

# Meeting Minutes: Council Planning Committee

Date: Wednesday, September 21, 2022  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
As provided by MN Stat. 13D.021, the meeting was held electronically

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Absent |
| Andrew Christensen | Present |
| Myrna Peterson | Present |
| Quinn Nystrom | Present |

### Staff and Guest

* David Dively, E.D.
* Shannon Hartwig

Meeting called to order at 10:02 am

## Approval of minutes and Agenda

**Action:** Myrna Peterson motioned for approval of the approval of the agenda for the September 21, 2022, meeting, Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3 1 member absent.

A motion was made by Myrna Peterson and seconded by Quinn Nystrom, to approve the May 18, 2022, minutes. All in favor. Roll call vote 3/3 1 member absent. August 17, 2022, meeting notes, were submitted, with no need for approval.

## Results of Council membership poll for in-person versus hybrid meetings discussion

The group discussed the topic of in person meetings, the group will add the item to the full council meeting agenda with 15 minutes to allow for discussion.

## Attendance policy for members

Group discussion on developing a process for attendance. Add the item to the full council meeting agenda. 5 minutes.

## Member attendance update

Group discussion on attendance affecting quorum for committee meetings. Group will bring the item to the full council with ten minutes.

## Feedback from August Full Council meeting

Do people want an executive committee meeting? Discussion on the need for an executive committee. The group. Add a finance committee as an agenda item to the full council meeting.

## Council and staff combined retreat

Discussion add item to agenda with 20 minutes, add more detail.

## Action Steps/Follow up

Add items to the Full Council Agenda. 5 minutes for attendance policy and 15 minutes for meeting style (in-person) and the attendance issues of council meetings, 10 minutes. add finance committee to the full council meeting agenda.

Meeting adjourned 11:30 am

Submitted By: Shannon Hartwig