

Boards & Commissions Agenda

Regular Meeting
October 21, 2024 – 11:00 am
Room 11, City Hall
350 S. Fifth St., Minneapolis, MN 55415

- 1. ABC Representation Survey** (Tate Nguyen / Victoria Balko / Steven Gallagher – 10 minutes)
- 2. ABC Reform** (Casey Carl / Jackie Hanson / Julie Hovland - 15 minutes)
 - a. Progress Update
 - b. Report to COW 10/29/24
 - c. Calendar Dates for 2025 by Year End / Booking PSB Room 100
- 3. Recruitment** (Grant Johnson / Jackie Hanson / Anita Roby) - 10 minutes
 - a. Application submission data
 - b. Applicant follow-up
 - c. Oath / Ethics
- 4. Technology Updates** (Grant Johnson / Rachael Hanson – 10 minutes)
 - a. Waivers (Residency, Service, Term)
 - b. Closed Captioning – QR Code
- 5. Open Discussion** (10 minutes)
 - a. Board Staff Questions, Feedback, Ideas, & Requests
- 6. Reminders**
 - a. Next ABC Staff Meeting: November 18, 2024

Appointed Boards & Commissions Monthly Staff Liaison Meeting



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Boards and Commissions Representative Survey

1. ABC staff must distribute the survey to their members and encourage them to complete it
2. Due October 30, 2024
3. The link, for your ABC, has been sent to you by NCR staff
4. Contact Steven Gallagher, Tate Nguyen, or Victoria Balko with specific questions about this survey or technical difficulties with the form



It is expected, by the City enterprise, that all ABC MEMBERS participate and complete this information.

ABC Reform - Progress Update



October highlights

- Seven (7) Initial meetings scheduled with Department Leadership thru November.
- Reviews of remaining ABCs continue.
- New “Guide to Creating a City ABC” has been produced to provide step-by-step instructions on creating a new body.



2025

Looking ahead

- Continue meeting with Departments to finalize re-establishing resolutions.
- Introduce LIMS improvements to support the new reforms.
- Staff liaisons and ABC member training opportunities.



Meeting Requirements

ABC Liaisons should start planning for their 2025 ABC meetings. Calendars should be 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.

ABC Liaisons should enter 2025 regular meeting dates, times, and locations into LIMs by the end of December 2024.



Scheduling the PSB

The Clerk's Office will send out a refresher on how to book the 1st Floor conference rooms (100 ABC) for your ABC meetings.

To request a reservation window longer than 90 days, contact Herb Heichert or Colleen Lorge. We have provided them with a list of all our ABC Staff Liaisons.

Reminder that you can update your meeting location if needed by using GovDelivery notices to announce the change in venue.

Fall Recruitment Cycle – Data Review

Board/Commission	Vacancies	Applications	Applications received
Bicycle Advisory Committee	2	3	1 more
Capital Long-Range Improvement Committee	33	22	11 less
Charter Commission	3	7	4 more
Civil Rights Commission	9	9	Same
Community Commission on Police Oversight	1	5	4 more
Community Environmental Advisory Commission	19	16	3 less
Ethical Practices Board	1	3	2 more
Heritage Preservation Commission	5	14	9 more
Local Board of Appeal and Equalization	4	2	2 less
Minneapolis Advisory Committee on Aging	14	9	5 less
Minneapolis Advisory Committee on Housing	16	29	13 more
Minneapolis Advisory Committee on People with Disabilities	14	15	1 more
Minneapolis Arts Commission	9	8	1 less
Minneapolis Public Housing Authority	3	3	Same
Minneapolis Workforce Development Board	1	1	Same
Planning Commission	2	8	6 more
Public Health Advisory Committee	11	12	1 more
Zoning Board of Adjustment	3	3	Same
Total	150	169	



Fall Recruitment Cycle – Data Review

Special Service District Advisory Board	Vacancies	Applications	Applications received
48th & Chicago Special Service District Advisory Board	3	2	1 less
50th & France Special Service District Advisory Board	3	2	1 less
54th & Lyndale Special Service District Advisory Board	3	1	2 less
Bloomington-Lake Special Service District Advisory Board	3	2	1 less
Central Avenue Special Service District Advisory Board	8	7	1 less
Chicago-Lake Special Service District Advisory Board	3	1	2 less
Dinkytown Special Service District Advisory Board	5	4	1 less
East Lake Special Service District Advisory Board	5	2	3 less
Eat Street Special Service District Advisory Board	3	1	2 less
Linden Hills Special Service District Advisory Board	5	3	2 less
Lowry Hill Special Service District Advisory Board	3	3	Same
Lyndale-Lake Special Service District Advisory Board	5	4	1 less
Stadium Village Special Service District Advisory Board	3	2	1 less
Uptown Special Service District Advisory Board	6	4	2 less
West Broadway Improvement Special Service District Advisory Board	5	3	2 less
Total	63	41	22 less than needed






Applicant Follow-up

Remember to follow-up with all your applicants on the status of their application. Remind appointed pending-members to complete the required on-boarding.

Applications are valid for up to one year. Keep this pool in mind if you need to fill seats due to resignations.

The next recruitment cycle is March 1 -30, 2025.

Application Waivers

 APPLICATION PDF

View Entire PDF

View Public PDF

☐ Residency Waiver

☐ Service Waiver

☐ Term Limit Waiver

[↩ Back to Dashboard](#)

Reminders



- Members can stay in place until the new resolutions are approved!
- Next Meeting:
November 18, 2024



Questions | Feedback | Ideas | Requests

ABCAdmin@minneapolismn.gov

Reserving PSB Conference Center – 1st Floor Overview

Below are the instructions for requesting the use of the PSB Conference Room 100 (ABC). To use the links below, you'll need to hold down your CTRL key when clicking on them.

Conference Center - 1st Floor

The Public Service Building features a state-of-the-art conference center. The space was designed to provide a comfortable and functional setting for various City activities, including trainings, seminars, and public engagement events. The 2,458 square foot space features a versatile design that can be used in several different configurations. [See detailed room dimension and layouts.](#)

The conference center has a dedicated inventory of flexible furnishings including 30" x 60" tables and comfortable seating, as well as a lectern. The furniture can be arranged in a variety of ways including theater-style seating, a classroom configuration or as a conference table.

The Conference Center at the Public Service Building is now available for reservations (under 90 days in duration) through our [online system](#). Both Property Services and Communications must approve reservations before they are finalized, please wait until receiving an approval email before sending out meeting invites. For reservation exceeding 90 days, see second page of this document). Please note currently the following conditions apply:

- 72 hours' notice is required for all reservations
- The Conference Center is configured into Rooms AB and Room C for scheduling purposes. Requests for full room (retracting the movable wall) is only allowed with the permission of Barbara O'Brien, Director of Property Services. Submit this request to Property.Services@minneapolismn.gov with the reasons for this need and the request will be reviewed.
- **Please note** that a formal training session on using the Conference Center training rooms technology is **required for all presenters**. Please contact cjohn.harrison@minneapolismn.gov with communications or for additional information about the technology in this space.

Please contact herb.heichert@minneapolismn.gov with any questions regarding room set up and cjohn.harrison@minneapolismn.gov for AV or technology questions.

- Meetings that are scheduled to last past 6:00 p.m. need to notify building Security.

For these after-hours meetings, the Department must:

- Designate an after-hours contact/on-site person. This person or persons are responsible for letting people in and out of the building after the building closes at 6:00 p.m. including re-entry if they are allowed to leave the building during breaks.

Step-by-Step Instructions for the Online Scheduling Tool

IMPORTANT NOTE: To request a reservation window for longer than 90 days, contact Herb Heichert (Herb.Heichert@minneapolismn.gov) or Colleen Lorge (colleen.lorge@minneapolismn.gov) directly. Identify yourself as an ABC Staff Liaison to facilitate the approval.

To get to the scheduler, follow this path:

CityTalk>Work Tools>Explore Topic>Conference Rooms>Reserve the conference center

Click on “New Reservation”

Complete the required (*) fields: Event Title, Event Description, Event Coordinator Full Name, Event Coordinator Email, Event Coordinator Phone, Select Tech Liaison

Click Next>>

Select the Day of Event, Start Time, and End Time

Click Next>>

Enter the Approx Number of Attendees

Enter the Room Selection if it does not automatically change to the proper room

Click Next>>

Select the Room Layout

Click Next>>

Select the Communications and Technology Needs

Click Next>>

Select any Resource Needs

Click Next>>

Review your choices. If they are all correct, Click Submit.

This will need to go through the approval process before the reservation is confirmed. The event coordinator will be notified once the request has been approved by all parties involved.