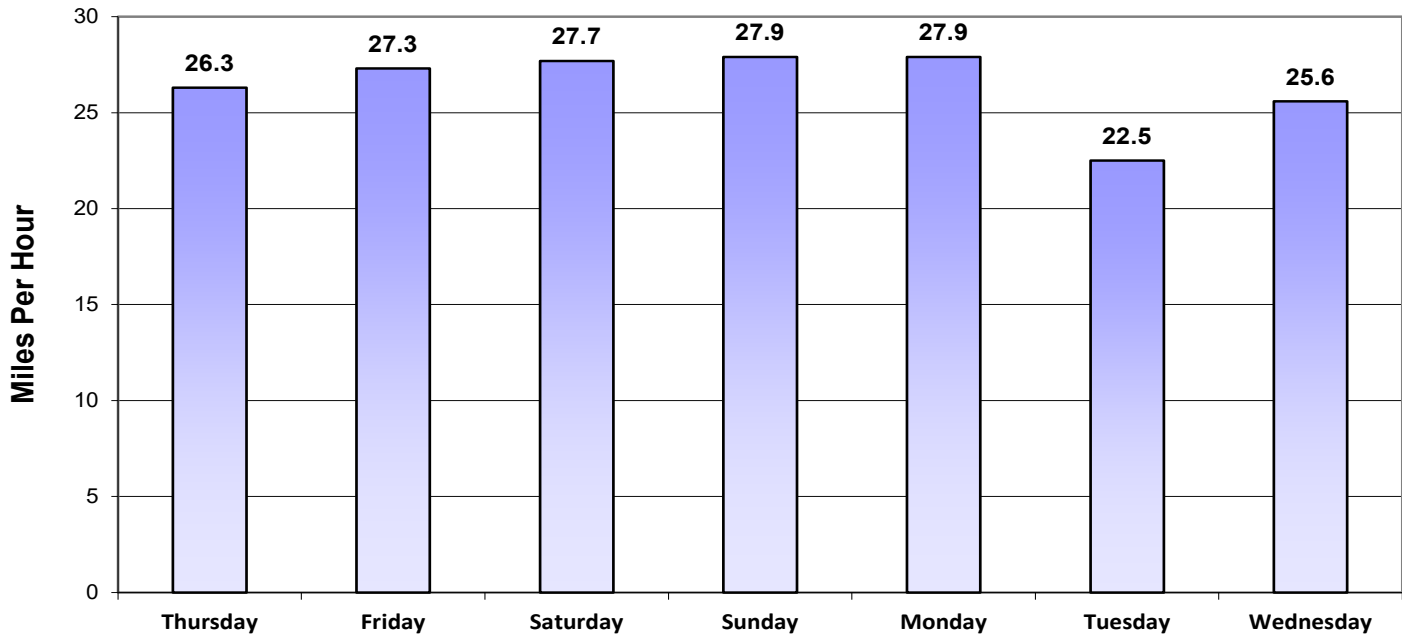
Week (7 days): 2/17/2022 - 2/23/2022

Daily Average Speeds



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 2/17/2022 - 2/23/2022

Charts Report

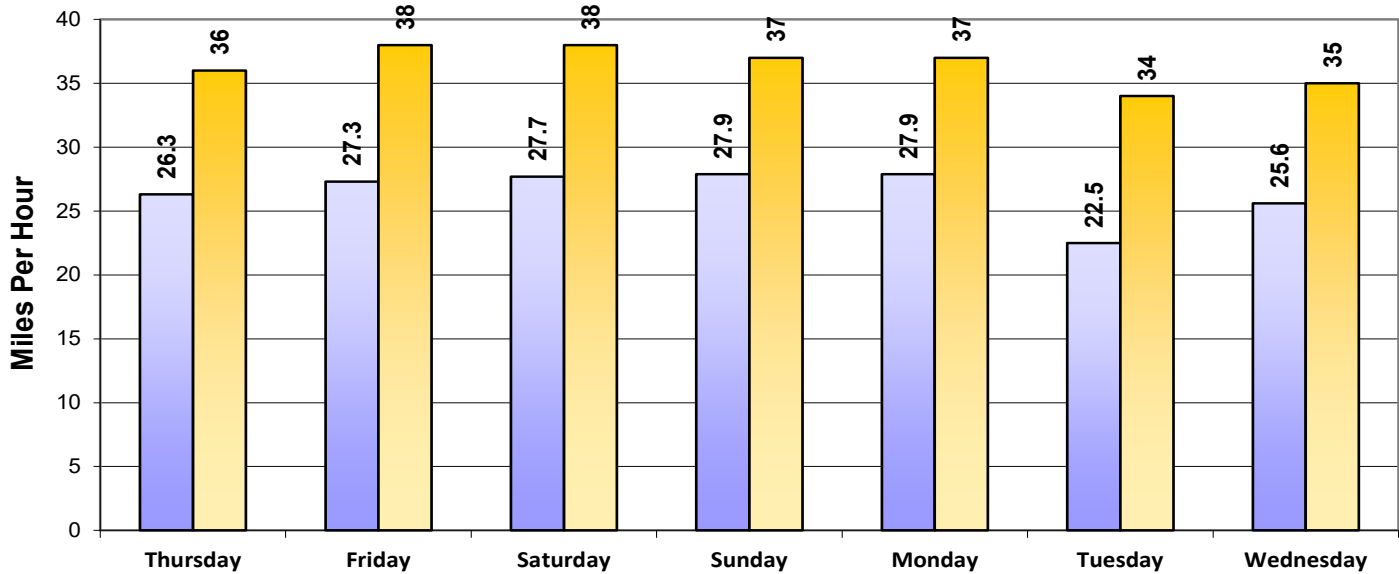
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



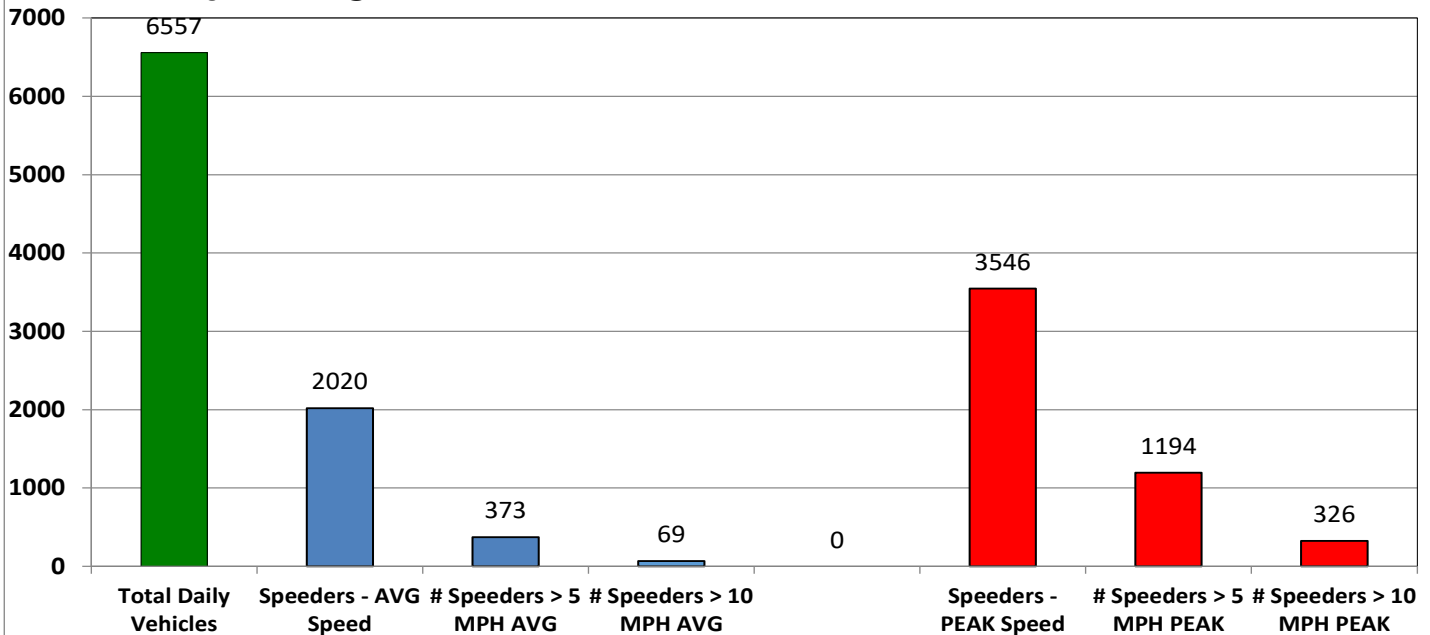
Week (7 days): 2/17/2022 - 2/23/2022

Weekly Speed Summary - Vehicle Counts



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 2/17/2022 - 2/23/2022

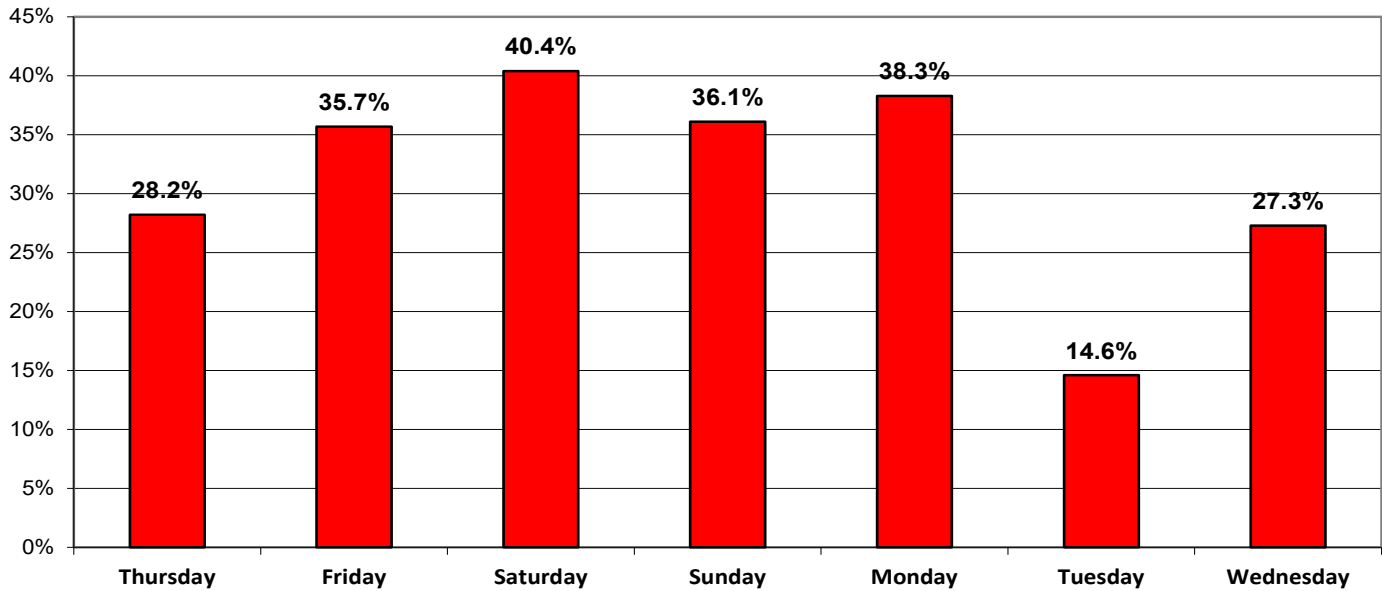
Charts Report

Percentage of Vehicles Speeding



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



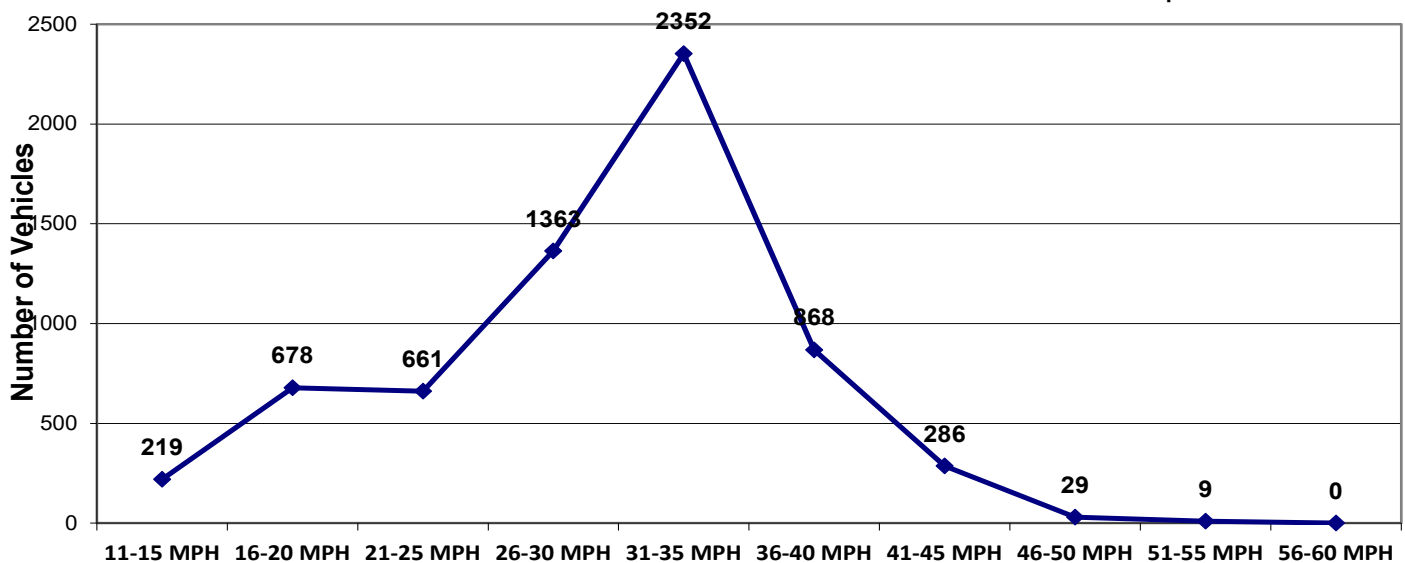
Week (7 days): 2/17/2022 - 2/23/2022

Vehicle Count by Peak Speed Bins



SB Long Lake Road @ Ardan

Speed Limit = 30 MPH



Week (7 days): 2/17/2022 - 2/23/2022

Charts Report

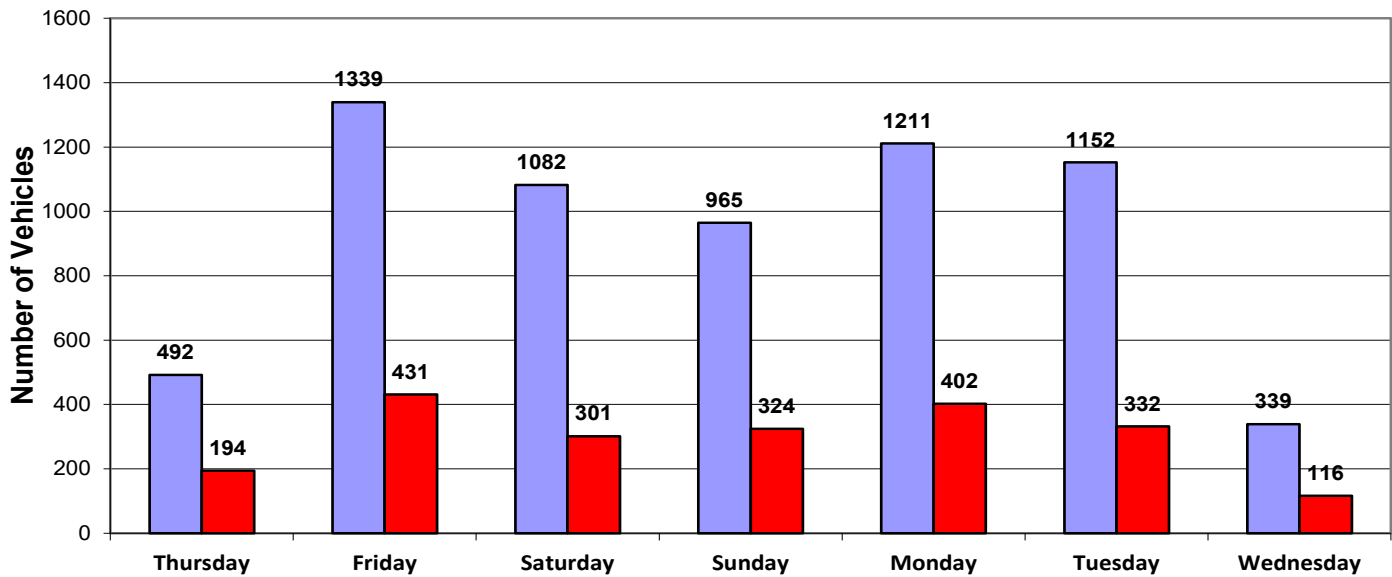
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



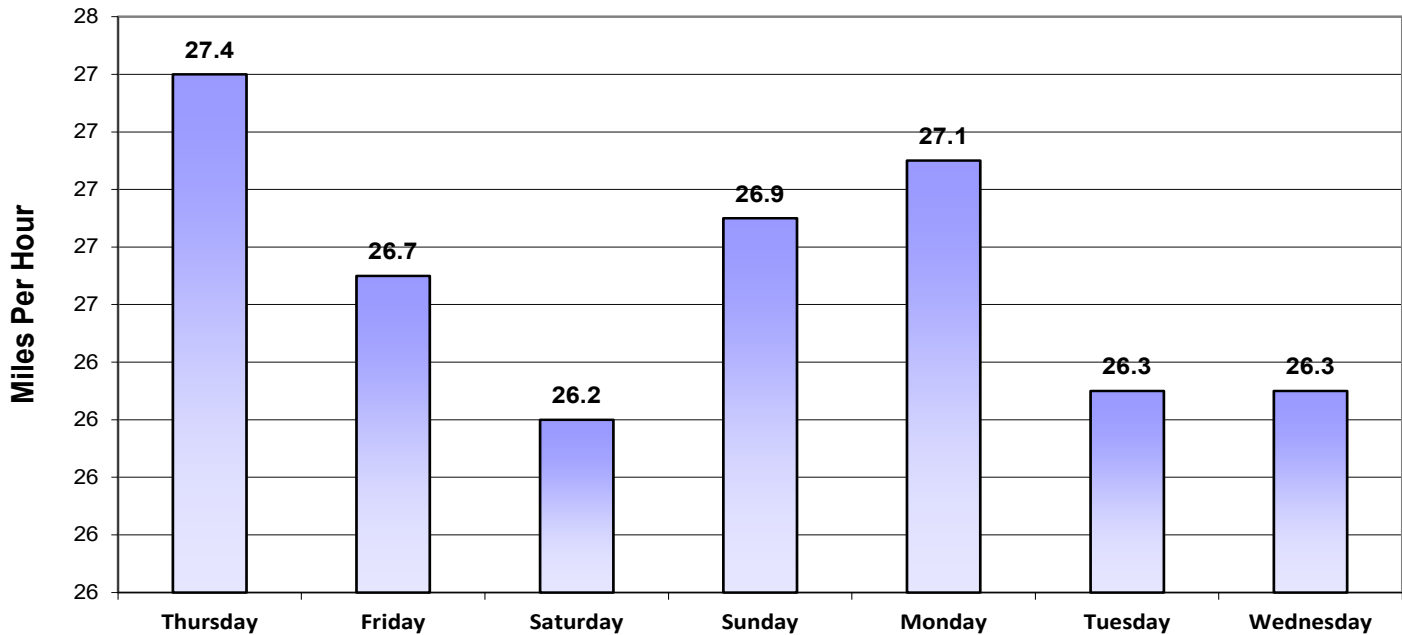
Week (7 days): 6/2/2022 - 6/8/2022

Daily Average Speeds



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 6/2/2022 - 6/8/2022

Charts Report

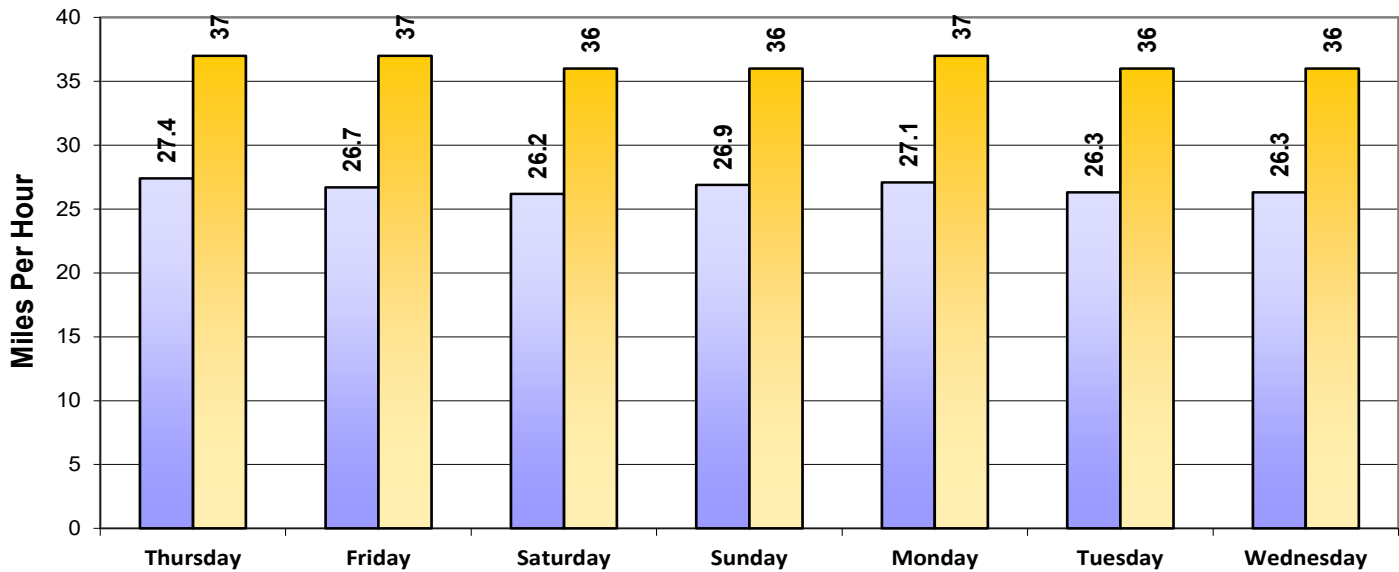
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



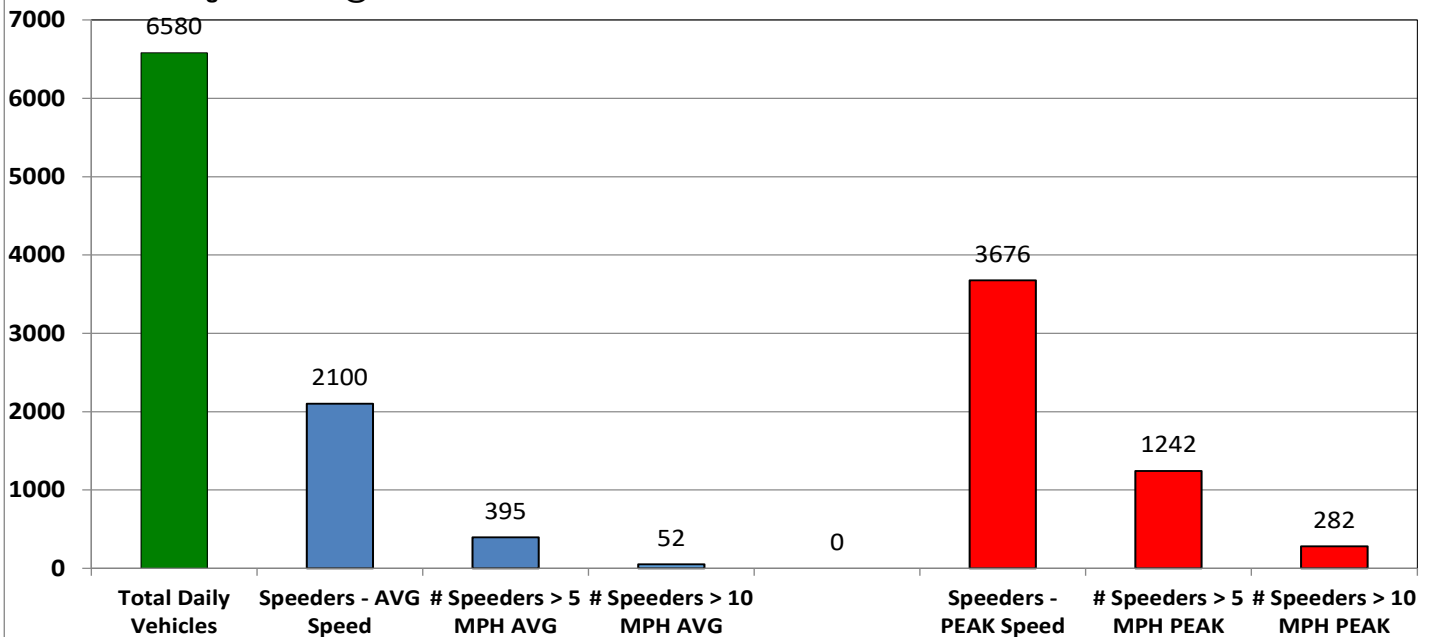
Week (7 days): 6/2/2022 - 6/8/2022

Weekly Speed Summary - Vehicle Counts



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (7 days): 6/2/2022 - 6/8/2022

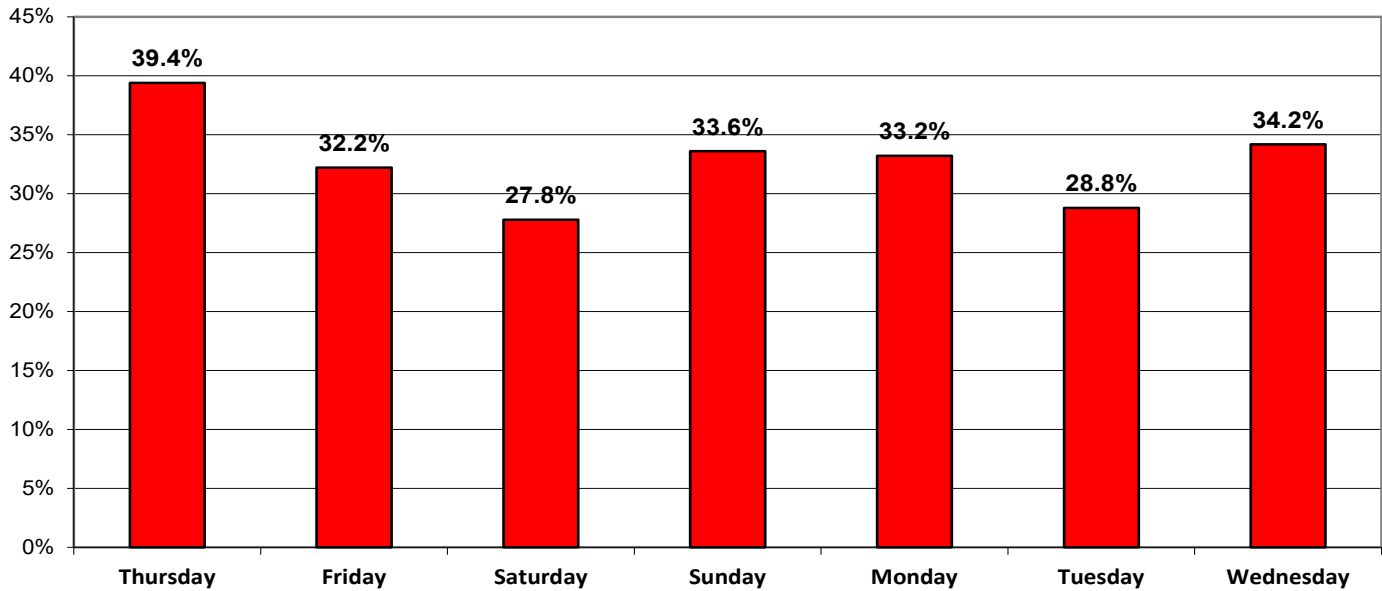
Charts Report

Percentage of Vehicles Speeding



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



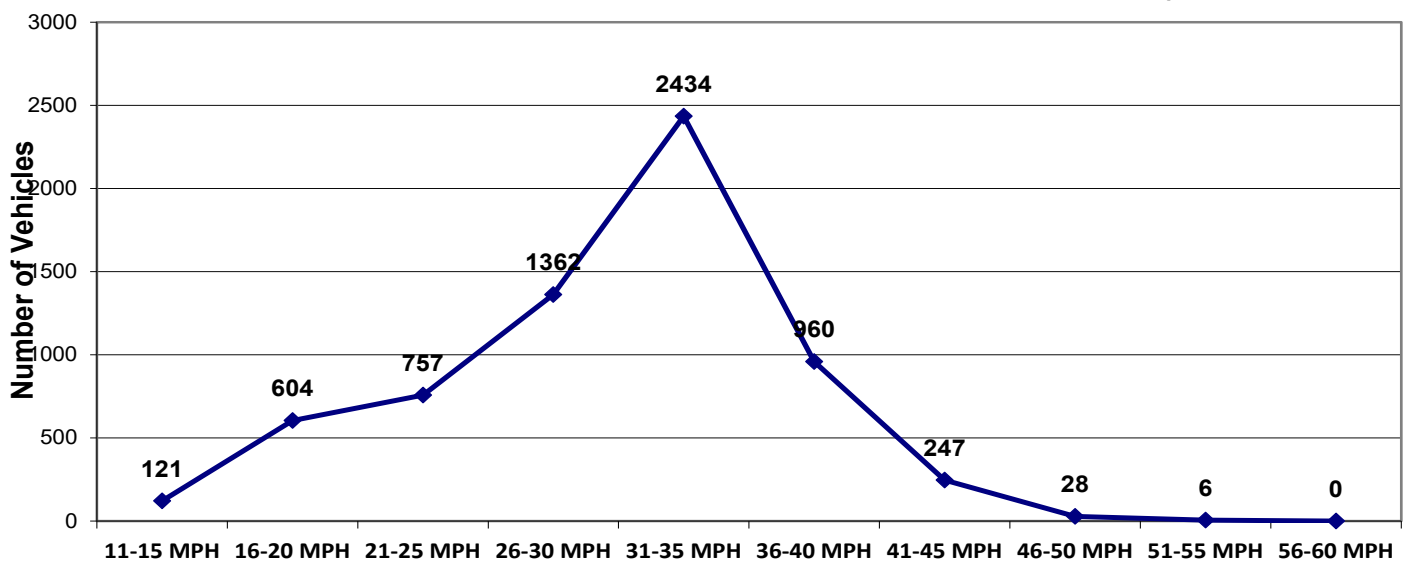
Week (7 days): 6/2/2022 - 6/8/2022

Vehicle Count by Peak Speed Bins



SB Long Lake Road @ Ardan

Speed Limit = 30 MPH



Week (7 days): 6/2/2022 - 6/8/2022

Charts Report

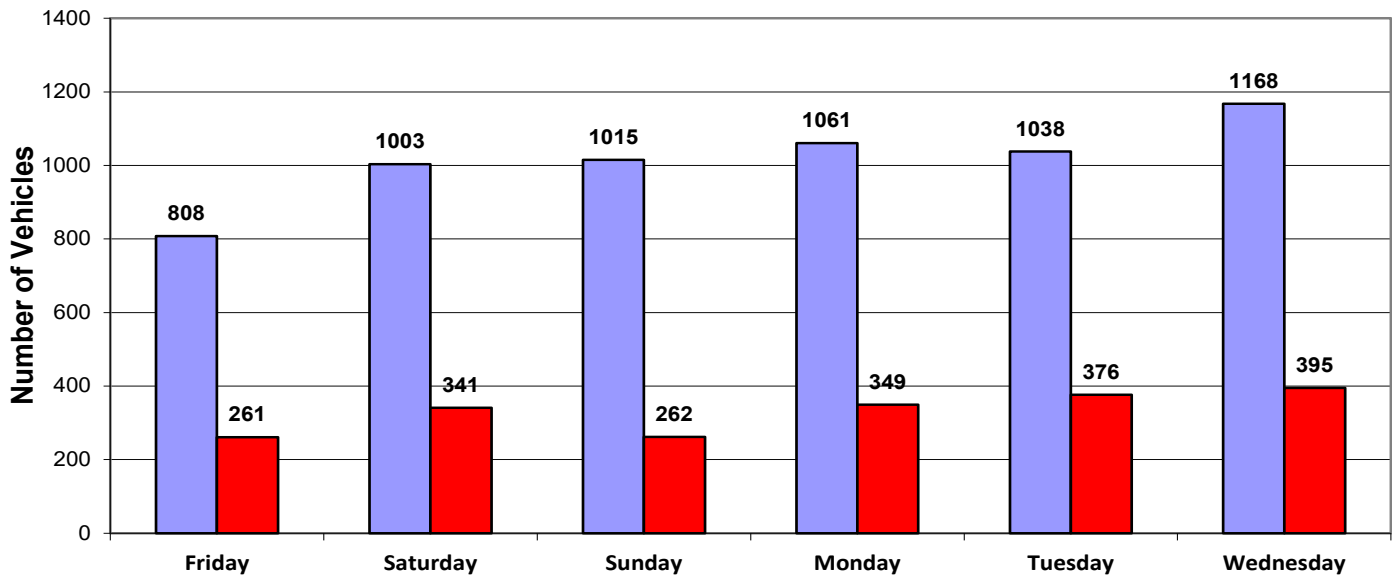
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



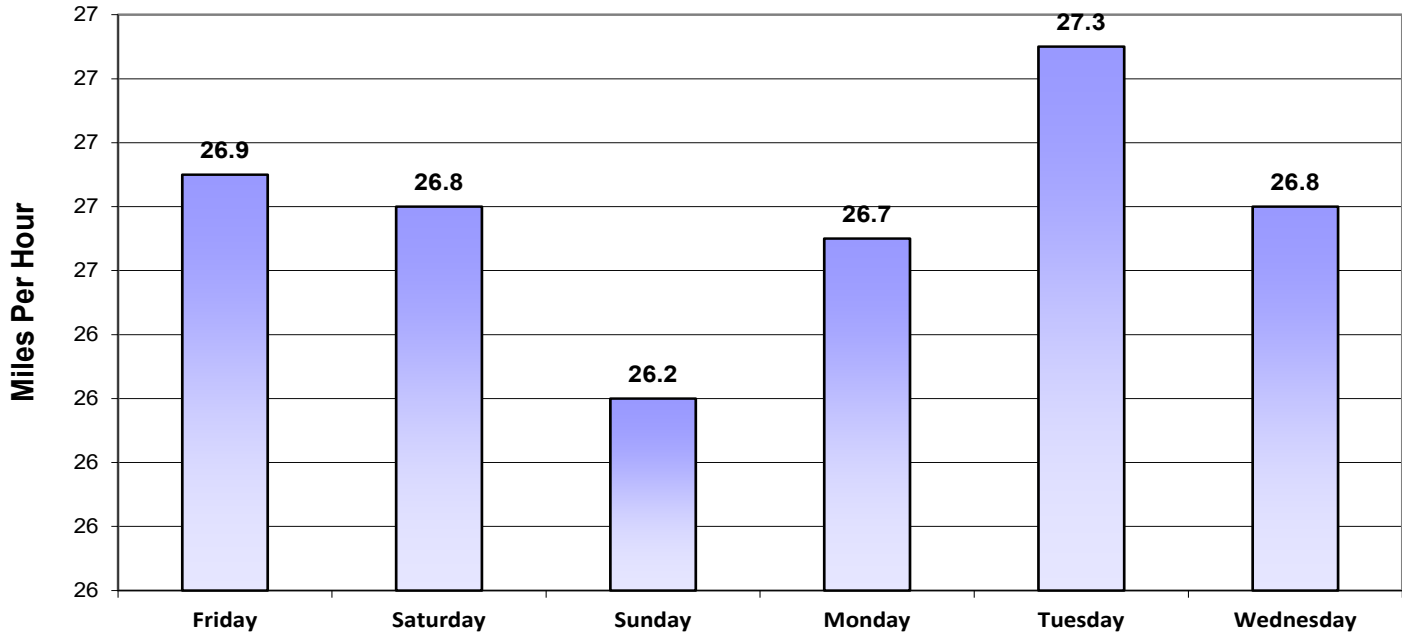
Week (6 days): 6/10/2022 - 6/15/2022

Daily Average Speeds



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (6 days): 6/10/2022 - 6/15/2022

Charts Report

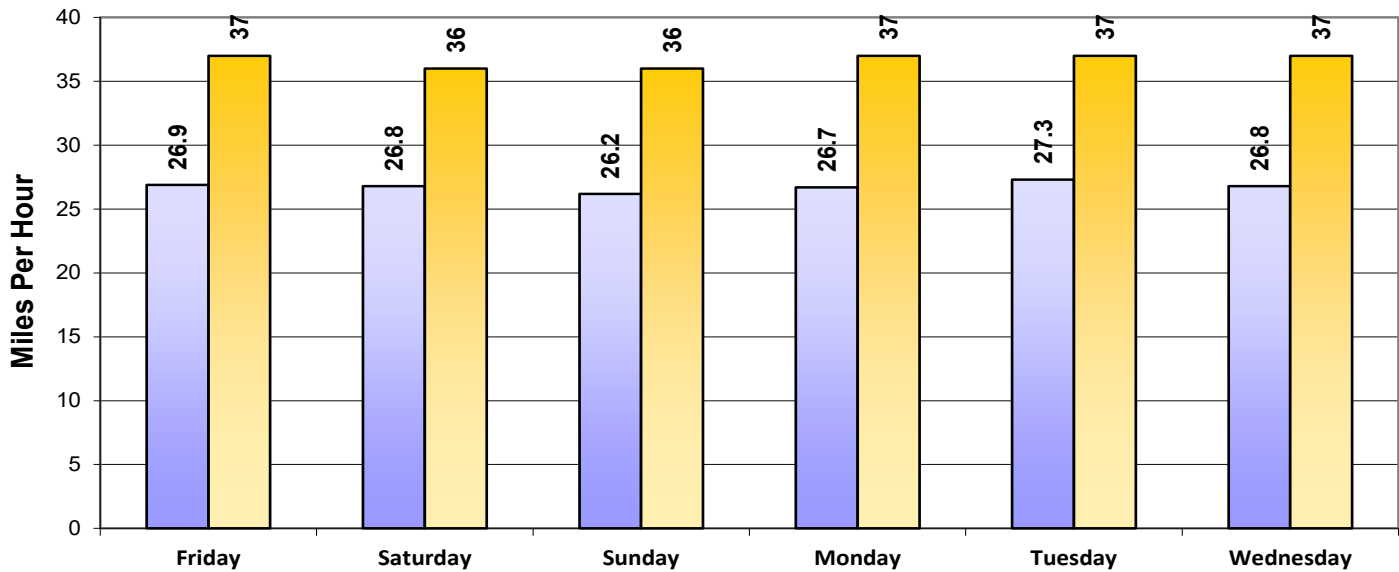
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



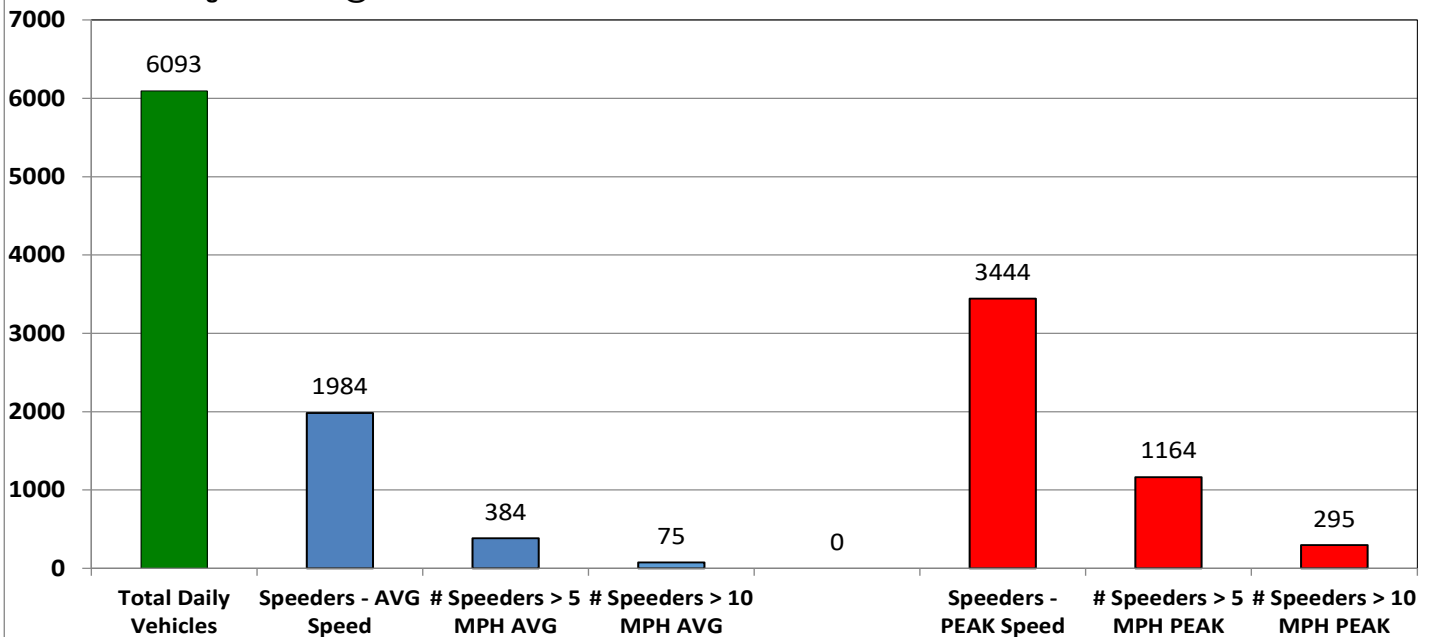
Week (6 days): 6/10/2022 - 6/15/2022

Weekly Speed Summary - Vehicle Counts



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



Week (6 days): 6/10/2022 - 6/15/2022

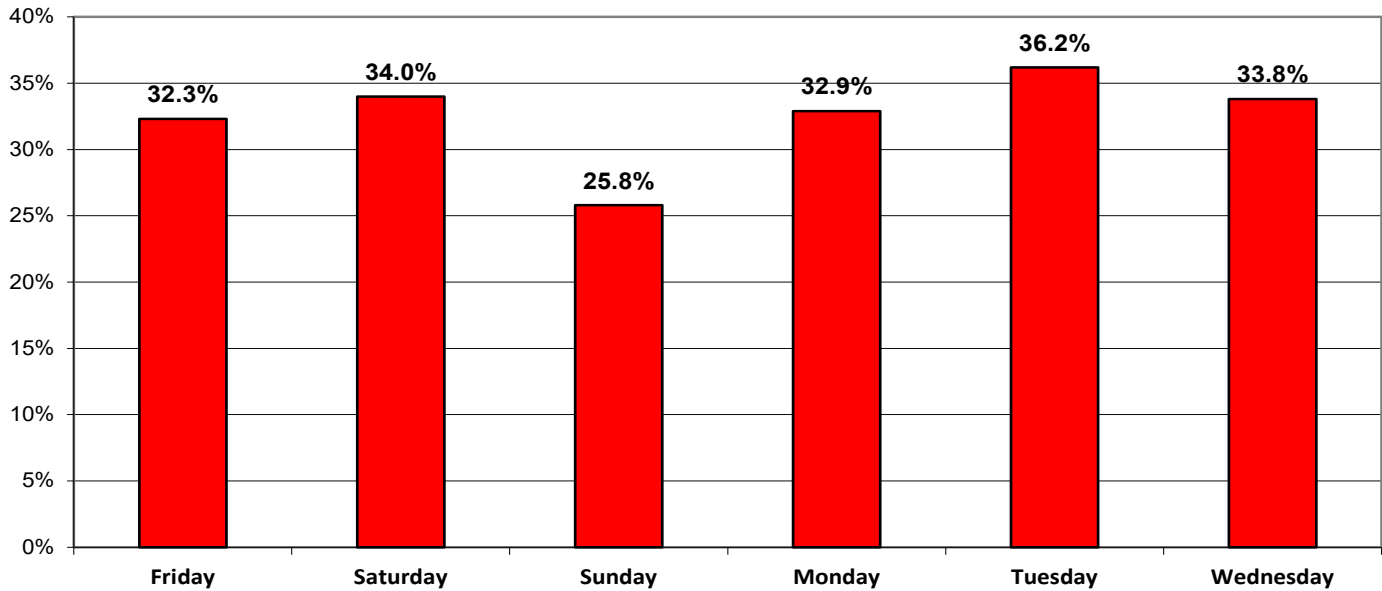
Charts Report

Percentage of Vehicles Speeding



SB Long Lake Road @ Ardan Ave.

Speed Limit = 30 MPH



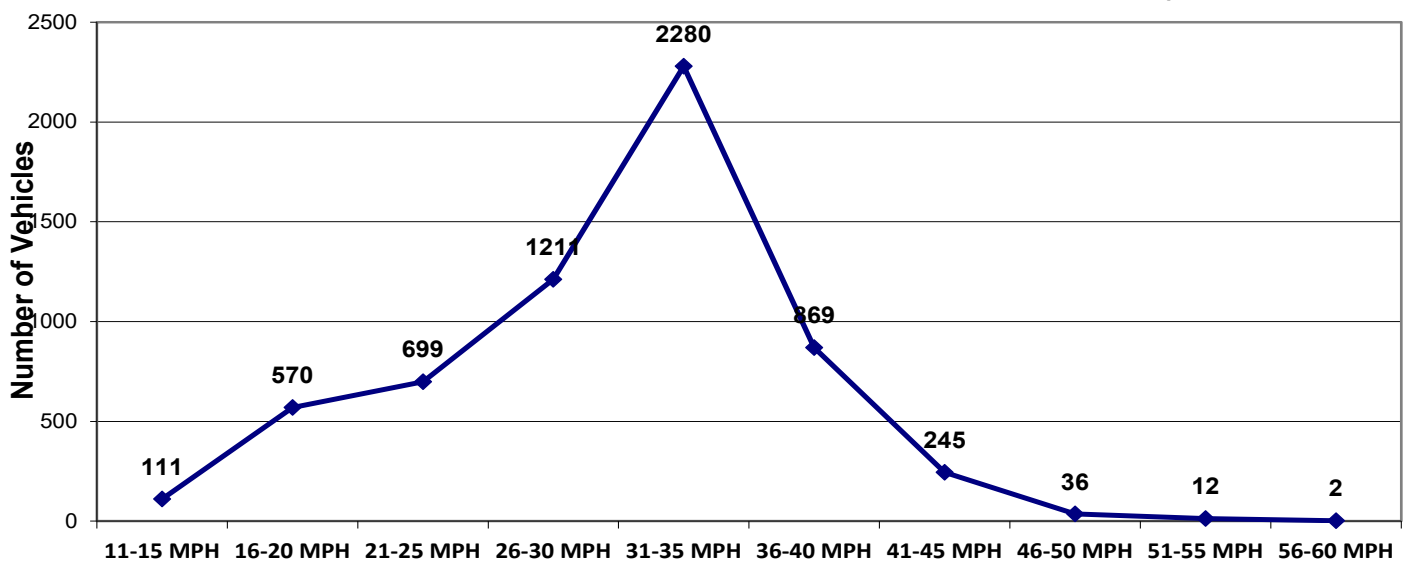
Week (6 days): 6/10/2022 - 6/15/2022

Vehicle Count by Peak Speed Bins



SB Long Lake Road @ Ardan

Speed Limit = 30 MPH

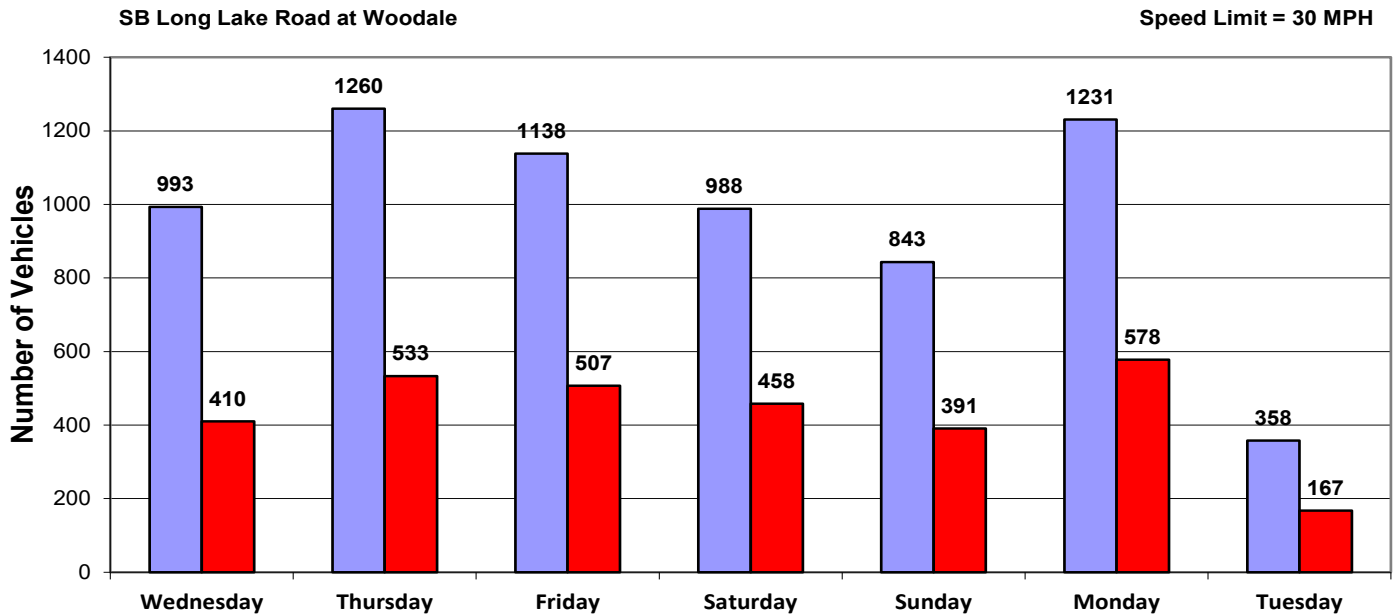


Week (6 days): 6/10/2022 - 6/15/2022

Charts Report

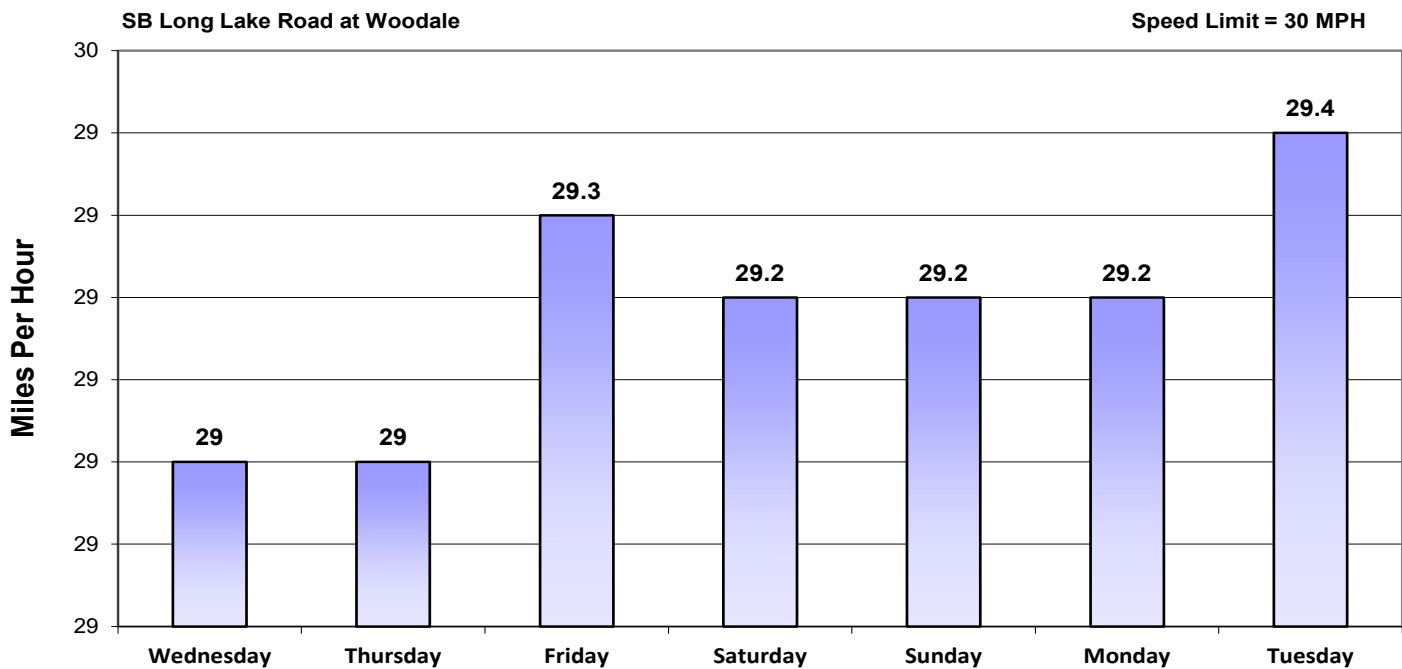
Vehicle and Speed Violator Counts

Tot. Vehicles # Violators



Week (7 days): 7/27/2022 - 8/2/2022

Daily Average Speeds



Week (7 days): 7/27/2022 - 8/2/2022

Charts Report

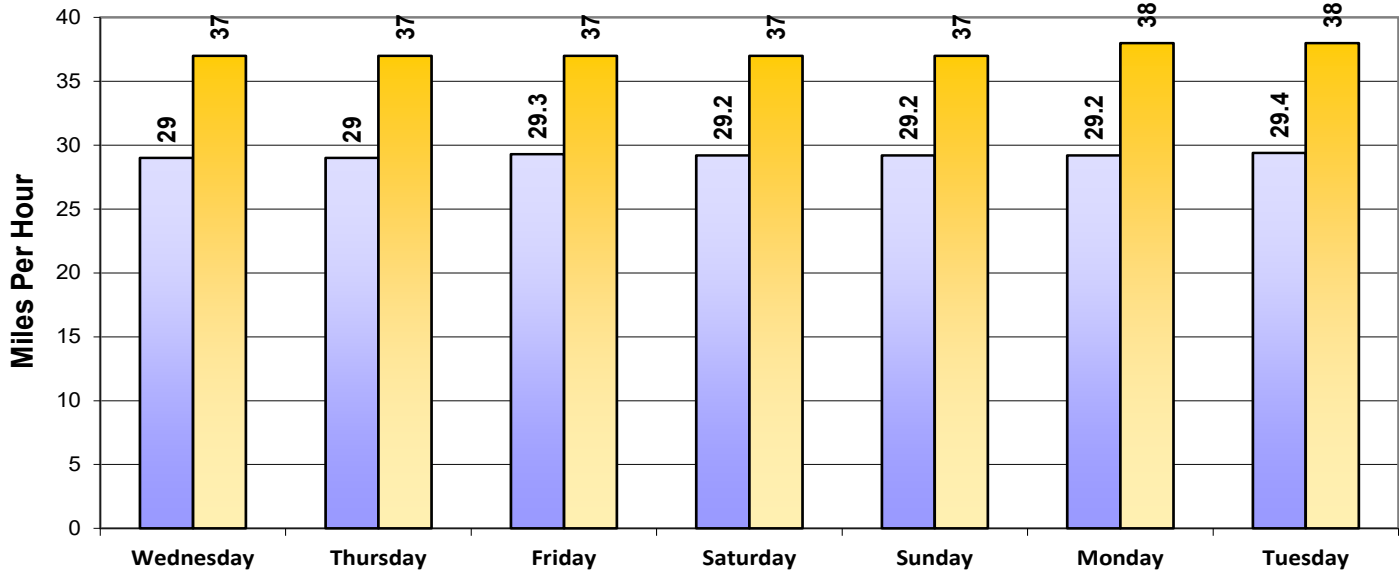
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



SB Long Lake Road at Wooddale

Speed Limit = 30 MPH



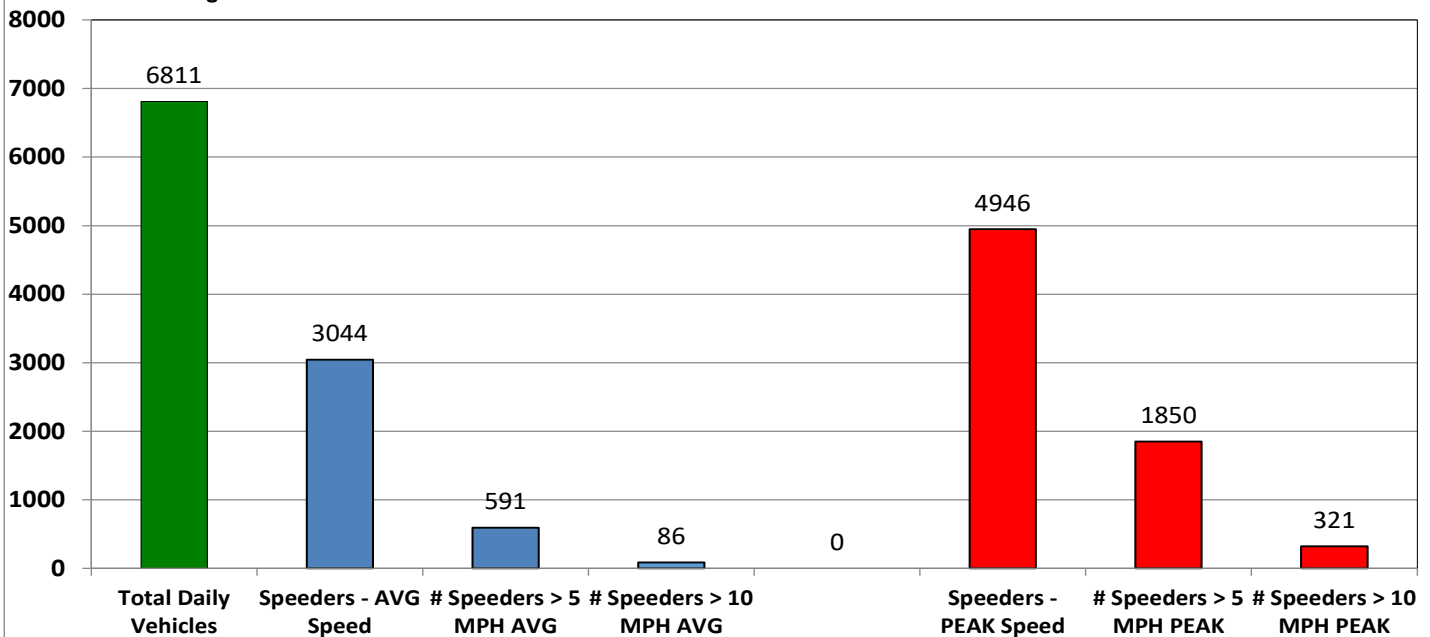
Week (7 days): 7/27/2022 - 8/2/2022

Weekly Speed Summary - Vehicle Counts



SB Long Lake Road at Wooddale

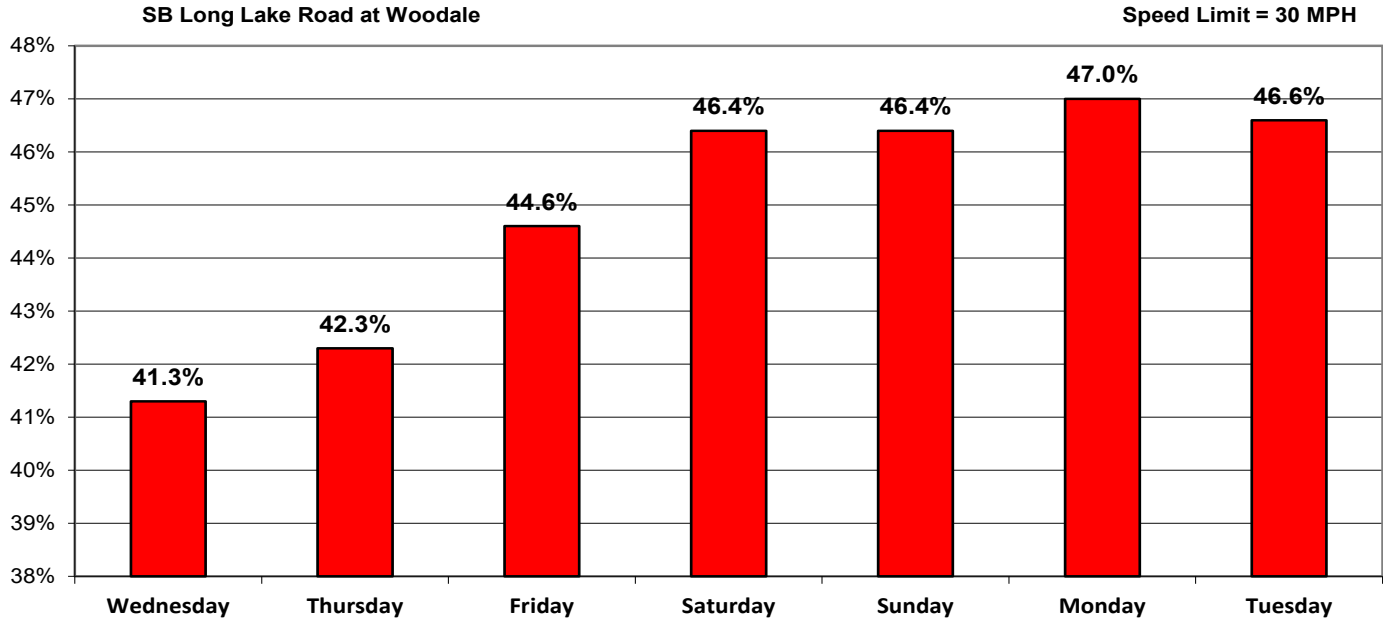
Speed Limit = 30 MPH



Week (7 days): 7/27/2022 - 8/2/2022

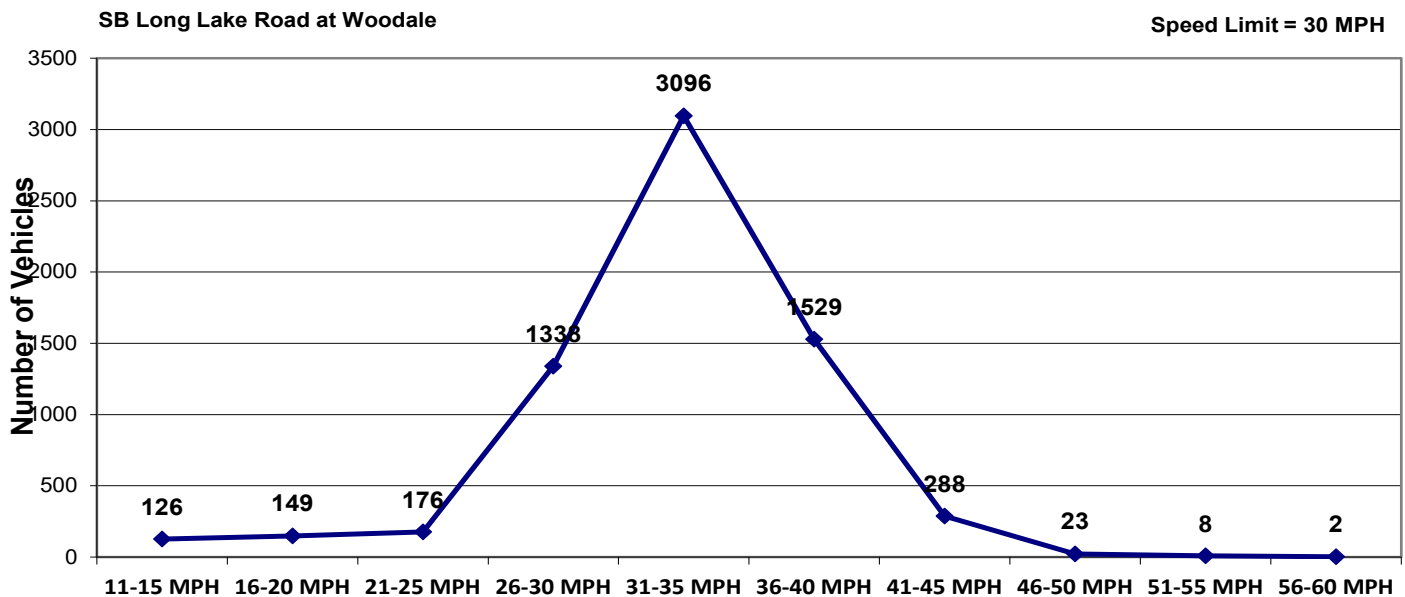
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 7/27/2022 - 8/2/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 7/27/2022 - 8/2/2022

Charts Report

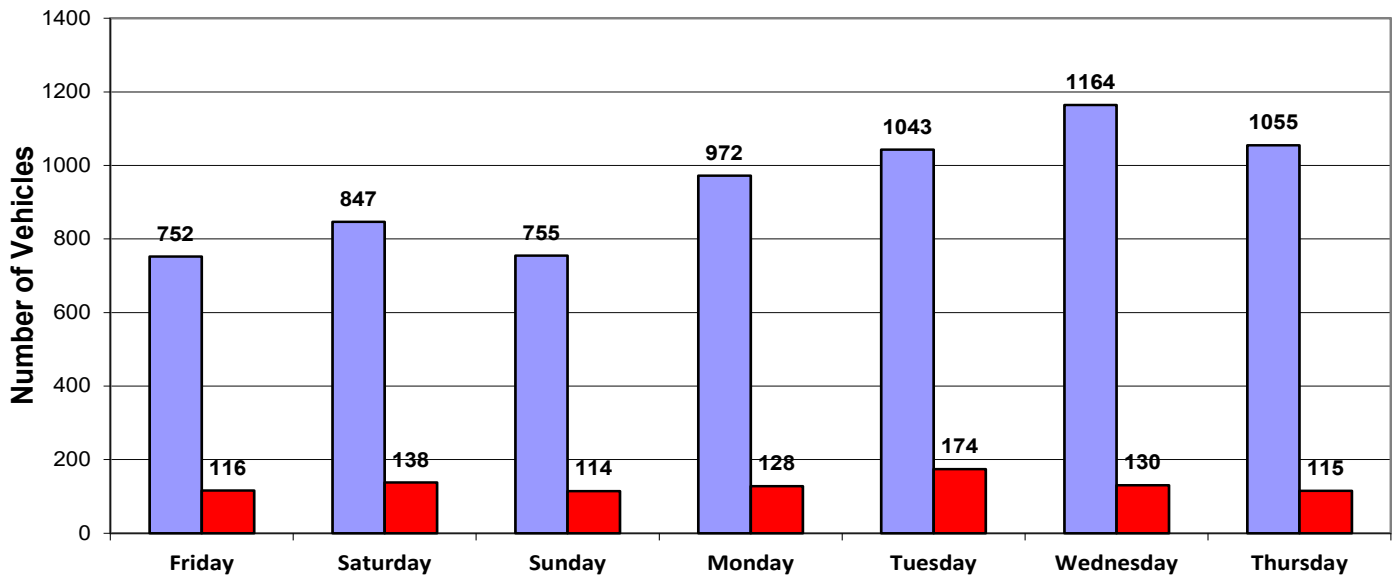
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



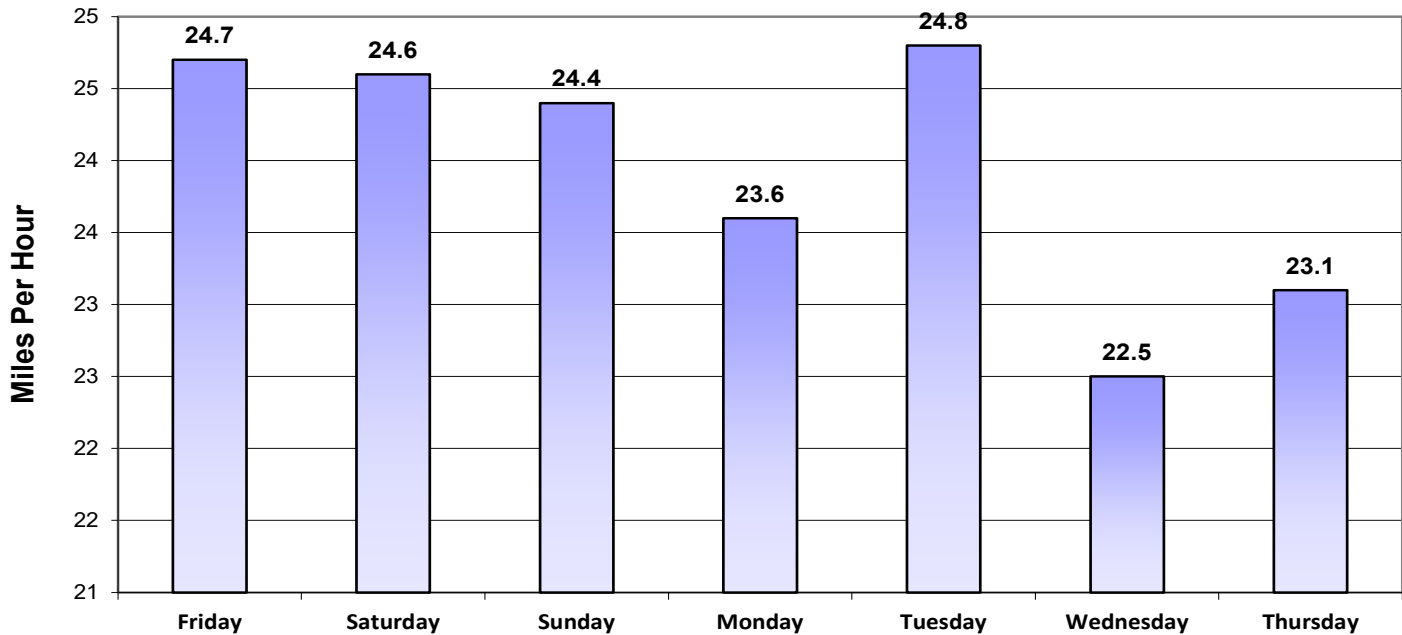
Week (7 days): 5/6/2022 - 5/12/2022

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



Week (7 days): 5/6/2022 - 5/12/2022

Charts Report

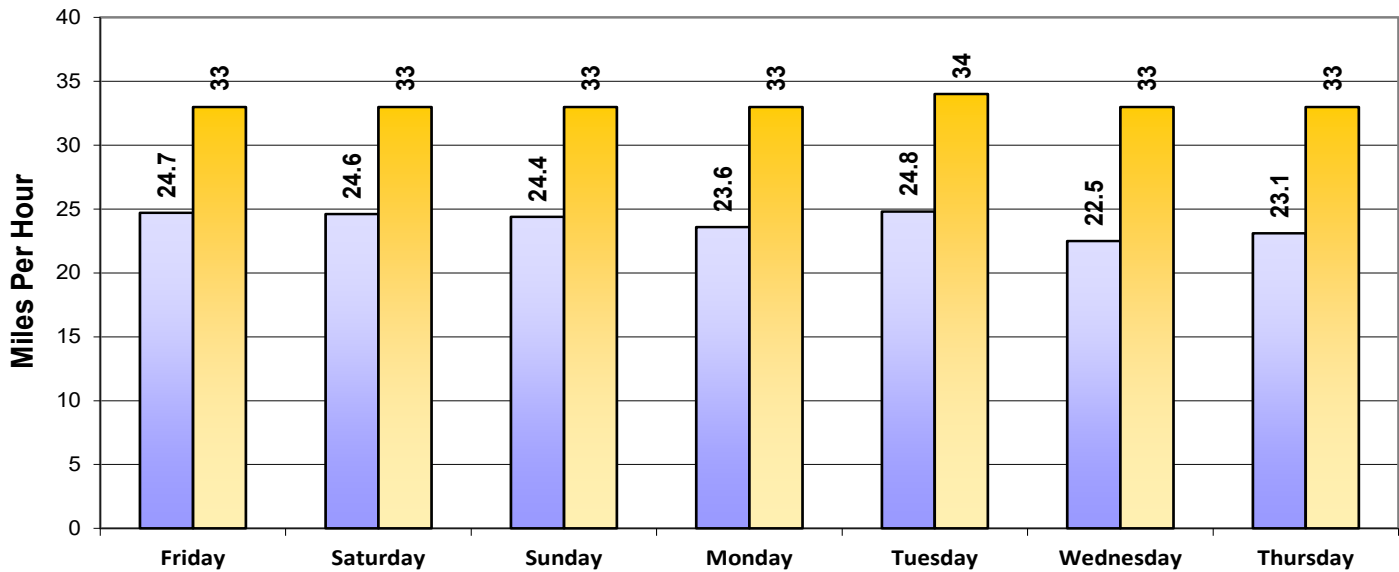
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



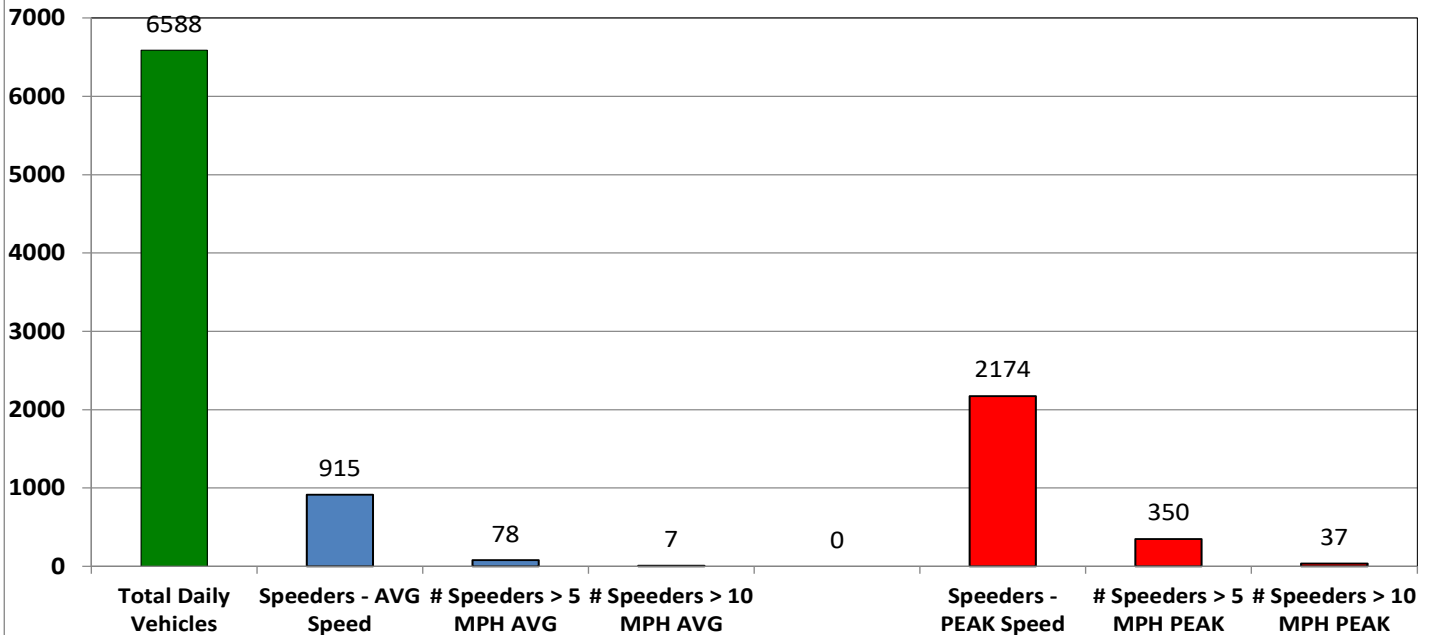
Week (7 days): 5/6/2022 - 5/12/2022

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

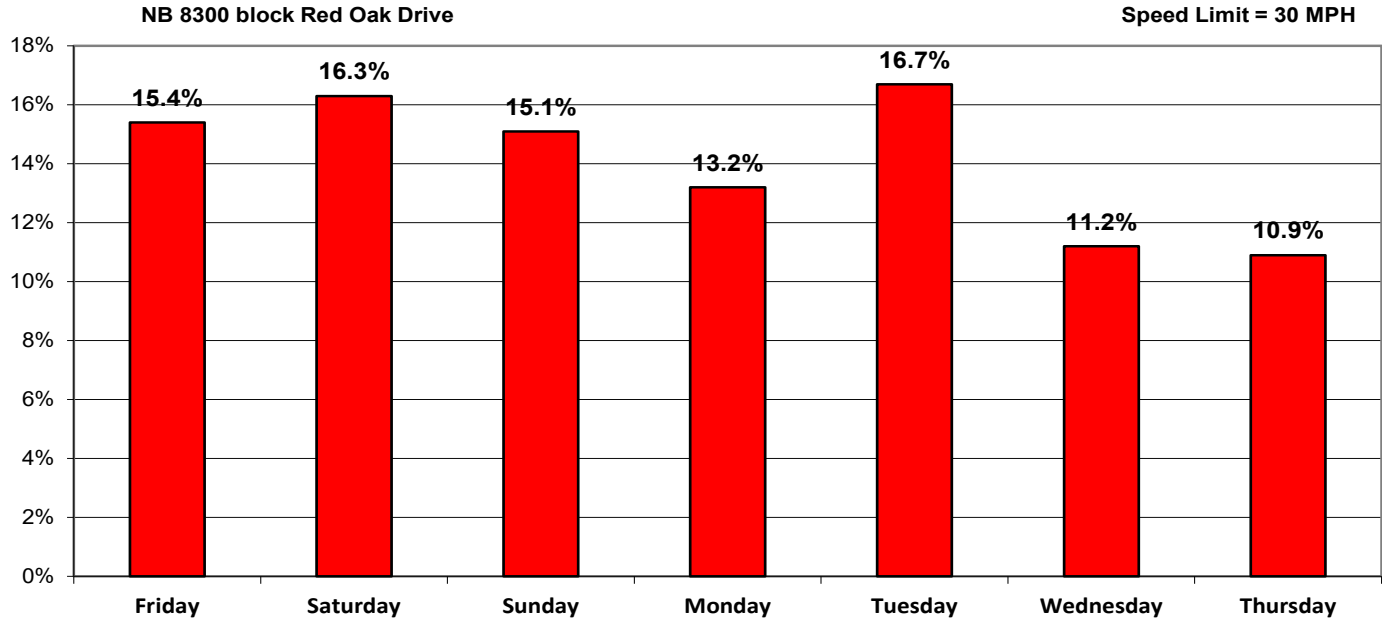
Speed Limit = 30 MPH



Week (7 days): 5/6/2022 - 5/12/2022

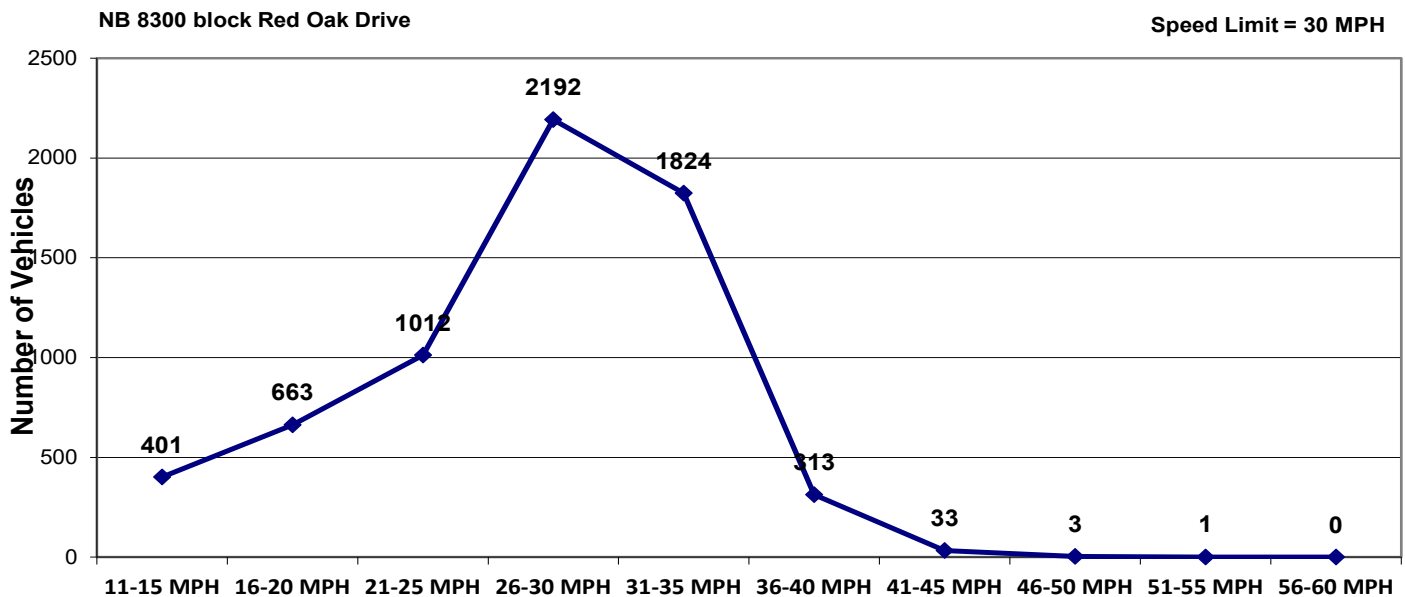
Charts Report

Percentage of Vehicles Speeding



Week (7 days): 5/6/2022 - 5/12/2022

Vehicle Count by Peak Speed Bins



Week (7 days): 5/6/2022 - 5/12/2022

Charts Report

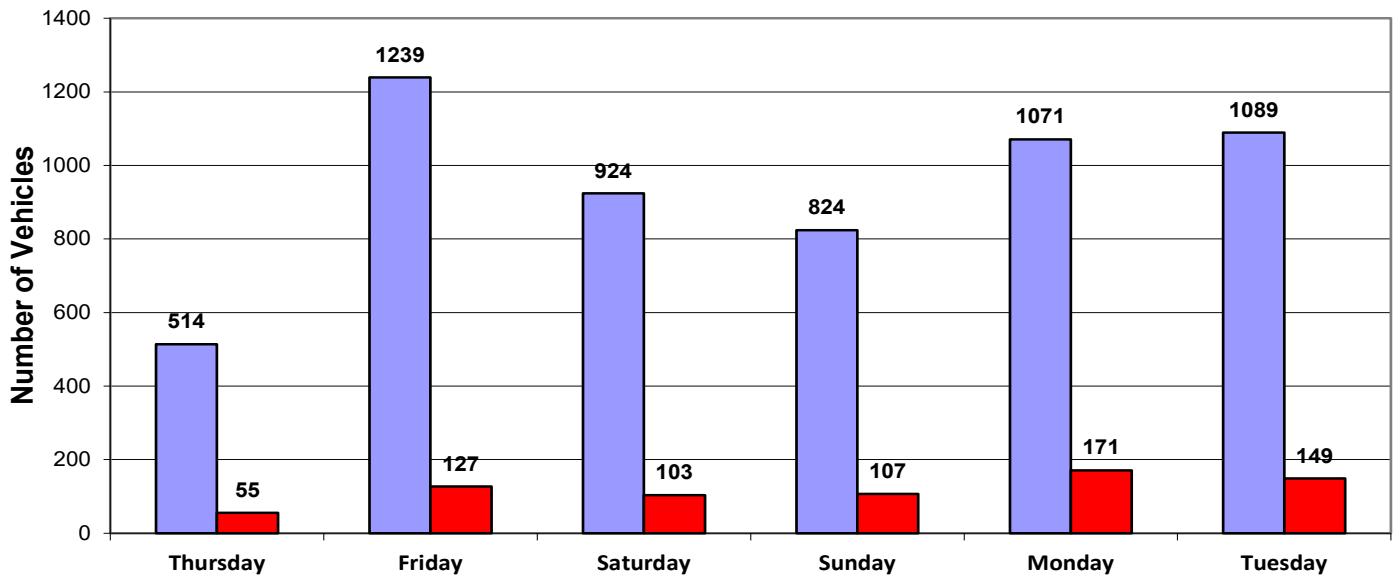
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



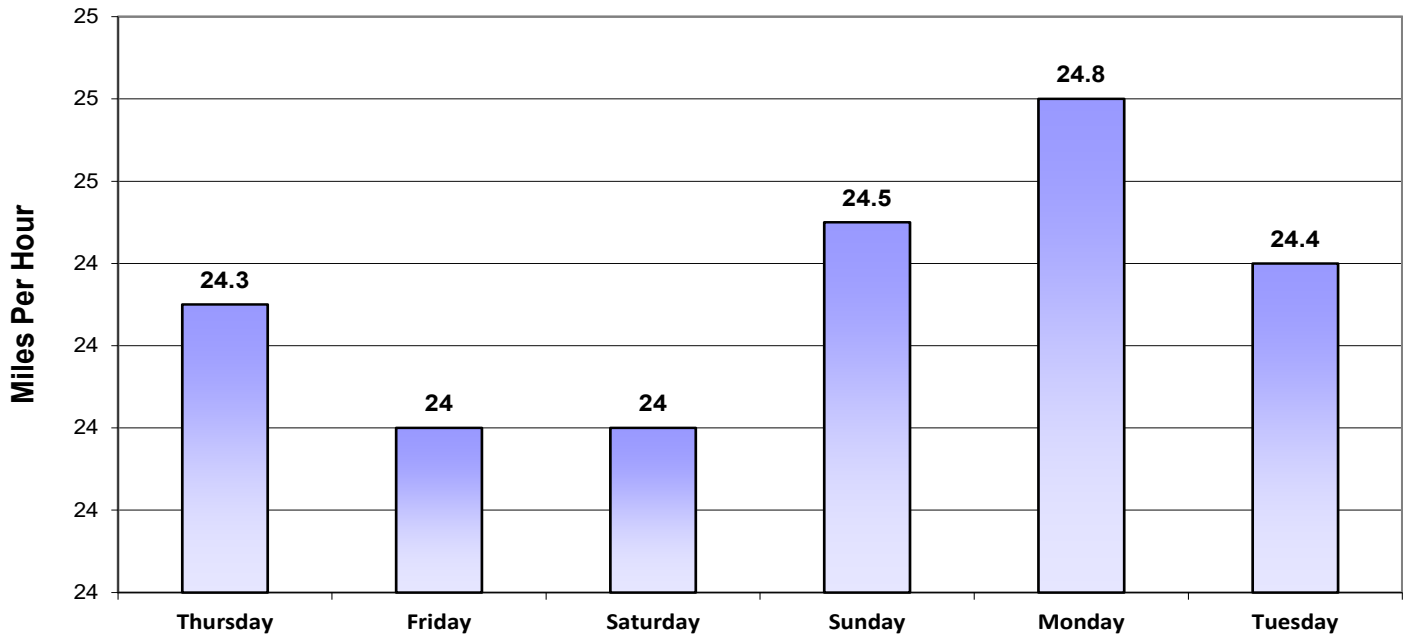
Week (6 days): 5/19/2022 - 5/24/2022

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



Week (6 days): 5/19/2022 - 5/24/2022

Charts Report

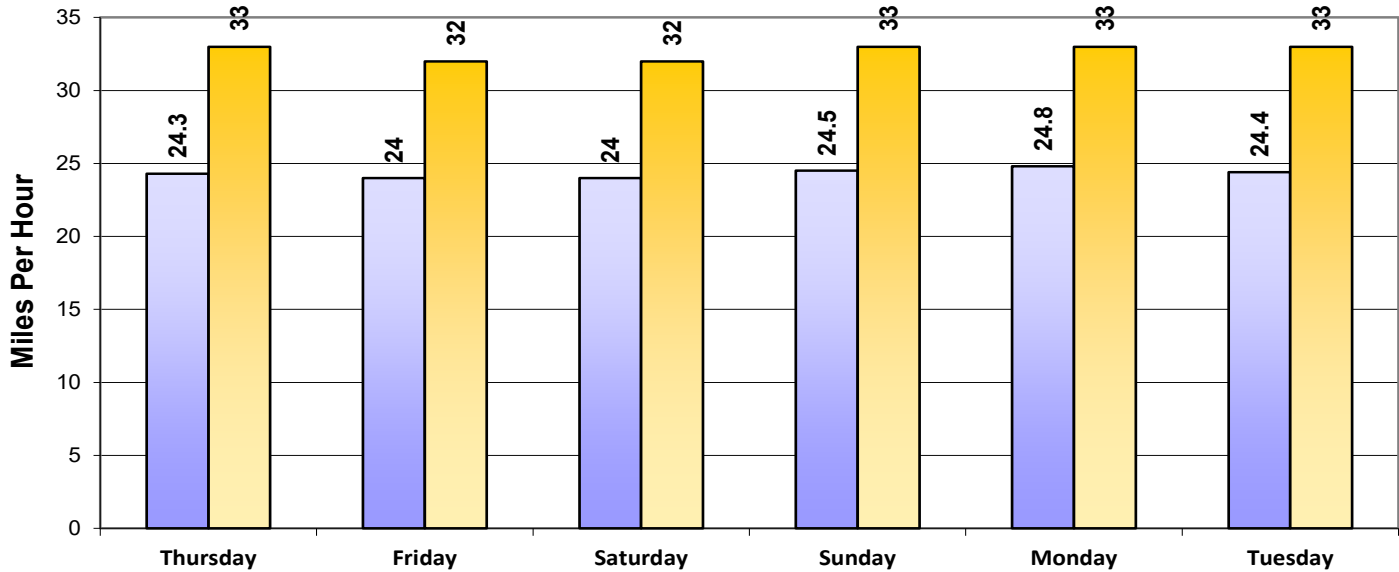
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



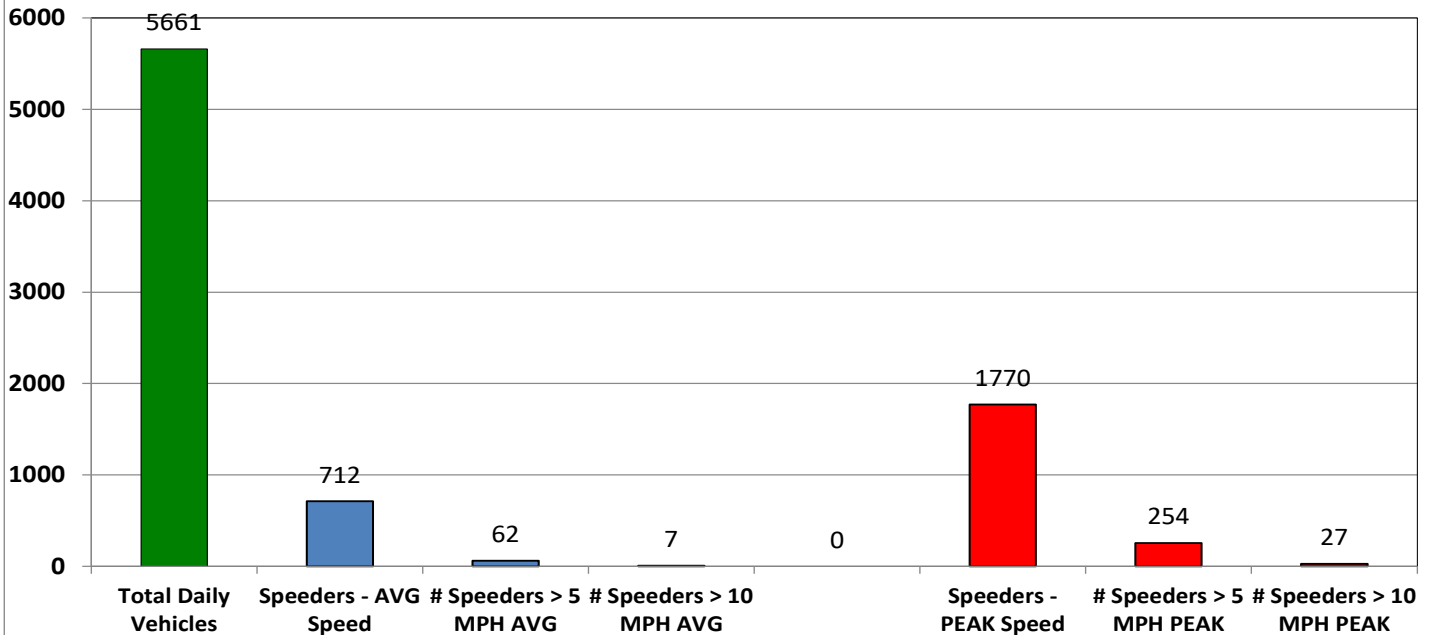
Week (6 days): 5/19/2022 - 5/24/2022

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

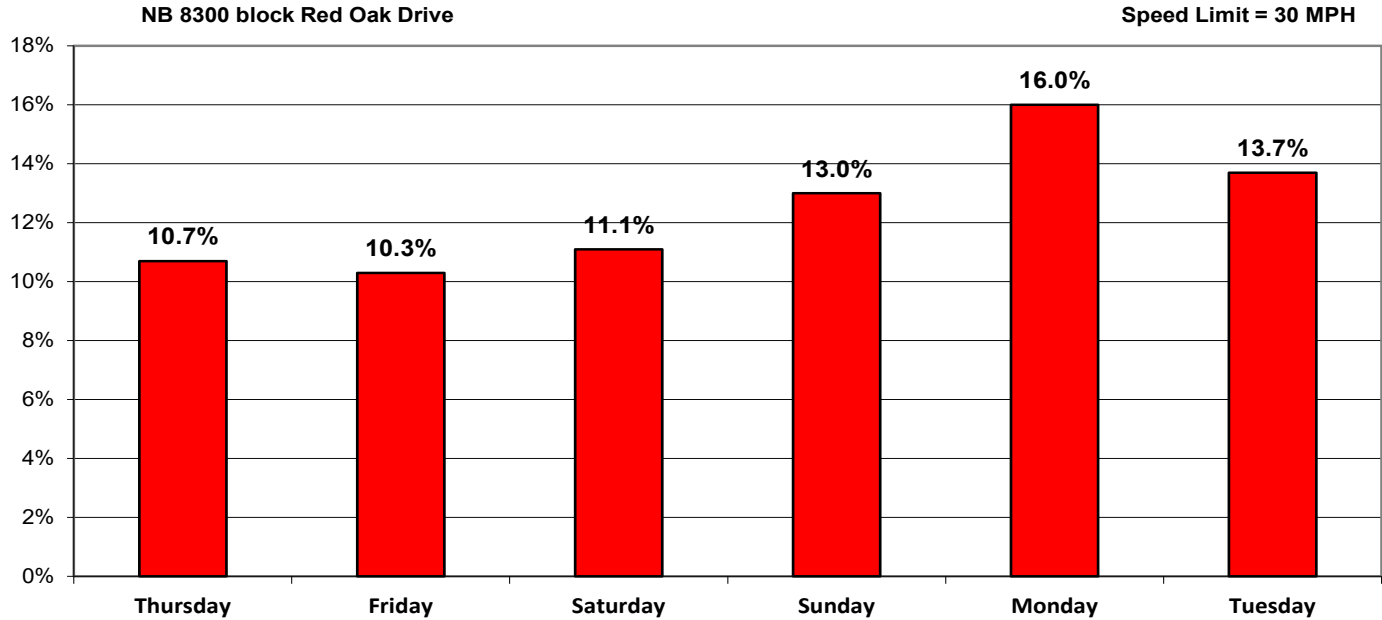
Speed Limit = 30 MPH



Week (6 days): 5/19/2022 - 5/24/2022

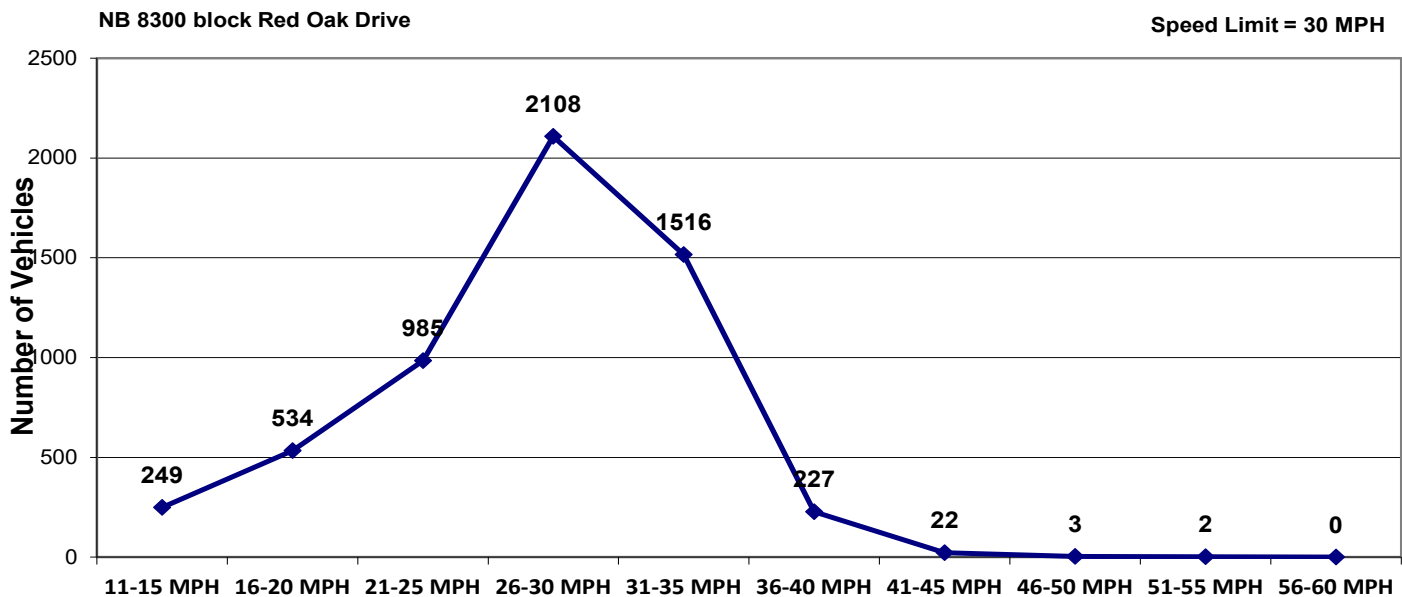
Charts Report

Percentage of Vehicles Speeding



Week (6 days): 5/19/2022 - 5/24/2022

Vehicle Count by Peak Speed Bins



Week (6 days): 5/19/2022 - 5/24/2022

Charts Report

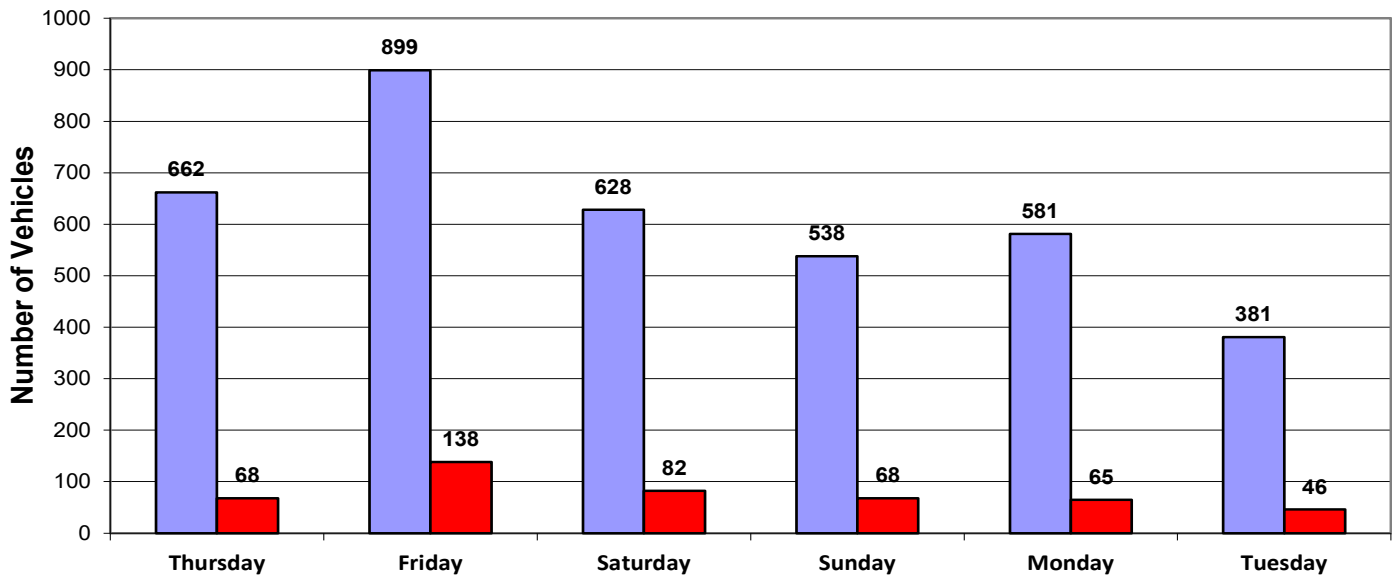
Vehicle and Speed Violator Counts

■ Tot. Vehicles ■ # Violators



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



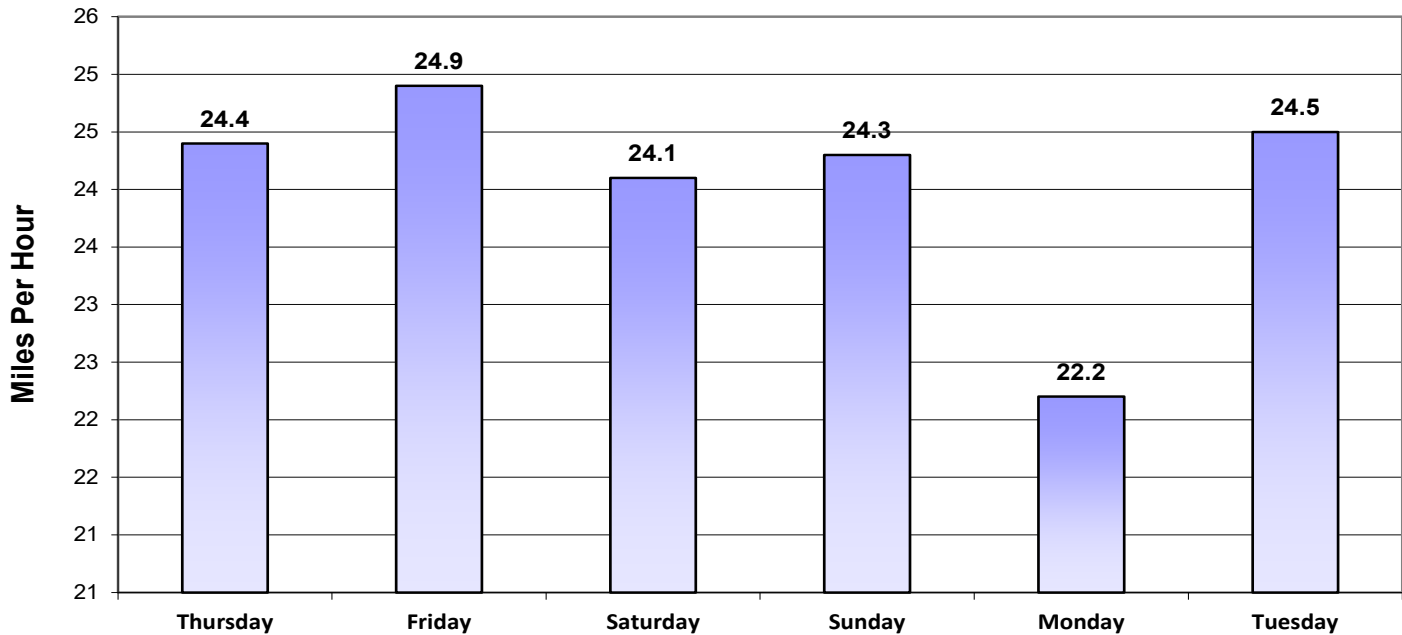
Week (6 days): 5/26/2022 - 5/31/2022

Daily Average Speeds



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



Week (6 days): 5/26/2022 - 5/31/2022

Charts Report

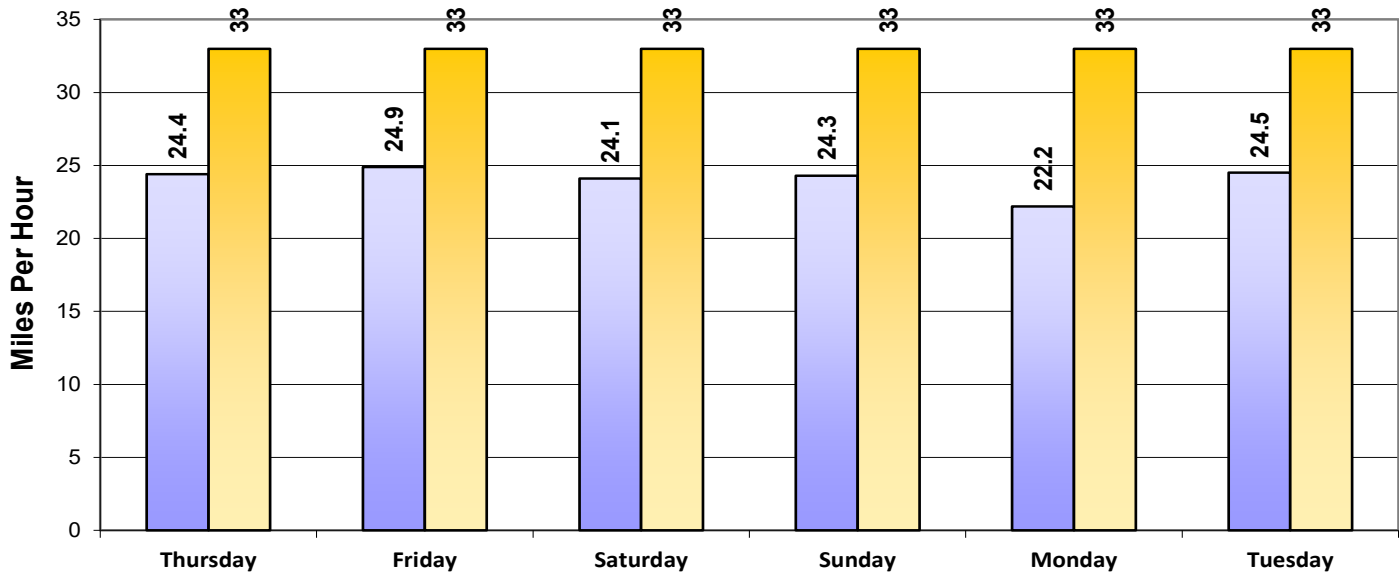
Daily Average Speeds vs. 85th Percentile Speeds

■ Avg. Speed ■ 85th pct Speed



NB 8300 block Red Oak Drive

Speed Limit = 30 MPH



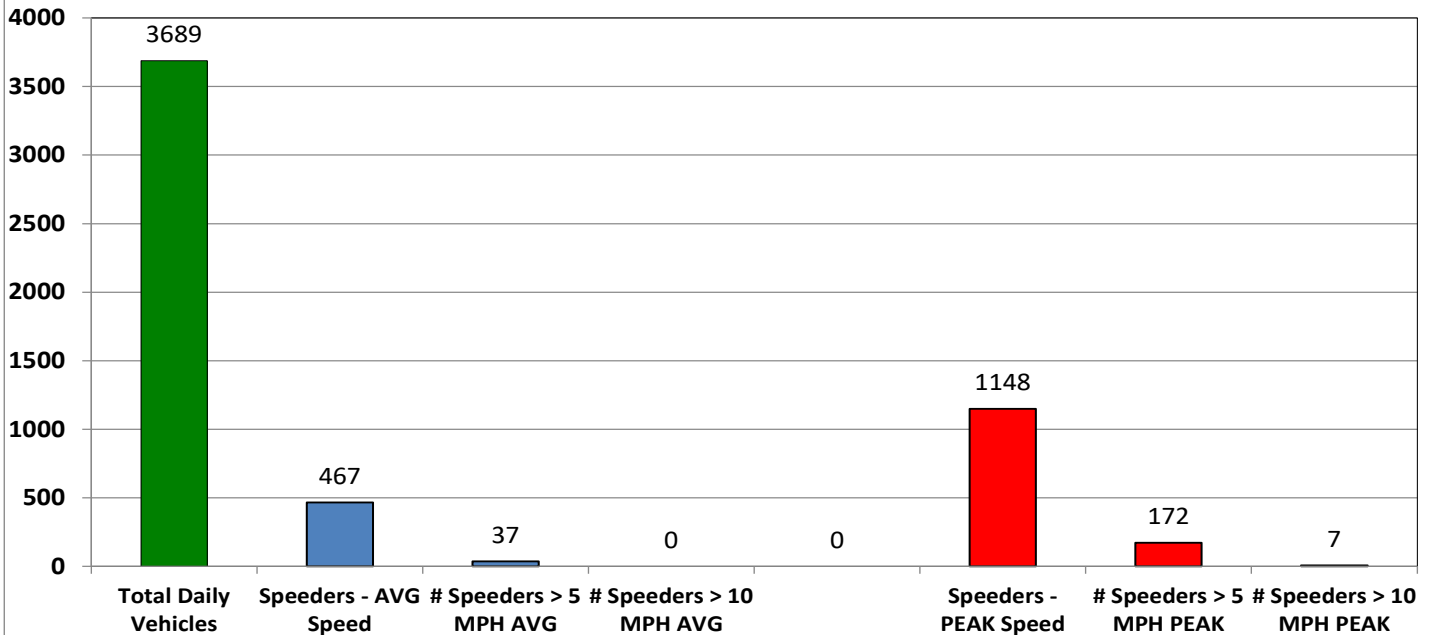
Week (6 days): 5/26/2022 - 5/31/2022

Weekly Speed Summary - Vehicle Counts



NB 8300 block Red Oak Drive

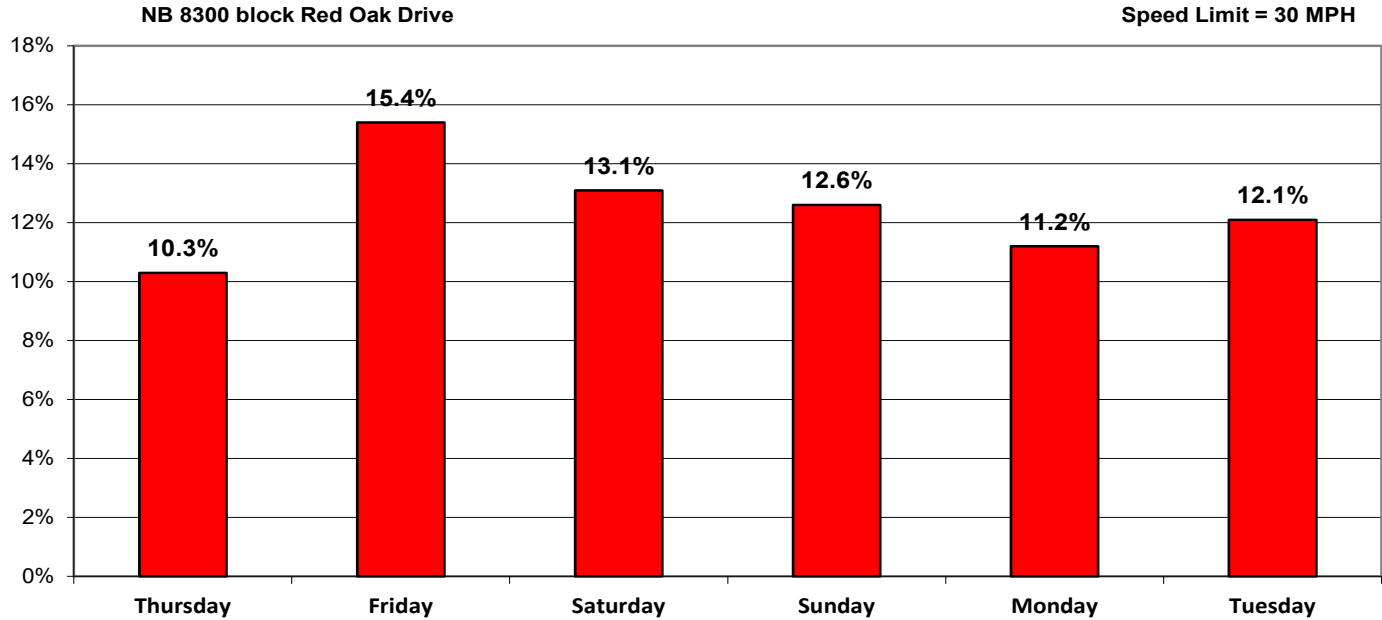
Speed Limit = 30 MPH



Week (6 days): 5/26/2022 - 5/31/2022

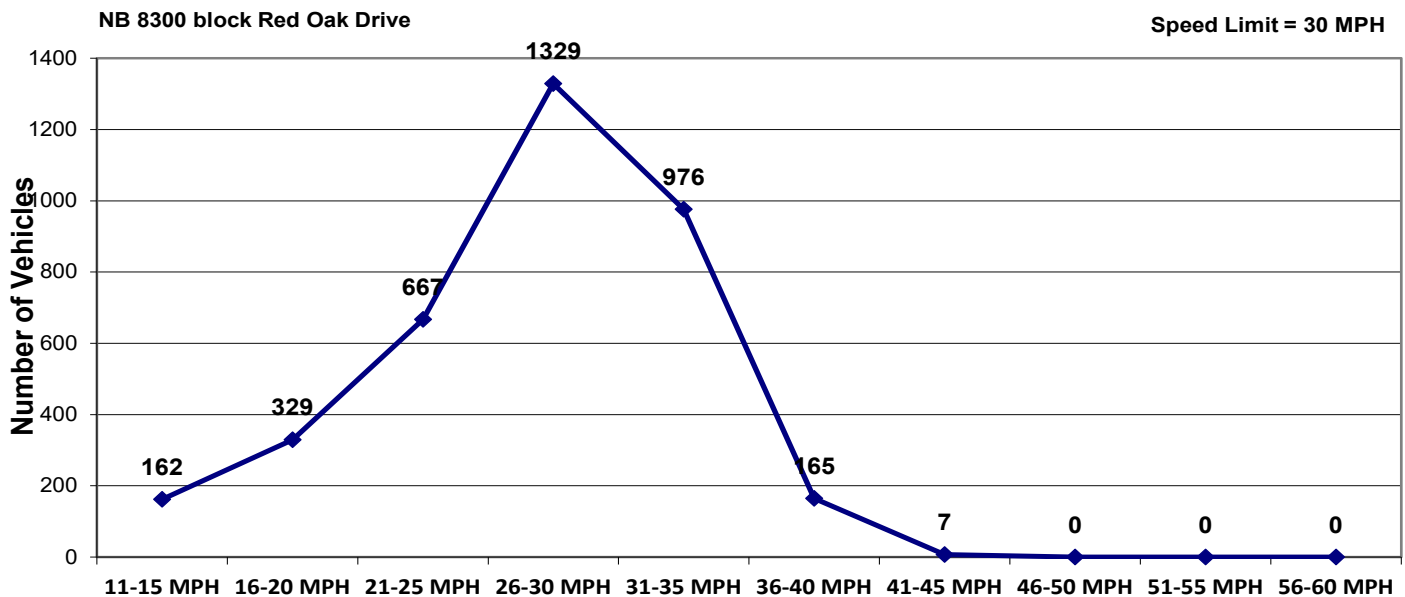
Charts Report

Percentage of Vehicles Speeding



Week (6 days): 5/26/2022 - 5/31/2022

Vehicle Count by Peak Speed Bins



Week (6 days): 5/26/2022 - 5/31/2022