

## Boards & Commissions Agenda

---

Regular Meeting  
January 21, 2025 – 11:00 am  
Room 100 AB, PSB  
505 4<sup>th</sup> Ave S, Minneapolis, MN 55415

1. **ABC Reform** (Casey Carl / Jackie Hanson / Julie Hovland - 10 minutes)
  - Progress Update (chart showing where ABCs are at by #)
  - Calendar Dates for 2025 by Year End (100% completed)
  - Public Meeting Locations List
2. **Recruitment March 2025** (Jackie / Julie 5 minutes)
  - Overview
3. **Broadcast Space** (Casey Carl – 5 minutes)
4. **Technology Updates** (Grant Johnson / Rachael Hanson – 30 minutes)
  - LIMS enhancements
    - Member Status Changes
    - Board Page Changes
    - New Functionality overview
    - Applicant User Profiles
5. **Open Discussion** (10 minutes)
  - Questions, Feedback, Ideas, & Requests
6. **Reminders**
  - Next Meeting: February 24, 2025, in Room 100 AB, PSB

# Appointed Boards & Commissions Monthly Staff Liaison Meeting



Regular Meeting  
January 21, 2025 – 11:00 am  
Room 100 AB, PSB  
505 4<sup>th</sup> Ave S, Minneapolis, MN 55415

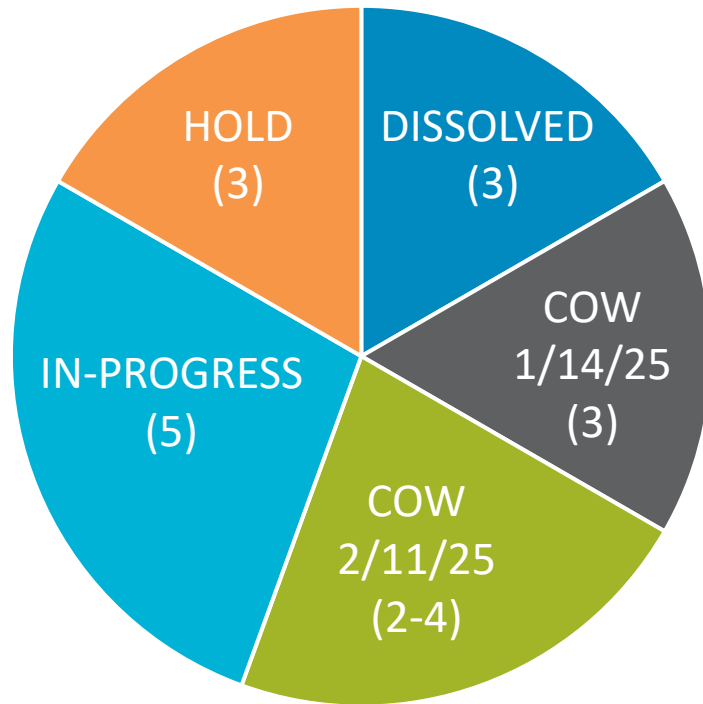
## January Agenda

- 1. ABC Reform** (Casey Carl / Jackie Hanson / Julie Hovland - 10 minutes)
  - Progress Update (chart showing where ABCs are at by #)
  - Calendar Dates for 2025 by Year End (100% completed)
  - Public Meeting Locations List
- 2. Recruitment March 2025** (Jackie / Julie 5 minutes)
  - Overview
- 3. Broadcast Space** (Casey Carl – 5 minutes)
- 4. Technology Updates** (Grant Johnson / Rachael Hanson – 30 minutes)
  - LIMS enhancements
    - Member Status Changes
    - Board Page Changes
    - New Functionality overview
    - Applicant User Profiles
- 5. Open Discussion** (10 minutes)
  - Questions, Feedback, Ideas, & Requests
- 6. Reminders**
  - Next Meeting: February 24, 2025, in Room 100 AB, PSB

# ABC Reform - Progress Update

## Status today

Tier 3 ABCs



2025

## Looking ahead

- Continue meeting with the remaining Departments to finalize re-establishing resolutions.
- Introduce several LIMS improvements to support the new reforms.
- Recruitment in March for Tier 2 & re-established Tier 3 ABCs only.

# Thank You!



## 2025 Meeting Calendar Dates – All ABCs 100% Complete!

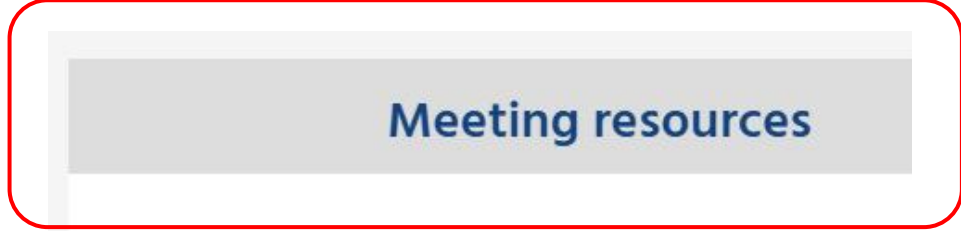
- ABC Staff Liaisons should have their 2025 ABC meeting calendars developed by the end of November 2024.
- The ABCs full calendar for 2025 should be adopted and a copy filed with the Clerk's Office by mid-December. [Send to ABCAdmin@minneaplismn.gov](mailto:ABCAdmin@minneaplismn.gov)
- ABC Staff Liaisons should enter 2025 regular meeting dates, times, and **locations** into LIMS by the end of December 2024. Note: ABCs must identify a regular meeting location in LIMS.

# Public Spaces - Locations List



citytalk Departments

Home / Departments / City Clerk / Boards & Commissions



Meeting resources

- [Boards & Commission calendar in LIMS](#)
- [Request adding an event to the LIMS calendar](#)
- [Meeting archive \(Pre-2020\)](#)
- [Public Spaces Meeting Rooms](#)
- [Online meeting guides](#)
- [ABC staff LIMS manual](#) PDF
- [ABC procedural rules](#) PDF
- [Roll call instructions and template](#) Word

Name of Building	Meeting Space	Capacity	Address	Ward
Andersen Middle	Gym	Unconfirmed	1098 Andersen Ln, Minneapolis, MN 55407	
Andersen Middle	Cafetorium	Unconfirmed	1098 Andersen Ln, Minneapolis, MN 55407	
Andersen Middle	Classrooms	Varied	1098 Andersen Ln, Minneapolis, MN 55407	
Anthony Middle	Gym	Unconfirmed	5757 Irving Ave S, Minneapolis, MN 55419	
Anthony Middle	Auditorium	Unconfirmed	5757 Irving Ave S, Minneapolis, MN 55419	
Anthony Middle	Classrooms	Varied	5757 Irving Ave S, Minneapolis, MN 55419	
Anwatin Middle	Gym	Unconfirmed	256 Upton Ave S, Minneapolis, MN 55405	
Anwatin Middle	Auditorium	400+	256 Upton Ave S, Minneapolis, MN 55405	
Anwatin Middle	Classrooms	Varied	256 Upton Ave S, Minneapolis, MN 55405	
Armatage Park	Gym (can be split into 2 spaces)	Unconfirmed	2500 W 57th St, Minneapolis, MN 55410	
Armatage Park	Multipurpose Room (can be split into 2 spaces)	Unconfirmed	2500 W 57th St, Minneapolis, MN 55410	
Armatage Park	Meeting Room	Unconfirmed	2500 W 57th St, Minneapolis, MN 55410	
Armatage Park	Craft Room	Unconfirmed	2500 W 57th St, Minneapolis, MN 55410	
Arvonne Fraser (SE) Library	Meeting room 003	40	1222 4th St SE, Minneapolis, MN 55414	
Audubon Park	Meeting Room A	Unconfirmed	1320 29th Ave NE, Minneapolis, MN 55418	
Audubon Park	Meeting Room B	Unconfirmed	1320 29th Ave NE, Minneapolis, MN 55418	
Audubon Park	Craft Room	Unconfirmed	1320 29th Ave NE, Minneapolis, MN 55418	
Audubon Park	Multipurpose Room (can be split into 2 spaces)	Unconfirmed	1320 29th Ave NE, Minneapolis, MN 55418	
Bancroft Elementary	Gym	Unconfirmed	3829 13th Ave S, Minneapolis, MN 55407	
Bancroft Elementary	Classrooms	Varied	3829 13th Ave S, Minneapolis, MN 55407	
Barton Elementary	Gym	Unconfirmed	4237 Colfax Ave South, Minneapolis, MN 55409	
Barton Elementary	Classrooms	Varied	4237 Colfax Ave South, Minneapolis, MN 55409	
Beltrami Park	Multipurpose Room (can be split into 2 spaces)	Unconfirmed	1111 Summer St NE, Minneapolis, MN 55413	
Bethune Elementary	Auditorium	Unconfirmed	919 Emerson Ave N, Minneapolis, MN 55411	
Bethune Elementary	Gym	Unconfirmed	919 Emerson Ave N, Minneapolis, MN 55411	
Bethune Elementary	Classrooms	Varied	919 Emerson Ave N, Minneapolis, MN 55411	
Bottineau Field Park	Gym (can be split into 2 spaces)	100	2000 NE 2nd St, Minneapolis, MN 55418	
Bottineau Field Park	Multipurpose Room (can be split into 2 spaces)	40	2000 NE 2nd St, Minneapolis, MN 55418	
Total List				

# March 2025 Recruitment

---

## Tiers 1 & 2

- No change – recruiting for all expired and vacant seats

## Tiers 3 & 4

- Recruiting for re-established Tier 3 & 4 ABC seats *only*
- All others – members stay in expired seats until board is re-established or until March 2026 recruitment

## Tier 5 SSD

- Working directly with Staff Liaisons – recruiting for all expired and vacant seats with emailed link to applicants.

# Broadcast Space

Casey Carl

# Technology

Grant Johnson

Rachael Hanson



# LIMS Changes for ABC Staff Liaisons

---

## Member Status changes

### **Pending**

- Members who have not completed their onboarding requirements yet.

### **Expired**

- Members whose term has ended but they continue to serve until a new member is appointed.

### **Former**

- Members who are no longer serving that term.

# LIMS Changes for ABC Staff Liaisons

## Board page changes

**MEMBERSHIP DETAILS**

---

No. of Seats: 29	Pending: 1	Vacant: 3	Expired: 3
Membership Description:	Membership includes one representative from each City Council ward and four at-large members representing the following perspectives: bike-related business, bike-related nonprofit, and bike-related advocacy.		
Compensation:	Per meeting		
Selection Procedure:	Members are appointed using the City's open appointments process.		

# LIMS Changes for ABC Staff Liaisons

## New functionality: Board Members page

- Masters
  - Board Members
  - Calendar
- Reports
- RCA
- Agenda
- Boards & Commissions
- Calendar
- Charter & Code of Ordinances

Home > Board Members

**Boards** Reset

Bicycle Advisory Committee

**Member Status**

- Pending
- Member
- Former
- Expired

**Others**

- Show members without profile

**Board Members**

Search by First name or Last name

Show 25 entries

First Name	Last Name	Term	Seat	Board	Status
Bob	Anderson	2022-2024	17	Bicycle Advisory Committee	Pending
Michael**	Andrus	2024-2026	3	Bicycle Advisory Committee	Member
Matthew**	Bertolatus	2024-2026	11	Bicycle Advisory Committee	Member
Jenny**	Bordon	2024-2026	20	Bicycle Advisory Committee	Member
Victoria**	Dan	2024-2026	21	Bicycle Advisory Committee	Member
David**	Dietz	2024-2026	12	Bicycle Advisory Committee	Member
Kevin**	Dillon	2024-2026	13	Bicycle Advisory Committee	Member
Kathy**	Dooley	2024-2026	2	Bicycle Advisory Committee	Member
Janice**	Gepner	2024-2026	26	Bicycle Advisory Committee	Member

# LIMS Changes for ABC Staff Liaisons

## New functionality: Member Details

Home > Board Members > Bob W. Anderson

**Member Profile**

Bob W. Anderson

Minneapolis,  
Minnesota  
55418  
Bob@stinsonwbs.com

**Minneapolis Resident:** Yes      **Ward:** Ward 1      **City Email:** bob.anderson14@minneapolismn.gov

**Service History**

Member	Board	Tier	Term	Seat	Status	Nominated By	Member Start Date	Member End Date	Legislative File #
Bob Anderson	Bicycle Advisory Committee	3	2022-2024	17	Pending	Council			2025-00016

**Applications**

Board/Commission	Seat	Term	Status	Submitted
Bicycle Advisory Committee	17	2022-2024	Member	12/27/2024

# LIMS Changes for ABC Staff Liaisons

## New functionality: Service Details including Onboarding requirements

**Bicycle Advisory Committee (2022-2024)**

<b>Personal Information</b>	<b>Employer Information</b>
<b>Name:</b> Bob W. Anderson Select	<b>Employer Name:</b> Stinson Wine Beer and Spirits
<b>City:</b> Minneapolis	<b>Occupation:</b> Owner
<b>Ward:</b> Ward 1	<b>Employer Address:</b> 1800 Stinson Blvd., Minneapolis, Minnesota, 55413
<b>Email:</b> Bob@stinsonwbs.com	
<b>City Email:</b> bob.anderson14@minneapolismn.gov	
<b>Seat Details</b>	<b>Service Detail</b>
<b>Seat:</b> 17	<b>Title:</b> Member
<b>Seat Type:</b> Qualified	<b>File:</b> N/A
<b>Nominated By:</b> Council	<b>Official Act:</b> N/A
<b>Appointing Authority:</b> Council and Mayor	<b>Original Appointment Date:</b> 12/31/2024
	<b>Latest Appointment Date:</b> 12/31/2024
	<b>Residency Waiver:</b> No <b>Service Waiver:</b> No <b>Term Limit Waiver:</b> No
<b>Term 2022-2024</b>	<b>Onboarding</b>
<b>Term Start:</b> 06/01/2022	<b>Oath of Office:</b> 01/06/2025
<b>Term End:</b> 05/31/2024	<b>Ethics Training:</b> 01/06/2025
<b>Application Submitted Date:</b> 12/27/2024	<b>Participation Agreement:</b> N/A
<b>Member Start:</b> N/A	<b>Orientation:</b> 01/08/2025
<b>Member End:</b> N/A	<b>Statement of Economic Interest:</b> N/A

# LIMS Changes for ABC Staff Liaisons

New functionality: Current and Expired applications separated

The screenshot displays the 'BOARDS & COMMISSIONS APPLICATIONS' interface. At the top, there are two tabs: 'Current' (selected) and 'Expired'. Below the tabs, a filter section shows 'Applications submitted within the last 12 months'. There are two dropdown menus: one for 'Bicycle Advisory Committee' and another for 'Select Status'. To the right of these are 'Search Q' and 'Clear' buttons. Below the filters, there is a 'Show 5 entries' dropdown and a search box. The main content is a table with the following data:

Applicant	Term	Seat #	Date Submitted	Status
Bob Anderson	2024-2027	17	Jan 10, 2025	Included in RCA
Lynn Roby	2024-2026	18	Jan 8, 2025	Withdrawn
Anita Roby	2024-2026	14	Jan 8, 2025	Submitted
Anita Roby	2024-2026	14	Jan 8, 2025	Withdrawn
Anita Roby	2024-2026	19	Jan 8, 2025	Withdrawn

At the bottom left, it says 'Showing 1 to 5 of 48 entries'. At the bottom right, there is a pagination control with buttons for 1, 2, 3, 4, 5, ..., 10, and Next.

# LIMS Changes for ABC Staff Liaisons

New functionality: Application questions, statuses, and waivers

**Do you live in the City of Minneapolis?**

Yes

No

**Are you currently serving on another Minneapolis board?**

Yes

No

**Family member on Bicycle Advisory Committee**

Yes

No

**COMMENTS**

**Select Seat \***

17 - 2024-2027 (Jun 1, 2024 - May 31, 2027) ▼

Residency Waiver       Service Waiver       Term Limit Waiver

# LIMS Changes for Applicants

---

User Profiles: All applicants are required to create a user profile now.

## Why?

1. Allows member data to be connected in LIMS.
2. Allows for tracking member service.
3. Allows members to see their history.
  - Recent applications
  - Service history



# Applicant Profile

To get to a member profile or create one:

## 1. Current Openings

### Bicycle Advisory Committee

Advises the Mayor, City Council, and Park Board on bicycling related issues, helps advance the state of bicycle infrastructure, and encourages more people to bike.

Select a term and click on Apply.

Seat	Term	Term Start	Term End	Appointing Authority	Membership Requirements	Select
14	2024-2026	Jun 1, 2024	May 31, 2026	Council and Mayor	Council designee	<input checked="" type="checkbox"/>
15	2024-2026	Jun 1, 2024	May 31, 2026	Mayor	Mayor designee	<input type="checkbox"/>
17	2024-2027	Jun 1, 2024	May 31, 2027	Council and Mayor	Health Commissioner designee	<input type="checkbox"/>
18	2024-2026	Jun 1, 2024	May 31, 2026	Council and Mayor	CPED Director designee	<input type="checkbox"/>
19	2024-2026	Jun 1, 2024	May 31, 2026	Council and Mayor	Police Department designee	<input type="checkbox"/>

[← Back](#)

[Apply](#)

## 2.

### BOARDS & COMMISSIONS

ALL BOARDS & COMMISSIONS

MEETING INFORMATION

PROFILE LOGIN

# Applicant Profile

## Boards & Commissions Member Profile

Thank you for choosing to serve the City of Minneapolis. Your participation helps make the city a brighter community. To apply for a seat on a city board or commission, you need to create a member profile.

If you need any assistance, contact [abcadmin@minneapolismn.gov](mailto:abcadmin@minneapolismn.gov).

## Login

Please login to submit your application. If you do not have a login, [create an account](#)

[Forgot Password?](#)

# Applicant Profile

## BOARDS AND COMMISSIONS APPLICANT REGISTRATION

[Boards and Commissions](#) > [Applicant Registration](#)

This page asks you to provide information to create an applicant profile. You are required to answer all of the questions and to create a profile in order to apply for a Board or Commission position. Some of your profile data is public data; other profile data is classified as private data about you.

Your profile information will be part of your application and will be available to City employees and contractors whose job duties require access and may be available to others as required by law or court order. Information classified as "public" may also be available to the public.

\* Indicates mandatory field

**Please use the name you wish us to use on paperwork and public documents; it does not need to be your legal name if you go by a different chosen name.**

**First Name \***

First Name

**Middle Initial**

Middle Initial

**Last Name \***

Last Name

**Suffix**

Select

**Email Address \***

Email Address

**Phone \***

Phone

**Home Address \***

Address

**City \***

City

**State \***

Select State

**Zip Code \***

Zip Code

**Minneapolis resident \***

Yes  No


**Ward \***

Select Ward

Cancel

Submit

# Applicant Profile – Current Openings

Legislative Information Management SystemBob AndersonMy ProfileChange PasswordLogout


Service History Applications Current Openings

## Current Openings

The City recruits members twice each year. Spring recruitment runs from March 1 to 31. Fall recruitment runs from September 1 to 30. Learn more about boards or commissions with open positions below. Click on the number of vacancies to apply.

Board/Commission	Vacancies
<a href="#">Bicycle Advisory Committee</a> Advises the Mayor, City Council, and Park Board on bicycling related issues, helps advance the state of bicycle infrastructure, and encourages more people to bike.	5
<a href="#">Capital Long-Range Improvement Committee</a> Makes recommendations on capital improvement program development and annual capital improvement budgets.	6
<a href="#">Civil Rights Commission</a> Carries forward the policies of the city in the field of human relations, to promote civil rights and to enforce the provisions of the title on civil rights.	3
<a href="#">Minneapolis Advisory Committee on Aging</a> Advises the Mayor and City Council on concerns relating to senior citizens.	5
<a href="#">Minneapolis Advisory Committee on Housing</a> Advises the Mayor, City Council, and City departments on a wide range of issues related to housing.	2

# Applicant Profile – Applications



Legislative Information Management System

[Bob Anderson](#) [My Profile](#) [Change Password](#) [Logout](#)


[Service History](#) **[Applications](#)** [Current Openings](#)

SHOW  ENTRIES SEARCH:

Board Name	Seat #	Term	Status	Application Submitted Date
Bicycle Advisory Committee	17	2022-2024	Member	12/27/2024
Bicycle Advisory Committee	17	2024-2027	Included in RCA	01/10/2025
Minneapolis Advisory Committee on Aging	1	2025-2026	Submitted	01/15/2025

Showing 1 to 3 of 3 entries

# Applicant Profile – Service History

 **Minneapolis**  
City of Lakes

Legislative Information Management System

[Bob Anderson](#) [My Profile](#) [Change Password](#) [Logout](#)

**Service History** Applications Current Openings

### Service History

Board	Term	Seat	Status	Member Start Date	Member End Date	Legislative File #
<a href="#">Bicycle Advisory Committee</a>	2022-2024	17	Pending	N/A	N/A	2025-00016

# Reminders



- Members can stay in place until the new resolutions are approved!
- Next Meeting: February 24, 2024



Questions | Feedback | Ideas | Requests

[ABCAdmin@minneapolisismn.gov](mailto:ABCAdmin@minneapolisismn.gov)