

1. 1. Environmental Commission Agenda

Documents:

[2021.05.24 AGENDA.PDF](#)

2. 2A. 4-26-2021 ENV Meeting Minutes

Documents:

[2. 4-26-2021 ENV MTG MINUTES.PDF](#)

3. 3. Items For Discussion

A. 3A. Introduction To Tree Preservation And Rplcment Ord

Documents:

[3A. INTRODUCTION TO TREE PRESERVATION AND REPLACEMENT ORDINANCES.PDF](#)

B. 3B. Clarification Of The Open Meeting Law

Documents:

[3B. CLARIFICATION OF THE OPEN MEETING LAW.PDF](#)

i. 3B1. Attachment

Documents:

[3B. ATTACHMENT.PDF](#)

C. 3C. Next Steps On Creating Commission Subcommittees

Documents:

[3C. NEXT STEPS ON CREATING COMMISSION SUBCOMMITTEES.PDF](#)

D. 3D. Future Meeting In Response To The Loosening Of The COVID Restrictions

Documents:

[3D. FUTURE MEETINGS IN RESPONSE TO THE LOOSENING OF COVID RESTRICTIONS.PDF](#)



## ENVIRONMENTAL COMMISSION AGENDA

*Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Due to the declared health pandemic, this Environmental Commission meeting will be held through electronic means rather than in-person.*

*You may participate in this meeting by joining the following videoconference or by calling the following telephone number at the scheduled date and time of the meeting:*

**1. Via Videoconference:**

**<https://us02web.zoom.us/j/81054575565> Meeting ID:** 810 5457 5565

**Passcode:** 312260

**2. Via Telephone:** 1-312-626-6799 **Meeting ID:** 810 5457 5565 **Passcode:** 312260

**MONDAY, MAY 24, 2021**

**6:00 PM**

1. Call to Order / Roll Call
2. Approve April 26, 2021 Minutes
3. Items for Discussion
  - A. Introduction to Tree Preservation and Replacement Ordinances
  - B. Clarification of the Open Meeting Law
  - C. Next Steps on Creating Commission Project Teams
  - D. Future Meetings in response to the loosening of COVID Restrictions
4. Routine Business
  - A. Announcements and Updates
  - B. Agenda Items for June 28, 2021 Meeting
5. Adjourn

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Please contact the Department of Community and Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.



## ENVIRONMENTAL COMMISSION MEETING MINUTES

*Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Due to the declared health pandemic, this meeting of the Environmental Commission held this meeting through electronic means, rather than in-person.*

**MONDAY, APRIL 26, 2021**

**6:00 PM**

### **1. Call to Order / Roll Call**

Chair Steinkamp called the meeting to order at 6:00 p.m.

**Roll Call:** Commissioner Behrens, Commissioner Huston, Commissioner Nesvold, Commissioner Wasilowski and Chair Steinkamp.

Absent: Commissioner Garcia

Commissioner Diessner arrived at 6:04

Casi Story, Ag director at Bethlehem Academy is also in attendance.

Paul Peanasky with the Faribault Parks and Recreation Board is all in attendance.

### **2. Approve March 22, 2021 Minutes.**

A motion was made by Commissioner Huston and seconded by Commissioner Nesvold to approve the March 22, 2021 meeting minutes as written.

#### **Roll Call Vote:**

**Roll Call:** Commissioner Behrens, Commissioner Diessner, Commissioner Huston, Commissioner Nesvold, Commissioner Wasilowski and Chair Steinkamp.

Nay: None

Motion carried on a 6/0 vote.

### **3. Items for Discussion**

#### **A. Opportunities to Broaden Participation in Faribault's Environmental Efforts**

Environmental Commission would like to include youth on the Commission. It was discussed that the youth attending will not be voting members or count as to having the number of people for a quorum. Main purpose would be to illicit feedback from them.

Chair Steinkamp introduced Casi Story, the FFA Director from Bethlehem Academy. Ms. Story then spoke stating that they have a new formed Chapter and stated that she felt this could be great partnership. Since we are nearing the end of the school year, we will most likely be waiting until next fall for student participation. BA will be having and awards banquet on May 4<sup>th</sup> and will be assigning new officers at that meeting.

Wanberg then introduced Paul Peanasky, the Parks and Recreation Director who has extensive experience with student participation within our community. Peanasky is currently working with DECA with the Faribault High School and a member of sports teams help with cleanup efforts around town and along the parks and trails.

Wanberg then spoke about the Pilot Program, which would include a new food shelf for the city, maybe food plots, maybe sell some produce to the schools by were grown locally. The city would collaborate with other surrounding cities and received assistance through the UofM. Story asked about the type of help from UofM. Story talked about BA receiving a grant for a hydroponic closet for lettuce for the school but was wondering if they could benefit from the UofM's assistance as well and offer to the pilot program. Wanberg stated that he would receive the equivalent to \$9K a semester of staff time to facility and organize on how to reach out to people. Figuring out how to engage people. If we get the assistance (which is competitive) would be great.

Service Projects – there are a number of organization doing a number of work projects. There are several on the commission that already are participating on community projects. Peanasky was introduced to talk about pollinators with the city. The newest park on the SE part of town called the Meadows is almost all pollinator gardens. There is one behind White Sands and small park at Central Park. At 2<sup>nd</sup> Ave between the two dams they would like to plant all pollinators. Slowly developing Prairie Park on the south end of town. There are rain gardens on 30<sup>th</sup> street in the ditch area on south side of road. The Fire House and the Chamber also put some rain gardens in. They would a lot with Pollinator group, GROWS and DECA and will be cleaning up and down the trails system. The City tries to replace trees. The City put about \$10,000 worth of trees then went on to about \$20,000 into the park system. They will be working on canopies for boulevard trees. They have the flower beds around town. The have contracted someone to maintain them. They are working with the Master Gardeners at the new park by the old public works site. He also talked about electric mowers. Behrens asked about the bigger parks. Peanasky did respond about leaving the natural landscaping. Wanberg did talk about the shore land overlay district around the area lakes. Commissioner Huston stated that there was a 2004 beautification project between A&W to Burger King. Last Saturday the Rotary Club was able to clean up and will also be able to do more this coming Thursday. Chief Dienst burns the area and has been a big help to bring back the prairie grass.

Nesvold spoke about the last meeting with the GROWS club. Nesvold stated that Peanasky will be asking the Mayor to Proclaim May Pollinator Month at tomorrow night's council meeting. They will be using the corridor between the community center

and the library to provide educational materials to the community. As for Arbor Day, in honor of Ruben Tangen, in memory of him some trees will be planted. Central Park pollinator planting will be expanding and re-arranging of things. They will keep up the rest of the plots in Central Park too.

## **B. Preliminary Discussion regarding an Environmental Commission Webpage**

Mission is to get the word out on the webpage. Chair Steinkamp stated that some sort of a "Bulletin Board" on the webpage (bullet points on what's going on) may be useful for such events like Commissioner Huston has on Thursday night. Use Facebook to send out notifications to people who like it. Maybe like a link to the Butterfly Whisperer Zoom meeting. We do have to be careful on what we put on there.

## **C. Update on the Environmental Commission Road Map Document**

Chair Steinkamp briefly discussed this and reminded people that it's a living document and can always be modified and encouraged commissioners to provide input.

## **4. Routine Business**

### **A. Announcements and Updates**

- Zoom meeting with the City Attorney scheduled for Wednesday, May 12 at 6:00 pm to discuss the open meeting law, conflicts of interest, and similar legal issues associated with serving on a City commission
- Faribault Fire Department efforts to transition parking lot hillside to native prairie
- City Hall electric lawn mower
- Shortlisted and interviewed to host a GreenCorps member for 11 months starting in September – will hear by May
- The University of Minnesota Regional Sustainable Development Partnership shortlisted our idea brief to promote equity in the City's environmental planning efforts – detailed proposal due May 3
- Participation in Home Energy Squad Challenge with other cities
- The City of Faribault and the City of Northfield suspended its Solar Group Buy Program due to inconsistencies in interconnection fees that could discourage homeowners and small businesses from installing onsite solar – the legislature will begin to review possible solutions
- No response from the state regarding the City's grant application for an electric vehicle charging station at City Hall – public charging stations in a downtown parking lot should be installed in May – discussions about an Hour Car pilot program in Faribault
- The City's Development Review Committee is refining the Natural Landscape Ordinance – Council action expected in May.
- The City Council approved the Climate Adaptation Plan

### **B. Identify Agenda Items for May 23, 2021 Meeting**

- Follow-up on May 12 meeting with City Attorney regarding Environmental Commission meeting protocols
- Review and recommend improvements to draft Environmental Commission webpage
- Introduction to tree preservation and replacement ordinances

Commissioner Wasilowski had a question about a future meetings wondering about jobs, putting up new houses, infrastructure and the water and electricity, utility and trees. Wanberg responded in that when we have a subdivision, we look at with the grading plans to save trees; right now we do not have a tree replacement program but do have requirements in our new subdivisions that utilities go underground unless there is a need for them to be above ground.

Commissioner Behrens then talked about the effect capacities on water and sewer. The WWTP has more than enough capacity to handle new growth. The water quality is also good. As the city grows, it will need to grow in the sewer and water delivery area as well. The City is always looking on how to do it better. Minnesota is a strict storm water basins. Where the city sits now, it's in pretty good shape. Everything is in good shape for now. Sonny had questions about electric. Our city has a highway that goes around it and has no wall barrier about noise. Wanberg stated that DOT has a fair amount of standards as to where they would put a sound barrier, someone would have to pay for that. There are a number of urban areas in the twin cities that have put those sound barriers up. There has been no discussion on Faribault.

#### **4. Adjourn**

A motion was made by Behrens and seconded by Huston to adjourn at 7:23.

Roll Call: Commissioner Behrens, Commissioner Diessner, Commissioner Huston, Commissioner Nesvold, and Commissioner Wasilowski, and Chair Steinkamp.

Motion carried on a 6/0 vote.

Respectfully submitted,

Dated: April 26, 2021

By: \_\_\_\_\_  
Kari Casper, Recording Secretary



## Environmental Commission Memorandum

**TO:** Environmental Commission  
**THROUGH:** Deanna Kuennen, Community & Economic Development Director  
**FROM:** David Wanberg, City Planner  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Introduction to Tree Preservation and Replacement Ordinances

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### Overview

Cities address tree preservation and replacement issues in various ways. Large cities often have full-time foresters and strong tree preservation and replacement ordinances. Mid-sized cities often have consulting foresters who address specific tree issues on an hourly or contract basis. Mid-sized cities may also have strong tree preservation and replacement ordinances. Small cities rarely have a forester or a tree preservation and replacement ordinance. Faribault does not have a forester or a tree preservation and replacement ordinance.

Occasionally, residents, Council members, and City Staff question why the City does not have a tree preservation and replacement ordinance. For example, a property owner recently removed the trees on his property in anticipation of subdividing the land for residential development. When the City held public hearings for the subdivision, several residents expressed frustration that the City did not prevent the property owner from removing the trees. So, once again, there is interest in exploring the possibility of creating a tree preservation and replacement ordinance.

## **Tree preservation issues related to Faribault**

Again, the City does not have a forester or a contract forester. The City's Parks and Recreation Department Staff handles most of the tree issues in the city.

The City's tree ordinances are not completely silent on tree issues. For example, the City's shoreland overlay ordinance prohibits vegetation removal (including trees) in the shoreland buffer area. Also, a property owner cannot clear and grub a wooded lot without erosion control measures in place. So, the City has some enforcement action it can take, but without a tree preservation and replacement ordinance, the City's actions are limited.

The City Planner feels a tree preservation and replacement ordinance would benefit the City. However, such an ordinance should be enforceable, which means the City must have the necessary staff to enforce the ordinance. Furthermore, the City Planner believes that the Council will not adopt an onerous tree preservation and replacement ordinance. For example, if a homeowner has an unwanted 40-inch caliper silver maple tree in his or her backyard, the Council would not likely support an ordinance that would require the homeowner to obtain a permit to remove the tree and require multiple tree replacements. The Council will expect the ordinance to reasonably protect significant trees while still respecting individual property owner rights.

The City of Eagan has a detailed and effective tree preservation ordinance, but the ordinance is very complicated and requires most developers to hire a forester to prepare a tree preservation and replacement plan. The City Forester can help a homeowner understand the ordinance, but the homeowner still needs to comply with the ordinance.

Many tree preservation ordinances require tree replacement in such numbers that the trees cannot fit on the property. In those cases, some cities have a woodland fund the property owner must pay into instead of planting the trees on the property.

A complicated and/or demanding tree preservation ordinance would likely not be enforceable or effective in Faribault. In some cities, tree preservation ordinances apply to subdivisions and new development only, but those ordinances are not always effective since some property owners remove trees before subdividing the land.



**City planner's recommendations**

The City Planner believes the City should adopt "reasonable" tree preservation and replacement ordinances, which the City can strengthen over time if desired. Potentially, the ordinance could exempt single-family and two-family residences from the standards of the tree preservation ordinance (except in cases of the shoreland overlay district, steep slopes, and the like). Any tree replacement ordinance must be straightforward.

The City Planner will provide a more detailed overview at the Commission's meeting. The Commission will give the planner direction on how to proceed. Potentially, the Commission could have a subcommittee or project team conduct research on tree preservation ordinances and present findings at the next meeting.



## Environmental Commission Memorandum

**TO:** Environmental Commission  
**THROUGH:** Deanna Kuennen, Community & Economic Development Director  
**FROM:** David Wanberg, City Planner  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Clarification of the Open Meeting Law

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On May 12, 2021, the City Attorney conducted a webinar for Faribault's boards and commissions on meeting protocols. Chair Steinkamp will summarize the key points from the discussion – particularly the open meeting law requirements.

The City recorded the webinar and posted the recording on the City's YouTube channel ( [City Attorney Meeting with Faribault Boards and Commissions members - YouTube](#) ). Commissioners who did not participate in the webinar can refer to the recording for additional information.

### Attachments:

- Minnesota Open Meeting Law Information Brief

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# Minnesota Open Meeting Law

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. This information brief discusses the groups and types of meetings covered by the open meeting law, and then reviews the requirements of and exceptions to the law and the penalties for its violation.

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## Executive Summary

The Minnesota Open Meeting Law was originally enacted in [Laws 1957, chapter 773](#), section 1. It is now codified in [Minnesota Statutes, chapter 13D](#). The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- To assure the public's right to be informed
- To afford the public an opportunity to present its views to the public body<sup>1</sup>

“These purposes are deeply rooted in the fundamental proposition that a well-informed populace is essential to the vitality of our democratic form of government.”<sup>2</sup> Courts interpret the law liberally and in favor of openness.

**Entities covered by the law.** The law applies to state and local multimember governmental bodies, including committees and subcommittees, and nonprofits created by political subdivisions. A separate law applies to the legislature.

**Situations where the law applies.** A meeting is a “meeting” for purposes of the law when a quorum or more of the governmental body is gathered—in person or by electronic means, whether or not action is taken or contemplated. The open meeting law does not address whether the governmental body must keep or publish meeting minutes, hold a meeting for a particular purpose, or allow members of the public to address the body. For any particular governmental body, there may be other laws or charter provisions that address those topics.

**What constitutes an open meeting.** A meeting is open when proper notice was given in advance of the meeting, the public may attend and observe, and relevant materials are available to the public.

**Exceptions to the law.** A meeting may be closed based on a limited attorney-client privilege, and for the purposes of labor negotiations, employee evaluations, and discussion of security issues and property transactions. The law does not apply to a governmental body exercising quasi-judicial functions involving disciplinary proceedings.

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<sup>1</sup> *Prior Lake American v. Mader*, 642 N.W.2d 729, 735 (Minn. 2002) (en banc) (citing *St. Cloud Newspapers, Inc. v. District 742 Community Schools*, 332 N.W.2d 1, 4 (Minn. 1983)). While the courts consistently say that the open meeting law is to afford the public an opportunity to present its views to the public body, there is no general right for members of the public to speak at a meeting. Some statutes, and perhaps some home rule charters, specify that a hearing on a particular matter must be held at which anyone who wishes to address the public body may do so. See, e.g., [Minn. Stat. § 117.0412](#), subd. 2.

<sup>2</sup> *Prior Lake American*, 642 N.W.2d at 735.

**Violations of the law.** While actions taken at a meeting held in violation of the law are still valid, the law provides for penalties and potentially removal from office.

**Where to get advice.** A governmental entity can seek advice from its attorney, the Minnesota Attorney General, or the Commissioner of Administration. An individual may seek advice from a private attorney or the Commissioner of Administration.

## Groups and Meetings Governed by the Open Meeting Law

**The law applies to all levels of state and local government.**

The open meeting law applies to:

- a state agency, board, commission, or department when it is required or permitted by law to transact public business in a meeting;
- the governing body of any school district, unorganized territory, county, city, town, or other public body;
- a committee, subcommittee, board, department, or commission of a public body subject to the law; and
- the governing body or a committee of a statewide or local public pension plan.<sup>3</sup>

“Public body” is not defined but the Minnesota Supreme Court has stated that “[i]n common understanding, ‘public body’ is possibly the broadest expression for the category of governmental entities that perform functions for the public benefit.”<sup>4</sup>

In determining whether the open meeting law applies to a particular entity, one should look at all of the entity’s characteristics. For example, in a 1998 case, the Minnesota Supreme Court held that because the statute authorizing creation of a municipal power agency authorized an agency to conduct its affairs as a private corporation, it could hold closed meetings.<sup>5</sup> The court held so notwithstanding the statute that provides for municipal power agencies to be political subdivisions of the state.<sup>6</sup>

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<sup>3</sup> [Minn. Stat. § 13D.01](#), subd. 1.

<sup>4</sup> *Star Tribune Co. v. University of Minnesota Board of Regents*, 683 N.W.2d 274, 280-282 (Minn. 2004) (en banc).

<sup>5</sup> *Southern Minn. Mun. Power Agency v. Boyne*, 578 N.W.2d 362, 364 (Minn. 1998) (en banc) (citing Minn. Stat. § 453.54, subd. 21, and discussing the factors that distinguish a public corporation from a private corporation). See also *Minnesota Joint Underwriting Ass’n v. Star Tribune Media Co.*, 862 N.W.2d 62, 65 (Minn. 2015) (discussing *Boyne*; stating whether a particular entity is a “government entity” under the Data Practices Act is a question of law subject to the court’s de novo review).

<sup>6</sup> [Minn. Stat. § 453.53](#), subd. 1, para. (b), cl. (1) (The agency agreement shall state: “(1) That the municipal power agency is created and incorporated . . . as a municipal corporation and a political subdivision of the state, to exercise thereunder a part of the sovereign powers of the state;”).

### **The law generally applies to nonprofit corporations created by governmental entities.**

The list of groups covered by the open meeting law does not refer to nonprofit corporations created by a governmental entity. However, the law creating a specific public nonprofit corporation may specify that it is subject to the open meeting law.<sup>7</sup> In addition, any corporation created by a political subdivision before May 31, 1997, is clearly subject to the open meeting law.<sup>8</sup>

### **Gatherings of less than a quorum of a public body are not subject to the law; a “meeting” is held when the group is capable of exercising decision-making powers.**

The Minnesota Supreme Court has held that the open meeting law applies only to a quorum or more of members of the governing body or a committee, subcommittee, board, department, or commission of the governing body.<sup>9</sup> Serial meetings in groups of less than a quorum held in order to avoid open meeting law requirements may also be found to be a violation, depending on the facts of the case.<sup>10</sup>

A public body subject to the law should be cautious about using e-mail to communicate with other members of the body. Although the statute does not specifically address the use of e-mail, it is likely that the court would analyze use of e-mail in the same way as it has telephone conversations and letters.<sup>11</sup> That is, private communication about official business through

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<sup>7</sup> E.g., [Minn. Stat. §§ 62Q.03](#), subd. 6 (Minnesota Risk Adjustment Association); [85B.02](#), subd. 6 (Lake Superior Center Authority); [116V.01](#), subd. 10 (Agricultural Utilization Research Institute); [124D.385](#), subd. 4 (Minnesota Commission on National and Community Service may create a nonprofit but it is subject to the open meeting law); and [128C.22](#) (State High School League).

<sup>8</sup> [Minn. Stat. § 465.719](#), subd. 9.

<sup>9</sup> *Moberg v. Independent School Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983) (en banc).

<sup>10</sup> *Id.* at 518; see also *Mankato Free Press Co. v. City of North Mankato*, 563 N.W.2d 291, 295 (Minn. App. 1997). On remand to the district court for a factual finding on whether the city used serial interviews to avoid the open meeting law, the trial court found, and the court of appeals affirmed, that the serial meetings were not held to avoid the law. *Mankato Free Press Co. v. City of North Mankato*, No. C9-98-677, 1998 WL 865714 (Minn. App. 1998) (unpublished opinion), *review denied* (Minn. Feb. 24, 1999).

<sup>11</sup> *Moberg*, 336 N.W.2d at 518. The Commissioner of Administration stated in a July 9, 2008, opinion that an e-mail sent to all members of a city council by the city manager was effectively “printed material” that should be available to members of the public and also suggested that the legislature revise the statute to recognize the use of electronic and other types of communications. Minn. Dept. of Admin. Advisory Op. 08-015. A September 8, 2009, opinion by the commissioner states that the exchange of e-mails by staff and members of the Metro Gang Strike Force Advisory Board violated the open meeting law because it was not just a matter of a quorum receiving information, but a quorum of the body discussing and then giving the staff person direction on the action to take. In June 2017, the Commissioner of Administration issued an opinion that a letter signed by a quorum of a school board that was sent without public notice, or discussion and decision on the substance of the letter in an open meeting violated the law. The school board said one member drafted it, sent it to the superintendent, who made minor revisions, placed it on letterhead, and then sent it to the other members to sign. The board asserted it did not discuss or take action on it. The commissioner however found that unlikely. “The Board’s assertion that it did not discuss, decide, or take action on the contents of the letter or sending the letter is not plausible based on the very existence of the letter purporting to be from “the Board” and bearing the signatures of a quorum of members of the Board.” Minn. Dept. of Admin. Advisory Op. 17-005 (Eveleth-Gilbert Public Schools, I.S.D. No. 2154, and a letter sent to the IRRRB).

telephone conversations or letters by a quorum of a public body subject to the law would violate the law.

Serial communication through telephone conversations or letters by less than a quorum with the intent to avoid a public hearing or to come to an agreement on an issue relating to official business could also violate the law. In a 1993 case, the Minnesota Court of Appeals held that the open meeting law was not violated when two of five city council members attended private mediation sessions related to city business. The court determined that the two council members did not constitute a committee or subcommittee of the council because the group was not capable of exercising decision-making powers.<sup>12</sup>

### **The law applies to informational meetings.**

The Minnesota Supreme Court has held that the open meeting law applies to all gatherings of members of a governing body, whether or not action is taken or contemplated. This means that a gathering of members of a public body for an informational seminar on matters currently facing the body or that might come before the body must be conducted openly.<sup>13</sup> However, there are some exceptions. A 1975 attorney general opinion stated that city council attendance at a League of Minnesota Cities training program for city officials did not violate the open meeting law if the members did not discuss specific municipal business.<sup>14</sup> The statute governing the Lessard-Sams Outdoor Heritage Council allows members of the council to travel together to visit sites and learn about projects without it being a violation of the law as long as the members do not decide, or agree to decide, matters under the council's jurisdiction.<sup>15</sup>

### **The law does not cover chance or social gatherings.**

The open meeting law does not apply to chance or social gatherings of members of a public body.<sup>16</sup> However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.<sup>17</sup>

### **The law does not apply to certain types of advisory groups.**

The Minnesota Court of Appeals has held that the open meeting law does not apply to certain types of advisory groups.<sup>18</sup> In that case, a presidential search advisory committee to the University of Minnesota Board of Regents was held not to be a committee of the governing body for purposes of the open meeting law. In reaching its holding, the court pointed out that no

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<sup>12</sup> *Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *review denied* (Minn. May 28, 1993).

<sup>13</sup> *St. Cloud Newspapers, Inc.*, 332 N.W.2d 1.

<sup>14</sup> Op. Att'y Gen. 63a-5, Feb. 5, 1975.

<sup>15</sup> *Minn. Stat. § 97A.056*, subd. 5, para. (b), provides "Travel to and from scheduled and publicly noticed site visits by council members for the purposes of receiving information is not a violation of paragraph (a). Any decision or agreement to make a decision during the travel is a violation of paragraph (a)."

<sup>16</sup> *St. Cloud Newspapers, Inc.*, 332 N.W.2d at 7.

<sup>17</sup> *Moberg*, 336 N.W.2d at 518.

<sup>18</sup> *The Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988).

regents were on the search committee and that the committee had no power to set policy or make a final decision. It is not clear if a court would reach the same result if members of the governing body were also on the advisory committee. Depending on the number of members of the governing body involved and on the form or extent of the delegation of authority from the governing body to the members, a court might consider the advisory committee to be a committee of the governing body.

### **A separate law applies to the legislature.**

In 1990, the legislature passed a law separate from the open meeting law that requires all legislative meetings be open to the public.<sup>19</sup> The law applies to House and Senate floor sessions and to meetings of committees, subcommittees, conference committees, and legislative commissions. For purposes of this law, a meeting occurs when a quorum is present *and action is taken* regarding a matter within the jurisdiction of the group. Each house of the legislature must adopt rules to implement these requirements. Remedies provided under these rules are the exclusive means of enforcing this law.

Hybrid groups—those made up of both legislators and nonlegislators—may have different open meeting law requirements. The Legislative-Citizen Commission on Minnesota Resources is subject to Minnesota Statutes, chapter 13D, except that a meeting only occurs when a quorum is present and action is taken, similar to the legislative open meeting law.<sup>20</sup> In contrast, the Lessard-Sams Outdoor Heritage Council, which also has both legislators and nonlegislators on it, is subject to chapter 13D, and a meeting occurs when a quorum is present whether or not action is taken.<sup>21</sup> Similarly, how the law applies to the hybrid Child Support Task Force was clarified in 2017.<sup>22</sup>

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<sup>19</sup> [Minn. Stat. § 3.055](#).

<sup>20</sup> [Minn. Stat. § 116P.08](#), subd. 5, “(a) Meetings of the commission, committees, or subcommittees of the commission, technical advisory committees, and peer reviewers must be open to the public and are subject to [chapter 13D](#). The commission shall attempt to meet throughout various regions of the state during each biennium. For purposes of this subdivision, *a meeting occurs when a quorum is present and action is taken regarding a matter within the jurisdiction* of the commission, a committee or subcommittee of the commission, a technical advisory committee, or peer reviewers.

(b) For legislative members of the commission, enforcement of this subdivision is governed by section 3.055, subdivision 2. For nonlegislative members of the commission, enforcement of this subdivision is governed by [section 13D.06](#), subdivisions 1 and 2.” (emphasis added).

<sup>21</sup> [Minn. Stat. § 97A.056](#), subd. 5.

<sup>22</sup> [Minn. Stat. § 518A.79](#), subd. 3a (added by [Laws 2017, 1st spec. sess. ch. 4](#), art. 2, § 48, effective January 1, 2018): “Except as otherwise provided in this section, the task force is subject to [chapter 13D](#). A meeting of the task force occurs when a quorum is present and the members receive information, discuss, or take action on any matter relating to the duties of the task force. The task force may conduct meetings as provided in [section 13D.015](#) or [13D.02](#). The task force may conduct meetings at any location in the state that is appropriate for the purposes of the task force as long as the location is open and accessible to the public. For legislative members of the task force, enforcement of this subdivision is governed by [section 3.055](#), subdivision 2. For nonlegislative members of the task force, enforcement of this subdivision is governed by [section 13D.06](#), subdivisions 1 and 2.”



## Requirements of the Open Meeting Law

**The primary requirement of the open meeting law is that meetings be open to the public.**

The law also requires that votes in open meetings be recorded in a journal and that the journal be open to the public. The vote of each member must be recorded on appropriations of money, except for payments of judgments and claims and amounts fixed by statute.<sup>23</sup> A straw ballot to narrow the list of candidates for city administrator and not made public was held to be a secret vote in violation of the open meeting law, particularly in light of the fact that the straw vote was acted on and given the same effect as an official act.<sup>24</sup>

Open meetings must be held in a public place within the borders of the public body.<sup>25</sup>

Meetings may be held by interactive television if specified conditions are met to ensure openness and accessibility for those who wish to attend.<sup>26</sup> The Commissioner of Administration issued an opinion in 2013 that attending a meeting using a web-based technology like Skype is like attending by interactive TV and is allowed as long as the requirements for attending by interactive TV are met.<sup>27</sup>

A state entity may hold meetings by telephone or other electronic means as long as specified conditions are met to ensure openness and accessibility for those who wish to attend. In addition, a meeting of any public body (state or local) may be conducted by telephone or other electronic means if a health pandemic or other emergency makes meeting in person impractical or imprudent and all of the same conditions as for other meetings held by telephone or other electronic means are met, unless unfeasible due to the pandemic or emergency.

In general, those conditions include the following:

- All members of the body can hear one another and can hear all discussion and testimony.
- Members of the public at the regular meeting location can hear all discussion, testimony, and votes.
- At least one member of the body (or, in the case of a health pandemic or other emergency, the chief legal counsel or chief administrative officer) is present at the regular meeting location. (If using interactive TV under [section 13D.02](#)—as opposed to

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<sup>23</sup> [Minn. Stat. § 13D.01](#), subs. 4 and 5.

<sup>24</sup> *Mankato Free Press Co.*, 563 N.W.2d at 295-96. In contrast, the Commissioner of Administration issued an advisory opinion finding that a secret straw ballot taken and its results described and discussed at the same meeting as the ballot was not a violation. Minn. Dept. of Admin. Advisory Op. 10-011.

<sup>25</sup> *Quast v. Knutson*, 276 Minn. 340, 341, 150 N.W.2d 199, 200 (1967) (school board meeting held 20 miles outside the jurisdiction of the school board at a private office did not comply with open meeting law; consolidation proceedings were fatally defective because the resolution by which the proceedings were initiated was not adopted at a public meeting as required by law).

<sup>26</sup> [Minn. Stat. § 13D.02](#). See also [Minn. Stat. § 471.59](#), subd. 2 (joint powers board for educational purposes).

<sup>27</sup> Minn. Dept. of Admin. Advisory Op. 13-009.

telephone or other electronic means—there is the additional condition that each location be open and accessible to the public.)

- All votes are conducted by roll call.
- The public body must allow a person to monitor the meeting electronically from another location. The body may require the person to pay for any documented additional costs the body incurs as a result of the additional connection.
- The public body must give notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the right of the public to monitor the meeting from another location. In addition, the public body must post the notice on its website at least ten days before any regular meeting.<sup>28</sup>

### **The law requires public bodies to give notice of their meetings.**

In 1974, the Minnesota Supreme Court held that failure to give notice of a meeting is a violation of the open meeting law.<sup>29</sup> The court has also held that it is a violation of the open meeting law to conduct business before the time publicly announced for a meeting.<sup>30</sup>

In 1987, the legislature spelled out the notice requirements in statute for regular, special, emergency, and closed meetings. Public bodies must do the following:

- Keep schedules of *regular* meetings on file at their offices<sup>31</sup>
- Post notice of *special* meetings (meetings held at a time or place different from regular meetings) on their principal bulletin board. The public body must also either mail notice to people who have requested such mailings, or publish notice in the official newspaper, at least three days before the meetings<sup>32</sup>

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<sup>28</sup> [Minn. Stat. §§ 13D.015](#) (state entities); [13D.02](#); [13D.021](#) (state or local entities in the case of health pandemic, other emergency). Various statutes for specific public bodies also allow for meetings by interactive television, telephone, or other electronic means: [Minn. Stat. §§ 13D.02](#), subd. 5 (school boards with audio and visual link); [35.0661](#) (Board of Animal Health during restricted travel for animal health reasons); [41A.0235](#) (Minnesota Agricultural and Economic Development Board); [41B.026](#) (Rural Finance Agency); [116L.03](#), subd. 8 (Minnesota Jobs Skills Partnership Board); [116M.15](#), subd. 5 (Minnesota Emerging Entrepreneur Board); [116T.02](#), subd. 6 (Northern Technology Initiative, Inc.); [116U.25](#) (Explore Minnesota Tourism Council); [123A.16](#), subd. 1 (education district boards); [129C.105](#) (Board of the Perpich Center for Arts Education); [134.31](#), subd. 7 (Advisory Committee for the Minnesota Braille and Talking Book Library); [176.102](#), subd. 3c (rehabilitation review panels); [176.103](#), subd. 3 (Medical Services Review Board); [248.10](#) (Rehabilitation Council for the Blind); [256.482](#), subd. 5b (Minnesota State Council on Disability); [256.975](#), subd. 2a. (Minnesota Board on Aging); [256C.28](#), subd. 7 (Commission of Deaf, DeafBlind and Hard-of-Hearing Minnesotans); [268A.02](#), subd. 3 (State Rehabilitation Council and Statewide Independent Living Council); [326B.32](#), subd. 7 (Board of Electricity); [326B.435](#), subd. 7 (Board of Plumbing); [326B.925](#), subd. 7 (Board of High Pressure Piping Systems); [462A.041](#) (Minnesota Housing Finance Agency).

<sup>29</sup> *Sullivan v. Credit River Township*, 299 Minn. 170, 217 N.W.2d 502 (1974).

<sup>30</sup> *Merz v. Leitch*, 342 N.W.2d 141, 145 (Minn. 1984) (en banc).

<sup>31</sup> [Minn. Stat. § 13D.04](#), subd. 1.

<sup>32</sup> [Minn. Stat. § 13D.04](#), subd. 2; *Rupp v. Mayasich*, 533 N.W.2d 893 (Minn. App. 1995) (bulletin board must be reasonably accessible to the public). A February 3, 2004, advisory opinion by the Commissioner of

- Make good faith efforts to notify news media that have filed written requests (with telephone numbers) for notice of *emergency* meetings (special meetings called because of circumstances that require immediate consideration)<sup>33</sup>

The same notice requirements apply to closed meetings.<sup>34</sup>

Absent any other specific law governing notice by a state agency, a state agency required or permitted by law to transact public business in a meeting satisfies notice requirements if it publishes notice in the State Register or posts notice on the agency's website. In addition, a schedule of the regular meetings must be kept on file at the primary offices or posted on the agency's website.<sup>35</sup>

### **The law requires relevant materials to be publicly available.**

The open meeting law requires that for open meetings, at least one copy of any printed material prepared by the public body and distributed or available to all members of the public body also be available in the meeting room for inspection by the public. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.<sup>36</sup>

## **Exceptions to the Open Meeting Law**

A closed meeting, except one 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.<sup>37</sup>

### **The law does not apply to state agency disciplinary hearings.**

The open meeting law does not apply to any state agency, board, or commission when exercising quasi-judicial functions involving disciplinary hearings.<sup>38</sup>

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Administration stated that a public body's actions at a special meeting are limited to those topics included in the notice of special meeting. Minn. Dept. of Admin. Advisory Op. 04-004.

<sup>33</sup> Minn. Stat. § 13D.04, subd. 3.

<sup>34</sup> Minn. Stat. § 13D.04, subd. 5.

<sup>35</sup> Minn. Stat. § 13D.04, subd. 6.

<sup>36</sup> Minn. Stat. § 13D.01, subd. 6.

<sup>37</sup> Minn. Stat. § 13D.05, subd. 1.

<sup>38</sup> Minn. Stat. § 13D.01, subd. 2. This subdivision also says that the law does not apply to meetings of the Commissioner of Corrections, which does not really make sense since such a meeting is not of a multimember body. It may be explained by the legislative history, however. Until 1982, the exception was for meetings of the Corrections Board, a multimember body. A 1983 instruction directed the Revisor of Statutes to change "Corrections Board" to "Commissioner of Corrections" throughout statutes. [Laws 1983, ch. 274, § 18.](#)

### **Certain meetings involving employee evaluation or discipline must be closed.**

A public body must close meetings for preliminary consideration of allegations or charges against an individual subject to its authority.<sup>39</sup> If the members of the public body conclude that discipline may be warranted as a result of those charges, further meetings or hearings relating to the charges must be open. Meetings must also be open at the request of the individual who is the subject of the meeting.

Statutes other than the open meeting law may permit or require closed meetings for certain local governmental bodies to conduct specific kinds of disciplinary hearings. For example, school board hearings held to discharge or demote a teacher are private unless the affected teacher wants a public hearing.<sup>40</sup>

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority.<sup>41</sup> Before closing a meeting, the public body must identify the individual to be evaluated. The public body must summarize the conclusions of the evaluation at its next open meeting. An evaluation meeting must be open at the request of the subject of the meeting.<sup>42</sup>

### **A meeting may be closed to discuss labor negotiations.**

The open meeting law permits a public body to hold a closed meeting to discuss strategy and proposals for labor negotiations conducted under the Public Employment Labor Relations Act.<sup>43</sup> The statute specifies procedures for tape-recording of these meetings, and for the recordings to become public when negotiations are completed.<sup>44</sup> Another law permits the Commissioner of the Bureau of Mediation Services to close negotiations and mediation sessions between public employers and public employees. These negotiations are public meetings, unless the commissioner closes them.<sup>45</sup>

### **The law permits closed meetings based on a limited attorney-client privilege.**

In 1976, the Minnesota Supreme Court held that there is a limited exception, based on the attorney-client privilege, for meetings to discuss strategy for threatened or pending litigation.<sup>46</sup> In 1990, the legislature added the attorney-client exception to the open meeting law.<sup>47</sup> Although

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<sup>39</sup> [Minn. Stat. § 13D.05](#), subd. 2.

<sup>40</sup> [Minn. Stat. § 122A.41](#), subd.

<sup>41</sup> [Minn. Stat. § 13D.05](#), subd. 3.

<sup>42</sup> [Minn. Stat. § 13D.05](#), subd. 2.

<sup>43</sup> [Minn. Stat. § 13D.03](#), subd. 1.

<sup>44</sup> [Minn. Stat. § 13D.03](#), subd. 2.

<sup>45</sup> [Minn. Stat. § 179A.14](#), subd. 3.

<sup>46</sup> *Minneapolis Star & Tribune Co. v. Housing & Redevelopment Auth.*, 310 Minn. 313, 324, 251 N.W.2d 620, 626 (1976).

<sup>47</sup> [Minn. Stat. § 13D.05](#), subd. 3.

the statute is not limited, the court has since held that the scope of the exception remains limited in relation to the open meeting law.<sup>48</sup>

The attorney-client privilege exception does not apply to a mere request for general legal advice. Nor does it apply when a governing body seeks to discuss with its attorney the strengths and weaknesses of a proposed legislative enactment (like a city ordinance) that may lead to future lawsuits because that can be viewed as general legal advice. Furthermore, discussion of proposed legislation is just the sort of discussion that should be public.<sup>49</sup>

In order to close a meeting under the attorney-client privilege exception, the governing body must give a particularized statement describing the subject to be discussed. A general statement that the meeting is being closed to discuss pending or threatened litigation is not sufficient.<sup>50</sup>

**A meeting may be closed to address certain security issues.**

If disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses, a meeting may be closed to:

- receive security briefings and reports,
- discuss issues related to security systems,
- discuss emergency response procedures, and
- discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities.

Before closing a meeting, the public body must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape-recorded at the expense of the governing body, and the recording must be preserved for at least four years.

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<sup>48</sup> *Star Tribune v. Board of Ed., Special School Dist. No. 1*, 507 N.W.2d 869 (Minn. App. 1993) *review denied* (Minn. Dec. 22, 1993). The court of appeals did not accept the argument that the statutory exception encompassed the full attorney-client privilege because that would result in the exception swallowing the rule in favor of open meetings. In 2002, the Minnesota Supreme Court restated that the attorney-client privilege exception only applies when the purposes for the exception outweigh the purposes of the open meeting law. In that case, the city council was threatened with a lawsuit if it did not grant a request. The court found that the threat of a lawsuit did not warrant closing the meeting. *Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002) (en banc). Cf. *Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005) (applying analysis of *Star Tribune* and *Prior Lake American*, finding threats were sufficiently specific and imminent that confidential consultation with legal counsel appointed by city's insurer to discuss defense strategy or reconciliation to address a threatened lawsuit justified closing the meeting).

<sup>49</sup> *Star Tribune*, 507 N.W.2d at 872.

<sup>50</sup> *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004).

Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.<sup>51</sup>

**A meeting may be closed to discuss certain issues relating to government property sales or purchases.**

A public body may close a meeting to:

- determine the asking price for real or personal property to be sold by the government entity;
- review confidential or nonpublic appraisal data; and
- develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting, the public body must identify on the record the particular property that is the subject of the closed meeting. The proceedings must be tape-recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this exception was transacted at a closed meeting held during the time when the tape is not available to the public, the court would review the recording of the meeting *in camera* and either dismiss the action if the court finds no violation, or permit use of the recording at trial (subject to protective orders) if the court finds there is a violation.<sup>52</sup>

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.<sup>53</sup>

**There is a narrow exception for certain meetings of public hospital boards.**

Boards of public hospitals and certain health organizations may close meetings to discuss competitive market activities and contracts.<sup>54</sup>

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<sup>51</sup> [Minn. Stat. § 13D.05](#), subd. 3.

<sup>52</sup> [Minn. Stat. § 13D.05](#), subd. 3, referring to [§ 13D.03](#), subd. 3.

<sup>53</sup> [Minn. Stat. § 13D.05](#), subd. 3. Property appraisal data covered by this law is described in [Minnesota Statutes, section 13.44](#), subdivision 3.

<sup>54</sup> [Minn. Stat. § 144.581](#), subds. 4 and 5.

### **On-site inspections by town board members are not subject to the law.**

The law does not apply to a gathering of town board members to perform on-site inspections, if the town has no employees or other staff able to perform the inspections and the town board is acting essentially in a staff capacity. The town board must make good faith efforts to provide notice of the inspections to the media that have filed a written request, including a telephone number, for notice. Notice must be by telephone or by any other method used to notify the members of the public body.<sup>55</sup>

### **The law specifies how it relates to the Government Data Practices Act.**

Except as specifically provided, public meetings may not be closed to discuss data that are not public data under the Government Data Practices Act.<sup>56</sup> Data that are not public may be discussed at an open meeting without liability, if the matter discussed is within the public body's authority and if it is reasonably necessary to conduct the business before the public body.<sup>57</sup>

A portion of a meeting must be closed if the following data are discussed:

- Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults
- Active investigative data collected by a law enforcement agency, or internal affairs data relating to alleged misconduct by law enforcement personnel
- Certain types of educational, health, medical, welfare, or mental health data that are not public data
- An individual's medical records governed by the Minnesota Health Records Act, Minnesota Statutes, sections 144.291 to 144.298<sup>58</sup>

### **The legislature has addressed social media.**

In 2014, the legislature added a provision relating to use of social media. "The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, e-mail is not considered a type of social media."<sup>59</sup> "Social media" is not defined.

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<sup>55</sup> Minn. Stat. § 366.01, subd. 11.

<sup>56</sup> Minn. Stat. § 13D.05, subd. 1.

<sup>57</sup> Minn. Stat. §§ 13.03, subd. 11; 13.05, subd. 4; and 13D.05, subd. 1.

<sup>58</sup> Minn. Stat. § 13D.05, subd. 2.

<sup>59</sup> Minn. Stat. § 13D.065 (added by Laws 2014, ch. 274, § 2).

## Penalties

The open meeting law provides a civil penalty of up to \$300 for intentional violation.<sup>60</sup> A person who is found to have intentionally violated the law in three or more legal actions involving the same governmental body forfeits the right to serve on that body for a time equal to the term the person was serving. The Minnesota Supreme Court has held that this removal provision is constitutional as to removal of elected officials only if the conduct constitutes malfeasance or nonfeasance and provided that the violations occurred after the person had a reasonable amount of time to learn the responsibilities of office.<sup>61</sup>

A public body may not pay a civil penalty on behalf of a person who violated the law. However, a public body may pay any costs, disbursements, or attorney fees incurred by or awarded against a member of the body in an action under the open meeting law if the member was found not guilty of a violation.<sup>62</sup>

A court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under the open meeting law. However, the following conditions apply:

- A court may award costs and attorney fees to a defendant only if it finds that the action was frivolous and without merit
- A court may award monetary penalties or attorney fees against a member of a public body only if the court finds there was an intent to violate the open meeting law

The court must award reasonable attorney fees to a prevailing plaintiff if the public body was also the subject of a prior written opinion issued by the Commissioner of Administration, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not follow the opinion.<sup>63</sup>

The appropriate mechanism to enforce the open meeting law is to bring an action in district court seeking injunctive relief or damages. The statute does not provide for a declaratory judgment action.<sup>64</sup>

The Minnesota Supreme Court has held that actions taken at a meeting held in violation of the open meeting law are not invalid or rescindable.<sup>65</sup>

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<sup>60</sup> Minn. Stat. § 13D.06, subd. 1.

<sup>61</sup> Minn. Stat. § 13D.06, subd. 3; *Claude v. Collins*, 518 N.W.2d 836, 843 (Minn. 1994); *see also Brown v. Cannon Falls Township*, 723 N.W.2d 31, 41-44 (Minn. App. 2006) (discussing the statutory history and that since 1994 the statute has required three or more legal actions).

<sup>62</sup> Op. Att’y Gen. 471-a, Dec. 31, 1992; Minn. Stat. § 13D.06, subd. 4.

<sup>63</sup> Minn. Stat. § 13D.06, subd. 4.

<sup>64</sup> *Rupp v. Mayasich*, 561 N.W.2d 555 (Minn. App. 1997).

<sup>65</sup> *Sullivan v. Credit River Township*, 299 Minn. 170, 176-177, 217 N.W.2d 502, 507 (Minn. 1974).



## Advice

Public bodies subject to the open meeting law may seek advice on the application of the law and how to comply with it from three sources:

- The governmental entity's attorney
- The attorney general<sup>66</sup>
- The Commissioner of Administration<sup>67</sup>

An individual may seek advice from two sources:

- The individual's attorney
- The Commissioner of Administration<sup>68</sup>

An individual who disagrees with the manner in which members of a governing body perform their duties under the open meeting law may request the Commissioner of Administration to give a written opinion on the governing body's compliance with the law.

A governing body or person requesting an opinion of the Commissioner of Administration must pay a \$200 fee if the commissioner issues an opinion.

The commissioner may decide not to issue an opinion. If the commissioner decides not to issue an opinion, the commissioner must notify the requester within five days of receipt of the request. If the commissioner decides to issue an opinion, it must be done within 20 days of the request (with a 30-day extension possible for good cause and notice to the requester). The governing body must be allowed to explain how it performs its duties under the law.

Opinions of the Commissioner of Administration are not binding, but a court must give the opinions deference. However, a governing body that follows an opinion is not liable for fines, attorney's fees or any other penalty, or forfeiture of office.

*For more information about open meetings and other issues related to the government, visit the government operations area of our website, [www.house.mn/hrd/](http://www.house.mn/hrd/).*

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<sup>66</sup> Under [Minnesota Statutes, section 8.06](#), the attorney general is the attorney for all state officers and boards or commissions created by law. Under [Minnesota Statutes, section 8.07](#), the attorney general, on request from an attorney for a county, city, town, public pension fund, school board, or unorganized area, gives written opinions on matters of public importance.

<sup>67</sup> [Minn. Stat. § 13.072](#), subs. 1 and 2.

<sup>68</sup> *Id.*; see <https://mn.gov/admin/data-practices/> for access to prior opinions of the Commissioner of Administration or to find out how to request an opinion.



## Environmental Commission Memorandum

**TO:** Environmental Commission  
**THROUGH:** Deanna Kuennen, Community & Economic Development Director  
**FROM:** David Wanberg, City Planner  
**MEETING DATE:** May 24, 2021  
**SUBJECT:** Next Steps on Creating Commission Project Teams

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At earlier Environmental Commission meetings, the Commission discussed creating project teams to strengthen the Commission's effectiveness in addressing the City's environmental issues and opportunities. The Commission initially expressed the following:

1. Service on a project team should be voluntary.
2. A project team cannot have more than three Commission members to avoid a conflict with the Open Meeting Law.
3. Project teams will not have inherent power. They will make recommendations to the Environmental Commission. The Environmental Commission, in turn, will make recommendations to the City Council.
4. City Staff has limited time to spend with the project team. Nevertheless, all project teams must coordinate their efforts with City Staff and the Environmental Commission.

Other project team considerations include the following:

1. Project teams cannot communicate with the public on behalf of the Environmental Commission or the City Council.
2. Project team efforts should relate to the Environmental Commission's Work Plan and City Council directives.

As time and interest permits, Commission members could organize project teams around the following efforts:

1. Conduct research and provide recommendations related to creating a tree preservation ordinance.
2. Review the Minnesota GreenStep Cities best practices and prepare recommendations to advance Faribault in the program.
3. Review the City's Climate Adaptation Plan and the City's Energy Action Plan strategies, and prepare implementation recommendations.
4. Develop recommendations to broaden awareness and understanding of environmental issues.
5. Build on the work of Rotary Club and others to organize community efforts to curtail invasive and noxious plants and restore native plant habitats.
6. Identify opportunities to supplement the pollinator work of GROWS and the Master Gardeners.
7. Research opportunities and make recommendations to promote complete street standards.
8. Identify opportunities to strengthen surface water quality through MS4 outreach efforts and other efforts.

The above list outlines some efforts that the Commission discussed. The Environmental Commission Road Map may list other opportunities. The Commission should discuss its next steps related to developing project teams to further the Commission's environmental efforts.



## Environmental Commission Memorandum

**TO:** Environmental Commission

**THROUGH:** Deanna Kuennen, Community & Economic Development Director

**FROM:** David Wanberg, City Planner

**MEETING DATE:** May 24, 2021

**SUBJECT:** Future Meetings in Response to the Loosening of COVID Restrictions

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Minnesota has loosened COVID restrictions related to masking and social distancing for those who are fully vaccinated. However, Minnesota and the City still have Emergency Orders related to COVID. The Emergency Orders allow (but do not require) City meetings to be conducted through electronic means during the health pandemic.

Over the past several months, the City Council and several boards and commissions have met in person consistent with masking and social distancing requirements. With the loosening of COVID restrictions, fully vaccinated people no longer need to wear a mask or social distance at City Hall, although the City recommends that people wear masks while at City Hall.

Once Minnesota and the City end their Emergency Orders, it will still be possible for the Environmental Commission to meet electronically; however, electronic meetings would be more challenging. For example, City Hall would have to be open for anyone to attend the Commission's meeting in person. In addition, everyone who wishes to participate in the meeting would need to be able to communicate with all others in the meeting (regardless of whether they are meeting remotely or in person).

The Commission should direct City Staff as to how it wants to handle its future meetings. Should the Commission's June meeting be in person? Or, does the Commission want to continue to hold electronic meetings, at least until the Emergency Orders are lifted?