1. Roll Call

Park Board members in attendance included Jack Acomb, Nelson Evenrud, Cindy Kist, Peggy Kvam, Christopher Walick, and James Durbin. Staff members in attendance included Darin Ellingson, Corrine Heine, Kelly O'Dea, Perry Vetter and Sara Woeste.

Chair Evenrud called the meeting to order at 6 p.m.

2. Business Items

A. **Park Board training on data practices and meeting procedures.**

Recreation Services Director, Kelly O'Dea introduced City Attorney, Corrine Heine who presented on data practices and meeting procedures. She presented the overview of the training which included the following topics: Open meeting law, data practices and record management, and running an effective meeting.

Heine distributed the following handout titled, "Summary of Key Motions" for park board reference during the presentation.

Summary of Key Motions
For use with Robert's Rules of Order

Means a motion is not subject to debate

Means that motion may be made during active debate

Means that the point can be raised without recognition from the presiding officer or that it can interrupt other speakers

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1. *General motion for all action:*
   After recognition,"I move to _____"
2. *Motion to amend original motion.* The maker of the motion does not need to consent to a motion to amend.
   After recognition,"I move to amend the motion by _____."
3. *Motion to divide a complex question.*
   After recognition, "I move to divide the question into ___ parts. Part 1 is _____ and Part 2 is _____."
4. *Motion to table or defer consideration to a later date.*
   After recognition, "I move to table the (motion/item) until _____."

5. *Motion to call the question.* Requires 2/3rds vote.
   After recognition,"I move to call the question" or "I move for an immediate vote on this issue."

6. *Motion to limit debate.* This can be used to establish time limits for debate. Requires 2/3rds vote.
   After recognition, "I move to limit debate on this issue to (__ minutes per person/__ minutes total)."

7. *Motion to revive consideration of an issue.* This may be used to request consideration of an issue previously tabled at the same or any prior meeting.
   After recognition, "I move to revive consideration of [the matter previously tabled]."

8. *Motion to reconsider.* This must be made at the same meeting where the issue was considered and voted upon, and must be made by a member from the prevailing side on the previous vote.
   After recognition, "I move to reconsider _____."

9. *Motion to rescind or amend something previously adopted.* This may be made at any meeting following the meeting where the issue was considered and adopted. It may be available when a motion to reconsider is not. Matters than cannot be undone cannot be rescinded. (E.g., approved contracts, when the other party has been notified.) Requires: majority of those present if previous notice was given; 2/3rds of those present if no notice was given; or majority of entire membership.
   After recognition, "I move to (rescind/repeal/amend) the previous action related to _____."

10. *Motion to suspend the rules or to consider a motion informally.* This permits informal discussion. Requires 2/3rds vote.
    After recognition, "I move that we suspend the rules and proceed informally in discussing the issue of _____."

11. *Motion to suspend the rules or to consider a motion informally.* This permits informal discussion. Requires 2/3rds vote.

    After recognition, "I move that we suspend the rules and proceed informally in discussing the issue of _____."

12. *Point of privilege.* Used to inform the chair of a complaint about noise, room temperature, etc.
    Without recognition, "Point of privilege."

13. *Point of order.* Used to object to when the meeting is not following proper procedure.
    Without recognition, "Point of order."

14. *Point of inquiry.* You are confused about the parliamentary rules.
    Without recognition, "Point of inquiry."

Heine first presented on Open Meeting Law Basic. She highlighted some of the penalties associated with intentional violations of the Open Meeting Law, some of

the things park board members can and cannot do while a quorum is present at an event, what makes a public meeting, and some exception to the law.
Points discussed regarding quorums include the following:

- A meeting occurs when there is a quorum present and the members receive information on planning commission business, discuss business or take action.
- If you have a quorum present at any event that isn't a posted meeting.
- Social event – don't discuss commission business.
- Another public meeting, e.g., council meeting with park items – don't sit together and don't participate in discussion.

Heine reviewed what makes a meeting "public". The following items are required in order to make a meeting public – all which staff take care of for the park board:

- Notice must be provided, usually at least three days in advance. Might be posted or published notice.
- Meeting must be in a location that is open and available to the public to attend.
- Agenda materials must be made available to the public.
- Minutes must be taken to make a record of all votes.

Park board member Walick asked about the processes associated with park board business. Heine suggested that park board members contact O'Dea or Assistant City Manager, Perry Vetter with any questions on park board business.

Heine moved on to Data Practices and Records Management. She explained that the Minnesota Government Data Practices Act (MGDPA) is a law that balances the rights of the public to know what the government is doing against individual privacy rights. The three classifications of data were defined:

- Public: available to anyone for any reason.
- Private or Nonpublic: available to the subject of the data, to people who have consent, and to city employees who have a need to know.
- Confidential or Protected Nonpublic: not available to either the subject or to the public, only to people with a need to know.

Heine informed the group that public data was the most common type while private/non-public and confidential data were not very common. She explained that City Clerk, David Maeda is the responsible authority that handles all requests for data. The city does have a timeline for responding to data requests with 10 business days being a typical response time. Heine reviewed a few other key points for the park board:

- All "government data" is subject to the act, regardless of where is it located.
- Emails related to park board business come within the act, even if on your personal computer.

- If a park board member receives a request for data, refer it to city clerk Maeda.
- Strongly consider a separate email account for commission business.

Kvam questioned whether notes taken on a site visit would be data subject to the act and if they should be kept. Although unlikely to be requested, Heine said that notes on park board business are considered government data.

The last section of the training was "Running an Effective Meeting." Heine highlighted some key points:

- The presiding officer needs to demonstrate control of the meeting.
- Public comment is only required for public hearings, but may be allowed.
- Members of the public want to know that they were heard and need to feel that the procedure was fairly applied.
- Announce rules and limits in advance.
- Fairly apply the rules.
- Acknowledge arguments that have been made and explain why you disagree.

Heine described the parliamentary rules as basically good manners. She stated that the rules exist to make a meeting run in an orderly fashion and that knowing a few basics will be enough in most circumstances. Vetter asked Heine to provide a few examples of incidents in which other councils/boards have made errors regarding meeting procedures. A few discussed included the following: replying to 'all' via email and serial meetings. A serial meeting was described as one member talking to another member with information, who then relays that information to another member, etc. Heine also explained that posting on social media was ok if the page was public.

3. **Adjournment**
   Evenrud adjourned the meeting at 6:41 p.m.