

## Boards & Commissions Agenda

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Regular Meeting  
March 24, 2025 – 11:00 am  
Room 100 AB, PSB  
505 4<sup>th</sup> Ave S, Minneapolis, MN 55415

### **1. Recruitment 2025 Overview**

- A. March focus: Tier 3 re-established ABCs
  - a. Applications close **March 31, 2025**
  - b. Recruitment stats
- B. Other recruitment efforts
  - a. Not Tiered
  - b. Tier 1 & 2
  - c. Tier 5 Special Service Districts
- C. External Appointing Authorities

### **2. Appointing Process**

- D. Process Overview for most ABCs
- E. Re-established Tier 3 ABC Appointing Calendar
  - a. April: Next Steps
  - b. May – July Preview Calendar

### **3. Technology Updates**

- A. April 1, 2025, Application Module turns on
- B. Board Members Page in LIMS Admin
  - a. Pending Members
- C. New Functions
  - a. Adding attachments to Marked Agenda
  - b. Board Detail Page in LIMS Admin

### **4. Open Discussion**

- A. Questions, Ideas, & Feedback

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**Next Meeting: April 28, 2025, in Room 100 AB, PSB**

# Appointed Boards & Commissions Monthly Staff Liaison Meeting



Regular Meeting  
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505 4<sup>th</sup> Ave S, Minneapolis, MN 55415

## March Agenda

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  - d. External Appointing Authorities

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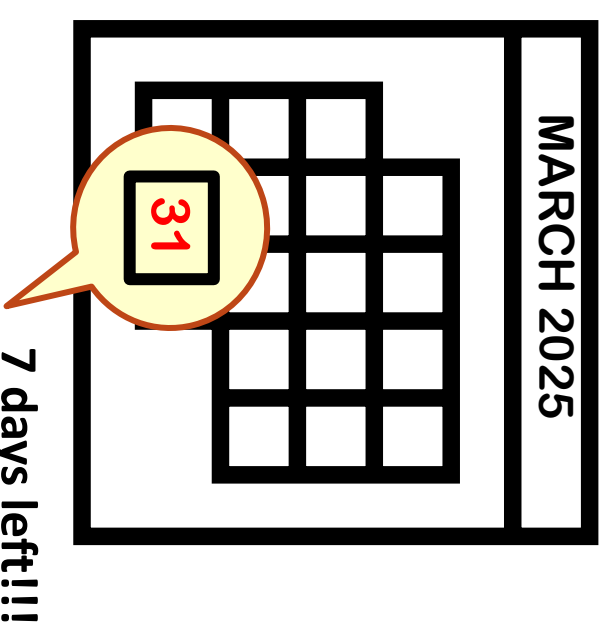
### 4. Open Discussion

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# Recruitment 2025 Overview

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March focus: Tier 3 re-established boards



**Applications close March 31, 2025, at midnight.**  
The application window will not be extended!

# Recruitment 2025 Overview

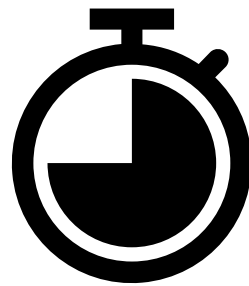
## Tier 3 re-established boards

Seats Nominated by

- City Council
- Mayoral
- +**  Department

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**128 SEATS TO FILL!**



	BAC	HMFC	MACA	MACH	MACO- PD	PAC	PHAC
<b>Total</b>	<b>35</b>	<b>17</b>	<b>6</b>	<b>23</b>	<b>14</b>	<b>10</b>	<b>9</b>
Seat 1	1	4	0	1	2	0	1
Seat 2	1	0	0	0	1	0	0
Seat 3	3	0	2	0	3	2	1
Seat 4	1	0	1	2	0	0	0
Seat 5	2	1	0	0	1	0	0
Seat 6	1	0	1	1	1	0	0
Seat 7	2	0	0	3	0	0	4
Seat 8	1	1	0	1	1	1	0
Seat 9	0	0	0	0	1	0	0
Seat 10	1	2	0	1	1	1	1
Seat 11	1	0	0	2	1	1	0
Seat 12	3	0	0	0	1	0	0
Seat 13	1	1	1	0	0	1	1
Seat 14	1	0	0	2	0	0	1
Seat 15	1	0	1	1	1	0	0
Seat 16	9	6	NA	2	NA	2	0
Seat 17	3	0	NA	1	NA	2	0
Seat 18	3	1	NA	0	NA	0	0
Seat 19	NA	0	NA	2	NA	NA	NA
Seat 20	NA	0	NA	1	NA	NA	NA
Seat 21	NA	0	NA	1	NA	NA	NA
Seat 22	NA	1	NA	1	NA	NA	NA
Seat 23	NA	NA	NA	0	NA	NA	NA

# Recruitment 2025 Overview

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## Other recruitment efforts

Not Tiered (5 seats)	Tier 1 (1 seat)	Tier 2 (9 seats)	Tier 5 (17 seats)
<ul style="list-style-type: none"><li>• Watershed Districts</li><li>• Minneapolis Workforce Development Board</li></ul>	<ul style="list-style-type: none"><li>• Civil Service Commission</li></ul>	<ul style="list-style-type: none"><li>• Community Commission on Police Oversight</li><li>• Zoning Board of Adjustment</li></ul>	<ul style="list-style-type: none"><li>• Special Service Districts</li></ul>
April 1 – 20, 2025 State Statute Requirements	April 1 – 20, 2025	CCPO: ends March 31, 2025 ZBA: April 1 – 20, 2025	March 17 – 31, 2025

# Recruitment 2025 Overview

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## External Appointing Authorities

External seats are appointed by agencies, organizations, or entities external to the City of Minneapolis. For example, some seats may be appointed by Hennepin County, the Minneapolis School District, the Minneapolis Park & Recreation Board, or others. These appointments would not be subject to the City's Open Appointments Policy, but notice of such external appointments would be received and filed so they are recorded in the Council's proceedings. There should be few external appointments that are not made by the City itself, generally no more than 4 seats per board.



### COMMUNICATE

Board Staff Liaisons should communicate to their External Partners any changes to their seats due to the reform and/or re-establishment.



### FILE

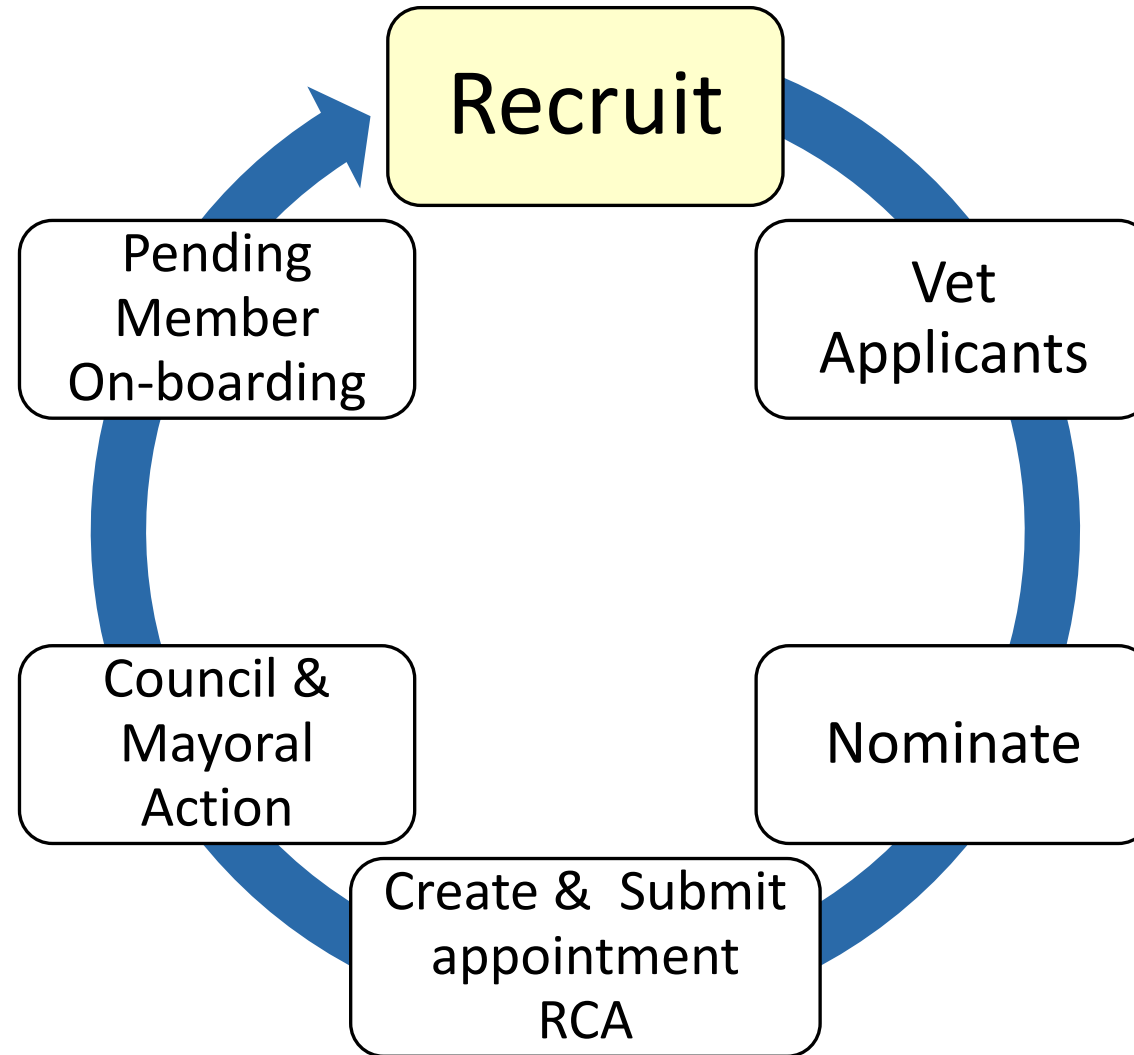
Provide the Clerk's Office with an Appointment Letter from the External Partner and the Pending Member's email contact. ABC Admin will send out the application link.



### ON-BOARD

All on-boarding requirements by Tier apply to these individuals (Oath, Ethics Training, Participation Agreement).

# Appointing Process Overview



# Appointing Calendar: Re-established Tier 3 ABCs

## APRIL

- Initial application review by Clerk's Office for residency, qualifications, and waivers
- Begin Department vetting of applicants using their own developed criteria and determining if familial conflicts exist
- Departments develop a recommendation list for Council Members and Mayor
- Council Members and Mayor begin the nomination process of candidates
- Old board continues to meet, creates an archival summary of accomplishments, and begins preparing for newly re-established board

## What happens in April?



### CLERK

Initial review  
Waivers  
Notify Liaisons



### DEPARTMENT

Begin vetting  
Familial conflicts  
Create ranked lists



### Mayor/Council

Receive Department &  
Clerk summary  
Vet applicants  
Begin nomination  
selections



### Existing Boards

Continue to meet  
Create archival summary  
of work  
Begin goal setting for re-  
established board



# Appointing Calendar: Re-established Tier 3 ABCs

## APRIL

- Initial application review by Clerk's Office for residency, qualifications, and waivers
- Begin Department vetting of applicants using their own developed criteria and determining if familial conflicts exist
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## MAY

- Complete vetting of applicants
- Board Staff Liaisons develop a list of nominations for each ABC seat and reach out to External Partners
- Submit final nomination list to the City Clerk's Office for screening. ABC Admin will then update each candidate's status to nominated
- After notified by the Clerk's Office, Appointment RCAs created and submitted by Staff Liaisons
- Council and Mayor action taken
- Pending Members begin on-boarding process due within 90 days of the effective date of the RCA
- Old board continues to meet

## JUNE

- Follow up with External Partners to complete their requirements
- Mayor identifies first Chair of each board
- Pending Members complete on-boarding process
- Clerk's Office will update Board Detail Pages
- Old board wraps up and prepares for the newly re-established board

## JULY

- First organizational meetings begin
- The first Chair oversees election of other officers of the board. Standard Bylaws and Rules are adopted by the Body
- On-boarding continues until all Pending Members complete their requirements.
- On-boarding must be completed within 90 days of the effective date of the Pending Member's appointment, or they will be deemed resigned and their seat vacated.
- Department driven orientation occurs

# Technology

Rachael Hanson

# LIMS (Admin) – Functionality Updates

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- Board Details visible in LIMS Admin now!
  - Seat Details
  - Member Details
- Applications access changes

# LIMS (Admin) – All Boards & Commissions

Legislative Information Management System

Home > Boards & Commissions

Choose Period 2025

### ALL BOARDS & COMMISSIONS

Select Status Select Tier Search Q Clear

Show 5 entries Search:

Board/Commission Name	Tier	Seats	Vacancies	Published	Status	OnBoarding On
Bicycle Advisory Committee	3	29	2	18	Active	Yes
Pedestrian Advisory Committee	3	27	7	18	Active	No

Showing 1 to 2 of 2 entries

\* Minneapolis appoints to this meeting body, but does not manage its meetings.

### DRAFT AGENDAS

Show Search: + Create Agenda

Board/Commission Name	Meeting Date	Status
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# LIMS (Admin) – Board Details

## Bicycle Advisory Committee

The Bicycle Advisory Committee provides advice and recommendations to the City Council and Mayor on priorities, policies, and programs that serve the needs and interests of bicyclists in the City.

Quorum: 15

Tier: 3

Committee Type: Advisory

Established Date: Feb 23, 1990

Abbreviation: BAC

Treat this body as an Independent Body on the LIMS Public Site: No

### MEMBERSHIP DETAILS

No. of Seats: 29

Pending: 0

Vacant: 2

Expired: 4

Statement of Economic Interest Required:

No

Membership Description:

The re-established Committee is made up to 19 members: 13 nominated by the City Council, one per ward, 2 nominated by the Mayor, 3 nominated by the Public Works Department, and 1 appointed by another organization.

Compensation Note:

None

Compensation:

Selection Procedure:

Applicants are nominated using the Open Appointments policy and are appointed by the City Council and Mayor.

# LIMS (Admin) – Seat Details

SEAT DETAILS								
<input type="checkbox"/> OFF Include Future Terms								
Search: <input type="text"/>								
Seat	Name	Status	Term Start	Term End	Seat Type	Nominated By	Appointing Authority	Membership Requirements
1	Tony Hunt	Member	Jun 1, 2024	May 31, 2026	Appointed	Ward 1 Council Member	Council and Mayor	Ward 1 representative
2	Kathy Dooley	Member	Jun 1, 2024	May 31, 2026	Appointed	Ward 2 Council Member	Council and Mayor	Ward 2 representative
3	Michael Andrus	Member	Jun 1, 2024	May 31, 2026	Appointed	Ward 3 Council Member	Council and Mayor	Ward 3 representative
4	Casey Meinhardt	Member	Jun 1, 2024	May 31, 2026	Appointed	Ward 4 Council Member	Council and Mayor	Ward 4 representative
5	Tyler Sevlie	Member	Jun 1, 2024	May 31, 2026	Appointed	Ward 5 Council Member	Council and Mayor	Ward 5 representative

# LIMS (Admin) – Member Details

**Bicycle Advisory Committee (2024-2026)**

<p><b>Personal Information</b></p> <p>Name: Kathy Dooley</p> <p>City: Minneapolis</p> <p>Ward: Ward 2</p> <p>Email: [Redacted]</p> <p>City Email:</p>	<p><b>Employer Information</b></p> <p>Employer Name: U.S. Geological Survey</p> <p>Occupation: Physical Scientist</p> <p>Employer Address: [Redacted]</p>
<p><b>Seat Details</b></p> <p>Seat: 2</p> <p>Seat Type: Appointed</p> <p>Nominated By: Ward 2 Council Member</p> <p>Appointing Authority: Council and Mayor</p>	<p><b>Service Detail</b></p> <p>Title: Member</p> <p>File: N/A</p> <p>Official Act: N/A</p> <p>Latest Appointment Date: 05/31/2024</p> <p>Residency Waiver: No    Service Waiver: No    Term Limit Waiver: No</p>
<p><b>Term 2024-2026</b></p> <p>Term Start: 06/01/2024</p> <p>Term End: 05/31/2026</p> <p>Application Submitted Date: 03/31/2024</p> <p>Member Start: 06/01/2024</p> <p>Member End:</p>	<p><b>Onboarding</b></p> <p>Oath of Office: 07/24/2024</p> <p>Ethics Training: 07/23/2024</p> <p>Participation Agreement:</p> <p>Orientation:</p> <p>Statement of Economic Interest: N/A</p>

# LIMS (Admin) – Applications

BOARDS & COMMISSIONS APPLICATIONS

Current Expired

Applications submitted within the last 12 months

Bicycle Advisory Committee Select Status Search Q Clear

Show 25 entries Search:

Applicant	Term	Seat	Board	Date Submitted	Status
Bob Anderson	2025-2026	16	Bicycle Advisory Committee	Mar 19, 2025	Appointed
Bob Anderson	2025-2026	14	Bicycle Advisory Committee	Mar 19, 2025	Appointed
Peter Pan	2025-2026	14	Bicycle Advisory Committee	Mar 19, 2025	Council & Mayor Approved
Candy Testerman	2022-2024	14	Bicycle Advisory Committee	Mar 19, 2025	Appointed
R L Hanson	2025-2026	19	Bicycle Advisory Committee	Mar 18, 2025	Appointed
James Howitt	2025-2026	16	Bicycle Advisory Committee	Mar 17, 2025	Submitted
Nick Schober	2025-2026	17	Bicycle Advisory Committee	Mar 17, 2025	Submitted
Sharon Mickelson	2025-2027	12	Bicycle Advisory Committee	Mar 16, 2025	Submitted
Gary Schmaltz	2025-2027	4	Bicycle Advisory Committee	Mar 15, 2025	Submitted



# LIMS (Admin) – Applications

Review ABC Application for Appointment to Bicycle Advisory Committee

Seat	14
Term	Jun 1, 2022 to May 31, 2024
Term Length	1 Year
Membership Requirements	Mayoral representative

## Personal Information

Candy C. Testerman  
2233 Main St., Minneapolis, 55403  
(555) 777-8888  
candycane@test.com

## Employer Information

Hardee's  
Customer Service  
3000 E. Lake St., Minneapolis, 55406  
(612) 444-5555

## Public Contact Preference

Email



Describe your education and training, employment history, and volunteer work related to this position. Include applicable experience with civic, professional, or volunteer organizations and other city boards and commissions, including any awards or special recognition:

test

List the reasons you want to serve on this body:

test

List the issues that you believe the committee should address:

test

List any financial interests (where required) or associations with which you are involved that may present a conflict of interest:

## APPLICATION PDF

[Print full application](#)

[Print public version of application](#)

# LIMS (Public) – Member Status



**BOARD DETAILS**

**Minneapolis Advisory Committee on People with Disabilities**

The Minneapolis Advisory Committee on People with Disabilities (MACOPD) provides advice and recommendations of persons with disabilities living in Minneapolis.

Established Date: Jan 9, 1976

**MEMBERSHIP DETAILS**

No. of Seats: 15      Pending: 0      Vacant: 8

Membership Description: The Committee is made up of 15 members, 13 nominated by the City Mayor.

Residency Requirement: Must be a Minneapolis resident.

Compensation: None

Selection Procedure: Applicants are nominated using the Open Appointments policy and are

**MEMBERS**

Seat #	Name	Term End	Status	Membership Requirements
1	Peter Grund	Dec 31, 2024	Expired	Ward 1 representative
2	Michael Sack	Dec 31, 2024	Expired	Ward 2 representative
3	Vacant	Dec 31, 2026	Vacant	Ward 3 representative
4	Alexa Huth	Dec 31, 2024	Expired	Ward 4 representative
5	Evan Henspeter	Dec 31, 2024	Expired	Ward 5 representative
6	Joan Willshire	Dec 31, 2024	Expired	Ward 6 representative
7	Ken Rodgers	Dec 31, 2024	Expired	Ward 7 representative
8	Amanda Tempel	Dec 31, 2025	Member	Ward 8 representative
9	Vacant	Dec 31, 2025	Vacant	Ward 9 representative
10	Vacant	Dec 31, 2025	Vacant	Ward 10 representative
11	Vacant	Dec 31, 2025	Vacant	Ward 11 representative
12	Vacant	Dec 31, 2025	Vacant	Ward 12 representative
13	Vacant	Dec 31, 2025	Vacant	Ward 13 representative
14	Vacant	Dec 31, 2025	Vacant	Mayoral representative
15	Vacant	Dec 31, 2025	Vacant	Mayoral representative

## Member Status Types

- Member:** Actively serving and onboarding has been completed.
- Pending:** Appointees who have not completed onboarding requirements--will not appear on agendas.
- Expired:** Members whose term has expired but continues to serve and appears on agendas until a new member is qualified to serve.
- Former:** Those who are no longer serving (resigned or term ended) (this designation shows in LIMS admin-Master-Board Members)

# LIMS (Admin) – Member Status

1 <http://limsadmin.minneapolismn.gov/BoardsandCommissions/BoardMembers>

Home > Board Members

**Boards** Reset

Community Environmental Advisory Commission

**Member Status**

- Pending
- Member
- Former
- Expired

**Others**

- Show members without profile

**Board Members**

Show 25 entries

Search by First name or Last name

First Name	Last Name	Term	Seat	Board	Status
David**	Smith	2025-2026	1	Community Environmental Advisory Commission	Pending
Susie**	MacMillan	2025-2026	2	Community Environmental Advisory Commission	Pending
Mark**	Dhennin	2025-2026	3	Community Environmental Advisory Commission	Pending
Cynthia**	Elmore Elmore	2025-2026	4	Community Environmental Advisory Commission	Pending
Ben**	Cooper	2025-2026	5	Community Environmental Advisory Commission	Pending
Sean**	Gosiewski	2025-2026	6	Community Environmental Advisory Commission	Pending
Luke**	Gliddon	2025-2026	7	Community Environmental Advisory Commission	Pending
Madyson**	Hoese	2025-2026	8	Community Environmental Advisory Commission	Member

# LIMS (Admin) – Member Details

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Seat Details		Service Details	
Seat	1	Title *	Member
Seat Type	Appointed	File	2024-01357
Nominated By	Council	Official Act	2024A-0929
Appointing Authority	Council and Mayor	Original Appointment *	12/05/2024
Membership Requirement	Council representative	Latest Appointment *	12/14/2024
Affiliation	Affiliation	<input type="checkbox"/> Residency Waiver <input type="checkbox"/> Service Waiver <input type="checkbox"/> Term Limit Waiver	
Term		Onboarding	
Member Status	Pending	Oath of Office Date	12/18/2024
Term Start	01/01/2025	Ethics Training	mm/dd/yyyy
Term End	12/31/2026	Participation Agreement	mm/dd/yyyy
Application Submitted Date	09/28/2024	Orientation	mm/dd/yyyy
Member Start	mm/dd/yyyy	Statement of Economic Interest	mm/dd/yyyy
Member End Date	mm/dd/yyyy		

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# Adding Attachments to Marked Agenda

Grant Johnson

# Adding to marked agenda

## Add an agenda item



- Add an agenda item that was not on the agenda under the **Addendum** heading.
  - Press + **Add Item**, enter a short description, then indicate the action that was taken.

## Add an attachment




- You can add attachments to any existing agenda item.
- Add presentation materials or public comments that were received at the meeting:
  - Press **Attachments(s)** button.
  - Browse to the file, select it, and press **Open**.
  - Only PDF documents can be attached to an agenda.
  - The file will display below the agenda item.
  - Under the heading Link Text
    - Click the dotted link and enter descriptive link text,
    - Then click the Checkmark button.
- Attachment will also be added to the original agenda in LIMS.
- Press **Save and Preview** to review your marked agenda before publishing it.



### Call To Order

- 1. Roll Call.
- 2. Adoption of the agenda.
- 3. Acceptance of Minutes   
[Feb 25, 2025 African American Heritage Work Group](#) 

### Select Action

- Quorum Present 
- Adopted 
- Accepted 

### Discussion

- 4. Review Shared Expectations

Select Action 

 Attachment(s)

File Name	Link Text
<a href="#">March 25 Slide Presentation.pdf</a>	March 25 Slide Presentation

- 5. Update on Survey of 25 Properties

Select Action 

 Attachment(s)

- 6. Comments on Context Study Draft

Select Action 

 Attachment(s)

- 7. Additional Topics and Reflection

Select Action 

# Reminders



- Members can stay in place until the new resolutions are approved!
- Next Meeting: April 28, 2025



Questions | Ideas | Feedback

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